



The authorisation of purchase invoices traditionally involves a protracted paper chase in many organisations. This can lead to many issues, including loss of visibility in the process and mislaid documents. In turn, this can have an impact on responses to supplier enquiries, prompt payment targets and early payment discounts.

The **TextStor** Purchase Invoice Authorisation module has been developed to overcome these issues, utilising a scanned copy of each invoice for validation and authorisation.

Benefits

- Faster invoice authorisation, quicker payments to suppliers, which may result in early payment discount
- Removes the chance of paying the same invoice more than once
- Complete audit trail, resulting in traceability of invoices during the authorisation process
- Invoice queries reported to suppliers more quickly
- Reduction in processing costs due to more efficient invoice processing
- Electronic storage, removing the risk of misplaced invoices and the need to file paper invoices
- Easy to use

Features

- Flexible authorisation limits set to improve cost control and maintain business continuity
- Nominal account coding of invoices
- Export of accounts payable and nominal ledger details to ERP system
- Secure environment using proprietary thin client technology
- Purchase ordering system add-on to create the complete Purchase to Pay (P2P) solution

Product Sheet

TextStor

Purchase Invoice Authorisation (PIA)



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A closer look

Each invoice is allocated to one or more authorisers for approval. The authoriser can electronically approve, reject or hold the invoice and insert comments. In addition nominal ledger coding can be completed by the authoriser if this has not been completed previously.

After authorisation, the invoice is released for payment and exported to the accounts/ERP system. Email reminders can be sent to authorisers with unapproved invoices and escalation routines are incorporated for overdue invoices.

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