Purchase Order Processing

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. OneOffice 3000 Purchase Order Processing is designed to help achieve those aims, and forms part of an integrated suite.

Key Features at a Glance

- Multi-currency
- Integrated 'Stock Queue' Management
- Match purchase invoices against goods received
- Phased deliveries
- Supplier statistics
- Maintain supplier product code

Benefits

- Minimise stock holding
- Maximise buying power
- Simplifies purchasing
- Active Intelligence™ can help ensure that users are fully aware of customer order dependencies and linked orders

For more and more companies, buying logically follows on from selling rather than the other way round. That's why OneOffice 3000 Purchase Order Processing offers close but flexible links with OneOffice 3000 Sales Order Processing via OneOffice 3000's unique 'stock queue' feature. From within sales order entry you can create purchase requests which can be rolled into consolidated purchase orders that maximise buying power, or reserve goods already on purchase order against sales order lines. Conversely, purchase order entry can start from an examination of the stock queue, ensuring that you buy the goods that are in demand for receipt 'just in time' to meet your delivery commitments.

Purchasing from overseas suppliers introduces a number of extra factors into the equation. OneOffice 3000 Purchase Order Processing integrates closely with OneOffice 3000 Landed Costs, enabling importers and distributors to manage shipments, track incoming stock and calculate and allocate purchase overheads. You can build shipments from outstanding purchase orders, assign incoming shipment lines to outstanding purchase order lines, and enquire into shipment details from within OneOffice 3000 Purchase Order Processing.

OneOffice 3000 Purchase Order Processing demonstrates throughout the ordering cycle Global Business Systems'

Figure 1. OneOffice 3000 Purchase Order Processing provides users with a complete view of company purchases from the date the order was raised through to the serial or batch numbers of product received from the supplier.

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expertise in designing real-life business systems. Order entry lets you set multiple delivery dates per line for phased deliveries. Order printing can be made mandatory, prohibited, optional or subject to order approval. Goods receipt handling is particularly flexible, with a number of options to ensure that over and under deliveries are handled in a systematic way. Invoice posting includes automatic or manual matching against individual order lines, orders or multiple orders.

OneOffice 3000 Purchase Order Processing shares with the other distribution modules the advantages of the OneOffice 3000 environment: choice of operating system and open database connectivity, multi-tasking on every screen and context-sensitive help at every point. Above all, its close integration with the rest of the OneOffice 3000 distribution suite offers your organisation the chance to make buying a key element in delivering customer satisfaction.

Specification

Integration

Purchase Order Processing integrates with the following modules:
• OneOffice 3000 Creditors Ledger
• OneOffice 3000 Stock Control
• OneOffice 3000 Sales Order Processing
• OneOffice 3000 Landed Costs
• OneOffice 3000 e-Commerce

Product Types

• Stocked products
• Non-stocked products
• Services
• Extras

Order Entry

• Automatic or manual numbering, with option to reserve numbers for future use
• Purchase requests on stock queue may be reviewed
• Option to process purchase orders and subsequent goods receipt via Landed Costs
• Delivery dates may be set for each line plus multiple dates per line for phased deliveries
• Order printing can be made mandatory, prohibited, optional or subject to order approval
• Default terms code for supplier may be overridden by another terms code or manual entry of due date and discount
• 'Internal' and 'external' comments for order header, trailer or individual lines. Separate long description for specific products

Stock Queue Management

OneOffice 3000 Purchase Order Processing, Sales Order Processing, Stock Control and Landed Costs are linked via a central 'stock queue' which lists outstanding purchase requests and goods on purchase order. Purchase requests are typically generated via Sales Order Processing and specify a quantity of a product and a committed delivery date. Via the stock queue, purchase requests

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can be consolidated into combined purchase orders, and goods already on purchase order can be reserved against particular purchase requests. The ability to match off supply and demand commitments enables users to minimise stock holdings, maximise buying power and to rationalise and simplify sales and purchase ordering.

Landed Costs Integration

- Shipments can be created from outstanding purchase orders
- Shipment lines can be assigned to outstanding purchase order lines
- POP enquiries can drill down to individual shipment lines

For more information see the OneOffice 3000 Landed Costs datasheet.

Goods Receipt

- Delivery/advice note references retained in ledger postings
- Part-line and combined order receipts, plus option to amend order prices and quantities
- Options to receive whole order, auto prompt each line for quantity delivered, or select individual lines and enter quantities
- Configurable treatment of over- and under deliveries
- Individual or bulk serial number entry
- Automatic 'held' status for batches of quarantined or 'inspect on receipt' goods
- On cost percentage may be applied to receipts

Posting Invoices

- Optional session control total
- Manual or automatic numbering
- System options determine whether invoices are posted authorised, unauthorised or as determined by the operator, and set acceptable price variations beyond which a password must be entered
- Tax analysis variation warning
- Automatic or manual matching against individual order lines, orders or multiple orders

- Option to add lines not on original order
- Partial invoicing of receipts allowed

Supplier/Product Data

The following data is held for each supplier/ product combination:

- Supplier's product code - up to 15 characters
- Default supplier pricing and quantity units
- Lead time in weeks
- Purchase order multiple
- Economic order quantity
- Last cost and last purchase date
- Last quoted cost and date of expiry of quote
- Normal discount code
- Inspect on receipt flag

Quantity and cost figures for year to date and last year are kept for each product, together with the date and cost of the last order for this supplier.

Multi-Currency Handling

Supplier accounts can be in any currency defined in the OneOffice 3000 Creditors Ledger. Each supplier uses just one currency and all orders for that account must have values quoted in that currency. At invoice entry values posted to OneOffice 3000 Creditors Ledger are in the supplier currency, as is the document analysis, but this is converted to the general ledger currency at the rate in force on the document date before being posted to the general ledger.

All stock values are held in the general ledger currency but stock purchased via OneOffice 3000 Purchase Order Processing has its currency and exchange rate recorded when the goods are received. The receipt can later be revalued to a new exchange rate using the stock revaluation function in OneOffice 3000 Stock Control.

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General Ledger Postings

General Ledger accounts posted are determined by the product group involved in a transaction, optionally modified by the profit centre for the order location. The four base accounts used by Purchase Order Processing are:

• Stock value
• Cost variance
• Cost of sales
• Non-stock receipts

The direct order suspense account is also posted when despatch of goods on direct order is confirmed by the supplier

Enquiries

Enquiries include:

• Supplier details (including account information), orders, products and cancellations
• Orders - selected by number, active orders, those due for delivery by a given date, and those delivered but not invoiced
• Product details (including stock figures by location), order lines, suppliers and deliveries

Reports

Order reporting options feature selection by cost centre, supplier, product, status or expected delivery date where appropriate. Reports include:

• New orders
• Orders by supplier
• Orders by supplier within ordering location
• Orders by product within ordering location
• Goods received but not invoiced
• Goods received proof list
• Goods invoiced proof list

**For more information, visit www.OneOffice3000.com
or call us on +44 (0)1628 551345**

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Regatta Place, Marlow Road, Bourne End, Buckinghamshire SL8 5TD. United Kingdom
T: +44 (0)1628 532565   F: +44 (0)1628 551490   E: info@OneOffice3000.com