

PURCHASE REQUISITIONS

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 Requisitions is a fully integrated solution that allows organizations to manage the purchasing process using Serenic Navigator. With this function, requisitions go through the integrated approval process prior to automatically being sent to the purchasing staff. Purchase Requisitions is integrated with Navigator's General Ledger and its Purchase Orders, Accounts Payable, Fixed Assets, Inventory, and Jobs (projects) functions.

PURCHASE REQUISITIONS ALLOWS YOU TO:

- Review the entire purchasing history of the requisition
- Create and post approved requisitions in the General Ledger
- Create a single requisition with an unlimited number of items and an unlimited number of vendors
- Create requisitions when the actual vendor is unknown
- Select inventory items from the inventory system
- Purchase fixed assets and automatically add new fixed assets to the fixed asset ledger
- Select commodity codes
- Allocate expense distributions
- Generate requisitions that will create blanket purchase orders and purchase orders that require quotes
- Enter requisitions for other users
- Determine requisition processing rules

REVIEW PURCHASING HISTORY

Purchase Requisitions lets users review the entire purchasing history of the requisition including purchase order, receiving documents, invoices and check history. This makes it easy for any user to follow-up on a purchase requisition and review the entire audit trail.

CREATE AND POST APPROVED REQUISITIONS

Create and post approved requisitions as committed transactions in Navigator's General Ledger. Commitments are a separate transaction type maintained in the General Ledger and used for both reporting and budget checking.

CREATE A SINGLE REQUISITION

Create a single requisition with an unlimited number of items and an unlimited number of vendors, rather than requiring a separate requisition for each vendor. This simplifies the requisition process because the user is only concerned about entering the items needed without the inefficiency of multiple requisitions.

CREATE REQUISITIONS FOR UNKNOWN VENDORS

Purchase Requisitions lets users create requisitions when the actual vendor is unknown or request that new vendors be added during processing. The system does not require the user to enter the appropriate vendor. The appropriate vendor can be added later by the purchasing department. In addition, if a new vendor is required, the user can request a new vendor right on the requisition and the purchasing department can then make the necessary additions to the system automatically.

PURCHASE REQUISITIONS

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**
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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
GOLD CERTIFIED
Partner

Microsoft Business Solutions
ISV/Software Solutions

SELECT INVENTORY ITEMS

Purchase Requisitions interfaces with inventory, allowing the user to select items directly from inventory for fulfillment of an order.

FIXED ASSETS CONTROL

Purchase Requisitions lets users purchase fixed assets and automatically add new fixed assets to the fixed asset ledger. By entering the fixed asset during the requisition process, the asset is set-up automatically for depreciation and inventory control.

SELECT COMMODITY CODES

As a method to simplify the purchasing process, users can select catalog items directly from the system using commodity codes. Using commodity codes lets users set-up standard items to maintain uniform purchasing standards throughout the organization.

ALLOCATE EXPENSE DISTRIBUTIONS

Allocate expense distributions across accounts and account dimensions using advance allocations. This Purchase Requisitions option lets the user allocate standard purchases without entering multiple lines of distributions.

CREATE REQUISITIONS

With Purchase Requisitions, users can generate requisitions that will create blanket purchase orders and purchase orders that require quotes before processing. This process gives users complete flexibility on how the order is completed.

ENTER REQUISITIONS FOR OTHERS

This process, which maintains a complete and accurate audit trail, allows the office clerk to enter requisitions for managers. Purchase Requisitions then automatically includes the recipient's name on the purchase order for delivery instructions.

DETERMINE PROCESSING RULES

After the requisition is approved, Purchase Requisitions lets the purchasing department determine how each line of the requisition is to be processed:

- Determine if the requested items will be filled from inventory or purchased
- Accept the vendor from the requisition or select another vendor
- Create an individual purchase order for each different vendor
- Assign requests to existing purchase orders
- Request quotes for specific items from multiple vendors
- Set-up blanket purchase orders