

MANAGE my purchases

with *InfoMaster* Purchase Control (InfoBuy)

INFOBUY AUTOMATES THE PROCESSES OF ISSUING AND MANAGING PURCHASE ORDERS

Accurate and timely receipts of goods purchased affects the performance of your inventory, customer service and ultimately your entire sales performance. Late vendor deliveries and incorrect goods receipt leads to a whole range of problems that can affect your business in many respects.

When combined with the InfoMaster for Windows **InfoCreditor**, **InfoStock**, **InfoSales** and **InfoProject**, InfoBuy provides you with a comprehensive, fully integrated purchase management system. Goods Receipts (GRNs) automatically update inventory and Accounts Payable invoices for the received items. If invoices are not received, they are automatically accrued. Purchase orders can be automatically created for back-to-back items from the Sales Order System. Back order reports fill you in on items that are in transit, partially shipped or fully shipped. Delivery dates can be tracked easily for expediting of ordered items. All this translates to better sales and business performance.

INCREASE YOUR EFFICIENCY AND PRODUCTIVITY

The Purchase Order system is designed to assist management not only to issue purchase orders, but also to keep track on their status. This ensures that goods arrive on time; it avoids duplicate orders and provides a centralized means to manage the inventory. InfoBuy also provide you with historical purchase data so that you can determine the purchase pattern, the fluctuation of prices and the source of supplies. This information will help you to obtain products at the right price and from the right suppliers.

Key Benefits

- Enables you to collect accurate purchase order data in real time and make informed decisions
- Comprehensive on-screen data presentation for macro/micro view of your pending, outstanding and fulfilled purchase orders
- Improve your purchasing efficiency, power and manageability with functional reporting
- Seamless integration to all other InfoMaster Modules for increased productivity and efficiency

InfoBuy is integrated to: -

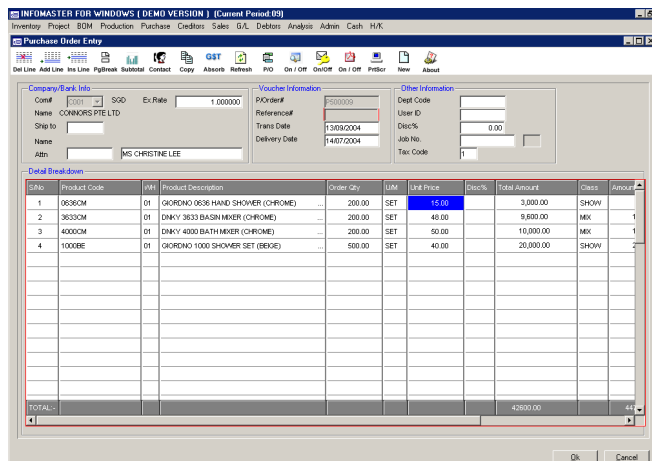
- InfoStock
- InfoSales
- InfoProject
- InfoCreditor
- InfoCash
- InfoLedger

Grn#	C/P#	P/C#	Period	Comp#	Invoice#	Ref#	Inv#	Prod	City
060001		P50008	07	AJ01	A919000		01	0638AB	
060001		P50008	07	AJ01	A919000		01	0638B0	
060001		P50008	07	AJ01	A919000		01	0711AB	
060001		P50008	07	AJ01	A919000		01	1000AB	
060001		P50008	07	AJ01	A919000		01	1088AB	
060001		P50008	07	AJ01	A919000		01	3638K00	
060007		P50015	07	AJ01	A109002		01	0638AB	
060005		P50014	07	AJ02	A109001		01	ISURROUND-DV400-S...	
060005		P50014	07	AJ02	A109001		01	ISURROUND-DV400-S...	
060002		P50012	07	H001	H010000		01	B220BE	
060002		P50012	07	H001	H010000		01	0638WH	
060002		P50012	07	H001	H010000		01	071107	
060003		P50012	07	H001	H010000		01	B220BE	
060004		P50013	07	H001	H09001		01	EYESURROUND-300C...	
060003		P50013	06	U001			01	INTEL P4-3.0E	
060005		P50010	07	U001	U021001		01	0638AB	
060006		P50010	07	U001	U021001		01	0711AB	
060006		P50010	07	U001	U021001		01	063807	
060006		P50010	07	U001	U021001		01	0638PE	
060006		P50010	07	U001	U021001		01	0638P	
060006		P50010	07	U001	U021001		01	0638WH	
060006		P50010	07	U001	U021001		01	0711BE	
060006		P50010	07	U001	U021001		01	0711EK	
060006		P50010	07	U001	U021001		01	071107	

GRN/ Accrual Inquiry Screen

ENHANCED FEATURES FOR BETTER CONTROL

For better control, you can start the purchasing cycle with the purchase requisition. Data entered into the Purchase order screen will allow you to print a purchase requisition form for approval by the management.



After approval, you can convert the purchase request into a purchase order that can be faxed, mailed or emailed out to the vendor. With direct integration to InfoStock, all updated vendor pricing and description will be displayed on the data entry screen for better purchase decision-making.

Once the goods have arrived, retrieve the P/O# and indicate whether it is a complete or partial receipt. If the supplier's invoice is attached to the D/O, you may enter the invoice together with the quantity received and the invoice will update the InfoCredit system (if it is installed) immediately in real-time

The automatic accrual feature enhances P/O management by keeping track of all items received without an invoice. A purchase accrual listing can be printed out to ensure that these invoices are received at a later stage. This makes sure that whatever cost to be incurred is well taken care of and not understated. Upon receipt of the vendor's invoice, simply enter the information into the InfoCreditor system for pairing off with the respective vendors' accrued amounts.

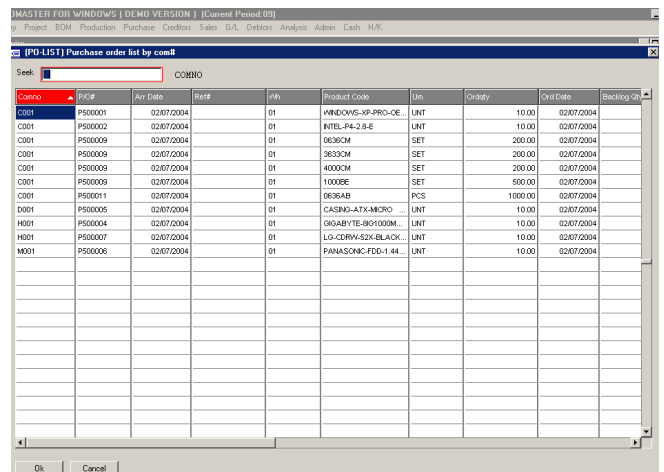
When the goods receipt entry is completed, the stock level will be increased and the P/O status will be updated accordingly for both full and partial deliveries. This will complete the entire purchasing cycle.

STRATEGIC INFORMATION FOR ENTIRE BUSINESS

Items ordered might have a lead-time. During this period, many P/Os could have been raised. If the volume of purchases increases, you might lose track of each Purchase Order status. This may lead to insufficient stock for issuing, late deliveries and put the business in a disadvantaged position.

The Purchase Order Expedition and the Purchase Order Status Report provided by the system will assist you to monitor the goods arrival schedule. In this way you will be able call the vendor to find out if the goods can arrive on time, and if not, find an alternative source of supplies or a replacement product. This function also allows you to alert the vendor on the actual delivery date.

All movements and receipts of purchase orders can be tracked easily through the online inquiry screen.



Outstanding P/Os and items purchased can be tracked by Vendor info, P/O number, Arrival Date, Item Ordered, Order Date and, backlog quantity.

InfoBuy allows you to react more quickly to changing P/O data and improves the productivity of your entire business.

REPORTING and ANALYSIS

InfoBuy gives you the confidence to make purchase decisions and increases your buying power. The benefits derived from the reporting and analysis functions will be visible across your entire business and also on your bottomline.

Mastering your information with *InfoMaster*

Main Function	Description
MASTER	<ul style="list-style-type: none"> • Maintains a complete vendor data base • Captures the full particulars of the vendor • Maintains the accrual listings • Maintains person contact/s of vendors • Use as sourcing data base when purchasing of goods • Use as distribution contact when distributing goods
TRANSACTION	<ul style="list-style-type: none"> • Controlling of authorized purchase and receiving of goods • Online P/O entry and tracking • Unlimited P/O line entry • Editing/ cancellation/ Reprinting of P/O and GRN • Prints Purchase Request and/or Purchase Order • Batch printing of P/O • Full or partial goods receipt • Multiple currency P/O entry and goods receipt • Retrieves purchase price based on standard price, vendor price or last buy price • Immediate update of inventory upon goods receipt • Immediate update of A/P is invoice received • Immediate update of Cash if payment made • Immediate goods receipt note creation for items received without P/O • Automatic accrual if A/P invoice if not received upon GRN • No duplicate key-punching is required for the supplier's invoice
INQUIRY	<ul style="list-style-type: none"> • Maintains a complete purchase price history • Use as price comparison for purchasing consideration • Tracking of un-released purchase order • Tracking of incomplete purchase order • Purchase history tracking for this month, year, last year and past year • To know when, where and how much an item was purchased in case a repeat order is required • To know the changes in purchase price since the beginning of the same purchase was made • Late cost warning • To notify accounts department of possible late cost for accrual to avoid omission of cost at end of financial year when the accrual account is not zeroed
REPORT	<ul style="list-style-type: none"> • Many reports to be printed as and when required • Purchase backlog, receipt, GRN G/L report, GRN listing, GRN cancelled report, accrual report, purchase history report for current month, year, last year and past year • Expedite goods receiving to avoid stock-out situation • Printing by selection criteria • Full report preview before printing
OPTIONAL APPLICATIONS	<ul style="list-style-type: none"> • Thin client browser based access to InfoMaster System (requires appropriate hardware, licenses, third party software and internet connectivity)

To learn more about the InfoMaster for Windows Accounting/ ERP Application you can visit our website at www.ise.com.sg or call us at (65) 6747 5665.

Mastering your information with *InfoMaster*

INFOMASTER FOR WINDOWS SPECIALIZED FEATURES

Feature	Description
IMMEDIATE PURCHASE ORDER/ GOODS RECEIPT NOTE ENTRY	This function caters for purchases which are made without an official Purchase Order. There might be cases where goods are purchased on an ad-hoc basis or using petty cash. This function eliminates the need to create a P/O before the GRN takes place. It allows you to receive the goods immediately with supplier invoice and update the Accounts payable and inventory directly.
IMMEDIATE PAYMENT	<p>If payment has been made during the GRN data entry, the Bank balance will be updated immediately.</p> <p>This function is a combination of P/O creation, GRN, A/P invoice and Payment entry. It will greatly enhance productivity and reduce the data entry time for the purchase cycle. The cost of goods and/or freight charges will be accrued if the supplier invoice is not available at the point of entry. Amendments can be made if the quantity, amount, GST and freight charges are entered incorrectly. GRN will also be printed with system generated or user defined number.</p>
ACCRUAL	Cost of goods and freight will be accrued without GST at the time of GRN or immediate GRN data entry. The GST for goods and freight will be reported only when the supplier invoice is entered via A/P module. This will ensure that the GST is captured accurately. This feature eliminates manual accrual tracking for invoice not yet received.
ACCRUAL OFFSETTING	Accrual can be offset when THE supplier invoice is received via the A/P invoice data entry. The system will display a list of accrual for the desired vendor and allow offsetting of accrual to multiple P/O and/or GRN per supplier invoice. Accrual offsetting can be selected for either goods or freight charge by clicking on a selected radio button. All freight charges accrued will be listed for selection and the freight bill can offset multiple freight accruals for various P/O and/or GRN.
BATCH P/O PRINTING	This function allows you to print all unprinted Purchase Orders in batch mode. The printing can be done for all or selected vendors.
PURCHASE ORDER EDIT AND CANCELLATION	This function allows you to edit or cancel an order as and when is required. Deleting an existing item or adding new items is allowed. However, if an item has been partially delivered, only the balanced quantity can be removed
GRN EDIT AND CANCELLATION	This function allows you to edit or cancel a GRN within the same month. When the GRN is cancelled, it will be returned to Purchase backlog if it was released from the backlog. Otherwise, the system will generate negative purchase booking transaction to offset the previously generated booking
AUTO VOUCHER NUMBERING	All transactions such as Purchase Order and GRN will have the Voucher number automatically generated
USER LOG	All transaction entered are logged with the user-ID and the date/time of the data entry done for management review

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