



Automated process that generates the accounting process relating it to its cost center and department, forming their own account to generate its accounting policy.

Allows to chronologically audit the process of generating the purchase order, showing timings during the sequence of signatures.

Saving quotations submitted by suppliers to review the quoted prices.



- ❖ Generation requisitions controlled by department and warehouse.
- ❖ Programming of authorization sequence.
- ❖ Delegation of signatures by amount.
- ❖ Report estimated times of each purchase order and estimated times in each sequence.

Purchasing Module

This is a great support system to control all purchases requiring the company. Ideal for commercial companies and even more branches.

Requisitores can enter the system and generate material requirements, indicating starting, article number, item description, quantity, use and date required etc. Once completed, it is sent electronically to the next level, in this case, your department head.

Administration and control of related requisitions by department and warehouse.

Electronic authorization system, pending receipt of notices to authorize via email, with direct link to authorize the requisitioning requisitions.

Sequence of signatures control with delegation of authorization to substitutes.



The system has an option for the receipt of material, in this section, the person in charge of the warehouse receipt department, when a supplier with goods arrive, assess what was sent by the provider according to what is invoiced: quantities, units, measures, prices and corresponding to a purchase order to the supplier, with this in the system will give entry to the store, generating a receipt number input to the warehouse, including data provider and the items he received from the corresponding purchase order .

This will allow electronically, from the material receipt option on the system, to account the accounts payable from the material received by the receipt.

If the purchase order has been received in full , it is automatically closed so that no more is received with that order .

- ✓ Users who may require materials are registered and assigned "roles" to ask for the goods, for approval to certify the accounts, generate the order and receiving the goods.
- ✓ Each user is limited to his department and / or cost center and can only see their own requisitions.
- ✓ Control limits in pesos and dollars according to management level, filter levels that exceed the highest ranking for approval.
- ✓ Send mail to each user who has a pending approval, to streamline the purchasing process.
- ✓ Automatically it generates the policy, either of expenses, to the store or to fixed assets.
- ✓ Controls "n" quotes, which allows management to compare prices and accept or reject the selected purchases quote.
- ✓ Stores quotes evidence from electronic files sent by suppliers, making them available for review at each approval and audit staff for any shopping.
- ✓ These processes no longer require printed paper (paper less). All the signatures are electronic.
- ✓ Purchasing staff time is saved when contacting with suppliers, by sending them the purchase order via email attaching the files as "pdf" generated by the system.
- ✓ Maintains balances of the amounts received .
- ✓ Option to handle open purchase orders , decreasing the amount of approvals for release.
- ✓ Streamlines the receipt of goods , validating prices and quantities ordered , by only capturing the number of the purchase order that is coming. You do not receive without a purchase order. Allows attaching XML and PDF files sent by the supplier and validates the RFC and the amount .



REPORTS:

- Journal of movements , with filters by date, vendor , department, etc.
- Analysis by article, a history of all purchase orders.
- Analysis by expense accounts.
- Active orders, to be processed.
- Timing analysis incurred by each authorization.