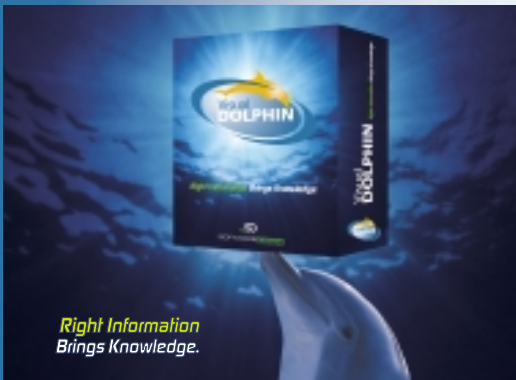
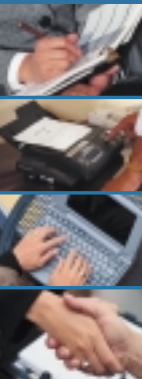




## Purchase Order



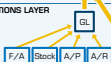
*Right Information  
Brings Knowledge.*

### RIGHT INFORMATION STRATEGIC DECISIONS

#### BUSINESS INTELLIGENCE LAYER



#### APPLICATIONS LAYER



#### MANUAL LAYER



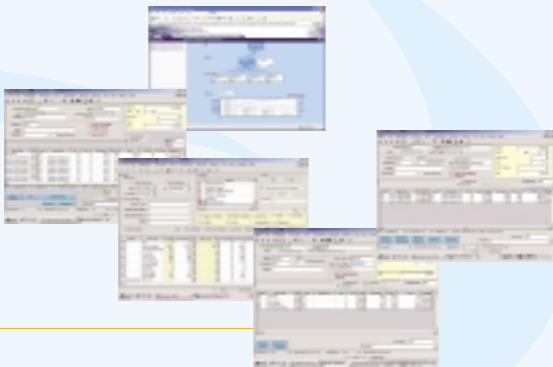
Managing efficiently the purchase process helps lower costs by providing the Management with timely and accurate information and keeping the purchase-to-delivery cycle short.

Visual Dolphin Purchasing is the best solution to avoid buffer stock, late deliveries and prevent inventory shortages. It gives an online access to current inventory and accounts payable records to make informed purchasing decisions with an enterprise-wide visibility of demand.





# VISUAL DOLPHIN



## ■ Purchase Preparation

Purchase preparation generates items requisitions based on reorder information from inventory and supplier.

Visual Dolphin proposes several features to help narrow the selection of the products to be ordered, like one or more suppliers, for a group of items, a family of products, a brand... Previous sales or sales forecast are also additional parameters that help estimate the quantity to be ordered.

The result is a grid where reordering quantity is displayed along with other relevant information (average monthly sales, quantity on hand and days on hand) that justify the suggested reorder result.

## ■ Purchase Order Processing

With Visual Dolphin, purchase order entry is quick, efficient and controlled. Purchasers are offered the facility to select a supplier and display all its related items. Available quantities in stock, at the time the purchase order is prepared, can be checked on line.

Items quantities are specified in any of the unit of measures that were previously defined in Inventory Control. Visual Dolphin proposes an unlimited number of units of measure (UOM) with fractional conversion factors. Depending on the packaging of the item and the type of the transaction, industry-specific measurement units may be defined for an item. For instance, items may be bought in containers, inventoried in pieces and sold in boxes.

Purchase orders are kept open indefinitely until all items are received. Remaining ordered items can be cancelled at any time.

### ■ Workflow

Visual Dolphin Purchase Orders, like other modules, respects a certain succession of events to get a purchase order approved. The purchase order, to be finally executed, has to move from a quotation status to an approved purchase order status. This approval routing reflects the organizational flow of operation within an institution and requires users with appropriate privileges to change the status of an order.

### ■ Consignment Order

In Visual Dolphin, identification of items purchased on consignment is possible. Consigned purchase orders are identified and processed as normal purchases. However, they do not affect the Accounts Payables. Cost of items is computed only when the items are sold.

### ■ Payment Schedule

Visual Dolphin accommodates the need for accurate and timely payables. Based on the payment schedule prepared on goods receipt, Visual Dolphin generates the adequate transactions in the Accounts Payable to keep track of the suppliers' payments. Due dates are established as per the payment terms defined for the supplier.

### ■ Settlement of Invoices

Visual Dolphin handles the reimbursement of an outstanding balance by accepting a direct payment related to a specific invoice or choosing to settle an account payable balance in part or in full.

Visual Dolphin offers the flexibility to register payments in advance and to reallocate them at a later stage on invoices, debit notes...

## ■ ■ Cost Price Calculation

Cost prices are calculated based on the average cost or first in/first out methods (FIFO). Visual Dolphin offers the possibility to allocate one unique shipment to several purchases from several suppliers. The calculation is processed for a specific shipment or till a certain date.

Visual Dolphin allows the retroactive calculation of the cost prices. In other words, goods received on a certain date could be sold even though the entire cost elements particular to a certain shipment are not available. Once all the elements are fully defined, like the custom rates, the cost calculation recalculates the cost price of the items, with a retroactive implication on the previous sales transactions or other.

## ■ VAT

In countries where Value Added Taxes apply, Visual Dolphin enables the entry of a VAT rate at the level of each item. The predefined VAT rate is applied at invoice entry time, and facilitates the calculation of the VAT.

## ■ Reports

Visual Dolphin proposes a variety of industry-standard reports to produce critical information on purchase orders, expected deliveries and purchasing statistics.

The power of using Seagate Crystal Report as a standard reporting tool provides the required flexibility to produce effective reports and enables the users to export all report data to an external file, utilizing most of the standard supported data types, like ASCII, Rtf or Excel.

## ■ ■ Sample Purchasing Reports:

- ▶ Daily Purchase Orders
- ▶ Journal of Purchase Orders
- ▶ Daily receipts
- ▶ Receipts journal
- ▶ Monthly purchase statistics



VISUAL DOLPHIN

"CREATE  
**SYNERGY**"

# Visual

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