

The Purchase Order Processing module provides a comprehensive centralised or de-centralised purchasing function for the diverse needs of buyers, requisitioners and general users.

Integrated Business Solutions

Integra Purchase Order Processing is one of the comprehensive range of modules making up the Integra Financial Management system.

It combines with the Purchase Ledger, Stock Management, Fixed Assets, Cash Management and General Ledger modules in a fully compatible and cohesive environment to provide a totally integrated purchasing and supplies management system for stock, non-stock items and capital equipment.

Each of these modules can be run independently or fully integrated in any combination to suit an individual organisation's exact implementation and business requirement.

As with all modules of Integra, the Purchase Order Processing module is available to users on either a web-based or client server platform.

Total Purchasing Environment

The Purchase Order Processing module provides a comprehensive centralised or de-centralised purchasing function for the diverse needs of buyers, requisitioners and general users.

It maintains extensive details of commodities and their suppliers with associated price information, contact details, vendor performance ratings, delivery details and spend analysis, together with full contract and tender information.

Commitment Accounting and Budget Checking

Full commitment accounting principles are supported to enable on-line checking at all stages of requisitioning, approval, ordering, goods receipting, and invoice receipt and payment.

When the Purchase Order Processing module accepts a requisition, a posting can be made to Requested Expenditure.

If and when an order is subsequently placed, the values are moved from Requested to Committed.

Similarly, when the goods are received, expenditure is moved from Committed to Accrued and then from Accrued to Invoiced when the invoice is matched in the Integra Purchase Ledger to the receipted order record.

A forced completion routine provides automatic off-setting of outstanding commitments and unfulfilled order lines, and in addition, fully flexible reporting facilities enable the selection of liability categories to be included under expenditure headings.

Purchases, Suppliers and Buyers

From sundry "one-off" purchases to regular contractual commitments, the multicurrency Integra Purchase Order Processing system manages the total buying function.

Buyer and requisitioner hierarchies, if appropriate, maintain tight supervision over authorised staff, spending limits, permissible purchases and general procurement strategies.

Comprehensive supplier information smoothes the ordering process, with performance ratings helping to monitor quality and delivery targets.

Features

- Easy to use
- Fully integrated
- Flexible
- Web-based or client server

Business Benefits

- Access mission-critical information
- Increase employee productivity by automating routine purchasing tasks
- Improve accuracy
- Reduce operational costs

Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

Business Strategy

Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems.

Technical Support

We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution.

Healthchecks

Our regular healthchecks review the solution architecture and recommend changes or enhancements.

Implementation & Design

We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems.

“Purchasing of goods and services has a higher than ever profile in today’s business environment. Every organisation is under pressure to buy more competitively, reduce working capital tied up in stock and at the same time avoid out of stock situations that impact on customer satisfaction.”

On-line Enquiries and Reports

Available at every stage of the purchasing cycle is a comprehensive range of standard on-line enquiries and reports, including contract enquiry, expected deliveries, supplier ratings, overdue order lines and returns to suppliers.

Order Number	Order Date	New Reference	Supplier	Supplier's Reference	Buyer's Reference	Order Type	Status	Order Qty	Received Qty	Order Value
10000000	04/01/2000	10000001	Acme Office Supplies Ltd	Acme 12345	Acme 67890	Fully Booked - Fully Booked	1	1	1	100.00
10000000	04/01/2000	10000002	Acme Office Supplies Ltd	Acme 12345	Acme 67890	Fully Booked - Fully Booked	2	2	2	200.00
10000000	04/01/2000	10000003	Acme Office Supplies Ltd	Acme 12345	Acme 67890	Fully Booked - Fully Booked	3	3	3	300.00
10000000	04/01/2000	10000004	Acme Office Supplies Ltd	Acme 12345	Acme 67890	Fully Booked - Fully Booked	4	4	4	400.00
10000000	04/01/2000	10000005	Acme Office Supplies Ltd	Acme 12345	Acme 67890	Fully Booked - Fully Booked	5	5	5	500.00

These can be added to any system menu to form part of a regular, but highly individualised, process.

The use of Integra system tools and utilities supports the creation of additional data fields and screen forms.

These can be added to any data entry process or menu, as appropriate, to support business processes for any organisation using the Integra Purchase Order Processing module.

All of these enquiries can be selected by a number of criteria such as order number, commodity and supplier details.

In addition, the full functionality of the integrated report writing application, Crystal Reports, is available to enable the creation of both regular and ad-hoc reports.

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