

## PURCHASE LEDGER

The main purpose of a purchase ledger is to analyse and manage expenditure. Up to 999 sub ledgers can be defined allowing the institution to define separate sub ledgers for different sources of expenditure, e.g. suppliers and staff expenses. In addition to the purchase ledger enquiry, a fully integrated purchase order module enables user to analyse their expenditure effectively.

The Agresso QL workbench enables users to design and define their view of enquires and reports, subject to their access and authority levels. Utilising the set up grid enables users to pick the fields they would like to display. Once the content has been chosen users can sort by and group by particular fields. These views can then be emailed to other users or saved to their desk top, saving time and effort defining the view again.

The information displayed in the grid can be easily "dragged and dropped" to a third party desktop product for further analysis. A whole host of standard reports are available in addition to the on screen analysis that can be achieved.

Full drill down to related modules and transactions is available throughout the system. For example users can document track from a cash transaction in the cash book to the associated transaction on the supplier account in the purchase ledger simply by double clicking the transaction.

## AGED CREDITORS

Aged creditor reporting can be by user-defined reporting periods, giving users total flexibility. An on line real time analysis is available with full grouping, sorting and drill down facilities in addition to static standard reports. Both real time and static reports can include all suppliers or a selected range of suppliers. Notes or action points can be added to either the supplier's account or at transaction level. The notes can then be displayed on aged creditors reports enabling users to reference them whilst contacting a supplier.

Supplier C...	Supplier Name	Total Balance	Total Aged	Current Balance	Future Balance	Period Turnover Age
(none)	- Total Balance =	0.00				
ACCOM	- Total Balance =	0.00				
CAS	- Total Balance =	0.00				
5037	A Ford & Son USA Limited	0.00	0.00	0.00	0.00	0.00
5018	Jaguar Cars Ltd	0.00	0.00	0.00	0.00	0.00
5070	K33 Brakes Ltd	0.00	0.00	0.00	0.00	0.00
CATER	- Total Balance =	0.00				
5081	Primepak Foods	0.00	0.00			
CHEM	- Total Balance =	76.38				
5099	Fisher Scientific	0.00	0.00	0.00	0.00	0.00
5075	Fisher Scientific	76.38	0.00	76.38	0.00	65.00
COMP	- Total Balance =	1,920,604.20				
5042	Msys Systems	1,010.50	0.00	1,010.50	0.00	860.00
5001	CHI Systems (UK) Ltd	0.00	0.00	0.00	0.00	2,408.50
5055	PCS-Computer Supplies	2,232.50	940.00	1,292.50	0.00	1,100.00
5051	Distinction Systems Limited	18,148.34	1,175.00	16,993.34	0.00	23,106.97
5046	Intel Corporation	935,545.81	935,545.81	0.00	0.00	0.00
5023	IBM UK Ltd	0.00	0.00	0.00	0.00	1,050.00
5022	RHM Telecommunications ...	0.00	0.00	0.00	0.00	0.00
5024	British Telecommunication...	0.00	0.00	0.00	0.00	50.00
5044	Dell Computer Corporation	0.00	0.00	0.00	0.00	0.00
5041	Microtec Systems PLC	0.00	0.00	0.00	0.00	0.00

## SUPPLIER ANALYSIS/ENQUIRY

Agresso QL provides product and supplier analysis directly from within the Accounts payable module, the structure of which is fully user definable.

Users can sort and group data providing them with an online report instantly. All transactions can be document tracked, enabling users to enquire on the related transactions in other modules.

From one screen users can gain the following information by utilising a series of tabs:

- ◆ General ledger analysis of each transaction
- ◆ Any allocations that have been made
- ◆ Payment terms and address details
- ◆ Outstanding purchase orders for a supplier

Supplier Name	Supplier C...	Doc Type	Posting	Invoice No.	Gross Value	Net Value	Tax Value	Oubs Bal	Alloc Status	Payment Due	Transaction Date
Distinction Systems Limited					18,148.34	14,078.91		18,148.34		19 Dec 01	
IBV					10,196.40	8,106.97		10,196.40		18 Dec 01	
Distinction Systems U...	5051	INV		200112 67098	528.75	450.00	78.75	0.00	A	28/03/2001	
Distinction Systems U...	5051	INV		200112 564654	646.25	550.00	96.25	0.00	A	11/04/2001	12/03/2001
Distinction Systems U...	5051	INV		200112 785757	528.75	450.00	78.75	0.00	A	10/04/2001	11/03/2001
Distinction Systems U...	5051	INV		200112 988	763.75	650.00	113.75	0.00	A	08/04/2001	09/03/2001
Distinction Systems U...	5051	INV		200112 88988	587.50	500.00	87.50	0.00	A	27/04/2001	28/03/2001
Distinction Systems U...	5051	INV		200112 86488	441.25	350.00	91.25	0.00	A	18/04/2001	20/03/2001
Distinction Systems U...	5051	INV		200112 52525	117.50	100.00	17.50	0.00	A	14/04/2001	15/03/2001

## SUPPLIERS

Supplier codes are alpha numeric, though they can be automatically generated if they are kept as numeric. Various look ups and search facilities help the user to find the supplier they require. Separate addresses can be kept for payments, statements, remittances and all other correspondence.

## SUPPLIER RELATIONSHIPS

Agresso QL allows a three level customer hierarchy to be established. This is to cater for the purchase of services and goods to suppliers who have a branch/head office structure. All posting can be made within this hierarchy, e.g. invoices can be entered for a supplier at one level, and receipted to another supplier at another level. Allocations can be made between suppliers in the hierarchy. Full enquiry and reporting facilities are available that highlight and allow drill-down and across any defined set of supplier relations.

Account Code: 5004 Powell Office Equipment Ltd

Account Information: Payment/Discount/Tax/Analysis CIT/PPS/1099 Electronic Documents

Details: Short Name: POWELLOFF1, Country: UK, Web Link: [empty]

Controls: Cash Account, Notes, Remittance, User Defined Fields, Miscellaneous, Open Item, Small Business, Contacts

Address: Postal, Payment, Remittance, Registered. Address Code: B64SPS. The Office Superstore, Powlike Lane, Cradley Heath, Walsley, West Midlands, B64 SPS.

Currency: Currency, Multiple, Display in, Post to Parent.

Related: Parent, Remittance to Parent, Payment to Parent, Post to Parent.

Analysis Codes: CIT Type: NCIS, Area: CHQ, Category: OFFICE.

History: Periods: 50, Credit Limit: Days: 30, Limit: 500,000.00.

Checks: Input: No, Payment: No, Miscellaneous Address: [empty].



## INVOICE REGISTRATION

If required invoices can first be entered on to the invoice register awaiting authorisation. The person who is responsible for authorising the invoice can be attached to the registered document. Reports can then be produced indicating which invoice still require on line authorisation.

## INVOICE ENTRY

When entering an invoice against an order the system will ask if you would like to automatically match it. Doing this will automatically enter the data from the order onto the invoice.

The system can have many parameters set to aid in this process of matching. Some of the settings are:

- match on GRN lines, order lines or both
- acceptable variance tolerance levels by percentage and maximum variance value
- small variance posting
- automatic addition of delivery charges
- automatic matching
- supervisor passwords for large exceptions

## SUGGESTED PAYMENT RUN

Automatic payments can be run at any time. Suppliers can be categorised for different payment runs. The selection criteria for a run are extensive and include document type and status, future periods, currency type and more. The run can be edited prior to posting and also multiple runs can exist at any time. Allocations are automatic. Payments can be by credit transfer (BACS), cheque or manual. Full updating of the Cash Book, General Ledger, and Accounts Payable is automatic.

Settlement discounts are taken into account and are calculated against this payment run and the date that the next payment run for a supplier will take place. Agresso QL will also automatically, if requested, take the best possible discount for any document based on maximising discount or minimising outgoing cash.

Miscellaneous suppliers can be defined and when payments are produced against these accounts, the user is prompted for the name to pay for every document selected for payment.

## ALLOCATIONS

The allocation of documents in the Accounts Payable module is extremely sophisticated and includes:

- ◆ partial allocation
- ◆ automatic reversal
- ◆ enquiry showing the complete set of allocations made and a comprehensive analysis of 'what paid what'
- ◆ allocations across related suppliers
- ◆ future periods allocations