



# ADERANT EXPERT™

## Spend Management, Powered by PROACTIS

### Control Costs, Manage Purchasing, Streamline Accounts Payable

In these uncertain economic times, firms need to look for every edge when it comes to maximizing their profitability. An essential aspect of increasing profitability is to effectively manage and control costs. Firms need to have a keen understanding of where and what they are spending money on and look for ways to gain process efficiencies and economies of scale while reducing waste and costly errors.

Spend Management, Powered by PROACTIS helps firms improve profitability by controlling and reducing indirect expenditures. The application manages all non-payroll spend, automating the traditional requisition-to-check process for all types of indirect goods and services. It streamlines purchasing and invoice handling processes, imposes vital controls, and automates inefficient paper-based processes.

Spend Management increases firm visibility into non-payroll spending and delivers significant cost savings by streamlining purchasing processes and administration. The component puts a firm's non-payroll expenditures under tighter management and enables firms to more effectively leverage existing relationships with key suppliers.

### Benefits

- Eliminates maverick spend, budget overages, and unauthorized purchases
- Improves visibility into and control over non-payroll spend
- Ensures compliance with spending policies
- Streamlines and automates procurement process
- Reduces administrative costs
- Improves profitability

### Key Features

- Web-based requisitions and purchase orders
- Automated workflow and authorizations
- Web, email, and mobile device approvals
- Default account coding based on employee, transaction, and more
- Pre-commitment budget checking
- Automatic receipting, invoice registration, and two- and three-way invoice matching
- Spend management dashboards
- Supports preferred supplier contracts
- Full multi-currency and multi-company support

## Control Firm Expenses

Spend Management eliminates maverick spending, budget overages, and unauthorized purchases. Requisitions and draft purchase orders are submitted online via a web-based user interface, which are automatically routed for approvals. Approvals are fast and simple to perform via the web, email, or wireless device, ensuring widespread user adoption and efficiency.

## Manage Requisitions & Orders

Spend Management streamlines the creation of requisition documents, including ensuring accurate coding of items within ADERANT Expert's accounting applications. Users and managers can view requisitions, including authorization progress and buyer processing status.

Firm-defined workflows are used to route authorizations based on user and item classifications. The application supports item-level authorization, the rejection of separate line items, and automatically alerts users about items that require authorization. Users are kept informed about the approval status of their requisition via email. Firms can consolidate requisitions by time, supplier, supplier branch, delivery point, template types, and more.

Once an order is approved, Spend Management automatically outputs it—either individually or batched. The application supports manual print output, automated email, or fax orders to suppliers.

## Streamline Purchasing

Spend Management allows users to quickly create purchase orders by simply selecting a supplier or an item. Data entry is streamlined and errors reduced by pre-validating fields. The application also supports one-time suppliers, allowing users to enter relevant information at the point of order creation.

## Reduce Write-Offs

Requisitions and purchases are automatically coded to the proper account or client/case before a financial commitment is made. This streamlines the billing cycle and helps capture all recoverable expenses in a timely manner. Re-chargeable case or client project costs are identified up front, eliminating write-offs and missed billing cycles.



**PROACTIS**

## Minimize Surprise Spending

Surprise or mystery invoices are significantly reduced with Spend Management by pre-approving and automatically coding financial commitments before a purchase order is issued.

## Increase Oversight

Receipting and three-way invoice match ensures firms pay only for the goods and services they have ordered and received, minimizing overcharges. Firms can easily match invoices to purchase orders as well as automatically check for duplicate invoices.

## Maximize Purchasing Power

Spend Management funnels firm purchasing activity to negotiated contracts with preferred suppliers. Spending can be consolidated with suppliers who offer the best value in the form of lower prices, quantity discounts, higher quality, or preferred business terms.

## Improve Cost Visibility

Spend Management dashboards provide firms with visibility into their full cost pipelines, including both approved and unapproved items. Costs can be viewed by several dimensions, including item, case, client, attorney, and partner, providing increased visibility, improved accountability, proactive cost management, and accurate cash forecasting.

## Increase Control and Compliance

Spend Management's automated controls and rock-solid audit trails provide a sound foundation for audits and compliance initiatives, such as Sarbanes-Oxley. Business process and control documentation can be generated easily resulting in shorter audits and lower compliance costs. Likewise, Spend Management's controls reduce the possibility of fraud and help identify supplier billing errors.

## Ready for Global Firms

Spend Management's ease of use, browser interface, and multinational capabilities make it adoptable by every firm employee, regardless of their location. Managers can quickly gain control over newly acquired organizations and new office locations as well as manage foreign suppliers and service providers.