



## **Enterprise Purchase Order**

Xytech Enterprise Purchase Order is a complete, powerful purchasing system that supports managed procurement of equipment, consumables, and freelance labor, as well as office supplies and any other items you may buy from external vendors.

The system produces professional looking purchase orders (POs) in any currency that may be printed or e-mailed to vendors.

### **BENEFITS**

- ▶ **Easy-to-use system supports purchasing of consumables, services, and supplies.**
- ▶ **Tight integration with Job Management and Accounts Payable modules simplifies accounting, reduces errors, and saves time.**
- ▶ **Security classes control PO approval levels and payment requests.**
- ▶ **Sophisticated invoice matching helps prevent overbilling by vendors.**
- ▶ **Automatic tax calculations save time and ensure proper billing for “pass-through” products and services.**

### **Tight Integration with Job Management and Accounts Payable Saves Time and Reduces Errors**

The Purchase Order module is tightly integrated with the rest of the Xytech Enterprise system, with critical ties to the Accounts Payable module for payments and the Job Management module for billing and costing; this eliminates duplicate entry of data, provides timely reporting capabilities, and reduces the chance for errors.

Work orders and POs are thoroughly interconnected and one can be quickly accessed from the other. POs can be created directly from work order transactions and conversely work orders can be created from PO line items. Each PO line item can be linked to different work orders in the system.

### **Control PO Approvals with Security Classes**

Security classes allow you to control exactly which people in your organization can approve POs. A common way to use this feature is to allow any user to “stage” a PO as a “request,” then a supervisor with the proper authority can review requests and approve POs in the system.

### **Manage Discrepancies on Complex Orders**

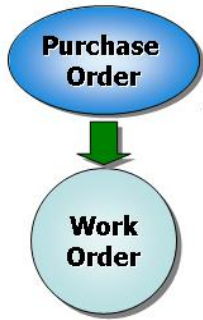
When you order large quantities of goods from many different vendors, discrepancies in materials received versus what was ordered are inevitable. It is important to know about such discrepancies so that you can maintain accurate inventory information. The system automatically describes the discrepancies present upon receipt of an order by PO line number and by type of discrepancy.

### **Vendor Management Helps Control Costs**

The system can store information about an unlimited number of vendors, including detailed vendor rate cards. You may also designate a particular vendor as the preferred vendor for each routinely ordered item.



Tight integration with Job Management and Accounts Payable eliminates double-entry, saves time and reduces errors



Purchase "Pass-Through" items and assign the costs (with markup) to a Work Order automatically.

### Add "Pass-Through" Sales to Work Orders Automatically

Products and services companies sell to clients that are purchased from third-party vendors (e.g., videotape, film stock, DVDs, catering services, freelance help) are commonly marked up to cover overhead and make a profit for the company.

The Xytech Enterprise Purchase Order module makes this "pass-through" process simple, traceable, and automatic. New POs can be raised in the system (utilizing vendor rates stored in the system) and assigned to a work order, and the marked-up cost will then be added to the invoice.

### Import and Store Vendor Price Lists for Efficient Ordering

Xytech Enterprise allows you to store all vendor rate cards, including item codes, pricing, quantity breaks ("column pricing"), and other details in the system. When you create a PO, the system automatically selects the correct price list (based on the selected vendor) and uses those prices in calculating the total cost for the order.

### Audit Trail Helps Maintain Integrity of Purchasing Operations

As POs move through the system, the Purchase Order module maintains an audit trail of all changes made. In addition to logging the username and the time and date for changes made, the system stores the username of the person who created the original PO, the person who approved it, the receiver, and the credit receiver.

### Automatically Calculate Sales Tax and Prorate Tax Costs across All Items on POs

The Purchase Order module helps you manage your tax costs automatically. The system stores tax tables for any number of buying locations and will automatically apply the appropriate tax rate to items on a PO. The system automatically prorates the tax cost across all taxable line items at the appropriate tax rate.

### PO Contracts

By setting up PO contracts in the system you will be able to efficiently control spending. A PO contract includes information about preferential pricing as well as maximum purchase allowances either by number of items or total dollar amounts. The system prohibits the creation of POs that exceed the PO contract limit. You can monitor the amounts spent by vendor or by individual item code.

### Match POs to Vendor Invoices to Help Eliminate Overbilling

Several specialized receiving programs allow you to match vendor invoices with POs, approve or dispute charges, and schedule payments (via integration with the Accounts Payable module).

When shipments arrive, users compare the packing lists or invoices with the relevant POs. The system handles multiple incoming shipments and allows you to process them as they arrive. Users can identify POs or specific line items on a particular PO that need to be approved, then a supervisor can either authorize payment or initiate a dispute about the billing details on an invoice.

### Required Modules

**Enterprise Workflow Management Core System**

### Related Option

**Enterprise Accounts Payable**

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