

axis diplomat

Purchase Order Processing

The **axis diplomat** Purchase Order Processing module provides a comprehensive and effective method of controlling the activities of a busy purchasing department.



The Purchase Order Processing Module

The Purchase Order Processing module can be added on its own to any **axis diplomat** Accounts module, or it can be used in conjunction with other modules, such as Manufacturing, Purchase Requirements and Sales Order Processing.

The Purchase Order Processing module allows Purchase Orders to be added and tracked, through the Goods Received from Supplier and Purchase Invoice stages. In addition, facilities are available for managing the return of goods to suppliers, for replacement or for credit. Documents (such as Purchase Orders) may be printed and a range of analysis reports can be produced to monitor the current purchasing position.

Purchasing Controls

The Purchase Order Processing module incorporates controls to restrict those able to enter Purchase Orders. All **axis diplomat** systems incorporate User, Group and System level privacy, to restrict functions, such as Purchase Order Entry, from specified operators.

In addition, due to the very specific nature of the controls required on a purchase department, each individual can be assigned a purchasing authority threshold. This allows operators the ability to place official purchase orders up to a given value -above that value, orders are "unapproved" and must be subsequently approved by a supervisor.

Stock Control

One of the many benefits of operating an integrated purchasing system, instead of a stand-alone or manual system, is that the stock ledger is able to reflect stock due in against outstanding purchase orders.

In the same way that a Sales Order generates stock allocation, purchase orders generate transactions showing expected receipts; these are used to give an "on order" figure.

Once the stock ledger also contains figures about stock that is due in, it is possible to produce more detailed analysis reports showing future stock availability, especially when also combined with the Sales Order Processing module.

Supplier Price Lists

Unlike some systems, that allow you to record just one or two preferred suppliers against each stock record, the **axis diplomat** Purchase Order Processing module allows you to create any number of Supplier Price Lists.

A supplier price list records the items that you purchase from a given supplier, their price, their description and their own part number. This means that no matter how many suppliers you purchase a given item from, information on all of those suppliers can be recorded on the system.

When entering a purchase order item, items can be added using either your own part number or the suppliers. If a supplier price list entry exists for the product that you are entering, for the supplier in question, the price information is retrieved from the supplier price list and not from the stock ledger. If that price is then amended by the operator, they have the opportunity to update the supplier price list with that current price. This helps to ensure that the supplier price list is kept up-to-date.

Drill Down

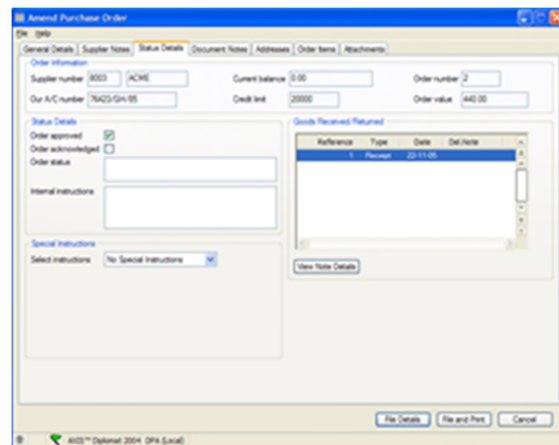
The Purchase Order Processing module allows the operator to drill down through information, into other modules. For example, from a Purchase Order Enquiry, right-clicking on a line item allows drilling down to the stock enquiry for that item.

Similarly, from a Stock Enquiry transaction list, a right-click on a Purchase Order or Goods Received from Supplier transaction allows the operator to go directly into a Purchase Order Enquiry or Goods Received Note Enquiry, as appropriate.

Related Modules

The Purchase Order Processing module links to a number of other additional modules for **axis diplomat**. In particular, the Purchase Requirements module provides a mechanism to generate suggested purchase orders, based on stock or manufacturing requirements. The Purchase Requirements module also makes use of the Supplier Price List from Purchase Order Processing in order to determine the best supplier for a particular product. In this case, the Supplier Price List is extended to include lead-time and supplier categorisation information.

Information created with the Purchase Order Processing module is also used by the Material Requirements Planning module when determining future material shortages.



Further Information

For further details please call one of our sale team on **0800 668 1934** or by visiting our website www.axissoftware.co.uk