



Purchase Order: Budget Planning and Purchase Order Approvals

Standard controlling tool for workflow-based budget planning, purchase orders and invoices

Management Summary

Whatever the size of your company, costs have to be planned reliably. Budgets must be coordinated for each department together with associated account groups to which purchase orders and expenditure are later assigned. Efficient controlling provides an overview of these budgets that is always up to date. The approval workflow for the individual steps should be aligned with the organizational structure, and support substitution and delegation.

The Purchase Order Processing (POP) application from IPSWAYS can handle all of this for you.

Point of departure...

As part of annual planning, a company defines budgets for each department along with the associated account groups for which a complex approval process is then set in motion starting with the department itself, through to Controlling and management. During the course of the year, purchase order requests must be reviewed with respect to these budgets and approved again. At the end of the process, the invoice is verified against the purchase order and budget. The people involved in this process all held managerial positions resulting in interruptions in the workflow if their workloads become unmanageable or in times of absence. Companies often seek to remedy this problem with an integrated, out-of-the-box software solution that can be customized.

The solution...

IPSWAYS has developed a POP application that runs on different platforms (.NET, JEE, Notes, Access) with any relational database (Oracle, Microsoft SQL, etc.). A configurable, symbolic workflow across the organizational structure of the company can map delegation and substitution, thereby ensuring that approval processes are handled smoothly.

Corporate profile

IPSWAYS is an independent software and consulting firm that develops systems to support mission-critical business processes. We aim to provide our customers with packaged solutions tailored to their specific requirements.

Consulting is often the first step towards creating a customized solution design. Important factors to be considered here include costs versus benefits and deploying technologies intelligently.

We boast many years of project-based experience in analysis and design, development, integration, and migration, backed up by our expertise with Java Enterprise Edition (JEE), Microsoft .NET and Business Intelligence (Cognos).

The workflow is programmed to recognize the limits that have been set and obtains any additional approval automatically for large sums of money. Excel reports from the SQL database provide Controlling with transparent data and can be adapted as required by the customer.

As our customers will testify, we can customize this application to suit the requirements of different companies. Purchase orders can be generated from an approved budget request and sent to the vendor in question following approval.

Incoming invoices are assigned to the appropriate purchase orders and budget requests in line with various criteria (order number, vendor, date, processing agent).

🎯 Solution benefits...

Benefits at a glance

- Automated source code migration for Microsoft Access and VBA systems
- Low process-related risk
- Extremely low cost
- Speedy implementation

Since the budget, purchase order and invoice are permanently linked to each other, the individual steps in the approval process are simplified because a purchase order always refers directly to an approved budget. All the related data is stored in an SQL database which means that each step and each set of figures are fully transparent at all times.

Once the received goods have been inspected, the invoices can be settled quickly on the basis of the information available, allowing cash discounts to be deducted. Since the associated budget request has already run through an entire approval workflow, purchase orders and invoices can be approved much faster.

Reports can be generated at all three levels; in other words, the planned impact of a budget on operating profit can be compared at any time with the total resulting purchase orders and the invoices actually settled.

The role-based workflow supports substitution and delegation. In addition, alternative workflows can be implemented depending on the amounts and account types involved.

Details of cost centers and system usage as well as general statistical information are made available as dynamic reports.

The workflow system can also be deployed as an approval procedure for any type of form.

POP customers

- Car rental companies
- Pharmaceutical wholesalers
- Wellness products
- Residential property management