Purchase Order Process

PURCHASE ORDER PROCESSING

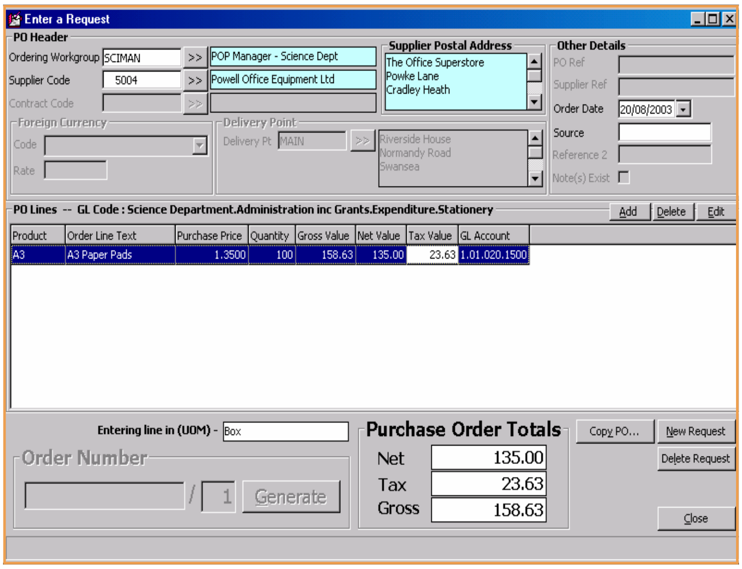
The Purchase Order Processing module is fully integrated with all relevant modules and caters for commitment accounting as standard. Various types of purchase orders can be processed including devolved purchase order entry, providing devolved budget holders with the benefit of checking their budget availability and managers can prevent budget overspending. A full three-way matching facility is provided, with accrual values for goods received but not invoiced automatically calculated at period ends.

The Agresso QL workbench enables users to design and define their view of data entry screens, enquiries 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 and the order in which they appear. 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 purchase order to the associated transaction on the supplier account in the purchase ledger simply by double clicking the transaction.

PURCHASE ORDER REQUEST

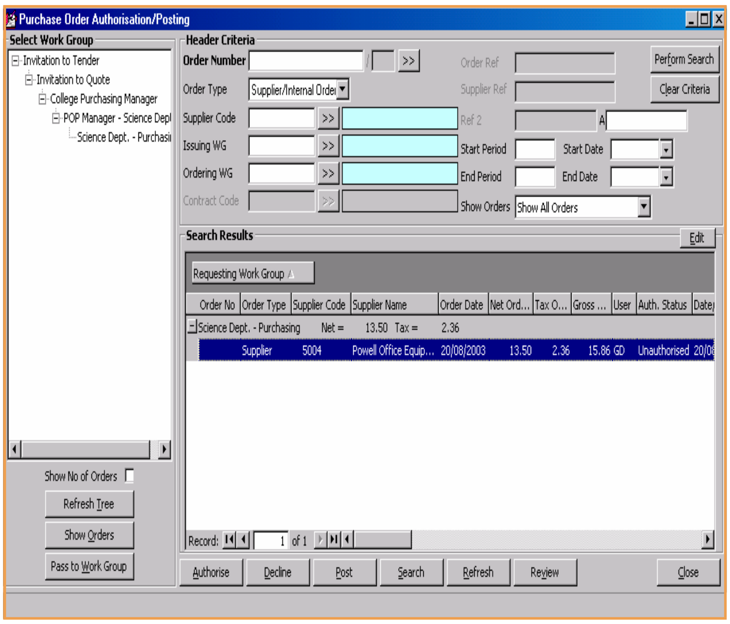
Devolved purchase ordering is fast becoming an important task for every institution. Allowing departmental users to enter purchase requests or orders on-line can help to minimise the paper trail. Utilising parameters and the set up grid the purchase request screen can allow end users to enter as much or as little information as required. Look ups and wild cards are available throughout the screen to help users select supplier codes, product codes etc. If product codes are used most of the required information is defaulted, e.g. tax code, general ledger code, price etc. leaving the user with just the quantity to enter.

If purchase requests are to be used, users cannot generate an order number, this is only generated once the budget spend has been authorised by the budget holder.



COMMITMENT ACCOUNTING & BUDGET CHECKING

During order entry, if the committed value of the order causes a relevant budget to be exceeded, then either a warning can be given or further input prohibited for that order. If budgets are to be used, the budget to be checked can be either a period budget or a year-to-date budget or a complete year budget. The invoice of goods or services causes the relevant committed balance in the General Ledger to be down dated.



PURCHASE ORDER AUTHORISATION HIERARCHY

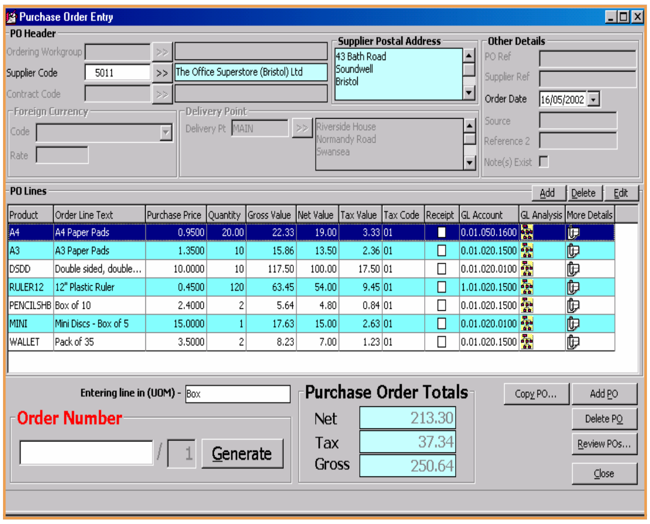
An institutionally defined authorisation hierarchy can be set up. This takes into consideration both user and workgroup spend limits**.** When a budget holder (or finance dept) enters this screen they will be presented with the orders they need to authorise. The user can then use the features of the grid to sort by any of the fields. If the user needs to look at the order in more detail they can do so by clicking on the edit button. The user can then amend, edit or add to the order as required. For example they might want to change the supplier or quantity ordered, all the data entered by the originator can be amended if necessary. Alternatively the budget holder may wish to decline the request or authorise it without making any changes. If the order is over the budget holders spend limit the order can be passed up to be authorised. Once the request has been declined or authorised an email can be sent to the originator informing them of the outcome.

PURCHASE ORDER ENTRY

Direct orders can be entered without the need for a request to be authorised. Direct purchase orders are subject to the same budget checking processes.

Look ups and wild card search facilities are available throughout the data entry screen to help users select supplier codes, product codes etc. Orders can be entered in foreign currency with the ability to enter up to four references in addition to adding a note to the whole order. Not only can the purchase order contain multiple general ledger codes but each line can contain multiple codes if required.

Agresso QL provides users with a VAT module, which allows any number of VAT codes to be created within it. Vat codes can be defined and defaulted against a supplier, product code and project code. Depending on the parameters these can be overridden, users can select a code from a look up.



COPY ORDER FACILITY

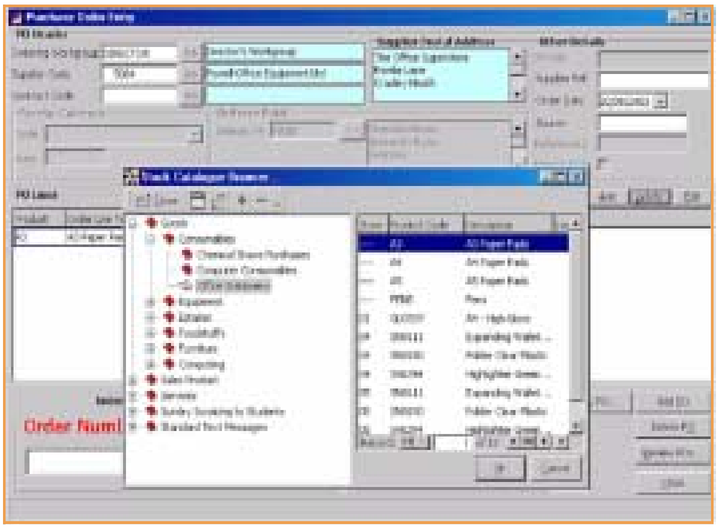
A copy order facility is available which enables users to copy previous orders to create new orders. These orders can then be amended as required, this dramatically reduces the work load where similar orders for suppliers are placed on a regular basis.

PURCHASE ORDER NUMBERS

Each workgroup can have a different order number prefix and sequence if required. Numbers can be system generated or user entered. Purchase order numbers can be reserved for emergency orders and the order detail entered at a later date.

PRINTING PURCHASE ORDERS

The layout of the purchase order is institutionally definable. Output can be to any network/local printer, to file or a third party desktop tool.



PRODUCT CATALOGUE

Agresso QL maintains a product catalogue that can be printed. This catalogue can be used during purchase order and request entry to ensure that only authorised items are purchased. Products can be placed into categories which can aid the user, alternatively various search facilities including partial name searches are available.

Associated with items in the catalogue can be sole suppliers, preferred suppliers, or an open list to allow any valid supplier. In addition default text, tax code, purchase price and general ledger codes can be assigned to the product reducing the amount of data that needs to be entered.

TEXT BASED ORDERING

All orders can be created using text-only entry without the need to enter a product code. Unlimited amounts of text can be added to each line, whilst users can simply utilise the look ups for tax and general ledger codes and manually enter in price and quantity. The system intuitively displays only those codes to which the user has access whilst the drag and drop functionality removes the need for additional keying.

INVENTORY CONTROL MODULE INTEGRATION

If the Inventory Control module is integrated, full movement and price history can be enquired on.

CONTRACT ORDERS

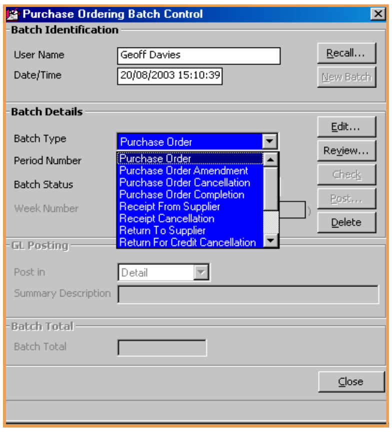
Agresso QL financials provides a separate enquiry option for contract statistics giving the user important information with regards to financial and movement statistics in addition to the actual products that are included in the contract. Within the contract maintenance set up, the user can enter the valid dates for the contract and a reference number with the actual contract being attached to the file giving the user immediate access to any other information that may be required. The products that can be purchased can be added with a default price and nominal code if required. Default workgroups can be set up so that only designated users can purchase items on a contract and would be subject to all security access and authorisation procedures.

PURCHASE ORDERING BATCH CONTROL

Each time a user enters a document the batch is user id and date stamped for audit trail purposes. Users can partly enter an order and then recall it and continue adding lines or amending before it is posted.

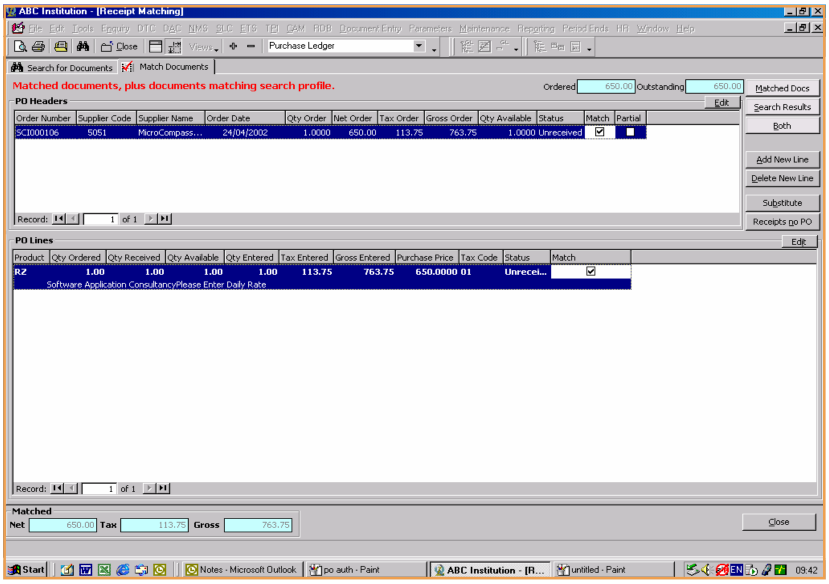
In addition to a purchase order, authorised users can enter the following:

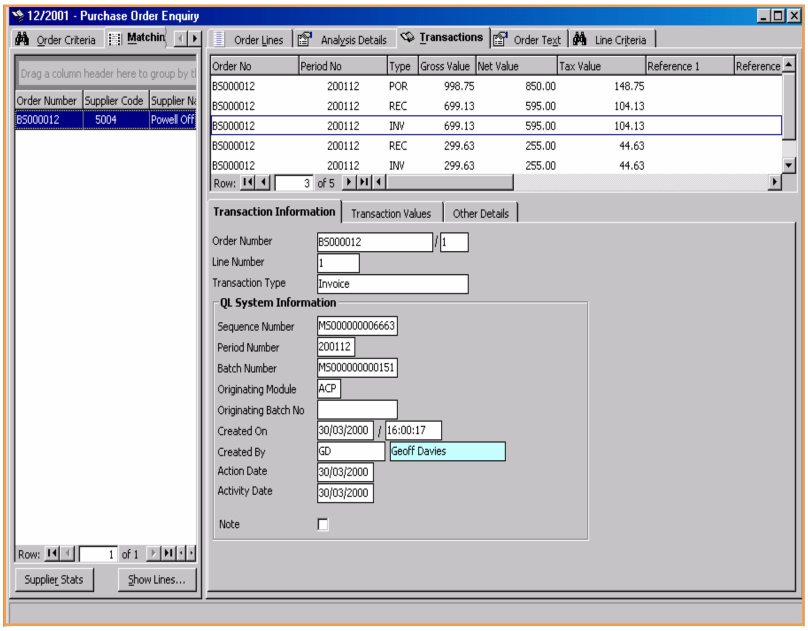
- Purchase order amendment
- Purchase order completion
- Purchase order cancellation
- Receipt from supplier
- Receipt cancellation
- Returns to supplier
- Internal purchase order
- Internal credit
- Internal completion



GOODS RECEIVING/SERVICE ACCEPTANCE

Goods can be received and services accepted in this module. If users do not know the order number there is a variety of fields to help them find the correct order to be received. Users can enter a goods received note without any corresponding purchase order. There is great flexibility in this process, so that the numerous exceptions that occur can be handled. Services (and goods) can be received by value rather than by quantity. A mixture of both can be used on any one goods receipt. As with all the screens within the system users can choose to display all or a selection of the fields available to them.





DOCUMENT TRACKING

Within the purchase order enquiry screen a full audit trail of transactions relating to the purchase order is formed. If users require more information regarding a transaction they simply double click the transaction line which takes them to the document tracking screen. Users can then enquire on the entries made in the related modules. For example users can document track to the general ledger and see the commitment and to the suppliers account for further analysis. If a part invoice has been entered the system will automatically down date the part of the commitment and leave the remaining outstanding.

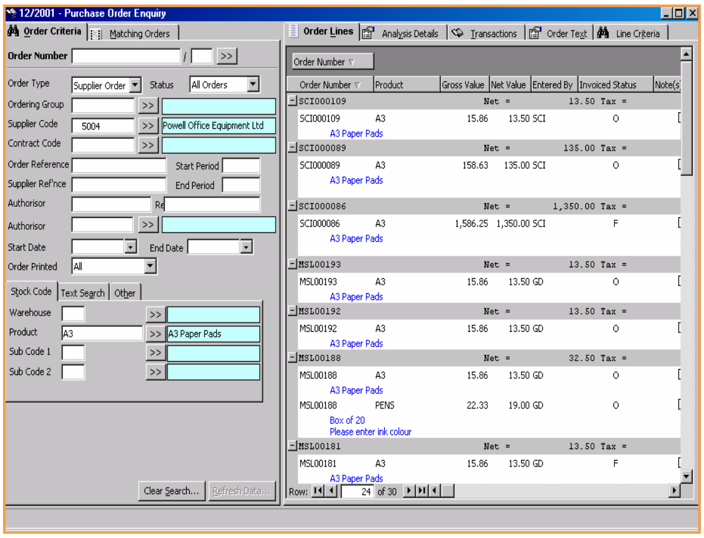
In addition, if the system is used in conjunction with a third party document imaging package users can view the scanned documents from within this screen

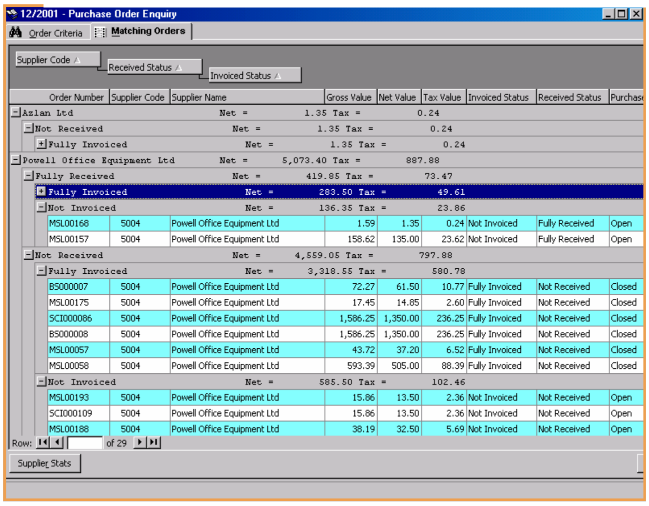
ENQUIRIES & REPORTS

In addition to standard reports, both core and devolved users can benefit from the functionality of the enquiry workbench. The Agresso QL workbench enables users to design and define their view of enquiries 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. Further analysis can be carried out utilising the features of the grid. All of the information displayed can be sorted and grouped by any field displayed. Tailoring the data entry screens institutionally or individually can aid in both the data entry and enquiry process. 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 desktop, saving time and effort defining the view again.

Utilising a series of tabs users can enquire on the following relating to an order

- Quantities received, invoiced, returned etc
- General ledger analysis
- Outstanding commitment
- Order line text





ANALYSIS

Purchase order enquiries detail **all** information relating to an order. Examples are:

- purchase by product type
- purchase by supplier by product type
- value of purchases by supplier by product type
- purchase by product type by customer
- Orders by received/invoiced status
- Purchase orders by workgroup

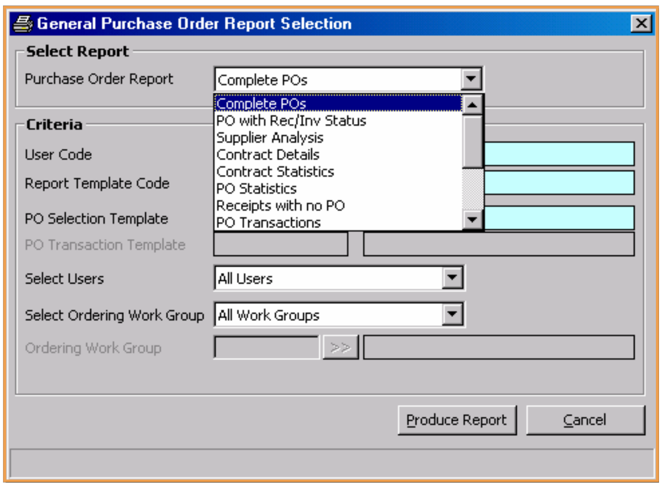
This list above is by no means exhaustive.

Searches can be made by item, by text, by goods received, invoice, credit note etc. In summary, all information relating to a supplier and all movements relating to that supplier can be accessed from one point of enquiry in the system.

REPORTS

Every time a users produces a standard report from the system they are presented with two templates. The first template is the data selection template, which allows users to specify the data to be included. The second template is the output selection template. Users can decide whether to display the results

- in the grid and therefore benefit from the features of the grid.
- on the screen in the report viewer
- Spool the results
- Print the results



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