



# PURCHASE ORDERS

OUR COMPLETE  
FINANCIAL SUITE  
INCLUDES:

**Flagship Financial  
Management Product:**

Navigator – designed for nonprofits, international NGO's and the public sector.

**Navigator Extended  
Product Suite:**

AwardVision  
CommunityCare  
DonorVision  
Human Resources/Payroll  
Investments  
MinistryView  
Portals

**Navigator Functional Areas:**

Advanced Allocations  
Budgeting/Forecasting  
Fixed Assets  
Core Financials  
Inventory  
Procurement  
Sales Orders

**Navigator Suite  
Key Product Features:**

Multi-Currency  
Multi-Language  
Integrated Excel Report Writer  
Financial Reporting  
    Excel Consolidated  
    Export Tool  
Workflow Management with  
    Approvals  
Microsoft Office Integration

**Purchase Orders is a fully integrated solution that allows organizations to manage the entire purchasing process by creating POs, recording receipts, and posting invoices. The system goes through the integrated approval process before automatically encumbering the purchase. Purchase Orders integrates directly with Navigator's General Ledger and its Purchase Requisitions, Accounts Payable, Fixed Assets, Inventory, and Jobs (projects) functions.**

**PURCHASE ORDER PROCESSING ALLOWS YOU TO:**

- Review the entire purchasing history of the PO
- Create and post approved POs as encumbered transactions in the GL
- Enter transactions directly into the PO form
- Select a pay-to-vendor to record who receives the benefit and payment
- Add additional transaction lines to an encumbered purchase
- Automatically allocate price changes, freight and taxes across transactions
- Scan-in supporting documentation using Matriks Document
- Automatically print or send POs using e-mail or fax
- Record received items and automatically post the invoice
- Select inventory items from the Inventory system
- Purchase fixed assets and automatically add new items to the fixed asset ledger
- Select commodity codes, including preferred vendor and vendor catalog numbers
- Allocate expense distributions across accounts and account dimensions
- Enter POs for other users, while maintaining audit trail

**REVIEW ENTIRE PURCHASING HISTORY**

Users can review the entire purchasing history of the PO, including requisition, receiving documents, invoices and check history. This makes it easy to follow-up on a PO and review the entire audit trail.

**CREATE AND POST APPROVED POS**

Users can create and post approved POs as encumbered transactions in the GL. Encumbrances are a separate transaction-type maintained in the GL and used for both reporting and budget checking.

**ENTER TRANSACTIONS DIRECTLY**

Purchase Orders integrates directly with Purchase Requisitions and Blanket Purchase Orders, and lets users enter transactions directly into a new or existing PO. This integration reduces data entry and minimizes associated errors.

**SELECT A PAY-TO-VENDOR**

Users can select a pay-to-vendor in order to record who receives the benefit and who receives the payment for the order. This process provides a strong audit trail.

# PURCHASE ORDERS

## ABOUT SERENIC

*Serenic Corporation is a Microsoft Industry Solutions Vendor with a mission to deliver highly functional software solutions for nonprofits, international NGO's and the public sector. We believe passionately in developing quality software which will solve the unique requirements of our clients while lowering the total cost of ownership proposition. We measure success by the satisfaction of our clients and business partners.*



**SERENIC  
SOFTWARE**  
www.serenic.com  
(877) 737-3642

## THE SERENIC/MICROSOFT CONNECTION

*We are a Gold Certified Microsoft Industry Solutions Vendor and we use the Microsoft Dynamics NAV product as the basis for our Serenic Navigator product. Because the Dynamics NAV product provides us complete access to its source code, we have been able to develop a fully-integrated vertical product. Our partnership with Microsoft assures you of software designed to meet your needs as well as a secure long-term investment.*



Microsoft Business Solutions  
ISV/Software Solutions

## ADD TRANSACTION LINES

Users can add transaction lines to an encumbered purchase in order to record changes and/or additions. This flexibility gives the user complete control in generating and updating POs.

## ALLOCATE PRICE CHANGES, FRIEGHT AND TAXES

Users can automatically allocate price changes, freight and taxes across the transactions prorated based upon amount or equally by transaction. This eliminates the manual process of calculating price changes and the corresponding data entry.

## SCAN-IN DOCUMENTATION

With Purchase Orders, users can scan-in supporting documentation using Matriks. This facilitates the importation of all relevant documents with each transaction and maintains online records.

## AUTOMATICALLY PRINT OR SEND POS

Users can automatically print or send the PO to the vendor using e-mail or fax. This eliminates additional steps in the process, improving accuracy and reducing workload.

## RECORD RECEIVED ITEMS AND POST INVOICE

The system lets users post both the receiver and invoice simultaneously, reducing the number of processes in order to generate payments.

## SELECT INVENTORY ITEMS

Purchase Orders interfaces with the Inventory system, which means the user can select items directly from inventory for fulfillment of the order.

## PURCHASE FIXED ASSETS

Users can purchase fixed assets and automatically add new fixed assets to the fixed asset ledger. By entering the fixed asset during the purchasing process, the asset is set-up automatically for depreciation and inventory control.

## SELECT COMMODITY CODES

To simplify the purchasing process, users can select catalog items directly from the system using commodity codes, including preferred vendor and vendor catalog numbers. The commodity code process lets users set-up standard items to maintain uniform purchasing standards throughout the organization.

## ALLOCATE EXPENSE DISTRIBUTIONS

This feature lets users allocate standard purchases without entering multiple lines of distributions.

## ENTER POS FOR OTHERS

Users can enter POs for other users, while maintaining audit trail. This process facilitates the routing of purchases directly to specific users.