

**PURCHASE ORDER** 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 Purchase Orders 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 decision with an enterprise-wide visibility of demand.





# General Features

Visual Dolphin Purchase Order offers the following advantages:

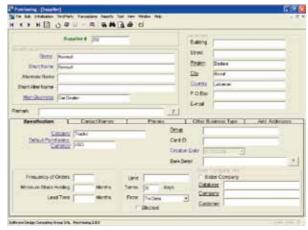
- Receive and process requisitions from different buying units.
- ••• Generate automatically purchasing needs based on pre-set rules and reordering conditions.
- Generate purchase orders (PO) automatically based on approved requisitions.
- \*\* Manage consigned goods from your supplier.
- Benefit from workflow to manage PO authorization and approval.
- Settle your suppliers invoices based on agreed terms and conditions.
- Allocate the costing elements at any time to calculate your cost price per item.
- Add user-defined information fields.
- ••• Query your purchasing trends based on supplier, date, item, etc...

## SUPPLIER CATALOG

In Visual Dolphin, third party accounts (suppliers, customers & salesmen) are created as contacts in the address book. This option eliminates redundant data entry and reduces errors. It simplifies the management of enterprise-wide information by using one central database.

Depending on the business relation with the organization, a contact is identified as a supplier, a client or both at the same time. Information is consolidated at the same level and made available to all the modules, where required.





## Supplier Information

Suppliers are classified by categories. This feature is important for the segregation of suppliers to provide exceptional reporting flexibility.

Supplier name, main business, contact information, full address including the supplier default purchasing currency help in answering the information needs and improving the vital relationship with organization's suppliers.

#### Automated Purchase Orders Parameters

When on hand quantities fall below pre-specified stock levels, Visual Dolphin can generate automatic purchase orders. Clear purchasing requirements are necessary to facilitate the re-supply decision. These requirements are mainly defined at the supplier level.

The re-ordering frequency, minimum stock holding (in months) and lead time (in months) need to be defined to calculate the quantity to be re-ordered during orders preparation.

# Payment Terms

Negotiated conditions are important to control the vendors and avoid bad debts. Debit limit and terms of payments are defined per supplier. They provide an important feature to streamline cash flow process and help saving money.

## Inactive Supplier

Visual Dolphin helps organizing suppliers' records effectively by flagging inactive records and restricting transactions. Suppliers are not deleted to allow historical reporting.

## --->PURCHASES

Visual Dolphin combines purchases with accounts payable to provide a comprehensive and integrated purchasing system. It assists the user in taking complete control over the purchasing cycle and providing them with valuable information they need to make intelligent purchasing decisions.

## Purchase Preparation

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

Visual Dolphin proposes several features that 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.

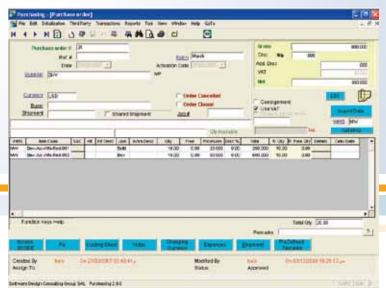
## Purchase Order Processing

With Visual Dolphin, purchase order entry is quick, efficient and controlled. Purchasers are offered the facility to select a supplier and display all his 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, 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.

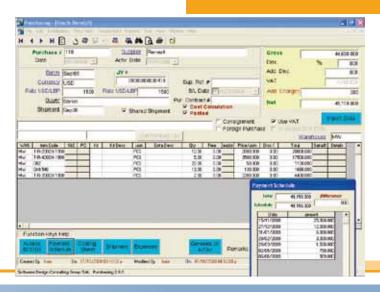
## Consignment Order

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 payable. 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 payments terms defined for the supplier.

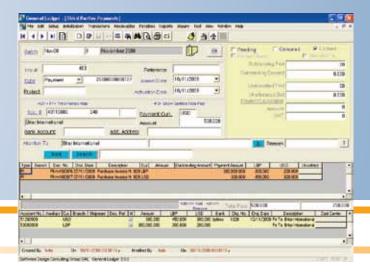




#### Settlement of Invoices

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

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



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.



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.



Sales & purchase forecast are essential parts of any business. Based on historical dates analysis of market surveys & trends, sales persons' estimates and buyers' budgets, the forecasts can be established. Accurately forecasting the sales & purchases help you unforeseen cash flow problems and manage your financing needs more effectively.

## **→**REPORTS

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

The usage of 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 Microsoft® Excel.

# Sample Purchasing Reports:

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



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