



## Gap Guidance Worksheet: Lowering Operational Expenses for Procure-to-Pay Processes

Assessing the gap between current and desired operations is the first step in determining if you should consider a procure-to-pay solution. Procure-to-pay processes increase efficiency, compliance and control to improve your bottom line. Subsequent steps include determining cost, timing, provider selection, “build or buy,” and most important, the consideration of overall IT future strategy pertaining to integrations and provider control. The below worksheet offers a guide to determine if your hotels can benefit with procure-to-pay technology.

### Top 25 Gaps in the Hospitality Industry

If you have more than 3 gaps with a “Yes” checked, please contact [sales@birchstreet.net](mailto:sales@birchstreet.net).

Top 25 Gaps	Description of Gap	Yes/No
Supplier Compliance Gap	Purchasing compliance at the unit level to the specified products and supplier under contract	
Supplier Compliance Gap	Product price “seen” and product price at purchase and invoice	
Supplier Compliance Gap	Supplier compliance with contract	
Supplier Compliance Gap	Brand product compliance	
Intelligence Gap	Supplier and product transactional information	
Intelligence Gap	Pricing and product reporting	
Intelligence Gap	Accounting (accruals, allocations) intelligence	
Intelligence Gap	Checkbook transparency	
Intelligence Gap	Substitutions – damaged, received, and rejected products	
Intelligence Gap	Compliance reporting	
Inter-connectivity Gap	The gap between procurement and inventory management	
Inter-connectivity Gap	The gap between purchasing, receiving and invoice reconciliation	
Inter-connectivity Gap	The gap between PO approval and your budget/forecast	
Inter-connectivity Gap	The gap between PO approval and invoice coding and/or invoice approval	
Inter-connectivity Gap	The gap between POS and Inventory, CapEx Project/Budget and/or Recipe Management	
Inter-connectivity Gap	Transfers and Inventory	
Process Compliance	The accuracy of GL coding	
Process Compliance	The recipe preparation	
Process Compliance	Perpetual Inventory/High cost control	
Process Compliance	Theoretical food cost accuracy	
Process Compliance	PO approval process	
Process Compliance	Budget compliance	
Integration Gaps	AP/POS/ERP/Inventory to P2P	
Technology Gap	Common architecture	
Technology Gap	Reduction and alignment of third party providers	

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