

i POS .

Integrated Purchase Order System for SunSystems



For a demonstration of this solution please contact us:

Four Business Solutions

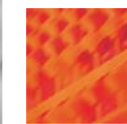
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'The most advanced
requisitioning & purchasing
solution for SunSystems users'



requisition



approval



control
desk



goods
receipt



invoice
entry



invoice
approval

to do

items

personalise

process



professional
advantage 06
PREMIER SOLUTIONS PARTNER

iPOS features at a glance

Requisition Dashboard

One of the biggest challenges for procurement systems is to make creating a requisition quick and easy. The iPOS Requisition Dashboard simplifies creating requests with minimal clicks of the mouse. It provides one place to reference all activity for the user, i.e. status of requisitions, 5 last requisitions, 5 last pending approval, searching and viewing, etc. The Requisition Dashboard features options to create quick requisitions ~ Users click the item(s) check box, then the 'request items' button and the requisition is complete and ready for approval. The flexibility of the Requisition Dashboard is that it is customised for all users of iPOS requestors, approvers, buyers and management access the same tool, but the content and permissions are customised for the user's role in the procurement process.

Requisitions

Get your end-users, branch offices and approvers on-line to take advantage of self-service procurement. iPOS's simplicity and intuitive design empower your end-users to take advantage of on-line requisitioning. Whether it is requesting forms from the warehouse, office supplies or simply requesting prices for new equipment, iPOS allows users to process any requests, at any time, from anywhere.

Approvals

iPOS Requisition rules and roles based Approvals allows for Purchase Requests to be routed for approval based on the company's departmental hierarchical catalogue structure and approval dollar level to govern who needs to approve a Requisition. These rules include testing values of data elements on a Requisition, such as commodity code, to determine the approvers to be included on the routing list. For example, if the commodity identifies computer equipment, an approval rule can automatically add IT personnel to the approval routing list. Also included are exception rules and special handling criteria and approval pools, which are groups of people who may need to approve a Requisition.

Purchase Orders

Order Processing is a must for local and remote procurement operations. iPOS allows for processing many types of orders and recording receipt transactions for goods/services delivered, all through the internet. The order processing meets the requirements of an enterprise and distributed organisation with various buying groups. Orders can be sent via snail mail, fax or internet plus orders can be sent as XML orders to suppliers. The consolidation, assembly and issuing of orders can also be totally automated.

Invoicing

Supplier invoices, quantities and costs are matched to the Purchase Order values and Receiving records to create an approved payment voucher for Accounts Payable. The system displays the Purchase Order and Receipt details while the user enters just the invoice number with the option to perform an automatic match with exception error processing. Both full and partial payments are permitted. In addition, approved voucher payments are automatically updated to SunSystems Accounts Payable. This real time integration with SunSystems ensures budgeting checking is always correct and protects against duplicate invoice processing. Unlike other systems there is no need to move data via interfaces and file manipulation. The seamless integration, is realtime and is built in from the start. This eliminates the re-keying of A/P information and data entry errors.

Receipting

The goods receipting process can be set as mandatory or optional and it can be optionally used for acknowledging the receipt of goods and services. iPOS permits the receiver to receipt goods not ordered.

To Do

The 'To Do' functionality delivers a single enterprise wide view of all outstanding actions and processes due by the user. This dramatically eliminates missed actions and helps to reduce process lag time.

iPOS benefits at a glance

Implementation

- iPOS is tailored via configuration settings. This saves on implementation costs and future upgrades.
- iPOS embraces widely used standards such as SMTP, UNSPSC & XML.
- iPOS provides tight integration with the back office system.

Catalogue

- Catalogue content is controlled by the buyer company, with multiple suppliers integrated into the company catalogue.
- By using a catalogue approach purchasing is standardised with maverick purchases eliminated.
- With a catalogue, the aim is to reduce the number of suppliers and items. This makes for less transaction processing time and assists in a lower number of transaction errors. Concentrated buying gives more buying power and the ability to negotiate better prices and terms.
- Punch out to supplier web catalogues offers borderless purchasing.

User Interface

- The users have a single user interface for all purchases.
- The intuitive interface is designed to lure end users into the sanctioned processes rather than dictating its use.
- System notification of documents awaiting approval.
- System approval escalation, resulting in fewer bottlenecks.

Suppliers

- Better information for supplier negotiations.
- Automated communication for orders and invoices.

Processes

- Electronic delivery of PO and receipt of electronic invoices saves on handling resources like mailing, printing, lost or missing invoices or data entry and filing of paper invoices.
- Integration with document management system and electronic matching with invoice documents.
- Adherence to approval matrices via browser and email system.
- Automatic matching of electronic invoices.
- Escalation of approvals.
- Multiple methods of online real time budget checking.
- Non-matching transactions can be processed within tolerances thereby saving on processing time and costs.
- Period end measurement of accruals and commitments are performed quickly and automatically.

Compliance

- Adherence to company policy and procedures.
- Adherence to supplier agreements.
- Maximise the supplier relationship and optimise volume price benefits.

Integration with SunSystems

- Tight integration with SunSystems delivers data integrity.
- Reduces ad hoc inquiries of the Finance Department, as the procurement system is totally visible throughout the organisation.
- No re-keying or transfer of data.
- Supplier integrity maintained as supplier accounts only created in SunSystems.

iPOS enterprise suite can optionally include

iPOS eProcurement is web based procure to pay for SunSystems.

iPOS Punchout integrates to external online catalogs for seamless shopping trolley items selection.

iPOS 3P manages the processes between people and the business applications. Request a new supplier or asset or a new catalogue item are just two examples of business processes covered in 3P.

iPOS Connections is a powerful enterprise application integration tool used to connect iPOS or SunSystems to such applications as asset, logistical, point of sale or fleet maintenance systems.

eLearning for iPOS is web based learning that ensures all employees have instant access to system training. The module is supported by online procedures, tests and scenario processing.

Vision for iPOS delivers the end user powerful reporting capabilities within the popular Vision reporting suite.

iPOS Reporting Services based on the popular Microsoft Reporting Services componentry - provides extensive analytical and maintenance reports via the browser.

Advanced Inquiry for iPOS delivers drilldown and around ad hoc data analysis on the SunSystems ledgers including the full purchasing transaction lifecycle on one screen.