



“...to maximize the efficiency, accuracy and timeliness of the processes by which companies procure and pay for goods, while minimizing the costs associated with these functions”

Process Improvement, Supply Chain Integration, AP Automation, Shared Services

Signs of deferred maintenance

- EDI transactions kicking out?
- Vendor master filled with duplicates?
- Item file information out of date?
- Matching errors bringing you down?
- Tired of watching your RNI grow?
- Special orders not so special?

Is it time to rethink the way your department operates?

With over 10 years of experience in optimizing Procure-to-Pay processes for Lawson customers, RPI combines the utmost expertise in best practices with a deep understanding of Lawson forms, tables and functionality to deliver results that make a difference.

As part of our business process review, RPI works with your organization to map existing processes, outline staff responsibilities and analyze Lawson data. We use this information to recommend and implement improvements that increase departmental efficiencies and reduce time dedicated to mindless transaction processing time. This allows resources to focus on continuous improvement and proactively seek opportunities to improve customer service, reduce errors and further develop operational efficiencies.

- Special Orders
- Pricing Discrepancies
- Contract Management
- RNI Review & Clean-up
- New Item Addition
- Par Location Maintenance
- Invoice Matching
- Buyer Message Resolution
- Inventory Replenishment
- Vendor Statement Review
- Duplicate Payment Audit
- Vendor Return Processing
- EDI Error Resolution
- INR Maintenance
- Vendor Location Maintenance
- Requisitioning
- Void Payments
- Unclaimed Property / Escheatment
- 1099 Reporting
- Employee Expense Processing
- Accrual Reporting
- Recurring Invoice Management
- Invoice Approval Workflow
- Performance Metrics

**RPI is Lawson’s Certified
Mobile Supply Chain Management Partner**



Designed to meet the needs of the on-the-move, dispersed workforce common in today’s business environments, Lawson’s Mobile Supply Chain Management (MSCM) module increases productivity of materials staff in receiving docks, warehouses, storerooms and par locations, by using handhelds to capture and transmit data via wireless connections.

- Par & Cycle Counting
- Receiving & Delivery
- Surgical Instrument Management

As Lawson’s certified MSCM Partner, RPI can help your organization maximize the functionality of wireless Par & Cycle Counting, Receiving & Delivery and Surgical Instrument Management. Ask us how we can help you today.



Procure – to – Pay Optimization

Why Automate?

Document Imaging & Workflow: Paperless environments significantly outperform their more traditional paper based counterparts. Electronic records eliminate the labor-intensive processes of manually sorting, filing, retrieving, and re-filing invoices, and increased visibility allows for better workload management.

Using workflow to streamline the invoice approval process drastically alters the way an Accounts Payable department operates. Electronic routing can cut the turnaround on approvals by up to 75%, significantly reducing the time between entry and approval. Automated reminders eliminate follow up, while increased transparency allows organizations to identify and address bottlenecks that prevent timely approval. With faster turnaround, discount terms are met and vendor inquiries reduced.

The best imaging and workflow solutions are easy to set up and maintain as approvers change and approval matrices evolve within an organization. The end-user experience should be simple and intuitive, allowing for quick and easy training and acceptance.

Data Capture/OCR: New technologies leverage the latest in sophisticated template and pattern recognition software to identify and extract invoice information from scanned images. Organizations that have embraced OCR have reduced invoice entry time by as much as 60%. In electronic form, this data can easily be verified by an Accounts Payable processor and validated against an ERP or Accounting packaging before being directly uploaded.

OCR is the next step in the transformation of accounts payable from a data entry department of yesteryear into the audit centric organizational function of tomorrow. Exception based processing is the wave of the future.

The Benefits of Shared Services

Organizations that transition towards shared services departments benefit from increased cash control, improved vendor relationships, and a reduction in non-revenue staff. Centralized departments allow for the efficient implementation of new technologies and modification of standardized business practices. However, there are significant cultural, political, and procedural challenges involved in ensuring a successful transition.

As leading experts in the design and build of shared service centers, our resources can provide guidance, as well as hands-on assistance, with every aspect of the design and build of the shared services department.

The Human Factor

Automation and process optimization support the evolution of financial departments by allowing organizations to refocus resources on higher value activities such as data validation, accuracy, fraud prevention, system maintenance, and continuous improvement.

Purchasing Cards: Big Savings in a Small Package

Purchasing card programs offer an efficient alternative for small, routine transactions. Purchasing or corporate cards reduce the overall volume of transactions flowing through Accounts Payable and create a more efficient purchasing mechanism for small dollar transactions that require detailed tracking and communication between the requester and vendor. In addition, most purchasing card programs offer rebates to participating companies that can reach up to 1% of expenditure volume.

Many organizations are concerned about fraudulent use of corporate credit cards. Properly implemented however, a purchasing card program will increase, not decrease, the controls and visibility surrounding these transactions. Current programs offer functionality for supervisor approvals and controls, transaction type and dollar amount restrictions, and pattern-based or random audits. The efficiencies of purchasing cards can be gained while decreasing the risk of fraud.

RPI Procure - to - Pay Customers

Catholic Health East
Education Management Corporation
Forum Health
Sisters of Charity
LifeBridge Health
Catholic Health West
Interamerican Development Bank
MedStar Health
Bon Secours Health

RPI Consultants

2400 Boston St., Suite 407
Baltimore, MD 21224
410.276.6090
info@rplic.com
www.rpic.com

RPI specializes in helping Lawson clients get the greatest value out of their ERP system through strategic interventions and specialized products.