SYSPRO
Purchase Orders

SYSPRO Purchase Orders is an integral part of the organization's distribution and manufacturing functions. Purchase Orders provides you with the functionality to simplify your purchasing and receiving processes while ensuring greater order accuracy. It enables the monitoring of the quality, accuracy, lead times and cost of purchases, while providing comprehensive supplier performance analysis. Purchase Orders can also maximize warehouse efficiencies by guiding receiving personnel to designated preferred stock put-away bins.

The Purchase Orders system includes a Goods Received Notes Suspense System (GRN) for Accounts Payable invoice matching; a Requisition System and a Supplier's Performance report, along with foreign currency options. Goods can be received directly into a warehouse or can go through an inspection process. Various pricing mechanisms can be used, such as contracts with suppliers, foreign prices, the warehouse cost or last cost from the supplier. Supplier performance can be monitored and reported on.

The Requisition System includes the ability to monitor capital expenditure and also includes complete route tracking of the request. Purchase Orders also tightly controls buyer's spending limits and provides complete audit tracking for maximum accountability. It enables an operator (who is assigned a user code) to request items to be purchased. The request is then routed through various user codes and associated authority levels until the final stage, when the request is converted into a live purchase order. These routes and authority levels are user-defined and in some instances the approval can be automated if the requisition value is below a specified amount.

The benefits of Purchase Orders

- Purchase approval workflow via the Requisition system for improved expenditure control
- Requisition groups for approval levels and budgets
- Fast conversion of approved requisitions to purchase orders

- Multi-line purchase orders with the option of a different warehouse and due date per order line
- Order line comments, as well as a notepad facility to record purchase requisition and purchase order notes
- Multi-currency with fixed or current exchange rate per order
- Capture key vendor metrics to identify vendors that perform well and those that don't
- Copy facility for rapid processing of repeat orders
- Blanket purchase orders with call-off
- Original and revised dates retained for supplier performance tracking
- Follow-up codes and dates to expedite purchases
- Supplier stock code cross-referencing with pricing for streamlined processing
- User-defined stationery formats for company-specific order documents
- Detailed queries with graphical purchase order commitment
- Receipt into inventory, directly into jobs and sales orders
- Two-stage receipting for inspection items
- Non-merchandise apportionment across all purchase order receipt lines
- Goods Received Notes (GRN) facility for supplier invoice-to-order matching and variance reporting
- XML export utility for electronic upload by suppliers

Purchase Orders features

- Manage the purchases of stocked and non-stocked items
- Purchase in multiple units with user-defined conversion rates
- Automatically include comments for each line item from inventory or manually enter comment lines
- Place orders using current cost, last price paid or contract pricing

SYSPRO™

SYSPRO
Purchase Orders

Purchase Orders features ctd.

- Tie sales orders to purchase orders to assist in priority sales fulfillment when goods are received
- Analyze vendor performance for delivery, pricing and quality
- Streamline purchasing with requisitions and authorization procedures
- Generate requisitions from customer back orders
- Fax or email purchase order documents
- Link purchase orders to sales order lines or work orders
- Create customized purchase order and GRN stationery

Integration with SYSPRO

- Accounts Payable
- General Ledger
- Assets Register
- Activity Based Costing
- Inventory
- Landed Cost Tracking
- Sales Orders
- Quotations
- Requirements Planning
- Work in Progress
- SYSPRO Factory Scheduling
- Business-to-Business Trading

Audit trails and reporting

- Provide security to control generation and issuance of purchase orders, change order processing.
- Full inventory journals are generated for P/O receipts
- The GRN system monitors variances between receipt and the invoiced price or P/O price and current/standard cost
- Expediting reports prompt buyers to follow up by vendor, by item, etc.
- Extensive vendor performance reports
- Prints inspection documents on-line
- Provides the facility to print local or foreign purchase orders
- Use the Alerts module to monitor purchase order items are late for delivery to a warehouse, or when purchase orders are released that exceed a defined dollar amount
- Gives the receipt history and tracks scrap/rejections per supplier