

ABM Purchase Requisitions

Improved Control and Workflow for Purchasing
in Every Organisation

Purchase Requisition Management

- Many ABM clients have asked about imposing value limits on purchase orders
- All organisations need a simple process for reviewing and approving requisitions so that they can proceed to purchase ordering
- Developed in conjunction with our largest companies, ABM now has a module to respond to this....

Purchase Requisitions

- Purchasing Authority
 - While many clients just want a simple value limit, others may require different limits depending on the type of purchase
 - The staff required to approve a purchase may differ depending on the type.
 - Normal purchases for stock
 - Capital Expenditure
 - Consulting Costs, IT, etc.

System Configuration

- Under Tools → Options → Purchasing there is a new button to configure the module.
- If you don't configure the module then there are no changes to the process

The screenshot shows the 'Options' window with the 'Purchasing' tab selected. The 'Document Numbering' section contains the following data:

	Number Sequentially Starting From	or enter manually as you go
Purchase Requisitions	PQ00056	<input type="checkbox"/>
Purchase Orders	PS00128	<input type="checkbox"/>
Deliveries (GRNs)	PD00138	<input type="checkbox"/>
Returns	PR00019	<input type="checkbox"/>
Invoice References	PI00270	<input type="checkbox"/>
Credit References	PC00007	<input type="checkbox"/>

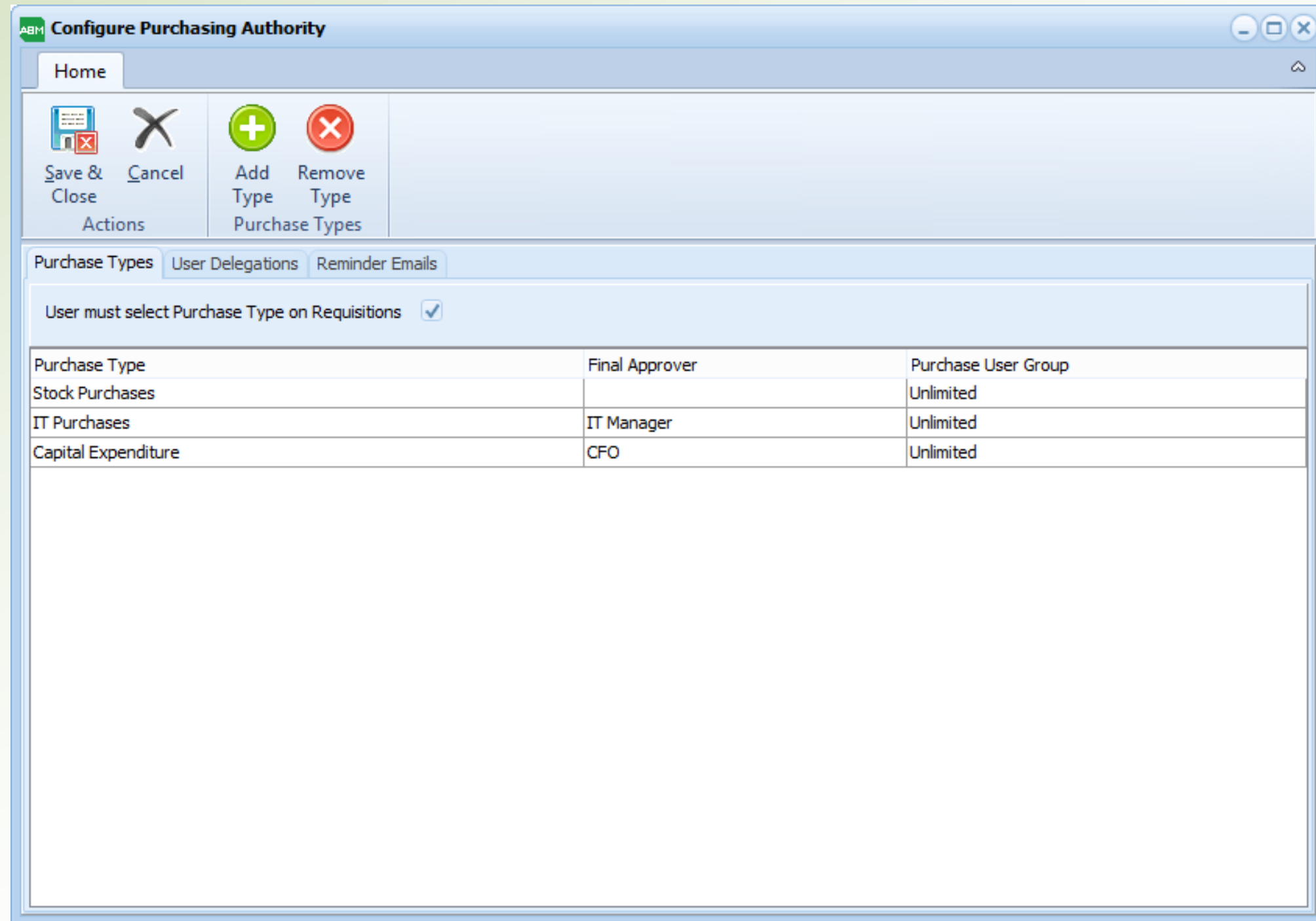
On the right side of the window, there are two checked options:

- ☒ Withholding tax applies to some payments from suppliers or sub-contractors
- ☒ There are times when purchase invoices are reallocated to a central billing account

A red rectangle highlights the 'Configure Purchasing Authority' button at the bottom right of the window.

System Configuration – Purchase Types

- » Define your purchase types
- » Optionally set a Final Approver
- » The purchase user group is for the users that will be notified to do the purchase order



Configure Purchasing Authority

Home

Save & Close Cancel Add Type Remove Type

Actions Purchase Types

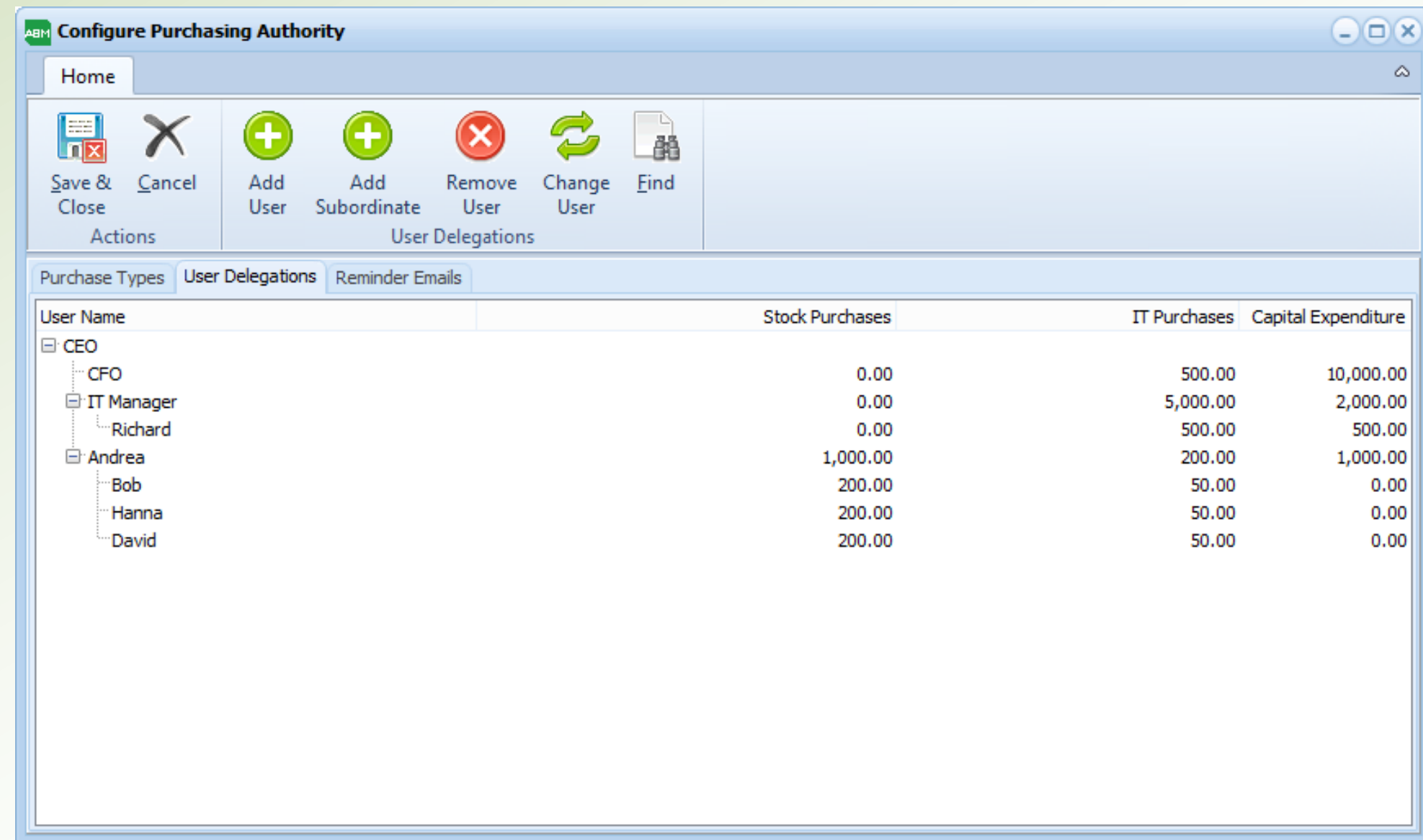
Purchase Types User Delegations Reminder Emails

User must select Purchase Type on Requisitions ☒

Purchase Type	Final Approver	Purchase User Group
Stock Purchases		Unlimited
IT Purchases	IT Manager	Unlimited
Capital Expenditure	CFO	Unlimited

System Configuration - Users

- » Define the User hierarchy
- » Top spot has no limit
- » Tree structure describes how requisitions will escalate for approval
- » Value limits for each purchase type



The screenshot shows the 'Configure Purchasing Authority' window. It has a 'Home' tab and a toolbar with icons for 'Save & Close', 'Cancel', 'Add User', 'Add Subordinate', 'Remove User', 'Change User', and 'Find'. Below the toolbar are three tabs: 'Purchase Types', 'User Delegations', and 'Reminder Emails'. The 'User Delegations' tab is active, showing a tree structure of users and a table of value limits for different purchase types.

User Name	Stock Purchases	IT Purchases	Capital Expenditure
CEO			
CFO	0.00	500.00	10,000.00
IT Manager	0.00	5,000.00	2,000.00
Richard	0.00	500.00	500.00
Andrea	1,000.00	200.00	1,000.00
Bob	200.00	50.00	0.00
Hanna	200.00	50.00	0.00
David	200.00	50.00	0.00

System Configuration - Emailing

- When requisitions are escalated to a user they will be emailed a notification with the requisition details and buttons to action it
- Reminders can also be sent on a daily basis

The screenshot shows the 'Configure Purchasing Authority' window with the 'Reminder Emails' tab selected. The window has a title bar with the ABM logo and the text 'Configure Purchasing Authority'. Below the title bar is a 'Home' button and a 'Save & Close' button. The main content area is divided into two sections: 'Send reminders on the selected days at' and 'Email Account Details'. The first section includes a list of days with checkboxes: Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked), and Sunday (unchecked). The time is set to 07:00 a.m. The second section includes fields for Server Name (outlook.office365.com), Port (21), Username (richard@concept-eng.co.nz), Password (masked with dots), From address (richard@concept-eng.co.nz), Reply-To address (richard@concept-eng.co.nz), and Bcc address (empty).

Components

- ABM 9.3 – Available for release now.
- Requires the Flex Server
- Purchase Requisitions Processing Service
 - Handles escalating requisitions and sending emails
- Purchase Requisitions Web Application

Using the Module

- Change security to prevent most users from entering Purchase Orders, only Requisitions
- Users enter Purchase Requisitions as normal in ABM
- Select a Purchase Type

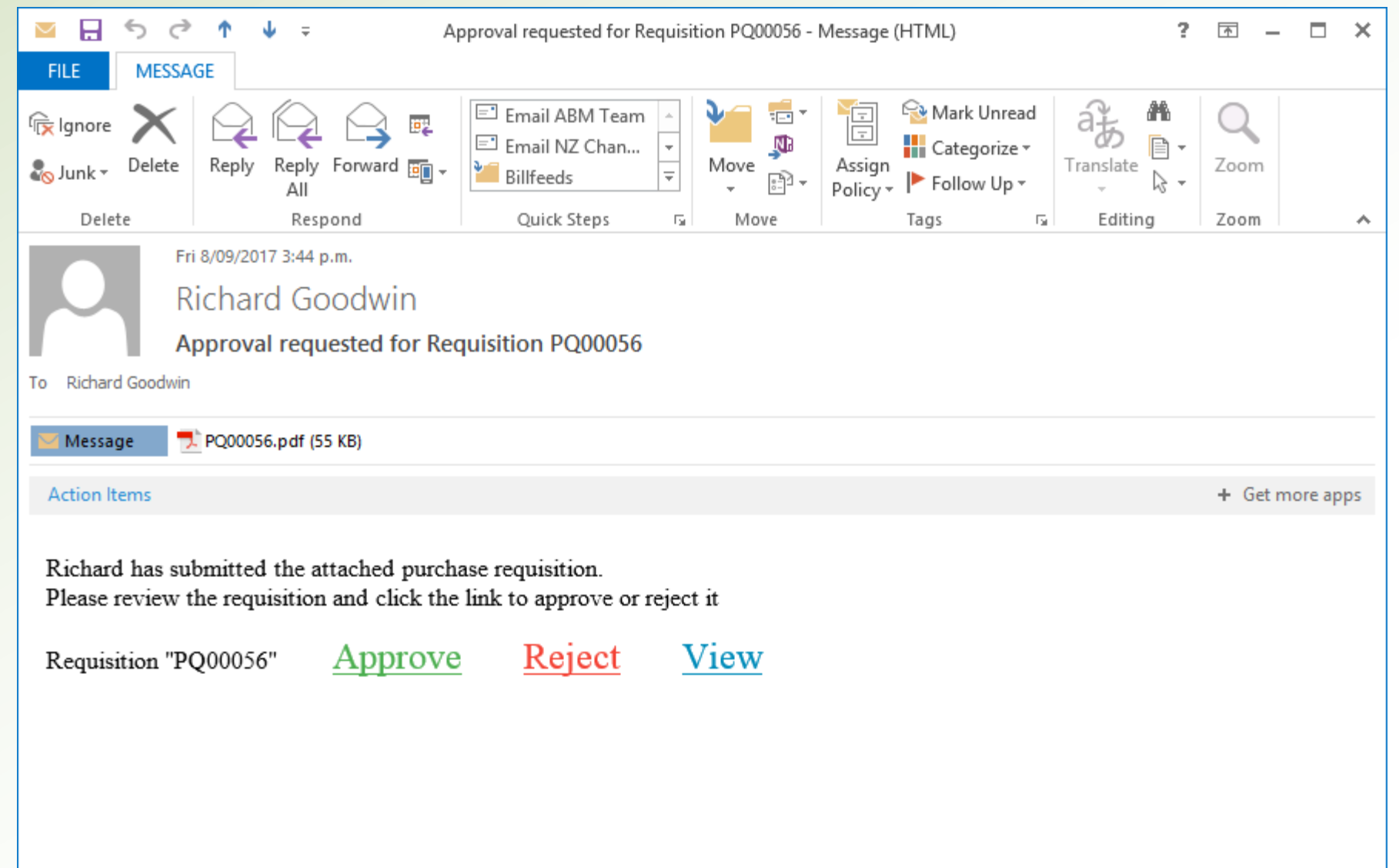
The screenshot displays the 'Purchase Requisition' form in the Advanced Business Manager (ABM) software. The form is divided into several sections:

- Supplier Details:** Commercial Biocides Ltd, 3963 Park Road, Riccarton, Christchurch 43786, Canterbury.
- Requisition Date:** 08/09/2017.
- Requisition Status:** Pending.
- Purchase Type:** Capital Expenditure (highlighted with a red box).
- All Prices:** Exclude GST.
- Call Number:** (empty field).
- GST Applies:** ☒.
- Buttons:** Suggest Order, Add First Line Item.
- Table Headers:** Code, Description, Quantity, Price, Discount, Exc.GST, GST, Inc.GST.

The 'Purchase Type' dropdown is highlighted with a red box, indicating the selection of 'Capital Expenditure'.

Using the Module

- » The Purchase Requisitions Background Service will see the requisition and escalate it accordingly.
- » The approver is emailed the document with links to Approve, Reject or View.



Approving A Requisition

- User can click on the links on the email to approve or reject requisition
- Or they can go to the website and view them from there
- Multi-select requisitions and approve or reject.
- Drill down to view the details

The screenshot shows a web browser window displaying the 'ABM - Purchase Requisition' application. The header includes the 'ABM' logo, 'ADVANCED BUSINESS MANAGER', and a 'LOG OUT' button. The main heading is 'Purchase Requisitions Waiting for Approval' with a refresh icon. Below this are thumbs up and thumbs down icons, and a pagination control showing '10', '20', '30', and '50'. A search bar is labeled 'Search By Date'. The table below has columns: 'Date', 'Requisition No', 'Entered By', 'Supplier Name', 'Total excl.GST', and 'Total incl.GST'. A single row is visible with a checked checkbox, date '8/09/2017', requisition number 'PQ00057', entered by 'Richard', supplier 'Overseas Harb...', and totals of '1,365.37'. A pagination bar shows '1' of 1 items. The footer contains 'ABM - Purchase Requisition (ABMID-1653 - 0.0.0.11)' and 'Advanced Business Manager © 20'.

<input type="checkbox"/>	Date ▾	Requisition No ▲	Entered By ▲	Supplier Name ▲	Total excl.GST ▲	Total incl.GST ▲
<input checked="" type="checkbox"/>	8/09/2017	PQ00057	Richard	Overseas Harb...	1,365.37	1,365.37

ABM - Purchase Requisition

localhost:3001/purchase-requisition/details/SQPQ00057<XXXXXXXXXXXXXXXXXXXX

ABM

ADVANCED BUSINESS MANAGER

ABM - Purchase Requisition

REQUISITION LIST

LOG OUT

PQ00057

Supplier Name

Overseas Harbour Hardware

Supplier Code

207

Requisition No

PQ00057

Date

8/09/2017

Entered By

Richard

Discount

0.00

Total excl.GST

750.00

GST

0.00

Total incl.GST

750.00

Code	Description	Units	Quantity	Price	Discount	EXC.GST	GST	INC.GST
0160.00.00	Light, Heat & power		1	750.00	0.00	750.00	0.00	750.00
This is text								

ABM - Purchase Requisition (ABMID-1653 - 0.0.0.11)

Advanced Business Manager © 2017

ADVANCED BUSINESS MANAGER

Approving a Requisition

- Requisitions escalate up the organisation, step by step until they reach someone that has the authority for the required value.
- Each manager must approve in turn – it won't skip straight to someone with the required authority as managers need to know what's being purchased in their department
- If the purchase type requires a final approver then it will jump to that person in the organisation after getting initial value approval
- If that person doesn't have the value limit required it escalates up from there
- Original requestor gets an email if anyone in the chain rejects it.

Ordering

- Once a requisition is approved it will show with a green flag (Approved but not Ordered)
- Purchasing Officers can then convert to purchase order and mark the requisition as ordered when done.

The screenshot displays the ABM Explorer application window. The title bar reads "ABM Explorer". The interface includes a toolbar with icons for Preview, Print, Email, Attachments, Send To Excel, Comments, Find, Requisition, Track, and Billfeeds Image. Below the toolbar, a dropdown menu shows "Purchase Requisition PQ00056 of 8/09/2017". The main content area is divided into sections: Supplier Details (002 - Commercial Biocides Ltd, 3963 Park Road, Riccarton, Christchurch 43786, Canterbury), Delivery Details (777 Mainstream Ave, Burnside, Christchurch 8050, Canterbury, Christchurch), Other, and Approved by: CFO. Below these sections is a table with columns: Code, Description, Units, Quantity, Price, Discount, Exc.GST, GST, Inc.GST, and Location. The table contains two rows: one for Freight Inwards (Code 0145.00.00, Quantity 1, Price 750.00) and one for Acrylic - Emerald Green 1L (Code 2001, Quantity 25, Price 122.00, Location Head Office). At the bottom of the window, a "Confirm" dialog box is open, asking: "Has the requisition PQ00056 been fully ordered? Saying yes means that you cannot order this requisition again. Saying no means that you can, if you want to split the requisition over multiple orders." The dialog has "Yes" and "No" buttons.

Code	Description	Units	Quantity	Price	Discount	Exc.GST	GST	Inc.GST	Location
0145.00.00	Freight Inwards		1	750.00	0.00	750.00	112.50	862.50	
2001	Acrylic - Emerald Green 1L	10	25	122.00	0.00	3,050.00	457.50	3,507.50	Head Office