

# Purchases & Accounts Payable Module

The OPTIMUM Purchases & Accounts Payable Module will take care of all your purchases cycle, starting from a departmental request, request for quotation, purchase orders for inventory and non-inventory items, deliveries, invoices for both direct or against purchase order and settlement be it cash, checks, telex transfer or credit note. OPTIMUM Purchases & Accounts Payable Module will produce all necessary documents, and display all its contents as per your preferences and parameter setup.



## Processing of Dep. Purchase Requests

OPTIMUM allows you to record any departmental purchasing requirement and controls all the approval process flow. The system computerizes the request flow until it reaches the purchase department.

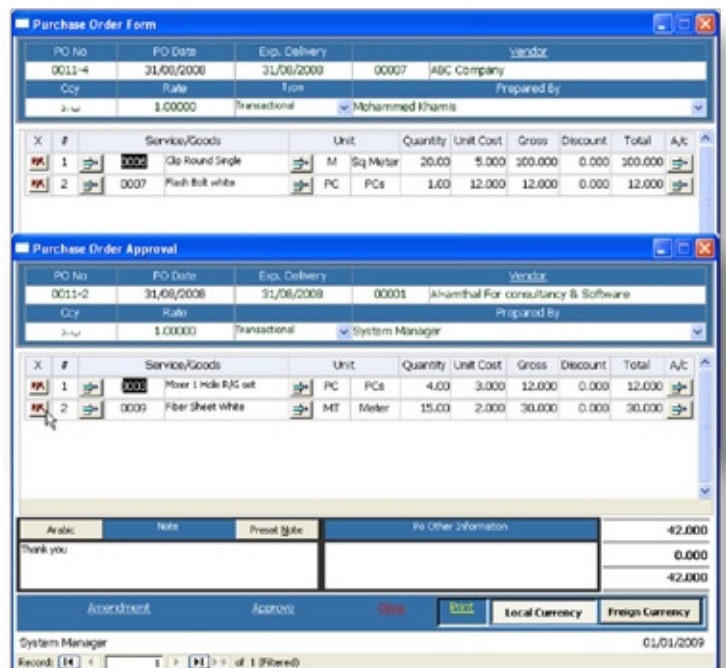
## Processing of Quotation Requests

OPTIMUM automatically transfers your request to a request for quotation. You can select as many as you want from the vendor list. It has a built-in approval cycle process. Moreover, the user will be able to select the medium to send the request, be it a print-out, fax or email.



## Processing of Purchase Orders

With OPTIMUM you are able to prepare any PO either directly or through approved quotations, made easy with view of suppliers' sales prices and immediate order valuation. Data entry is controlled as much as possible to avoid errors. 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.



## Processing of Deliveries

Deliveries can be recorded in part or full and all accounting entries are passed by the system accordingly producing the relevant documents. Background processing of inventory and accounting entries follows posting.

No	Vendor	DELIVERY No.	Bill Date		
0	00001 Al-amehal For consultancy & Software	1	01/01/2009		
Prepare By: Mohammed Khamis		Store Location: Sitra Store/Sheif one			
X	PO No	Quantity Received	Item Code	Item Name	Total Amount
	3011-15	5.00	0003	Mixer 1 Hole R/G set	410.000
Purchase Order Selection Menu					410.000

## Processing of Invoices

The Invoice Register will take care of all types of invoices, whether they are direct or against purchase orders generating all necessary accounting transactions upon approval.

Batch No	Batch Date	Batch Type	Control Count	Batch Total Amount	Prepare By
0011-40	01-01-2009	Standard	0	0.000	System Manager
X	Beneficiary	Invoice No	Invoice Date	Invoice Amount	D
	ABC Min.	0	01/01/2009	1,000.000	
		0	01/01/2009	0.000	

## Processing of Settlements

Payment vouchers can be easily generated from OPTIMUM for all registered invoices whether they are standard such as electricity, telephone, insurance, etc., or against purchase order. OPTIMUM will prepare the payment voucher, send it electronically for approval and make the payment ready for printing. Payment can be full or partial settlement; it can be for one or many invoices of a particular vendor.



Payment vouchers can be in different currencies and also through post-dated cheques. Upon payment, cheques and cash vouchers are printed, and at each step, accounting entries are automatically transferred to the General Ledger.

## Data retrieval

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
- Aging Creditors tables



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

1-Detailed PO Report	2-Paid Invoices Report By Bank	3-Total Purchases	4-Checks Register (Latin)	5-A/P Trial Balance For an Account	6-A/P Trial Balance By Account	7-Suppliers file	8-Statement of Account(Latin)												
<table border="1"> <thead> <tr> <th>Batch No</th> <th>Batch Date</th> <th>Batch Type</th> <th>Control Count</th> <th>Batch Total Amount</th> <th>Prepare By</th> </tr> </thead> <tbody> <tr> <td>0011-40</td> <td>01-01-2009</td> <td>Standard</td> <td>0</td> <td>0.000</td> <td>System Manager</td> </tr> </tbody> </table>								Batch No	Batch Date	Batch Type	Control Count	Batch Total Amount	Prepare By	0011-40	01-01-2009	Standard	0	0.000	System Manager
Batch No	Batch Date	Batch Type	Control Count	Batch Total Amount	Prepare By														
0011-40	01-01-2009	Standard	0	0.000	System Manager														

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.

Delivery No	Supplier Name	Delivery Date	Details
001	Al-amehal For consultancy & Softw	31/08/2008	
002	Al-amehal For consultancy & Softw	31/08/2008	
003	Al-amehal For consultancy & Softw	31/08/2008	
006	Al-amehal For consultancy & Softw	31/08/2008	
004	ABC Company	05/09/2008	
00114	Al-amehal For consultancy & Softw	06/19/2008	
00123	Al-amehal For consultancy & Softw	11/10/2008	
00145	ABC Company	11/10/2008	
00205	ABC Company	15/11/2008	
001254	ABC Company	15/11/2008	
001259	ABC Company	09/12/2008	

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.