



PURCHASES & ACCOUNTS PAYABLE

OptiMum Purchases & Accounts Payable is a totally document-driven purchases and accounts payable management software with full-fledged multi-level workflow and multi-level authorization limits. It is a true electronic paperless system from the departmental request till final payment.

Departmental Requests

All Departmental requests whether to be routed to the store or to purchase order can be processed through **OptiMum** Departmental Request module. All authorizations required and workflow level approval can be built in with ease till the request form reaches its destination.

Vendor Request For Quotation

The request for quotation can be generated to the registered vendors who sell the requested products and any extra vendors can be added, either upon receiving the Departmental Requests or directly. Vendors' price lists can be viewed if provided.

Purchase Order (Inventory/Non Inventory Items)

OptiMum A/P allows direct issue of purchase orders or through Vendor Request for Quotation. The Purchase order is controlled through the workflow and through the authorizations limit.

Delivery Notes Management

All Deliveries received can be confirmed against the original purchase orders. All accounting entries, financial obligations and budget reservation and release are considered during posting.

Invoices Management (Direct and against Deliveries)

Direct invoices such as electricity bills or telephone bills, or indirect purchases which are against deliveries can be posted. Budget control is verified and scanned copies of the original documents can be attached.

Payment Management (cheque / transfer / account to account)

Direct payments or payments against invoices can be made. An Invoice-due-for-Payment alert is a built-in feature in **OptiMum** A/P. All types of payments such as cheque, transfer, a/c to a/c etc are available.

Payables Reporting & Inquiry System

Document printing upon task completion. Managerial, operational reports and inquiries for every process. Drill down facilities to the lowest transaction processed by **OptiMum**. Simply it is your tool to make a decision.



Main Features of **OptiMum** Purchases & AP

Manages all the purchases and payment functionalities

Multi-currencies payable

Unlimited workflow levels and user authorization limits

Linked to the budget at all levels i.e. account, profit center level, cost centre level or the combination of all.

Original Document Management

Exchange with Microsoft Excel and word

OptiMum Purchases & Accounts Payable Module will produce all necessary documents, and display all its contents as per your preferences and parameter setup.



Vendors Profile Management & Vendor sub-ledger

The system has a full-fledged vendor profile and sub-ledger that can be accessed by the internal customer through the intra-net or by the external customer through the Internet. Emails, document management and many other features to control and manage your vendors are incorporated. **OptiMum** makes your vendor a part of your own organization.



The sort/filter facility on any field and the drilling down to original order line, payment allocation, and delivery status will give you the database image that you need at any time.

Inquiries & Data Analysis

OptiMum will let you view all its entries made in detail for inquiries and data analysis:

- ⚙ Request, Quotation, Purchase Order, Delivery, Stock, Returns or Invoice registers with a drill-down facility to status and payment details
- ⚙ Payment Vouchers register (this allows the follow-up of outstanding amounts, or to see future disbursements for cash flow management)
- ⚙ Cheques register
- ⚙ Creditors Aging tables

Full accounts payable transactions and payments history is also available in a more sophisticated format in the report generation.

Whenever needed, an online context sensitive help system pops up to assist and guide you through all the procedures. Our manuals provide extensive and comprehensive details to your staff so they can derive the full potential and beneficial features of **OptiMum Accounts Payable** system.

OptiMum being fully multi-currency means that you can input your purchases in any currency and the system will handle all necessary conversions at the time of posting.