

Purchasing Module

In Ross ERP the Purchase module handles all of the Purchase Requisitions, Purchase Orders, Receiving and Vouchering of Invoices for raw materials, MRP purchases, Maintenance and other MRO purchases and one-time purchases. It can support the purchasing requirements of both multi-site, multi-national corporations and single site domestic operations in either a centralized or decentralized mode. And because it is integrated with the Financials application of Ross ERP, you gain the benefit of effective management throughout your enterprise.

Supplier Master

With Ross ERP there is one common supplier file for accounting and purchasing. The Supplier Master includes information such as payment terms, purchasing information, addresses and tolerance for receiving and invoicing.

Ross ERP enables you to setup unlimited buy-from and invoice-from locations for each supplier.

- You can set the payee as either the supplier or another payee.
- You can link a supplier to multiple payees and select the appropriate payee during invoice vouchering.
- If you receive non-purchase order invoices, for expenses like utilities, you only have to setup a payee for invoice processing and cash disbursement. A supplier does not have to be setup if purchase orders are not placed.
- It keeps all purchase history at the buy-from level so that you benefit from having all payee and location information, plus the ability to group multiple payees – such as subsidiaries – under one main supplier.

Purchase Requisitions

Ross ERP enables you to create purchase requisitions in a variety of ways – providing you with efficiency and time savings:

- Automatically from MRP for suggested raw material purchases.
 - Directly from a maintenance requirement.
 - Directly for Reorder Point Suggestions in Inventory Control.
 - Easily by copying an existing requisition, using the same as/except capability.
 - Enter multiple items or lines on a single requisition.
 - Different types of items on the same requisition, including warehoused items for which you maintain inventory balances, non-warehoused items for which you do not maintain inventory balances but have repeat purchases, and non-stock items that are one-time purchases.

Purchase Requisition Approval

After you have created the Purchase Requisition it is submitted for approval, with approval limits by amount. Your Approver can either approve and forward to Purchasing, or reject and return to the requestor.

During the approval process, the status of the purchase requisition is tracked, along with a complete audit trail of approval or rejection.

Bid Tracking

Ross ERP lets you choose whether or not you want to use bids, and what the minimum requisition amount is that qualifies as a bid.

- If you want to use bids, it automatically routes approved requisitions into the bid process that includes releasing the bid, receiving bid responses, generating a bid report, and awarding the bid.
- You can easily cancel a bid or create an addendum to it.
- The awarding of bids automatically generates purchase orders.

Purchase Orders

Ross ERP provides you with multiple ways to initiate a purchase order. You can:

- Convert an approved purchase requisition to a purchase order, with the ability to split the requisition to multiple suppliers or combine multiple requisitions into one purchase order for the same supplier.
- Make a release against a blanket purchase order.
- Enter the necessary information to create a new purchase order from a manual requisition.
- Copy a prior purchase order and change it as needed.
- Award a bid to a supplier.

You can enter multiple items on one purchase order and each item can have multiple deliveries in which you specify the quantity for each delivery.

And it provides you with a full audit trail. Even when you convert a requisition to a purchase order, you retain both documents, so you can make inquiries based upon requisition number or purchase order number. And if you create a purchase order from a blanket purchase order, you can still view the blanket order and all of the releases generated from it.

Purchase Order Pricing and Discounting

Ross ERP automatically manages pricing and discounting for you. For orders, it will automatically use the established price of an item if there is a contract with a supplier for the item.

- If the item has been through the bid process, it will automatically use the bid amount.
- If there is no supplier contract, then it will automatically check to see if there is a standard purchase price for that item.
- You always have the flexibility to override any price, with an audit trail maintained.
- It automatically calculates sales tax and provides you with the option to pay or accrue it.
- It automatically uses the supplier's currency, but you have the flexibility to override this and use any currency. If you use a currency other than your base currency, it will maintain both the purchase-order currency (and its amount) and the base currency (and its amount) at the same time, and make postings to the General Ledger in both currencies.

Receiving

Ross ERP lets you combine the functions of recording the receipt of material, and then verifying quantity with inventory put-away) into one transaction, or splitting them into multiple steps if they are performed by different users or at a different time.

- For a multi-line purchase order, you have the option to receive all outstanding lines, or selected lines.
- When you receive an order you can enter the quantities actually received by pulling up the purchase order with outstanding quantities, using the inspection requirement that is appropriate for that receipt – receive into inventory, or into inspection.
- Ross ERP automatically updates purchase requisitions and purchase orders with the status of received items. If you are the requestor or buyer, you can easily find out whether an item has come in, when it was received, and where it is. And if you are the receiving department, you can inquire on the receipt and get all of the requisition and purchase order information.
- You can specify receiving tolerances by supplier or by supplier and product, and you can specify the tolerance as a quantity or a percent.
- Journal entries for inventory asset or expense, and liabilities for un-vouchered receipts, and purchase price variance if using Standard Cost are automatically created.

Receiving Inspection

Ross ERP includes a Receiving Inspection function for Purchase Order Receipts that is part of the Inventory Control Centralized Quality. It enables you to maintain an audit trail of the status of a product through the inspection process and its' disposition. Inspections can verify and record the actual value of lot characteristics of items that you purchase.

- You can designate items that require inspection, or you can do random inspection on any item at the time of receipt.
- You can update an item or material status by accepting it into Quantity on Hand Inventory, rejecting it, or returning it to the supplier.
- At the time of receipt you can include supplier inspection reports for characteristic values, and then have your inspection process validate whether the supplier results are correct.
- As soon as a receipt is entered, Ross ERP keeps an audit trail that maintains the quantity, the status (whether it is quantity on hand, inspection or quarantine), the location, the supplier's lot number, your lot number, and any characteristic values, and automatically begins tracing, inventory control and other functions.

Supplier Returns

A receipt can be returned to the Supplier either during the receiving process or after the receipt has been made.

- During the receiving process, the quantity received can be confirmed and then if there are any returns to be made at this time, the quantity can be indicated, along with the quantity either transferred to inspection or put-a-way in inventory. By doing this, there is a record on the Purchase Order that the Supplier shipped you the total quantity, but you rejected and returned part or all at the time of receipt.
- If after the Receipt has been made, a supplier return is required, it can be entered as a separate return transaction. The return can be entered by either the Receipt number (with lookup by Purchase Order number) or by product number. If the Receipt number is entered, you can select the product and line to return. If entered by Product number, all receipts of this product are shown, and you select the corresponding receipt.
- In addition to reducing inventory quantity for the return, the Purchase Order is also updated with the quantity of the Supplier return.
- The Supplier return can only be done prior to vouchering of the invoice for the related purchase order or receipt.

Vouchering Invoices

Ross ERP provides you with online vouchering and 3-way matching of invoices:

- A three-way match between the purchase order with the price, receipt quantity and invoice (with price and quantity) from the supplier.
 - The 3-way match can be based upon the PO or Receipt number.
 - If done by PO Number, the total quantity received on multiple receipts can be vouchered on one invoice.
 - If done by Receipt number, only the items and quantity received on that receipt could be vouchered on the invoice.
 - The supplier Invoice number is automatically checked for duplicity.
- For non-warehoused items (with no receiving report required), Ross ERP performs a two-way match of purchase order and invoice.
- For invoices with no purchase order or receipt, as in the case of a utility bill, you can enter the information with the appropriate accounting distributions.
- You can use invoice price tolerances, similar to receiving tolerances.
- Because the Ross ERP application is integrated with the Ross ERP Financial applications, once the vouchering process has been completed and verified, the invoice is available for cash disbursement.