

Monitor the changing value of assets with...

...TotalFinance Purchase Ordering

Purchase Ordering processing controls all areas of purchasing administration from the requisition request, placement of the order with a supplier, the receipts of goods or services, to finally clearing the supplier's invoice for payment. It includes commitment accounting capabilities with full integration to core ledgers.

Features

- Purchases can be made using either requisitions which are converted into orders or through direct entry of purchase orders
- Authorisation controls may be applied to both orders and requisitions
- Users may purchase catalogue items for stock or 'direct to site' as well as non catalogue free text ordering
- Integration to Stores provides automatic generation of stock replenishment orders
- Commitments are recorded in the ledgers at the point of raising an order
- Upon receipt of goods commitments are accrued in the ledgers
- Following receipt of the invoice the process links invoices to order and delivery and clears the commitment updating actual expenditure
- Full integration with Creditors for Invoice Registration and Auto-Clearing
- Comprehensive range of standard and user-defined reports and enquiries available
- Drill-down enquiries with easy navigation from orders and deliveries matched to invoices, invoice images, payments, bank reconciliation status of payments and notes attached to transactions

Benefits

- Control purchasing per user through requisition, order and authorisation Limits
- Integrated workflow providing flexible Authorisation capabilities
- Auto-defaulting transaction automatically records the user that authorised the requisition / purchase order
- Speeds up data entry via use of catalogues and defaulting transaction analysis, reference, description and date fields
- Seamless integration to TotalFinance General Ledger and Costing Ledger
- Fully integrated with TotalView e-Purchasing module