

Finance & Accounting



Purchase Ledger

The Purchase Ledger is one of the comprehensive range of modules making up the entire suite of the Integra Financial Management System.

Integrated Business Solutions

A fully functional multi-company, multi-currency ledger, it can be installed as part of a total purchasing and supplies environment with integration to Integra Purchase Order Processing, Stock Management, Fixed Assets, Cash Management and General Ledger modules.

As with all modules of Integra, the Integra General Ledger is available to users on either a web-based or client server platform. Each of these modules can be run independently or fully integrated in any combination to suit an individual organisation's exact implementation and business requirements.

Flexibility

Like all Integra modules, the Purchase Ledger is extensively parameter driven. An organisation therefore has the flexibility to define exactly how the module will meet its requirements; from the format of the supplier code and individual credit terms through to invoice registration options with full payment facilities and the selection of multi-company operation.

Further parameters determine the usage of cash and commitment accounting. Cash accounting, for example, can be fully automated and operated in parallel with accrual accounting principles.

In turn, accrual accounting can be initiated at any point in the Ledger and can be run independently to reflect different treatment of goods and services or VAT elements.

Flexibility is again prominent in the multi-company functionality. The Ledger provides automatic calculation of realised and unrealised gains or losses, with the difference maintained against a number of "base" currencies. In addition, options exist for complete Ledger revaluation.

Supplier Details

General information relating to all suppliers and their branches or depots is held against each supplier record and can be automatically accessed by the Purchase Ordering Processing module, if used.

The information held includes items such as contact and telephone/fax/extension details, payee details, factor details, payment details, BACS details, credit terms and settlement discount details.

A summarised period-by-period transaction history for the previous three years is held against each supplier.

A notebook facility allows the user to record supplementary details against a supplier record, such as notes from previous telephone conversations or background information on supplier contacts.

It also allows the creation of future action lists, which are automatically brought to the operator's notice as the relevant dates approach.

Additional functionality within the Ledger allows the user to define the precise relationship between suppliers and their branches, statement and invoice addresses, and will accordingly permit the consolidation of payments, if appropriate.

Features

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



Business Benefits

- Control your payables
- Improve your purchasing power
- Optimise your financial status
- Streamline the invoice approval process and eliminate the circulation of paper

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Invoices and Credit Notes

As well as providing functionality for the processing of approved invoices for payment, the Integra Purchase Ledger contains an invoice and credit note registration option. This allows the recording of invoices and credit notes received identification of an approver and tracking of the progress of their authorisation. Flexibility is again accommodated.

The facilities may be set up to register only summary information initially, with full breakdown recorded later. Alternatively, full coding details can be entered at registration stage, thereby allowing for automatic accruals to be generated into the General Ledger at period end.

The Ledger will also process VAT only invoices, invoices awaiting VAT and invoices with retentions. It will also support debit notes, journal adjustments and supplier account transfers.

In addition, the system will automatically check for the entry of duplicate invoices against a supplier account. Utilising the Prompt Payment facility within Integra, organisations can now adhere to the Prompt Payments Act in relation to supplier payments, and can report on the same.

Invoices and credit notes can be input to the system electronically, if the supplier can provide them in XML format using the BASDA XML standard.

Invoice Approval System

Using the Integra Invoice Approval System (IAS) in conjunction with either the Integra Attachment Manager or a third-party document management system, organisations can streamline the invoice approval process and eliminate the circulation of paper.

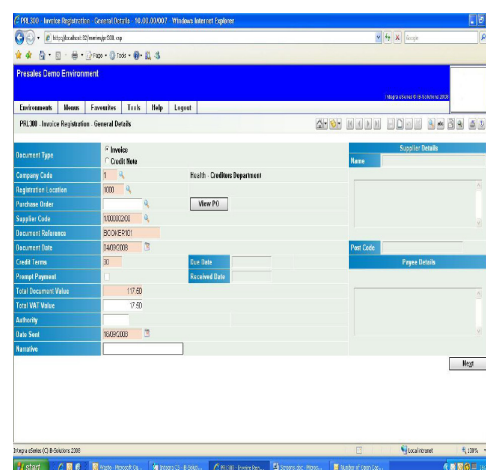
When registering an invoice/credit note, the document is scanned into Integra and using the organisation's email tool, the invoice/credit note is sent to the relevant person(s) for approval.

Without the need to log into the Integra System, the approver can approve, reject or hold the invoice and insert comments if required. The approver also has the option to view the scanned image of the invoice from within the email system.

Like all other areas of the Integra System, the IAS is user definable and allows the Purchasing department to set time limits for action.

If the email is not actioned within the pre-determined limit, the email will no longer be active for the original approver as it will have either returned to the originator or been forwarded to the next approver in the organisation's hierarchy.

The benefits are the elimination of paper flows, avoidance of lost invoices/credit notes, increased efficiency and reduced costs in terms of labour, overhead and capital.



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Invoice Matching

As part of the close integration maintained with the Integra Purchase Order Processing module, the Purchase Ledger provides comprehensive invoice matching functionality, including user-defined tolerances.

Checking on-line back to the original purchase order, goods received note and returns to supplier details.

In this way, successfully matched invoices can be readily cleared for payment, purchase price variances can be highlighted and investigated, and invoices flagged with retentions can be identified for holding or release.

Extensive authorisation controls are provided throughout the Ledger to both restrict and provide flexibility of usage as appropriate. Users can therefore be given permission to only sanction invoices for payment below a stated value or to a defined range of suppliers.

However, operators with relevant authority can approve invoices online, even if the value exceeds, for example, the price variance defined within the system.

Payment Processing

The Integra Purchase Ledger caters for both manual and automatic payment routines.

The manual facilities allow for the straight forward payment and allocation of an existing invoice or to record the receipt of cash on account.

For automatic operation, extensive invoice selection options exist including due date, supplier range and priority, maximum value and optimisation of available settlement discounts.

Following this initial selection, the range

of invoices can be further restricted or expanded by the use of a number of filters, which operate at either individual transaction or supplier level.

These include "hold", "urgent" and "immediate" flagging, together with settlement discount availability and total payment run value. Once the content of the payment run has been finally decided, a variety of settlement methods are supported including cash, cheques, BACS, Giro, PGO's, RFT1's and telegraphic transfer.

In addition, the Purchase Ledger can produce electronic remittances for suppliers including advance remittance advices. These are sent via the organisation's email facility.

VAT and Sub-Contractors' Tax

The Integra Purchase Ledger offers a full range of functionality to comprehensively handle the various complexities of VAT legislation.

Aside from standard VAT treatment, the module provides facilities for the processing of EC VAT, user definable VAT, full and partial reclaims and Intrastat reporting. Most significantly, VAT can be recorded at either document or line level, thereby allowing multiple VAT rates to be applied to a single invoice.

In addition, income tax can be deducted at source from non-certified contractors and the value automatically remitted to the Inland Revenue (UK) as part of the normal transaction processing.

Withholding Tax for professional services is also catered for within the Purchase Ledger. The System will also automatically generate Form F45 (IRL) for this payment.

| Reference | Date | Due Date | Supplier Reference | Value | Transaction Type | PO Number | Amount | View |
|-----------|------------|------------|--------------------|-------|------------------|-----------|---------|------|
| 001012200 | 11/06/2000 | 11/06/2000 | FP2P | | Invoice | 0000000 | 1000.00 | View |
| | | | Summary Entry | | | | | |
| 001012201 | 12/06/2000 | 12/06/2000 | JFFE1 | | Invoice | 0000000 | 100.00 | View |
| | | | Fully Paid | | | | | |
| 001012202 | 13/06/2000 | 13/06/2000 | JPEE100 | | Invoice | 0000000 | 1000.00 | View |
| | | | Summary Entry | | | | | |
| 001012203 | 17/06/2000 | 17/06/2000 | 63701 | | Invoice | 11100017 | 54.00 | View |
| | | | Fully Paid | | | | | |
| 001012204 | 17/06/2000 | 17/06/2000 | 56307 | | Invoice | 11100014 | 300.00 | View |
| | | | Summary Entry | | | | | |
| 001012207 | 25/06/2000 | 25/06/2000 | 0403000 | | Invoice | 00100023 | 26.20 | View |
| | | | Fully Paid | | | | | |
| 001012208 | 25/06/2000 | 25/06/2000 | 0403000 | | Invoice | 00100024 | 310.00 | View |
| | | | Fully Paid | | | | | |
| 001012209 | 25/06/2000 | 25/06/2000 | 0403000 | | Invoice | 00000011 | 163.26 | View |
| | | | Fully Paid | | | | | |
| 001012200 | 20/06/2000 | 20/06/2000 | 0403000 | | Invoice | 00000000 | 300.25 | View |
| | | | Summary Entry | | | | | |
| 001012202 | 06/06/2000 | 06/06/2000 | 0403000 | | Invoice | 00000000 | 285.53 | View |
| | | | Summary Entry | | | | | |

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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 a complete and deliverable Integra solution.



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.

“Keeping track of all incoming invoices and being able to analyse them in the detail required for good cost control should be a basic for any purchase ledger - Integra purchase ledger does this and more.”

Workflows

Throughout the Integra system, user-definable workflows can be set up to automate internal business processes.

For example, utilising the Invoice mismatch workflow, Invoices that get flagged by the system matching process will raise an e-mail to the original requisitioner to fore warn them that their invoice has failed this processes and that their superior will be receiving an e-mail soon to authorise the variance.

This should give them some warning to prepare. The utilisation of workflows automates work processes within an organisation enabling users to exploit the full potential of the Integra system.

Reports and Enquiries

A comprehensive range of reports are contained as standard within the Integra Purchase Ledger including full VAT analysis, suggested order/invoice matching, tax certificate expiry, unauthorised invoices by approver, and payment projections.

A detailed cashflow report will predict exact outflows based on all registered and/or authorised invoices together with purchase orders raised and goods and services received.

A wide range of on-line enquiry facilities complements these reports. 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.

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 Ledger.