



Purchase Order Processing

The Purchase Order Processing module provides control over the complete purchasing cycle and has the capability to link with other modules for features such as back-to-back ordering and purchase requirements planning.

Key Features at a Glance

- Designed for high volume environment
- Supports back-to-back and direct ordering
- Capability to maintain suppliers own product codes.
- Hierarchical approval process

Benefits

- Facilitates efficient processing of purchase orders to help minimise inventory and maximise product availability.
- Active Intelligence™ can help ensure that users are fully aware of customer order dependencies and linked orders.

Purchase Order Entry

The Purchase Order Entry module is designed for high volume distribution environment where the efficient processing of purchase orders has an important role to play in minimising inventory and maximising customer service and product availability.

The purchasing system has support for an unlimited number of suppliers for each product and the ability to maintain the supplier's own product codes. Additional features include a hierarchical approval process, back-to-back and direct ordering facilities, an option to automatically post committed costs to Contract Costing and General Ledger and the facility to add

surcharges or subtract discounts

The extensive range of functionality available includes:

- Repeat, call-off, master agreement and template orders
- Back-to-back and direct ordering facilities linked to Sales
- Order Processing and Works Order Processing
- Ability to create purchase orders during goods receipt if authorised
- Ability to match Goods Received Note (GRN) or invoice to any number or parts of orders

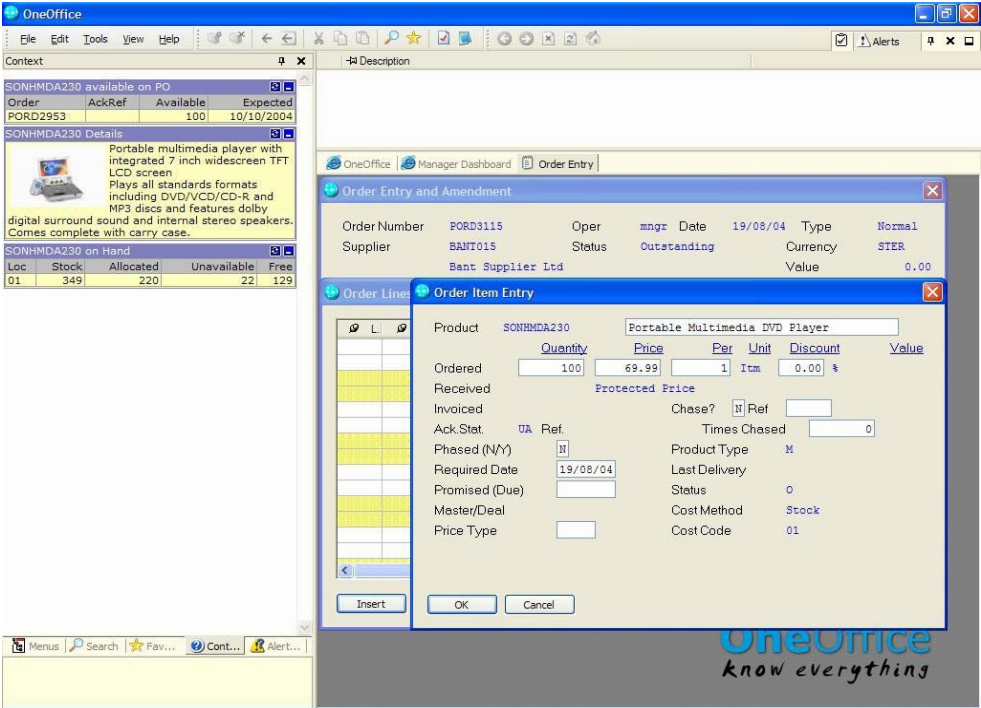


Figure 1. OneOffice Purchase Order Processing provides a straightforward approach to capture Purchase Orders. In this example Active Intelligence™ is being used to display additional information about the product and inventory levels.



- Ability to perform goods receipt as part of invoice entry if authorised
- Goods receipt processing includes cost variance reporting, serial number entry and stock label print
- Invoice entry has variance confirmation facility on quantity and price. Confirmation and authorisation facility available during invoice input for quantity and price variances
- Committed costs may be posted automatically to Contract Costing or General Ledger
- Facility to add cost surcharges automatically for duty, etc to stock value, or to subtract an expected retrospective discount.
- Facilities to raise Debit Notes

Maintenance Facilities

To maximise the day-to-day use of Purchase Order Processing a full range of tools are available including:

- Hierarchal Order Approval process including limits by value, product group, budget, suppliers and normal order level.
- Automatic purchase order numbering option or 13 character reference
- Unlimited number of suppliers for each product with suppliers' product codes, order quantity and discounts including quantity discounts and lead times
- Divisional handling
- Multi-currency

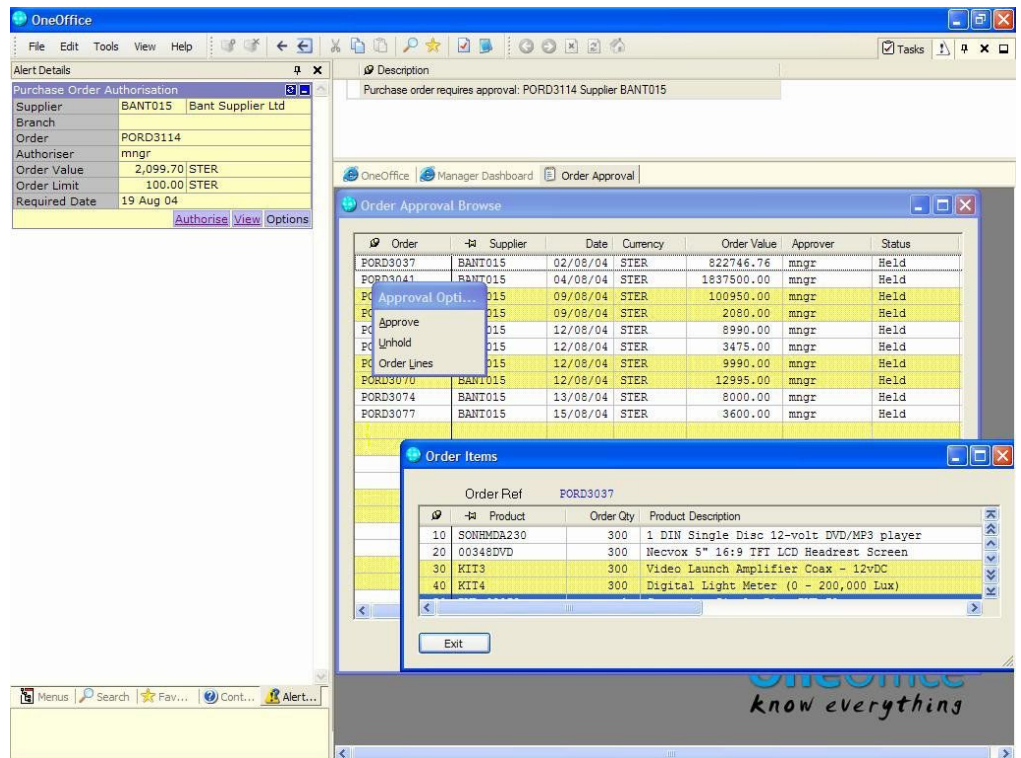


Figure 2. Purchase approvals can be completed quickly and easily, with all salient information available. In this example the user has been alerted to another purchase order they need to approve for the same supplier.



Reporting and On-Screen Enquiries

A wide range of paper and screen based reports are available, as well as the capability to generate ad-hoc and customised reports using the OneOffice reporting and Business Intelligence tools. Standard reports and on-screen enquiries include:

- Ability to print a GRN on receipt of item
- Advice print for cancelled orders
- Full audit trail
- Historical orders can be kept as long as required
- Purchase Analysis
- Cost Variance
- Unmatched Delivery report
- Unmatched Invoice report
- Delivery plan
- Purchase History report
- Goods invoiced but not received
- Order types include:
 - Normal
 - Master
 - Direct to customer
 - Reserve
- Supplier
- Cost Destination e.g. stock or contract or GL account
- Selective Order Type, Specific Order or Orders due for delivery
- Orders for Product or Suppliers of Product with Pricing details

The screenshot displays the OneOffice software interface. On the left is a 'Favourites' sidebar with categories like Customer Service, Marketing, Reports, Forecasting, Purchasing, Warehouse, Enquiries, Finance, and Service/Repairs. The main window shows a 'Supplier Enquiry' for 'BANT015' (Bant Supplier Ltd). A dropdown menu is open, listing various enquiry options such as 'Supplier Enquiries', 'Details of Supplier', 'Orders Recorded', 'Master Orders', 'Special Deals', 'Master & Deals', 'Products Supplied', 'Variances', 'Goods Received/Invoiced', and 'Returns'. The 'Late Delivery Variances' window is active, showing a table of delivery issues:

Date	Order	Line	Description Line 1	Product	Quantity
24/04/01	FORD1711	10	Courier Late in Delivering	0047	5
24/04/01	FORD1706	10	Vehicle Breakdown	0047	1
24/04/01	FORD1695	10	Suppliers Fault	0047	1
24/04/01	FORD1690	40	Vehicle Breakdown	0047	1
24/04/01	FORD1690	10	Lost Paperwork	0047	1
24/04/01	FORD1689	10	Courier Late in Delivering	0047	1
24/04/01	FORD1516	10	Suppliers Fault	0047	10

Figure 3. Supplier metrics enable the procurement team to make informed decisions about preferred suppliers based on both price and performance, helping to ensure optimum inventory levels and downstream customer service.



Delivering Tasks and Alerts

One of the key benefits of supporting both the front office and the back office using OneOffice is the ability to deliver context based information to individual users based on the context they are currently working in. This means for example that if a supplier is going to be late with a delivery OneOffice will inform the sales team in real-time, tell each sales person which customer orders are at risk and proactively warn anyone talking to affected customers that there is a problem. This capability uses the OneOffice Supply Chain Event Management components, along with WorkSpace and Dashboards. Together these combine to ensure that your purchasing team can optimise inventory levels using the best information available to your business and keep the business updated of critical events.

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