

Restore  
Digital

# Automating your P2P process

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Automated Purchase-to-Pay  
process for clear benefits and  
Return on Investment (ROI).

[www.restore.co.uk/digital](http://www.restore.co.uk/digital)

# Introduction

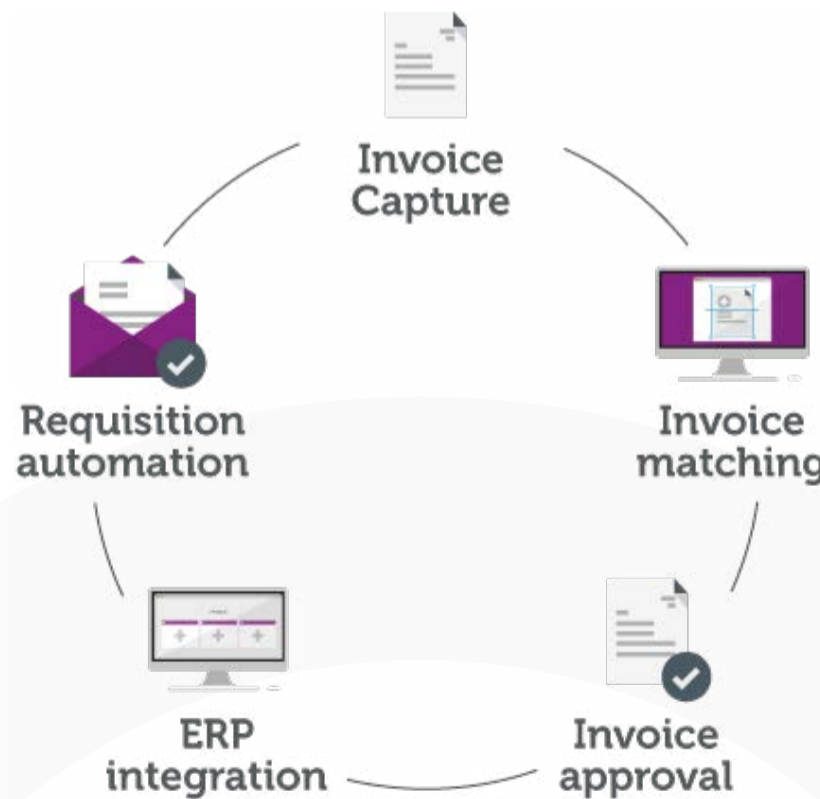
Restore Digital is part of Restore Plc and together we provide the complete solution to organisations' document and data management.

At Restore Digital we help organisations empower their data, with security, auditability and compliance as the backbone.



**Purchase to Pay (P2P)** is the process of ordering to payment. It is formed of many tiny processes and involves different parts of the organisation and many people. When this process is manual it takes more time and effort than is necessary. Which in turn, allows human error to creep in.

When thinking of automating P2P it's useful to begin the journey focussing on two areas, each with clear benefits and Return on Investment (ROI).



## Pain points of a manual process



Paperwork



Manual audit trail



Back and forth



Process gaps



Error prone



Compliance issues



Time consuming



Manual

## Benefits of automation



Audit and control



Compliant storage



Reporting and analytics



Improve efficiency



Save costs



Automate manual tasks



Eliminate inconsistencies



Reduce Human error

# Accounts Payable (AP)

Firstly, start defining how the AP process supports your business objective. For example:



Is AP transforming your back office and becoming a strategic partner for procurement?



Are you simply looking for operational gains by reducing paper and the manual work involved?

**The procurement process covers:**



**Requisition**



**Requisition approval**



**Order creation**



**Sending order to the supplier**



**Receive goods and services**

## Whereas the AP process covers:



Receiving  
the invoice



Capturing  
invoice data



Validating,  
managing &  
approving the  
invoice



Paying the  
invoice

## Writing the business case



Outline the savings related to automating the above process



Estimate the cost of processing an invoice manually (it's estimated to be £10 for many organisations).



Outline any advantages such as early payment discounts.



Estimate the reduction in costs of handling paper (storage fees, printing costs, audit and legacy systems).



Increase spend visibility benefits – in turn helps you negotiate better prices.

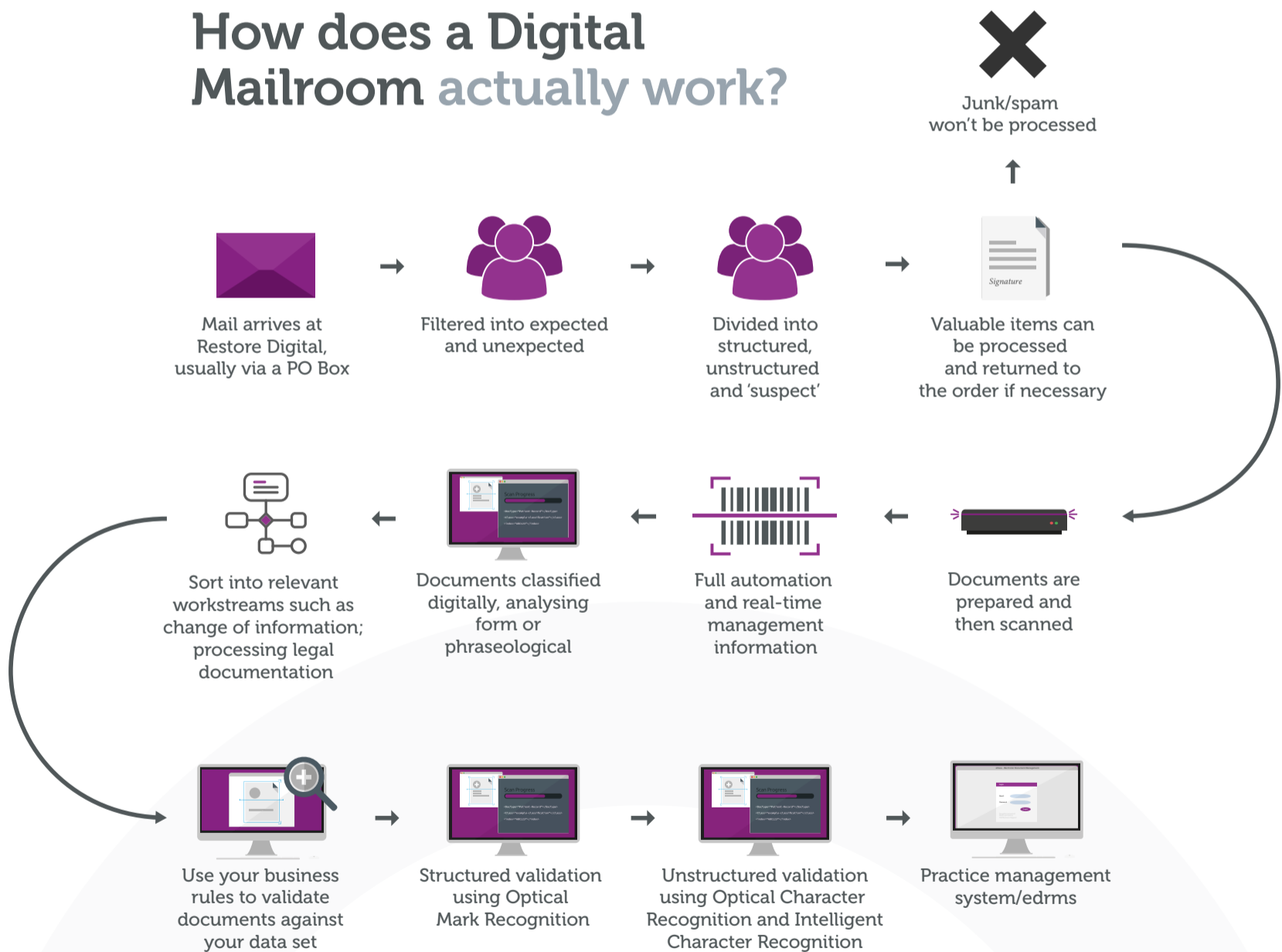


Staff costs – reducing the team size or deploying them onto value-add activity.

# Mailroom

A digital mailroom can transform the amount of paper entering an organisation, and for many organisations this paper can often be related to the Accounts Payable process.

## How does a Digital Mailroom actually work?



## The benefits of a Digital Mailroom include:



**Increased customer satisfaction:** Respond faster with automated mail classification and routing.



**Speed up transactions:** Speed up the time to realising revenue by making information available and into internal systems faster.



**Increase visibility and control:** Gain real time knowledge on information entering your organisation.



**Reduce operating costs:** Reduce the costs of sorting, organising and manually tagging documents.



**Scalability:** Manage your peaks and troughs of mail without incurring unnecessary overheads.



**Security and compliance:** Fully auditable from receipt, and once electronic, easily manage retention periods and permissions.



**Same day digitalisation and indexing:** Fast turnaround of the daily post, with service level agreements that mean relevant information gets to the right person fast.



## Writing the business case

Restore have produced a helpful guide for kicking start the process for writing the business case for a digital mailroom, which can be accessed [here](#).

However, to begin with you need to understand the quantity and type of mail you receive. Whether you are just scoping hard copy mail or whether you want to include other communication channels like email.

Start thinking about which you would like to extract information from, and push into automated workflows. Would it just be those connected to the AP process such as invoices?





If you are interested in finding out more.

Get in touch and we'll happily answer any of your questions:

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Join the digital transformation discussion on LinkedIn:

[www.linkedin.com/company/restore-digital/](http://www.linkedin.com/company/restore-digital/)

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