

Track Vendors and Procurements, Identify Trends Maintain Control

The UNISON Purchasing module is used to enter and maintain requisitions and purchase orders for products and services required by the business entity. Tracking these entries serves as a valuable tool in ranking vendors, ensuring low vendor pricing and calculating order lead times.

On-line Three Way Matching

UNISON provides for three way matching of the purchase order, goods received and vendor invoice. The received units are matched against the purchase order units. The invoiced units are matched against the received units, and the invoiced amounts are evaluated.

Variance Analysis

UNISON provides for discrepancy tracking and approval on any receiving or voucher variance. Soft and hard variance tolerances can be set up for products and services to provide for allowable overages during either the receive or voucher process. Use of variances allows the user to determine the excess quantity or amount that will require approval on all overages.

Generating Requisitions

The creation of requisitions starts the on-line tracking of procurement requests. Requisitions can be entered for all items requiring a purchase order. The requisition can be approved on-line and transferred to a purchase order, where it can be received and finally transferred to Accounts Payable for payment.

The Purchasing and Accounts Payable components work together to provide three-way matching, ensuring proper authorization and internal control. Approvals are required at the front-end of the process, on the requisition, before a request can be transferred to a purchase order.

Financial Management



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With UNISON...

- ✓ On-hand inventory quantities in the *Inventory Table* are incremented via the Purchasing application when stock is received on open Purchase Orders. The Order Processing and Inventory Control applications work closely with Purchasing to ensure that key information is captured.
- ✓ The *Chart-of-Accounts* contains the *General Ledger* account, used on Requisitions and Purchase Orders. The General Ledger accounts entered on purchase orders will interface with the *Accounts Payable* application, which will be posted, in summary, to the General Ledger.
- ✓ UNISON allows the set up of vendors and processing of Requisitions / Purchase Orders for multiple companies.
- ✓ Track vendor quotations for goods and services. The quotation forms are used as a means of storing and monitoring vendor estimates and lead times.
- ✓ Each location has up to five tax jurisdictions available to identify different taxing authorities.
- ✓ UNISON allows you to enter pricing by vendor and product.

Access Information

- | | |
|----------------------------|---------------------------|
| /// Requisition Summary | /// Purchase Order Status |
| /// Approvals | /// Quote Summary |
| /// Purchase Order Summary | /// Vendor History |

UNISON Features

- | | |
|---|--|
| ✓ Complete Vendor Management | ✓ Purchase Order Generation / Tracking |
| ✓ On-line Tracking of Procurement Requests | ✓ Front-end Approval Process |
| ✓ Receiving Audit Trail | ✓ Vendor Quotation Tracking |
| ✓ Pricing by Vendor or Product | ✓ Up to Five Tax Jurisdictions per Location |
| ✓ Multiple G/L Distributions for POs | ✓ Automatic Requisition to PO Transfer |
| ✓ Variance Analysis | ✓ Three Way Matching |
| ✓ Multiple Vendor Locations per Purchase Order | ✓ On-line Transaction Approvals |
| ✓ Option to Transfer Full or Partial Receipts to Vouchers | ✓ Option to Set Pricing by Vendor and Goods / Services |