

# PURCHASE REQUISITIONS

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 REQUISITIONS FULLY INTEGRATED, AUTOMATIC REQUISITION SOLUTION

When it comes to the purchase requisition process, it's important to be able to see the whole picture at a glance. No guessing, no surprises, no unnecessary hoops. You need an easy, transparent way to follow up on your purchase requisitions and to review the entire audit trail.

The Serenic Navigator Purchase Requisitions solution empowers your organization to manage the procurement process with confidence. Requisitions can go through an integrated approval process prior to automatically being sent to the purchasing staff. Purchase Requisitions is integrated with Navigator's general ledger and its purchase orders, accounts payable, fixed assets, inventory, project accounting and grant management functions.

### THE COMPLETE PICTURE.

Serenic Navigator Purchase Requisitions gives you the complete picture, allowing you to:

- Review the entire purchasing history of the requisition — Instantly see what was originally ordered and how that may have changed as the transaction moved through your process.
- Post approved requisitions to the general ledger as commitment entries — Shows a clear picture of committed funds, ensuring you stay within budget.
- Generate a single requisition with unlimited number of items and vendors — Allows for one document to be completed, regardless of services, items, vendors, or date the vendors are selected.
- Create requisitions when the actual vendor is unknown — Lets staff members choose the vendor, or allows you to suggest a vendor, if necessary.
- Select inventory items from the inventory system — Makes sure that you order the right items that are already in the system.
- Use commodity codes — Simplifies data entry and ensures appropriate account entry.
- Automatically generate purchase orders once requisitions are approved — Avoids rekeying of data and associated errors.
- Route requisitions to an appropriate purchasing agent — Maximizes the purchasing agent's insight into your organization's procurement needs and preferred vendors, capitalizes on your aggregate buying power, and avoids the purchase of items already on order or in inventory.
- Review and address documents on the Internet via Outlook emails and/or the Approval Processing Portal — Speeds up the process.

# PURCHASE REQUISITIONS

- Initiate and monitor the requisition's status via the Internet, using the Purchase Requisition Portal — Provides visibility to others in your organization.

The screenshot displays the Serenic Navigator Purchase Requisition Portal. The main form includes the following fields:

- Requisition No.: RQ000008
- Requisition Date: 02/07/2010
- Requested For: SERENICPORTAL
- Needed By Date: 02/07/2010
- Deliver-to Address: [Empty]
- Expiration Date: 02/07/2010
- Posting Date: 02/07/2010

Attachments (3 MB size limit): FILE000022 receipt View Remove

Line No.: 20000

Type: G/L Account No.: 6810..7110

Description: Office Supplies Commodity Code: COPY PAPER 1201

Quantity: 10 Unit Cost: 22

Program: 101 Fund No.: GENERAL

Cost Center: 1201 Staff: 1100

Donor: [Empty] Department: [Empty]

The 'No. Lookup' dropdown menu is open, showing the following list:

- 6810 Office Supplies
- 6820 Phone
- 6821 Phone Other
- 6840 Delivery Services
- 6910 Financial Printing
- 6990 Gifts
- 7010 Idc Expense
- 7011 Idc G&A
- 7015 Management Fees
- 7110 Other Expenses

A receipt image is visible in a separate window titled 'receipt[1].jpg - Wind...'. The receipt shows a 'RECEIPT' with a number '345659'.

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

**Q:** Does Serenic Purchase Requisitions allow me to create and post approved requisitions?

**A:** Yes, and more. You can create and post approved requisitions as committed transactions in Navigator's general ledger. Commitments are a separate transaction type maintained in the general ledger that ensures real time visibility in to the remaining available funds for reporting and budget checking.

**Q:** What options do I have in creating a single requisition?

**A:** Serenic Navigator Purchase Requisitions enables you to create a single requisition with an unlimited number of items and an unlimited number of vendors, rather than requiring a separate requisition for each vendor. This simplifies the procurement process because you only have to be concerned about entering the items needed, without the inefficiency of multiple requisitions.

**Q:** Do I have to know the actual vendor to create a requisition?

**A:** No. Purchase Requisitions lets you create requisitions when the actual vendor is unknown, or you can request that new vendors be added during processing. You aren't required to enter the vendor. The purchasing department can select an appropriate vendor or change the vendor during the approval process. In addition, if a new vendor needs to be created, you can request a new vendor right on the requisition, and your purchasing department can make the necessary additions to the system automatically.

**Q:** Does Serenic Purchase Requisitions 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 requisition process, the asset is set-up automatically for depreciation and inventory control.

# PURCHASE REQUISITIONS

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

**A:** Commodity codes eliminate the user's need 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:** How much flexibility do I have in creating requisitions?

**A:** One purchase requisition, once approved, can generate an unlimited number of quotes, blanket purchase orders or purchase orders. This gives you complete flexibility in handling your procurement process, regardless of your needs.

**Q:** How is the audit trail impacted when I create requisitions for others?

**A:** You continue to maintain a complete and accurate audit trail if, for example, the office clerk enters requisitions for managers. Purchase requisitions automatically include the recipient's name on the purchase order for delivery instructions.

**Q:** How do I follow up on a purchase requisition?

**A:** With Serenic Purchase Requisitions, it's easy to review the entire procurement history, including the requisition, purchase order, receiving documents, invoices and check history. And, you can review the entire audit trail.

The screenshot displays two windows from the Serenic software. The top window, titled 'Edit - Purchase Requisition - RQ000004', shows the details of a requisition. The 'General' section includes fields for 'No.' (RQ000004), 'Entered By' (MITCH.ROLSKY), 'Requested For' (MITCH.ROLSKY), and 'Posting Date' (5/7/2010). The 'Lines' section contains a table with one line item: 'Commodity Code: COPYPAPER, Commodity Description: 20lb Brite White ..., Type: G/L A..., No.: 6810, Fund No.: GENE..., Description: Office Suppli..., Quan.: 10, Direct Unit Cost Excl.: 49.00, Amou... Excl.: 490.00'. A 'Notes' panel on the right contains a note from Mitch Rolsky to Bill Roberts dated 5/7/2010 regarding ordered paper. The bottom window, 'Edit - Purchase Requisition Review', shows a table of requisition details with a context menu open over the first row. The menu options are: Quote, Order, Append To Order, Blanket Order, Append to Blanket Order, and Inventory.

**General Information:**

- No.: RQ000004
- Entered By: MITCH.ROLSKY
- Requested For: MITCH.ROLSKY
- Posting Date: 5/7/2010
- Requisition Date: 5/7/2010
- Needed By Date: 5/7/2010
- Expiration Date: 5/7/2010

**Lines Table:**

Status	Commodity Code	Commodity Description	Type	No.	Fund No.	Description	Quan...	Direct Unit Cost Excl...	Amou... Excl. ...	Progr... Code	Cost Cent...	Fi C
Com...	COPYPAPER	20lb Brite White ...	G/L A...	6810	GENE...	Office Suppli...	10	49.00	490.00			

**Review Table:**

Decision	Target No.	Document No.	Line No.	Type	No.	Fund No.	Description	Co...	Qua...	Direct Unit Cost Excl...	Amount Excl. Tax	Requis... Date	Needed By Date	Request By
		RQ000004	10000	G/L Ac...	6810	GENERAL	Office Supplies	No	10	49.00	490.00	5/7/20...	5/7/2010	MITCH.

# PURCHASE REQUISITIONS

**Q:** What options do I have in allocating expense distributions?

**A:** Plenty. You can allocate expense distributions across accounts and account dimensions by assigning one of the five different types of user-defined line allocations. This allows you to allocate standard purchases to any permutation of GL accounts or funds, such as department, program, location, etc. Purchases can be a predetermined percentage or an automatic calculation of percentage based on the financial and statistical data within 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 options does my purchasing department have after the requisition is approved?

- A:** After the requisition is approved, Purchase Requisitions lets your purchasing department determine how each line of the requisition is to be processed:
- Determine if the requested items will be purchased or filled from inventory
  - Accept the vendor from the requisition or select another vendor
  - Create an individual purchase order for each vendor
  - Assign requests to existing purchase orders
  - Request quotes for specific items from multiple vendors
  - Assign lines to existing blanket orders or set up blanket purchase orders

The screenshot shows the 'Edit - Purchase Requisition - RQ000002' window. The interface includes a top navigation bar with 'Actions' and 'Related Information' menus. Below this is a 'Process' section with buttons for 'Submit', 'Copy Document', 'Preview Distributions', 'Print Purchase Requisitions', 'Ledger Entries', 'Statistics', and 'Budget Check - Document'. The main area is divided into 'General' and 'Lines' sections. The 'General' section contains fields for 'No.', 'Entered By', 'Requested For', 'Deliver-to Address', 'Posting Date', 'Requisition Date', 'Needed By Date', and 'Expiration Date'. The 'Lines' section is a table with columns for 'No. Of Appr...', 'Status', 'Type', 'No.', 'Fund No.', 'Description', 'Quant...', 'Direct Unit Co...', 'Amount Excl. Tax', 'Program Code', 'Cost Cen...', and 'Funder Code'. A 'Notes' panel on the right contains a note from Steve Glauber dated 9/24/2009 regarding the actual cost for field supplies. At the bottom, there are 'Defaults' and 'Audit' sections.

No. Of Appr...	Status	Type	No.	Fund No.	Description	Quant...	Direct Unit Co...	Amount Excl. Tax	Program Code	Cost Cen...	Funder Code
	Committed	G/L ...	7120	DIRECT...	Field Supplies	10	80.00	800.00	104	1207	FORD
1	Approval P...	G/L ...	1857	GENERAL	Laptop	1	1,597.00	1,597.00	102	1202	SIDA

**Start benefiting from the fully integrated, automatic Serenic Navigator Purchase Requisitions solution today. Call 877-737-3642 or visit [www.serenic.com](http://www.serenic.com)**



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