

Purchasing Order Automation

Manual purchase ordering processes

The vast majority of organisations still use a manual purchase order generation process and recognise the limitations:

- It is difficult to implement any control over the suppliers used or to negotiate corporate wide pricing with suppliers to drive down costs.
- The purchase order approval process is also slow, as the appropriate approvals have to be sorted against a physical copy of the order which takes time
- Unless a copy of the approved purchase order is captured within the accounts, there is not record of the commitment until the purchase invoice is received, often a considerable time later
- All budget management is manual and usually maintained by the budget holder, which is prone to errors and often slows the purchase ordering process whilst budget availability is sort
- The manual nature of the process also impacts the speed and ease of receipting of goods and services and many organisations forgo receipting and rely on purchase invoice approval as the only check of the accuracy and completeness of the purchase order fulfilment
- Purchase invoice approval requires the manual matching of each purchase invoice with the original purchase order, prior to being physically sent out for approval

Purchase Order Automation

The primary objectives of purchase order automation are:

- Centralise control over purchasing to consolidate suppliers, products and services to drive down purchasing costs and grow the value of corporate spend under proactive management
- Centralise and fully automate budget management to ensure that every request to purchase is within budget and escalate out of budget requests to the appropriate level of management for approval
- To capture every request for purchase at source and fully automate the approval process and budget checking whilst ensuring any preferred supplier and associate prices are used
- To automate the generation of purchase orders, complete with the appropriate terms and conditions of supply and automatically deliver it to the supplier in what ever format is appropriate
- To generate a commitment transaction in the relevant accounting period to reflect the liability to increase the accuracy and completeness of management reporting and cash flow management
- To automate the subsequent processes of receipting, purchase invoice approvals and update of the financial accounting system
- To generate significant productivity gains in multiple areas through automation—time that can be better spent in negotiating better and smarter purchasing, or simply dealing with a greater volume without increasing headcount.

Spend Control
Budget Checking
Dynamic Approval

Easy to Use
Easy to Maintain
High User Acceptance

Productivity Gains
Scalable
Affordable

Rapid Deployment
Low Cost of Ownership
Fast Return on Investment



User name
Password

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Compleat Technology

Client

100% browser based
Microsoft Internet
Explorer v6 and above
NT Authentication

Server

Windows Server
2000/2003/2008 (Standard
& Enterprise,
32 or 64 bit)

.NET Framework v1.1 and
v2

IIS with SMTP

Database

Microsoft SQL Server 2000
and above.

Purchase Order Automation

Compleat requisition and supplier management—Compleat enables organisations to consolidate their preferred suppliers and drive an ever increasing level of “spend under management” (purchasing from suppliers on the best terms that can be negotiated) and have 100% confidence that those suppliers are used every time across the organisation with the correct prices and terms.

Compleat Dynamic Approval Workflow and Budget Management—The requisitioning process is extremely fast and very easy to use, as almost all the users will have little to no experience of the use of an integrated financial application.

Every requisition (request to purchase) is dynamically checked against available budget in the relevant period. The calculation includes all existing commitments (unfulfilled purchase orders), accruals (delivered purchase orders) and posted transactions (approved purchase invoices) including recurring costs such as maintenance contracts.

The approval process will dynamically determine the appropriate workflow, whether self approving for low value items, offering multiple approval steps for significant spend, or purchase of assets. Every user of Compleat has complete visibility of the current status of their requisitions within the dynamic workflow 24x7 on demand.

Approval workflows can be as simple or as comprehensive as is required. At each stage of the approval process the originator and all participants in the chain can enquire on the current status of each requisition, removing the constant queries on manual processes.

Every step of the approval process is recorded providing a complete audit trail of the purchase approval process, including comments, attachments, time and date stamps by individuals.

Purchase Order Generation—The purchase order is generated automatically upon requisition approval and a secure PDF document is generated. The order can be automatically emailed, printed or electronically forwarded to the appropriate supplier by email as PDF, XML, text or by web-service exchange.

As each purchase order is generated, the hard commitment is confirmed and written to the Compleat database as well as posted to financial accounting software that supports commitment accounting journals. Tight integration enables commitment postings to be made across multiple future periods and financial years, split by the required level of analysis giving cost pipeline visibility as far into the future as required.

Full commitment accounting manages the automated reversals and accrual generation on delivery, plus automatic reversals of accruals on purchase invoice posting.

Email integration—Email can be used as a means of notification to all involved in the workflow for a specific transaction that an action is required. The email provides a summary of the transaction plus a instant link direct to the document for swift action.

Total cost of ownership / return on investment—Compleat meets the business requirements of small, medium and large organisations that recognise the need to make better use and take control of corporate cash, as the potential savings are significant.

The pricing of Compleat, the very fast deployment profile and the ease of use means that most organisations will achieve ROI in less than six months.

compleat editions

Scalable solutions to meet every budget. Evolve through the editions as your requirements grow.

Standard

A richly functional and integrated purchasing, approvals and invoice entry solution without complex controls for purchasing lockdown.

Can be operational within 2 weeks delivering ROI

Professional

As per Standard plus restrictions on available suppliers, companies, departments.

Receiving of goods and services
Supplier performance management

Enterprise

A complete purchase to pay procurement solution for the most demanding organisations.

Make a strategic investment in Compleat Spend Control at a level you can afford today.

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compleat

Real time integration

Microsoft Dynamics
GP/NAV/AX
Infor FMS SunSystems
Coda Dream
Opera II
Sage
SAP

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