

# Sage Line 500 - Purchase Requisitions

## Records Kept

### Requisition templates

- Set up schedules for blanket requisitions or call-off requisitions that record purchasing and delivery information agreed with your suppliers in advance.
- Specify maximum quantities, maximum values and expiry dates for blanket and call-off requisitions.

### Requisitions

- For each requisition, record the following information at the header level:
  - Supplier code, name and address, if known. This may be added later by the buyer.
  - Date entered and date required
  - Three analysis codes and 2 memo fields
  - Delivery address and instructions
- On each order line, record:
  - Product or service, or a description for the buyer to act on
  - Quantity and unit of purchase
  - Required date, if different from the date on the header
  - Three analysis codes
  - List price, discount and nett price, if known
  - VAT code and rate
  - EU Intracommunity commodity code and delivery details, if known
  - Comment lines
  - General Ledger cost allocation account. This may be added by the budget authorisor at a later stage.

## Tasks Supported

### Processing requisitions

- Raise requisitions automatically for stock that has fallen below the safety level or reorder level.
- Optionally, raise a requisition automatically when stock is replenished.
- Convert a requisition to a purchase order when the requisition has received its final authorisation.
- Split a single requisition into purchase orders for different suppliers.
- Consolidate multiple requisitions for the same supplier into a single purchase order.
- Record the purchase order number(s) raised from each requisition so that you can quickly make cross-references.
- Include notes and instructions (comments) in requisitions.

### Authorising requisitions

- Entered requisitions can flow through a user configured authorisation and approval route; this may involve requisitioner, supervisors, buyers and financial budget controllers, providing maximum flexibility in the approval process before live purchase orders are raised.

## Reporting

- Produce a report of stock to be reordered, based on a user defined formulae.

## Settings

- Define your own requisition process, depending on your company's purchasing policy by defining hierarchical control by user, based on the activities which they can perform and the maximum financial values associated with transaction.

## General Ledger

- Purchase Requisitioning provides complete commitment accounting with real time budget consumption.
- Post commitment figures to the General Ledger either when the budget is approved or when the requisition receives final authorisation.
- Post commitments to the current year, next year or previous year.
- Automatically post commitments to the department in which the requisition was raised.

## Purchase Order Processing

- Create purchase orders directly from requisitions as they reach the end of the authorisation process.

## Project Ledger

- Apportion each item on a purchase order to multiple projects.
- Automatically maintains commitment values in the Project Ledger.

## Features for International Use

- Record foreign currency values on requisitions being prepared for foreign suppliers.

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