

# PURCHASE ORDERS

OUR COMPLETE  
FINANCIAL SUITE  
INCLUDES:

**Flagship Financial  
Management Product:**

Navigator – designed for nonprofits, international NGO's and the public sector.

**Navigator Extended  
Product Suite:**

AwardVision Plus  
CommunityCare  
Deposits and Loans  
DonorVision  
Human Resources/Payroll  
MinistryView  
Portals

**Navigator Functional Areas:**

Advanced Allocations  
Budgeting/Forecasting  
Fixed Assets  
Core Financials  
Inventory  
Procurement  
Sales Orders

**Navigator Suite  
Key Product Features:**

Multi-Currency  
Multi-Language  
Integrated Excel Report Writer  
Financial Reporting  
    Excel Consolidated  
    Export Tool  
Workflow Management with  
    Approvals  
Microsoft Office Integration

**SERENIC NAVIGATOR PURCHASE ORDERS  
FULLY INTEGRATED END-TO-END PROCUREMENT SOLUTION**

Wouldn't you like to feel you're in charge of your purchase order process instead of vice versa? Wouldn't you like a solution that keeps it simple, transparent and provides a strong audit trail that allows you immediate access to the entire purchasing history end-to end?

The Serenic Navigator Purchase Orders solution is a fully integrated answer. It empowers your organization to manage the entire procurement process by creating POs, attaching receipts or related documents, and generating invoices. The system can leverage an integrated, user-defined approval process before automatically encumbering the purchase. The Purchase Orders solution integrates directly with Navigator's general ledger and its purchase requisitions, accounts payable, fixed assets, inventory, project accounting and grant management functions.

**YOU'RE IN CONTROL.**

Serenic Purchase Orders is a powerful solution that allows you to:

- Create and post approved POs as encumbered transactions in the GL — Know the true available funds, make informed decisions, and stay within budget.
- Enter transactions directly into the PO form — Avoids errors and time-consuming rekeying of data.
- Select a pay-to-vendor to record who receives the payment — Allows impacted and/or authorized staff members to view, alter or approve transactions that other staff members may have created on their behalf.
- Automatically allocate costs, fees, freight and taxes — Easily assigns appropriately at the time the PO is created.
- Attach any file format of supporting documentation using File Attachment — Allows real time visibility into documents, making the approval and audit processes move along more efficiently.
- Establish default quantities, costs, GL accounts, funds/dimensions and vendor catalog numbers — Permits non-accounting users to record received items and attach related documents with shortcut codes.
- Order any kind of goods or services, including inventory items, from a drop-down list — Speeds up the creation of the PO and ensures that the correct inventory items are replenished.

# PURCHASE ORDERS

- Purchase fixed assets and automatically add new items to the fixed asset ledger — Saves time and provides a comprehensive audit trail, whether the asset will be depreciated or fully expensed at the time it's purchased.
- Review and address documents on the Internet via Microsoft Outlook emails and/or the Approval Processing Portal — Speeds up the process.
- Get confirmation of receipt of goods or services from your remote staff via the Internet and Serenic's Receiving Portal — Allows remote and local staff to work together to generate and process vendor invoices.
- Review and address documents electronically in real time via the Approval Processing Portal — Avoids paper shuffling and expedites the process.
- Review the entire purchasing history of the PO — Instantly see what was originally ordered and how that may have changed as the transaction moved through your process.

Edit - Purchase Order - PO000003 - Staples

Actions ▾ Related Information ▾ Reports ▾

Submit Post Post and Print Preview Distributions Print Purchase Order Process

PO000003 · Staples

**General**

No.: PO000003 Posting Date: 9/1/2008  
 Buy-from Vendor No.: STAPLES Order Date: 9/1/2008  
 Buy-from Vendor Name: Staples Document Date: 9/1/2008  
 Buy-from City: Aaronsburg Vendor Order No.: 1236790  
 Buy-from State: PA Vendor Invoice No.:  
 Posting Description: Staples Your Reference: As1-2304  
 Amount Including Tax: 81,597.00

Show more fields

**Lines**

Status	Type	No.	Dimension Speedkey...	Fund No.	Sub Awar...	Award Restrict...	Description	Quantity	Direct Unit Co...	Amour Includi...
New	G/L A...	7120	DIRECTED	DIRECTED			Field Supplies	100	800.00	80,000.0
New	G/L A...	1857	GENERAL	GENERAL			Computer Equipment	1	1,597.00	1,597.0

**Vendor Statistics**

Vendor No.: STAPLES  
 Balance (\$): 2,141.31  
 Outstanding ... 81,597.00  
 Amt. Rcd. Not... 0.00  
 Outstanding L... 1,368.32  
 Total (\$): 85,106.63  
 Overdue Amo... 2,141.31

**Vendor History - Bu...**

Vendor No.: STAPLES  
 Quotes: 0  
 Blanket Orders: 0  
 Orders: 1  
 Invoices: 2  
 Credit Memos: 0  
 Pstd. Receipts: 0  
 Pstd. Invoices: 7  
 Pstd. Credit Mem... 0

**Links**

**Notes**

Click here to create a new note.

From: mitch.rolsky To: bill.roberts Date: 5/7/2010  
[see me before you process this](#)

Invoicing: STAPLES | 9/1/2008  
 Shipping:  
 Foreign Trade:  
 Defaults:  
 Audit: MITCH.ROLSKY | 5/7/2010

OK

# PURCHASE ORDERS

- Initiate and monitor the PO status via the Internet using Purchase Orders Portal — Provides visibility to others in your organization.

Home | G/L Inquiry | Approvals | Purchase Requisition | Purchase Order | Receiving | Employee Directory | Employee Information | Expense Entry | Time Entry | Time Review | CFO | DV

> Shared Documents > PurchaseOrder

## PurchaseOrder

**General** | Shipping

Save | Delete Document | Submit | Check Budget

No. PO000005 | Posting Date 02/09/2010

Buy-from Vendor No. OFFICEMAX | Order Date 02/09/2010

Buy-from Vendor Name Office Max | Document Date 02/09/2010

Buy-from Address 12345 Main Street | Deliver-to Address Code

Buy-from Address 2

Buy-from City Indianapolis | Your Reference per Mary

Buy-from State IN | Posting Description Office Max

Buy-from ZIP Code 46240 | Amount Including Tax \$640.00

Attachments (3 MB size limit)

FILE000021 receipt View Remove

Browse...

Add | Delete Line(s) | Cancel Line

Status	Commodity Code	Commodity Description	Fund No.	Description	Quantity	Direct Unit Cost	Amount Including Tax	Purcha
<input type="checkbox"/> Edit	Received		100301	Office supplies	1.00	\$500.00	\$500.00	
<input type="checkbox"/> Edit	New	COPY PAPER 1101	Box of Copy Paper for CC 1101	GENERAL	Office Supplies	5.00	\$28.00	\$140.00

## HOW DOES SERENIC NAVIGATOR PURCHASE ORDERS DO ALL THIS? SEE FOR YOURSELF.

**Q:** What do end-to-end Purchase Orders mean?

**A:** Serenic Purchase Orders lets you review the entire purchasing history of the PO. This makes it easy to follow-up on a PO and review the entire audit trail.

**Q:** Does Serenic Purchase Orders allow me to create and post approved POs?

**A:** Yes, and more. You can create and post approved POs as encumbered transactions in the GL. Encumbrances are a separate transaction type maintained in the GL allowing you to see real-time available balance, and used for both reporting and budget checking.

**Q:** Can I select a pay-to-vendor?

**A:** Yes. With Serenic Purchase Orders, you can select a pay-to-vendor record that receives the payment for the order. This process provides a strong audit trail.

**Q:** Does Serenic Purchase Orders allow transaction lines to be added?

**A:** Purchase Orders allows you to add transaction lines to an encumbered purchase in order to record changes and/or additions. This flexibility gives you complete control in generating and updating POs.

**Q:** What if I need to allocate price changes, freight and taxes?

**A:** That's easy. You can automatically allocate price changes, freight and taxes across prorated transactions based upon amount or equally by transaction. This eliminates the manual process of calculating price changes and the corresponding data entry.

# PURCHASE ORDERS

**Q:** Can supporting documentation be attached to records within Serenic Purchase Orders?

**A:** You can easily attach supporting documentation using File Attachment. Simply click & drag or copy & paste any electronic document, including scanned images, emails, Excel spreadsheets or Word files into the Purchase Orders record. This provides easy access to relevant documents related to specific transactions, such as prices quotes and specification sheets, and makes it easy to store all information online.

**Q:** How easy is it to print/send POs?

**A:** Serenic Purchase Orders allows you to automatically print or send the PO to the vendor using e-mail or fax. This eliminates additional steps in the process and reduces workloads.

**Q:** What is Serenic Purchase Orders' process to record received items and post invoices?

**A:** The system lets you choose to post both the receiver and invoice simultaneously, reducing the number of processes in order to generate payments.

**Q:** How does Purchase Orders work with the inventory system?

**A:** Since Purchase Orders interfaces with the inventory system, you can select items directly from inventory for fulfillment of the order.

**Q:** Does Serenic Purchase Orders accommodate fixed asset purchases?

**A:** You can purchase fixed assets and automatically add new fixed assets to the fixed asset ledger. By entering the fixed asset during the purchasing process, the asset is set-up automatically for depreciation and inventory control.

**Q:** How does the commodity code process work with Purchase Orders?

**A:** Commodity codes eliminate the need for the user to know which account number, inventory item number, default order quantities and/or purchase costs should be entered. Selecting a familiar commodity code will automatically enter the default information related to the standard item to maintain uniform purchasing standards throughout the organization – simplifying the purchasing process.

**Q:** What are the steps to allocate expense distributions?

**A:** You can allocate expense distributions across accounts and account dimensions by assigning one of the user-defined line allocations. This allows you to allocate standard purchases based on predetermined percentages associated with any permutation of dimensionality, or automatic calculations of percentages based on the financial and statistical transactions already posted in Navigator. This eliminates the need to do math calculations in Microsoft Excel or other solutions that would typically have to be manually entered as multiple lines of distributions.

**Q:** What happens to the audit trail when I enter POs for other users?

**A:** Serenic Purchase Orders lets you enter POs for other users while maintaining the audit trail. This process facilitates the routing of purchases directly to specific users through user-defined purchasing rules.

**Start benefiting from the fully integrated, end-to-end Serenic Navigator Purchase Orders purchasing solution today. Call 877-737-3643 or visit [www.serenic.com](http://www.serenic.com)**



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