



DATASHEET

SourceDay

# Invoice Automation

## Automatic 3-Way Invoice Matching for Direct Spend

Direct spend invoices are notoriously inaccurate, which creates challenges for Accounts Payable (AP) departments. Outdated purchase order (PO) data and incorrect receipts make it hard for staff to resolve discrepancies because the correct information lives in lots of places. SourceDay is the first solution to solve this challenge by automatically matching PO, receipt, & invoice data, making it easy to find and resolve mismatches.

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### Reduce the Number of Mismatched Invoices

When SourceDay's PO Collaboration platform is used, it reduces mismatched invoices at the source by ensuring accurate PO and receipt data is always up to date in your ERP system.

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### Pay Suppliers Faster and More Accurately

With more invoices matched automatically, AP departments unlock early payment incentives and pay suppliers the right amount.

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### Centralizing Visibility for Your AP Process

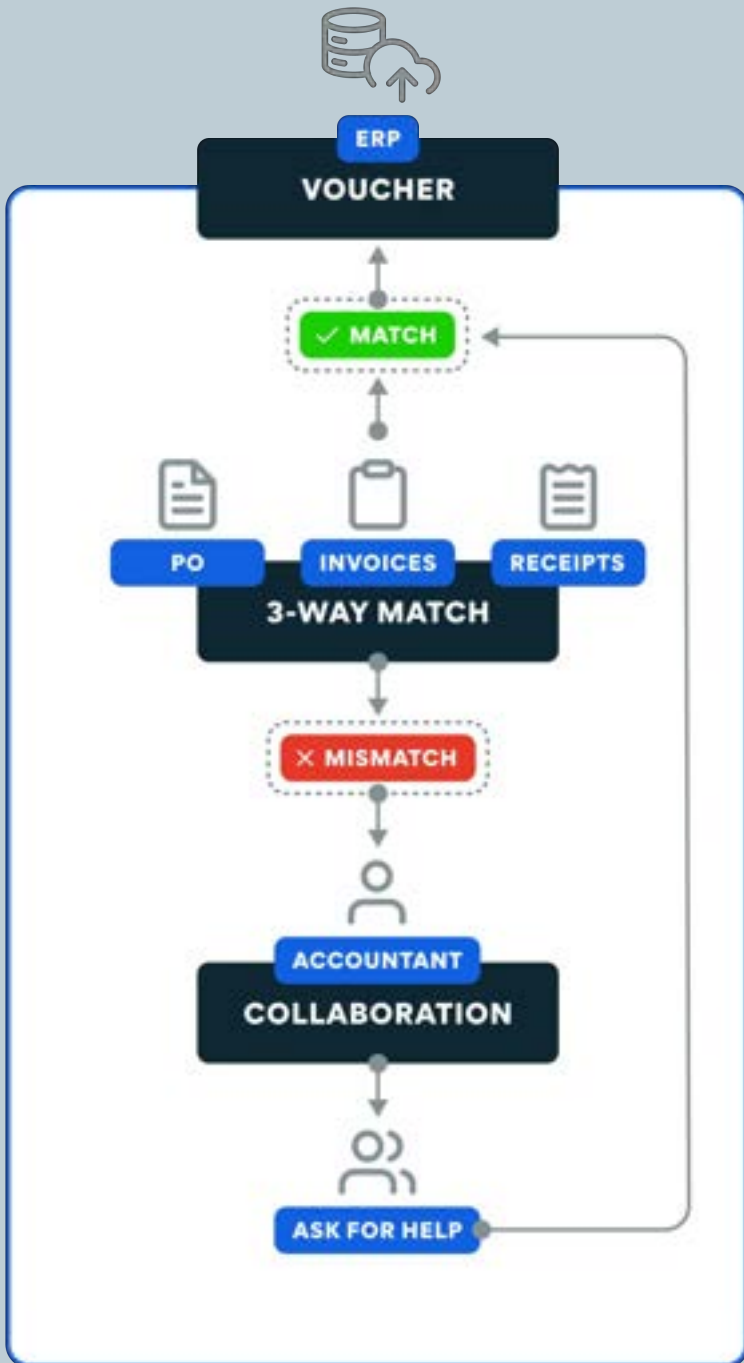
Quickly identify the source of mismatches between POs, receipts, and invoices to drive fast reconciliation.

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### Transform Your AP Department's Workload

AP departments can manage by exception and focus on more strategic initiatives with the automatic vouchering of matched invoices.

# SourceDay's AP Solution



## Key Features

Lightweight IT implementation that works with any ERP system

Accessed through an easy-to-use web-based portal

Flexibility on how invoices get into SourceDay - Sent from the supplier via email or upload invoices within SourceDay

Fully automated 3-way matching of invoices, POs, receipts, and quality inspections (4-way match)

Auto-generate unposted payment vouchers in your ERP for matched invoices

Find mismatches and help users resolve them with prescriptive workflows

Optional communication with suppliers when the invoice is vouchered

SourceDay manages Invoice Template creation so that your IT team isn't burdened

## How it Works

SourceDay's Invoice Automation reconciles invoices with real-time PO and ERP receipt data and automatically creates vouchers in the ERP. With visibility to real-time data, AP staff can work more collaboratively throughout the entire AP process. When discrepancies are found, SourceDay guides finance through a prescriptive workflow to resolve them efficiently.



**More than 20%**  
of direct-spend invoices  
have exceptions

The screenshot shows the 'Invoices' section of the SourceDay interface. It features a navigation bar with buttons for 'New Invoice', 'New Non-PO Invoice', and 'Review for Errors'. Below the navigation bar, there are filters for 'Status' (Pending Processing, Needs Review, Awaiting Receipt, Unmatched, **Matched**, Vendor Progress, Picked Vouchers, Non-PO Invoices, Other Statuses) and 'Date Range'. The main table displays a list of matched invoices with columns for Aging, Invoice #, PO #, Buyer Name, Status, Invoice Date, Vendor ID, Vendor Name, Net Cost (PO), Sales Tax, Freight, Misc Charges, and Amount. A detailed view of a matched invoice is shown below the table, with columns for PO-Line-Rel, Buyer Name, Status, Item, and Vendor Part Number.

Aging	Invoice #	PO #	Buyer Name	Status	Invoice Date	Vendor ID	Vendor Name	Net Cost (PO)	Sales Tax	Freight	Misc Charges	Amount
1	022520-419-L320075-R	022520-419	Young Leffler	MATCHED	03/15/2022	507084	Deltek Inc	\$2,470.00	\$0.00	\$0.00	\$0.00	\$0.00

PO-Line-Rel	Buyer Name	Status	Item	Vendor Part Number
022520-419-L320075-R	Young Leffler	Matched	U75KVVEWV3	QQEMMYNDMJ

SourceDay enables matched invoices to be automatically vouchered so that buyers can take advantage of early payment discounts, and suppliers can get paid faster.

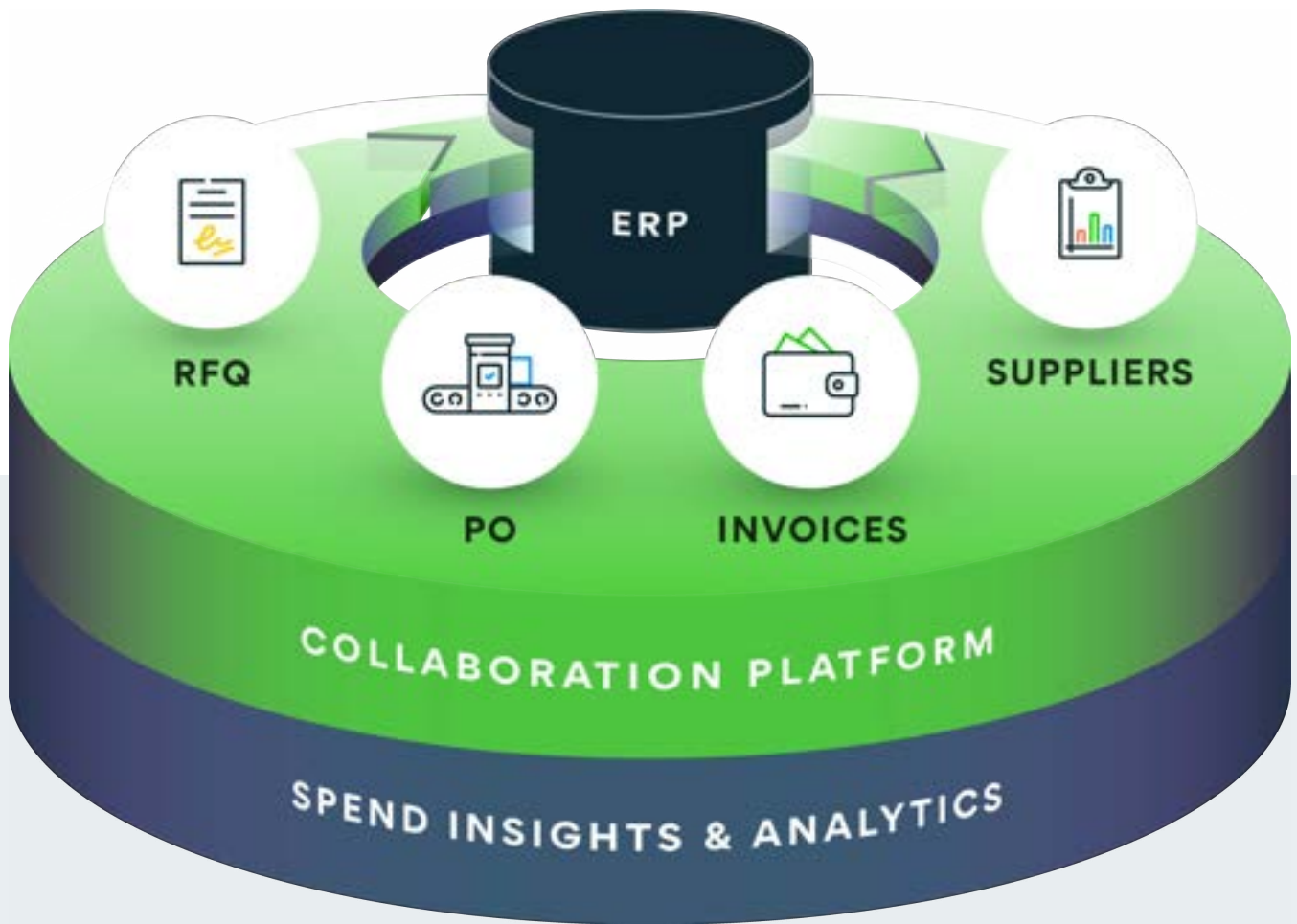
“With SourceDay’s AP, invoices are always up to date so we are able to take advantage of cash discounts.”



**LOUISE MAYER**  
ERP Improvement Manager

## Guarantee Matches with PO Collaboration

Unlike any other invoice automation solution, SourceDay does more than automate the process of reconciling invoices—it stops misses at the source. Since most AP discrepancies are created upstream during the PO process, our unique approach starts there. SourceDay’s PO Collaboration solution gives buyers and suppliers the ability to keep the data accurate in the ERP throughout the lifecycle of a PO, so price, quantity, and delivery dates are all kept up to date in your ERP. When SourceDay finds mismatches between shipments and invoices, it allows you to notify the right people, making it easier for teams to address them. Automating AP increases processing speed for invoices that match PO and receipt data and allows AP departments to manage mismatches by exception.



## PO COLLABORATION | INVOICE AUTOMATION | RFQ COLLABORATION

When used together, the SourceDay platform provides teams with a supplier collaboration ecosystem from request for quote all the way through to payment processing, to ensure you have total visibility in your supply chain that you can trust.

[Schedule a Demo](#)



### About SourceDay

SourceDay is the collaboration engine that combines people, information, and processes to modernize how companies manage orders with their suppliers, drive collaboration, and ship orders on time. From Fortune 100 companies to mid-size manufacturers, distributors, and CPG brands, thousands of organizations use SourceDay to connect their teams with their suppliers, centralize order data, and drive their businesses forward.