PaperLess

accounting the PaperLess way™

Automatic Matching & Closing of Purchase Orders in Sage

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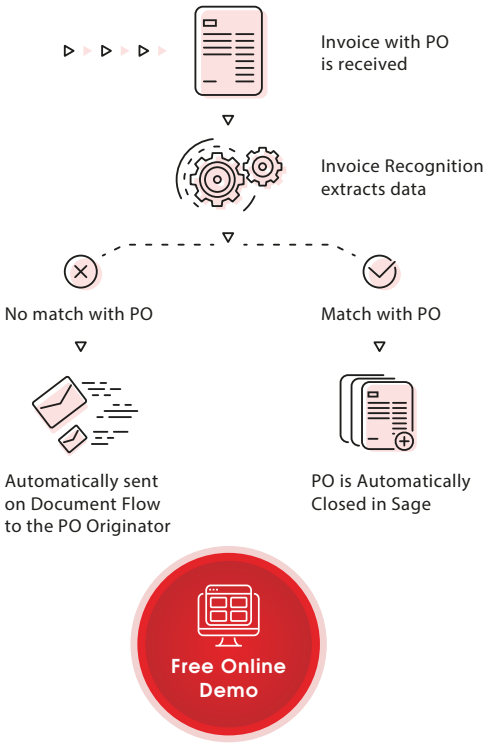
Sage Tech Partner

PaperLess Automatic Matching & Closing of Purchase Orders in Sage

PaperLess automatic matching and closing of purchase orders is a powerful feature fully integrated in PaperLess Document Management for Sage that allows Sage users to have all relevant accounting data automatically captured from invoices and matched against the corresponding purchase order in Sage. A powerful invoice processing automation feature only possible due to the seamless integration between PaperLess Document Management and Sage, making it much faster and accurate to process all invoices received, including the Purchase Order related ones that need to match in order to be posted to Sage.

Sage users no longer have to waste time on comparing invoice amounts against Purchase Orders amounts or on having to go into Sage to close off a Purchase Order, post the transaction and then archive the invoice in a separate location. PaperLess does all this in a fully automatic manner and this process can be further automated for PaperLess clients using PaperLess Company Inbox, where invoices received via email have their data automatically captured, are automatically matched with the purchase order and can be automatically posted to Sage and have the corresponding purchase order automatically closed if invoice amount matches the amount on the purchase order.

How does Automatic Matching & Closing of Purchase Orders Work?



Once invoices are brought into PaperLess all relevant data will be captured by PaperLess Automatic Invoice Recognition and PaperLess Automatic Matching and Closing of Purchase Orders module will automatically check if the amount on the purchase invoices matches the corresponding Purchase Orders in Sage. If the value of the invoice matches the amount of the PO or falls within the defined variance, then PaperLess will automatically close the purchase order in Sage and post the supplier invoice transactions. If there is a mismatch between the Purchase Order and the invoice, PaperLess will automatically send the invoice on document flow to the PO originator.

By having PaperLess automatically sending mismatched invoices on document flow, the accounts team knows exactly the status of that invoice and if the PO Originator has already taken the necessary actions to amend the Purchase Order or has sent the invoice to the supplier for query.
All this can be easily communicated by using PaperLess Document Flow, with the advantage that the complete audit trail of this process will also be available directly from within Sage once the purchase invoice is posted.

PaperLess is all about saving time, money and increasing productivity levels across the finance department and the Automatic Matching and Closing of Purchase Orders is an important part of this for companies using Purchase Orders in Sage.

Successful companies can no longer afford to spend valuable and expensive human resources on tasks that can be fully automated. The automation achieved turns invoice processing routines into a much faster process which is also less prone to errors than when manually inputting and processing data.

But wait, there is more... PaperLess also caters for companies dealing with multiple deliveries for one Purchase Order

When dealing with multiple deliveries, instead of having to go into Sage to look for the details of the Purchase Order that delivery corresponds to, PaperLess users can have easy access to all relevant information by highlighting the GRN number and clicking right arrow. This will make PaperLess automatically match the invoice amount with that particular delivery and, if there is a match, partially close the Purchase Order. If you also register the supplier's delivery note number in the GRN in Sage, you can even automate by using PaperLess Invoice Recognition to find that number for you and to automatically match and close via Company Inbox.