

PURCHASING

PRODUCT OVERVIEW

HIGHLIGHTS

AUTOMATE REQUISITIONS

RECONCILE TO VENDOR INVOICES

BLANKET PURCHASE ORDERS

DROP SHIP ORDERS

ENCUMBER FUNDS

MAINTAIN INVENTORY

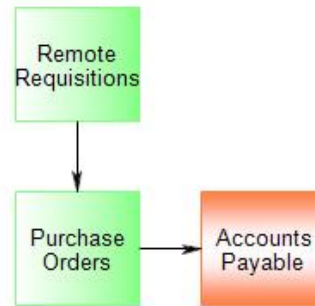
INTERFACES WITH CRYSTAL REPORTS

ADVANTAGES

- Increase Productivity
- Easy Lookup of Items by Keyword Search
- Design your own P/O Reports through Crystal Reports
- Better Data Control through Reconciliation between P/O and Accounts Payable

MODULE FEATURES

Quantum's Purchasing Module is used to orchestrate the submission, review and approval of purchase requisitions. This module is integrated with Quantum's Accounts Payable module, Inventory and General Ledger. The P/O module helps ensure that the correct quantity and quality of supplies and materials is ordered and received when it is required. One of the major benefits of using this package is its ability to reconcile Vendor Purchase Orders with Vendor Invoices. Many of the clerical functions is automated by this module including P/O printing, vendor performance analysis, purchase history reporting, projected cash requirements and more.



The P/O module supports four types of Purchase Orders:

- (1) normal
- (2) Drop ship
- (3) Blanket
- (4) Releases

The entry of Purchase Orders has been streamlined and is very efficient. Vendor Purchase History can be stored on file for as long as you desire.

Cash Requirements Projection Reporting is useful to determine how much of your organization's funds are expensed by A/P invoices and committed by Purchase Orders and encumbered funds.

The Vendor Performance Analysis reporting bases is evaluation upon statistics stored in the Vendor record. Relevant statistics include the value of Purchase Orders (ytd and last year), total number of Purchase Order lines and the number of lines delivered late (if receiving is being used). It also tracks differences in expected cost (purchased) and actual cost (invoiced).

The system also has full P/O inquiry capabilities.

REMOTE REQUISITIONS

Geneva has created a Remote Requisitions "front end" to the Purchasing Module. This allows users to remotely log into Quantum and enter Requisitions. There are up to three levels of approval:

- (1) Remote site supervisor
- (2) Central purchasing office

- (3) CFO or CEO if the purchase amount is greater than some user-defined amount

What used to take 3 to 4 days processing paperwork now can be processed in 3 to 4 hours.

Remote users do not need to know item numbers as Geneva provides "key word" searching

through a specially designed purchase order item file.

The central purchasing office can approve or deny the requisitions and create Purchase Orders automatically, if so desired. Remote users can monitor the status of each Requisition and their P/O numbers.

PURCHASE ORDER ENTRY

There are basically two screens—the P/O Header and the Line Item screen. The system automatically generates P/O numbers and can be setup to drop ship items to remote locations from the vendor.

The Line Item screen handles an unlimited number of Purchase Order items and can default a G/L expense account for later use in A/P.



Use Purchase Orders to control and track Contracted Professional Services

RECONCILING P/O WITH VENDOR INVOICES

Quantum can help your organization maintain an auditable reconciliation between your Purchase Orders and the Vendor Invoices that are processed, usually some time after the PO is created.

You will always be able to see how much is remaining in a Purchase Order during the Vendor Invoice Entry process.

MORE FEATURES

Auto Encumbrance

Quantum's Purchase Order module can be setup to encumber funds for purchases. The Accounts Payable process "relieves" the encumbrances automatically when the vendor invoices are posted.

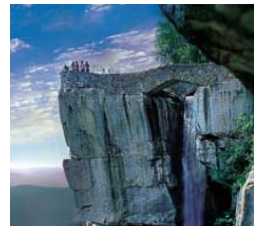
P/O Inquiry

Purchase Orders can be retained on file for as long as you wish. This information can be retrieved through reports or an on-screen Purchase Order Inquiry with drill downs to line item details.

Multiple R/U Processing

Purchase Orders can encum-

ber funds across multiple report units (programs). The A/P invoicing process will automatically default a single or multiple expense accounts ensuring the same accounts used for encumbering funds are used for relieving encumbrances. Partial posting of invoices to P/Os is allowed for Blanket Orders.



Lookout Mountain Community Service Board in Georgia has automated their Purchasing Cycle by implementing the Remote Requisitions system.