



PURCHASE TO PAY WORKSHOP USER GROUP WORKSHOP – HOSTED BY LORRAINE HARBER

Wednesday 11 April
Mary Sumner House, Westminster

COFFEE 9.30 – WORKSHOP START 10.15

Purchasing

- Overview of Purchasing
- Suppliers including approval
- Item Catalogue
- Document masters & Templates
- Workflow & Approval
- Purchase Order output
- Commitments
- Punchout
- Goods Received Notes

LUNCH

Invoice Matching

- Overview of Invoice Matching
- Document masters & Templates
- Workflow for Approvals & invoice completion

Financials

- Pay\Collect

Administration

- Users & Capabilities
- Approval Hierarchies