

## Highlights

- › Requisitions and Purchase Orders that can be created with purchased items and vendor cross references for consistency and expediency
- › Purchase order status tracking that offers several flexible, informative inquiry windows
- › Effective control over spending with requisition approvals based on a specified approval limit
- › Option that requires a project on every purchase order and that requires project manager approval for project purchases
- › Purchase history, including order quantities and pricing provide audit ability and make reordering quick and consistent
- › Incisive tools that pinpoint where variances occur between purchase orders and invoices
- › Committed costs that show against the project budget as soon as a purchase order is entered
- › Seamless interface with Project Costing and Accounts Payable
- › Multi-company, multi-currency and multi-user
- › Practical support options, training and customization available

## Purchasing

Purchasing goods and services are basic functions of every business. When purchasing for a project, lack of control can impact performance and result in distorted profit margins or inaccurate client billings. The requisition approval option in Aspire Purchasing helps to **eliminate unauthorized purchases by allowing the project manager to view and approve purchases** before they affect the project. The seamless link to Project Costing shows committed costs against the project as soon as the purchase order is created and replaces this link with actual costs when the vendor invoice is recorded.

Comprehensive windows allow authorized personnel to view, approve, and reject requisitions within their approval limit. Rejected requisitions are accompanied by a full explanation. Individual projects can be set up to *require* project manager approval *in addition* to the regular purchase approval requirements. Requisitions can be approved and converted to purchase orders in a single step and viewed any time after becoming purchase orders. The purchase order window provides a **link to the original requisition** and will also identify variances between the two.

The **purchased item database** tracks order history for items that are purchased on a regular basis. Vendor cross references contain pricing, standard order quantities and purchase history for each vendor/item combination. New requisitions and purchase orders use the vendor cross reference data for efficient, consistent reordering of purchases.

The **inquiry and historical tracking capabilities** in this module are quite impressive. Detailed history is kept for every purchased item and vendor so you can easily compare purchases between two or more suppliers of the same product. Outstanding purchase orders can be viewed by item, vendor, project or purchase order, with many filters and sort options. Accounts Payable invoice detail is available in all purchase order inquiry windows.

**Variances between the purchase order and the invoice** can have a significant effect on budgets. The Purchase Analysis Listing identifies changes made to purchase order data when the invoice is recorded. Flexible reporting options and a straightforward presentation style makes this report a useful control tool!

The Accounts Payable interface provides a **purchase order to invoice conversion** and a purchase order inquiry at the vendor level.

The **ability to approve all expenditures** and to **immediately view committed costs** against the project are essential tools for effective project and business management.

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## Purchasing Features

### General Features

- Multi-company and multi-user with multi-dimensional security access that includes selective company control and purchase requisition approval rights. Multi-currency up to 99 banks
- Seamless integration with Accounts Payable and Project Costing
- Unlimited requisitions, purchase orders, purchased items and vendor cross references
- Practical support options, training and customization available

### Purchased Item Data

- Purchased items can be used to maintain standard order information and historical data for items ordered on a regular basis
- New items can be added *while* entering requisitions and purchase orders. An *advanced* inquiry offers extensive options for finding existing purchased items

### Vendor Cross Reference Data

- Vendors and purchased items are automatically cross referenced and assist with the reordering process. The unit cost, standard order quantity and vendor item# fields will appear on the requisition and purchase order when items are linked this way
- Minimum and standard order quantity, lead days and statistical history is tracked for each vendor and item, including first, last, highest and lowest unit costs (with dates)
- Vendor cross reference data is automatically updated using the information entered on the Accounts Payable invoice

### Requisition Processing

- Any individuals can be authorized to enter and submit requisitions for approval
- Requisitions can be approved by approver code or for an entire hierarchy attached to the approver. Review by individual line or the entire requisition all at once
- Returned or rejected requisitions are sent back with a full explanation. The owner can automatically be notified by e-mail when the requisition status changes
- Requisition entries can be grouped by project in the Project manager approval window, with the option of viewing transactions by item, due date or activity/function. Detail is approved individually (as opposed to approving the entire requisition) in this window as more than one project can be used on a single requisition

### Converting Requisitions to Purchase Orders

- Requisitions can be converted to purchase orders using a variety of selection criteria and date options. Once converted, links between the purchase order and the original requisition appear in the Purchase Order Entry and Requisition Entry windows
- With appropriate authority, the approver can automatically convert a requisition to a purchase order while approving

### Inquiries and Browsers

- Separate purchase order inquiries show detail by project, purchased item or vendor, with filters that allow you to customize the view
- Purchase history, including invoice detail, can be viewed from the purchased item window, the vendor/cross reference window or from a special browse window that includes many selection filters

### Project Costing Interface

- Purchase orders automatically show against the project as soon as they are entered
- Outstanding purchase order detail is visible when viewing project data and appears on various reports and listings within the Project Costing module as *committed costs*
- Free form notes entered with a purchase order can be viewed with the project
- When invoices are entered in Accounts Payable, the *committed costs* on the project are replaced with the *actual costs* from the invoice

### Reports and Listings

- Standard reports and listings include flexible sorts, formats and selection criteria for customizing the output
- Reports and Listings can be printed in hard copy or viewed in a window