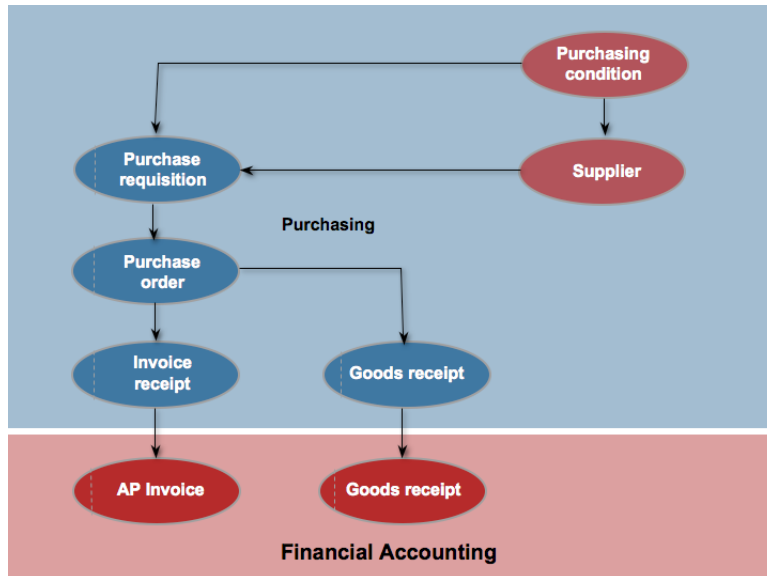


# Synaxon Urbidata Process Controls Purchase-to-Pay

## Introduction

Synaxon Urbidata Purchase-to-Pay Process Controls enable your organization to reduce risk and improve efficiency in the entire business cycle. It identifies ineffective controls and inefficient process steps. Based on the process flow below, key control- and performance metrics are monitored for the entire Purchasing document flow.



## Functionality Overview

Synaxon Urbidata Purchase-to-Pay Process Controls provide intuitive insights into purchasing information, including purchase requisitions/orders, goods receipts, invoice receipts, vendor invoices and configuration settings. Deviations between target and actual performance metrics are automatically monitored and reported. Time spent on control activities is reduced by providing both aggregated and detailed information in one overview.

### Identify irregularities

Automated deviation monitoring between target and actual performance metrics in the Purchase-to-Pay cycle. Synaxon Urbidata Purchase-to-Pay Process Controls identify deviations such as purchase orders without a requisition, duplicate vendor invoices and rejected and cancelled purchase orders and invoices.

### Monitor Purchase-to-Pay cycle performance

Identify long outstanding purchase orders, invoice receipts and goods receipts. Furthermore, identify cost of purchasing from your top 100 vendors and your top 100 products and determine your dead stock.

### Manage risks

Identify risks proactively such as critical changes in purchase orders, one time vendor invoices and differences between invoice receipt amounts and purchase order amounts.

## Key reporting

- Vendor reliability performance
- Excessive vendor payments
- Overdue goods receipts
- Stock levels
- Discover top vendors
- Payment differences
- Overdue deliveries
- Purchasing costs of top 100 vendors

## Synaxon Urbidata GRC & BPM Solutions

The Synaxon Urbidata GRC & BPM Solutions provide instant access to a time proven and stable platform for scorecard presentation and analysis in a secured and confidential environment. Traffic lights clearly signal deviations to the desired outcome. Detailed analysis can be performed by drilling down to the Excel Pivot tables and transaction data.



# Purchase-to-Pay

## Automated monitoring of Purchase-to-Pay

For the business cycle Purchase-to-Pay several indicators have been defined for use within a scorecard. The scorecard applies a traffic light approach to indicate the controls effectiveness as well as process performance.

	Result	Change	Target	Actual	Total target	Total actual	Period
[-] Synaxion							
[-] <b>Purchase to Pay</b>							
± Purchase Orders							
[-] Goods Receipt							
Avg. nr. of days exp. delivery ex. for POs [day.]			5	7			Jun 2007
Avg. nr. of days between PO creation and receipt [day.]			10	7			Jun 2007
Nr. of POs where creation date equals GR date [#]			10	13			Jun 2007
Nr. of expected goods receipts [#]			100	98			Jun 2007
[-] Invoice Receipts							
Nr. of POs creation date eq. inv. receipt [#]			5	12			Jun 2007
Nr. of POs with PO - VI amount difference [#]			10	9			Jun 2007
Nr. of service POs creation date eq. inv. receipt [#]			10	5			Jun 2007
Nr. of service POs with PO - VI amount difference [#]			10	8			Jun 2007
Nr. of blocked and held/parked logistic invoices [#]			500	532			Jun 2007
± Accounts Payable invoice							
± Logistic vendor							

## Key business benefits

### Improve your Purchase-to-Pay process

- Gain transparency in your Purchase-to-Pay cycle performance with automated deviation monitoring between target and actual performance.
- Identify the root cause of problems by detailed analysis.
- Compare different purchasing departments.
- Implement changes in order to improve your Purchase-to-Pay business cycle.

### Reduce possible mistakes and errors

- Detect errors in purchase orders.
- Determine deviations between the purchase order amount and the vendor invoice amount.
- Identify duplicate vendor invoices.
- Identify purchase orders with a higher price than the purchase requisition.

### Reduce purchasing costs

- Discover your top vendors in order to purchase more efficiently.
- Shifting from local to central purchasing will reduce your purchasing costs significantly.

