



Purchase-to-pay (P2P) Automation with Online Buying

Save time and drive productivity

Accounts Payable (AP) Automation with Purchase Order Processing (POP) for Opera 3 SE creates a streamlined, automated workflow that transforms the way procurement and accounts payable is managed. AP Automation automates the entire purchase-to-pay (P2P) process from the acquisition of goods and services through to final supplier payment and gives AP teams complete visibility to process invoices quickly and make smart budgeting decisions. Meanwhile, the addition of Online Buying provides complete visibility and control over indirect spend before it takes place.

Purchase-to-pay in Opera 3 SE: How does it work?

Purchase requisition

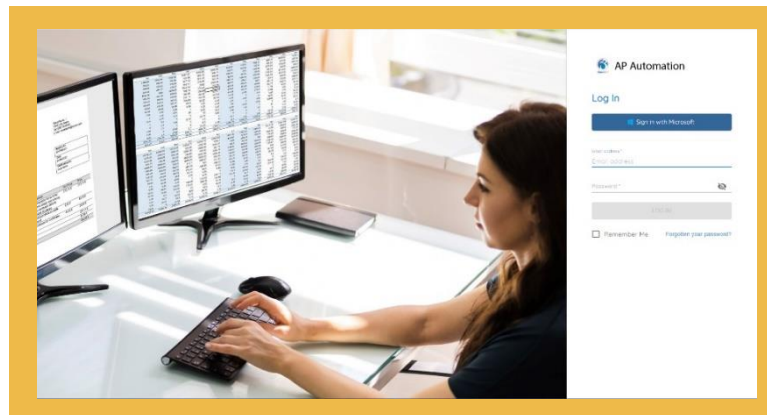
A user raises a purchase request in Pegasus Opera 3 SE. The system checks budgets and routes the request for approval.

Approval workflow

Approvers receive notifications and can approve or reject in real time. Approval chains can be customised by department, value thresholds, or transaction type.

Purchase order creation

Once approved, the PO is sent to the supplier and logged in Pegasus Opera 3 SE.



Goods receipt

When goods arrive, the receipt is logged and matched to the PO.

Invoice capture and matching

Supplier invoices are captured via email or upload. A P Automation performs 2- or 3-way matching (PO, receipt, invoice). Discrepancies are flagged for review.

Approval and posting

Matched invoices are routed for final approval. Once approved, they're posted directly into Opera 3 SE's Purchase Ledger.

Payment and reporting

Payments are processed via Opera 3 SE. Full audit trail and reporting available in both systems.

Online Buying: How does it work?

Organisations are buying more online, but this is occurring as a disconnected and uncontrolled activity which generates additional work for accounts payable teams to process, such as expense claims, corporate credit cards reconciliations, locating invoices and determining who bought what and why for nominal ledger coding. Not to mention the associated invoice approval processes.

Online Buying provides complete visibility over indirect spend before it takes place, helping budget holders maximise budgets by reducing unnecessary spend before it occurs, putting finance departments in total control.

This tool integrates with almost any website including Amazon Business and a growing number of global suppliers.

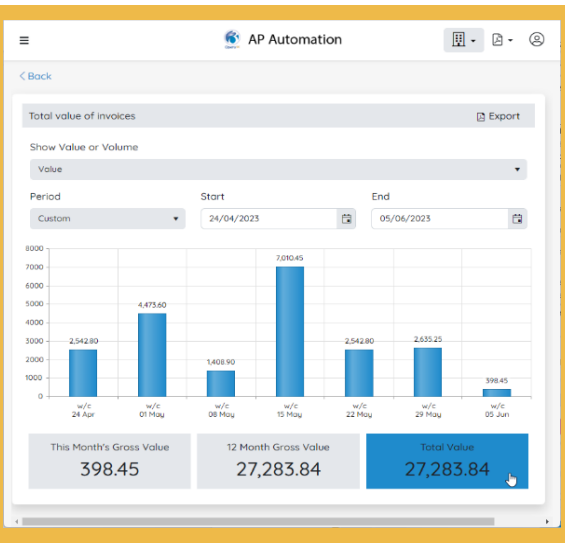
AP Automation: Features and benefits

- Invoice capture in many languages, currencies and amounts.
- A unique email address for suppliers to send invoices to.
- Includes line level data extraction.
- PDF, doc/docx, xls/xlsx, htm/html, xt, tif/tiff plus many other file types accepted.
- Fixed price per invoice with no additional charges for number of invoice pages, currency or language.
- Invoices are stored for seven years to meet audit requirements.

- Reduce invoice approval time by 50%. Automated email notification to approvers and reminders to speed up the process.
- Improve supplier relationships with faster payments.
- Comprehensive reporting and dashboards provide drilldown to specific suppliers and their invoices to highlight the status of each invoice.
- Export reports to Microsoft Excel for even more manipulation and analysis.

Online Buying: Features and benefits

- Optimum buying experience at low costs.
- Digital end-to-end process of requisition, PO, receipting, invoice capture and approval. integrated with any supplier website.
- Visibility and control of indirect spend before orders are placed.
- Guaranteed invoice and PO matching with 2- and 3-way matching.
- Automated ledger coding and approval workflow.
- Approval workflow email notifications pre-order from any device.
- Pay less for what you already buy.
- Quick access to previous purchases to see what you have bought, and prices paid historically.



- No additional costs to add extra suppliers.
- Eliminates duplicate invoices.
- Reduces the risk of fraud.
- Delivered as a service, removing the need for AP validation to save time.
- Provides visibility over every invoice throughout every stage of its lifecycle.
- Reduces the risk of invoices becoming misplaced.
- Saves time and drives productivity gains of between 65% and 95% depending on how many invoices are processed.
- Helps pay creditors quickly, thus minimizing issues which could disrupt supply.
- Ledger coding is simple to automate by supplier, specific invoices and for each and every line of the invoice.
- "Defaulting" capabilities for Ledger coding to reduce repetitive processes.



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