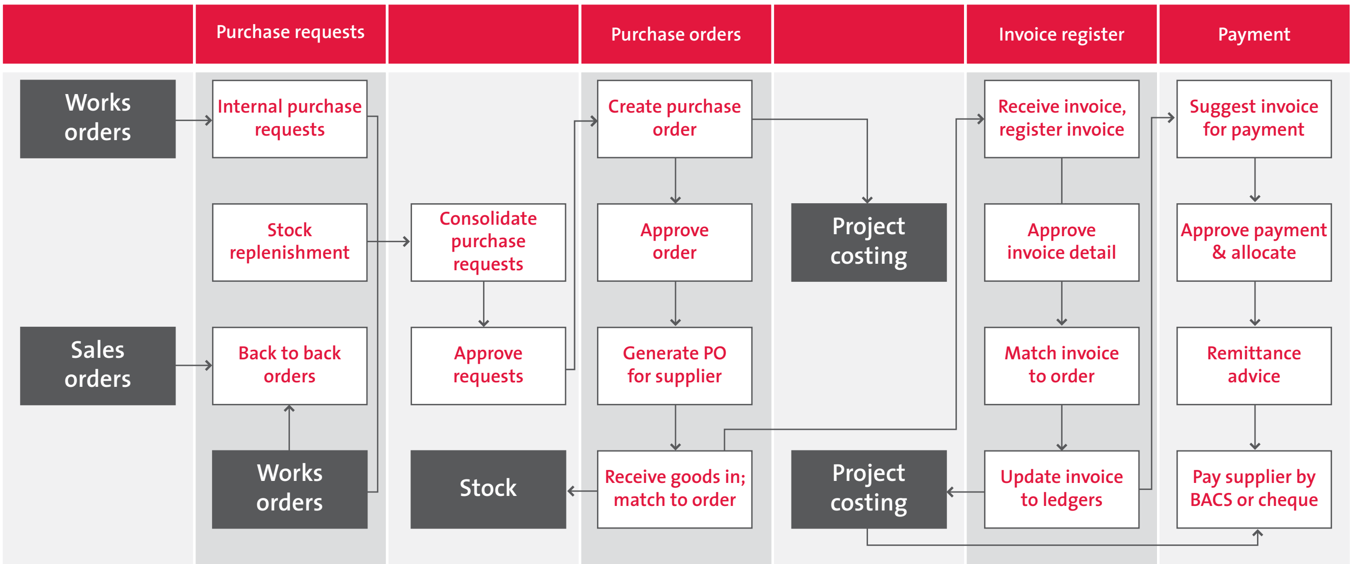
Procurement & supplier management

Negotiating prime terms, retaining control over budgets and handling your sub-contractors, can all be managed and analysed with speed and accuracy. Purchase requests can be submitted online by remote staff and consolidated centrally to increase your buying power.

In-built authorisation workflow ensures that all purchases are budgeted for and approved before hitting your invoice register or purchase ledger. Supplier records keep a lifetime history of what you've bought and when, providing full analysis by purchase category and type.



Enhanced supplier relationships

With instant access to detailed supplier information and full, flexible purchase analysis, you have all the tools needed to interrogate supplier performance at the most detailed level. View your commitments at a glance, manage an unlimited number of contacts, addresses and attached documents, and enjoy instant nominal updates for the most accurate picture of your costs.

In-depth supplier information

Your purchase ledger contains all the tools needed to carefully analyse performance at the most detailed level. Supplier turnover can be viewed instantly, for up to 39 periods, and each supplier record will hold an unlimited number of contacts, addresses and attached documents.

Every invoice detail line can be analysed in as much depth as you need, and for maximum clarity, annotated with a full paragraph of text. Each analysis record can be configured to update a specific nominal category, so that you can build an accurate picture of your procurement. Full purchase analysis is available in whichever formats you require.

Supplier relationship management

Close integration with the core ledgers completes a secure audit trail, enabling you to build up the widest possible picture of supplier performance, negotiate best prices and terms. See at-a-glance quantities ordered and delivered, check that purchase invoices are correctly priced and print goods received notes. The system will calculate re-order

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quantities for you, taking into account minimum and maximum stock levels and existing sales and purchase orders.

View your commitments

A monthly report shows the value of goods received but not invoiced, and goods invoiced but not received, so that you can accrue for your commitments in the nominal ledger. Delivery notes and invoices entered against purchase orders update the stock control module, purchase and nominal ledger. Allocating purchase orders to projects in the costing module will update the committed cost for the project. When invoices are received for the purchase orders, the commitment is replaced with an actual cost.

Sub-contractor management

Each record holds detailed information, including tax status, Unique Tax Reference (UTF) and CIS300 Name. This information is matched and validated via an online connection with HMRC. As sub-contractor information goes out of date, the system automatically assembles a list to be verified the next time you connect with HMRC.

Retentions

Retentions can be set at a number of levels and applied automatically to applications for payment or invoices. An automated enquiry screen keeps track of these values for all suppliers for later settlement and reconciliation.

Browser-based procurement

Fully integrated, online procurement tools enable your staff, whether office-based or remote, to raise purchase requests and verify deliveries from within a single, easy-to-use screen. Configurable templates enable swift and accurate data capture while in-built workflow rules ensure tight budgetary control and traceability. Purchase requests can be approved or rejected before being consolidated into purchase orders, with real-time updates giving you the most accurate view on your buying decisions.

Flexible purchase requests

Purchase requests can be raised both in the accounts and via a web browser. In either case, the process is fully automated, eliminating the need for paper-based administration and improving traceability and control. Easy-to-use forms enable simple capture of key information e.g. required items, quantity and preferred delivery date. Any number of purchase request templates can be created and configured to match your purchasing processes, with independent rules for the data capture required and its associated authorisations.

Fully configurable approvals

Rules are highly configurable, enabling you to define routing procedures and levels of approval for any type of purchase. Spending is monitored on an 'order by order' and 'line by line' basis and you can choose to set individual budgets for each member of staff, allocate an overall budget to each nominal code, or instigate a full approval process on every order raised.

Review status

You can review the status of any purchase request throughout the authorisation process, and be automatically alerted of any change that requires action. Requests can be approved or rejected, before being consolidated and converted into purchase orders with no data duplication.

By exception workflows

The software protects against attempts to exceed pre-set amounts so your budgets are always safe. For example, if a value is entered that exceeds a pre-set limit, the system instigates an on-screen warning and can force an alternative workflow to ensure the amount is verified before going through the normal authorisation process.

Consolidated Requests

Approved purchase requests can be consolidated into one or more formal purchase orders. Consolidation rules are configurable and allow you to easily identify elements such as preferred supplier or best price. Purchase orders can be associated with projects and each consolidated purchase order can be limited to a single project if required to ensure budgetary control.

Real-time updates

Once the purchase request has been approved and converted into a formal order, the system will calculate re-order levels, taking account of minimum or maximum stock levels and existing sales and purchase orders. Sales and purchase orders also update the stock schedule report, which facilitates 'Just In Time' ordering.

Purchase analysis matrix

You can automate a selection of the correct analysis codes, as purchase orders are being raised - speeding the entry of new purchase orders and helping to reduce errors. The appropriate code is chosen using a combination of factors, such as type of supplier (e.g. trade, wholesale or retail) and type of product (e.g. hardware, software or consumables). You decide which analysis codes feed into which nominal categories and the level of detail that passes through.

Costs & deliveries

See quantities at-a-glance, the quantity yet to be delivered, and whether or not purchase invoices are correctly priced. Invoices can be matched to purchase orders from within the invoice register - one invoice can be matched to several purchase orders and vice versa. Prices can be re-allocated to projects, and extra lines (such as delivery charges) can be added to purchase orders to help matching.

Site-based authorisation

In a project or site-based environment, the responsibility for ordering goods and materials often lies with the project manager. Browser-based facilities enable the nominated person/s to raise the initial request and then verify the arrival of the goods on-site so the process is never held up.

Invoice approval workflow

Flexible workflow rules, alert functionality and a browser-based interface put an end to paper-chasing and eliminates the risks of unauthorised payments. Any invoice, whether received as an Excel document, PDF or hard copy scan, can flow directly into a secure, self-contained register and be subjected to your pre-defined approval routines.

Approvals & posting

Invoices can be batched in the purchase ledger, awaiting approval, and all batched transactions can be amended before being written into a secure audit trail.

Invoices can be flagged as 'in dispute' until they are cleared for payment, including those approved for content. Posting the batch updates the supplier account, the nominal ledger and all reports throughout the system. Invoices can either be posted directly into the purchase ledger, or pre-approved using the invoice register (see below).

Electronic formats

This feature allows you to set the pathways and override options so that invoices can be properly authorised or rejected before entering the purchase ledger. Invoices received in electronic formats such as PDFs and Excel documents can flow directly into the system and large volumes of hard copy documentation easily scanned and auto-matched.

Once in the system, invoices can be forwarded from one authoriser to another, removing the time-consuming practice of passing paper around the office.

Workflow rules

Authorisation routines can be flexed to suit the needs of your business, from incorporating unlimited levels of approval right through to one-step authorisation (and anything in-between.) Here are the different pathways that can be set using just two of the approval levels available:

Enter invoice Approval 1 » Match to order» Approval 2
Enter invoice » Match to order» Approval 1» Approval 2
Enter invoice » Approval 1 » Approval 2 » Match to order

Supplier-specific authorisation

This feature ensures that the person (or people) likely to have placed the order are those who approve it. For example, invoices from a specified stationery supplier could be routed direct to your administrative team, while software supplier invoices would go to your IT Director. You can build in other levels of approval where required, for example, you could ensure that your company accountant had visibility of all invoicing.

Review status

Every user (subject to password status) can trace where the invoice is within the system. This means you can view the invoices ready for approval, see those that require approval by others, and look through the records to see which invoices are already approved and at what level.

Workflow-based alerts

Full details about invoices awaiting approval can be sent to the desktop of any remote or site-based user, delivered via alert functionality to the desktop or PDA for fast and easy authorisation.

Approval of carbon emissions data

Invoices with a corresponding carbon emissions value (e.g. fuel card invoices and miles travelled) can now be approved and the carbon value entered from the invoice register. This builds on the accounting for carbon emissions functionality already present within the nominal ledger, adding greater depth to your business carbon footprint analysis.

Browser-based authorisation

A web-based interface to the invoice register enables any authorised member of staff to view and approve invoices, adding completeness to the purchasing cycle.

Effective remittance management

From satisfying priority payments to answering supplier demands, your ledger team has all the tools needed to work smoothly and efficiently. Remittance advice notes, cheques, credit card and BACS payment are all automated enabling confidence in high-volume processing. Advance payments, deposits, partial payments and all cash allocations are handled with ease.

Suggested payments

Plan cheque runs on-screen, working by date or due date and advising on settlement discounts available. In either case, you can specify up to two levels of approval for a pay run, using hard copy suggested payment lists or simple on-screen authorisation. Remittance advice notes, cheques and BACS payments are all automated.
Advance payments, deposits, partial payments and all cash allocations are handled with ease. If required, allocations can be reported or reversed in the future.

Payment of credit cards

To save re-keying large volumes of expenses data, credit card statements can be imported electronically and turned into a credit card voucher. This form is then allocated to the appropriate owner who simply needs to classify each entry in terms of expense type and project information if applicable. Expenses and credit card forms can be entered in either home or foreign currency values with associated exchange rates to cover international use.

Paying your sub-contractors

Sub-contractor payments can be broken down into taxable and non-taxable elements by type. For example, as you enter payment details, each element can be flagged as labour, materials, subsistence, etc. These paytypes enable the system to record the taxable and non-taxable elements.

Payment & deduction statements
Issuing detailed monthly statements to your sub-contractors is simple. Pre-formatted reports show payments made and tax deducted as per HMRC requirements. Duplicate statements of payments/deductions can also be produced for historical purposes.

Applications for payment
Forms can be raised on a cumulative basis as required and take into account discounts and retentions as well as registering certificates received. Upon approval or certification, the system can create an invoice automatically for processing in the normal way. Any retentions held back are calculated automatically for final invoicing at the appropriate time.

Online submissions to HMRC
An easy-to-use CIS300 report can be submitted online, increasing efficiencies and helping to avoid late submission penalties. Such submissions benefit from a confirmation from HMRC stating receipt and processing of the form.

Who we are

Our special skill lies in combining and refining industry standard accountancy packages to form a solution that matches your unique business needs and challenges - from in-depth reporting on business intelligence to breakdowns of profitability per client or project, to enabling the remote data entry of timesheets, expenses or sales information.

Right down to providing real-time snapshots of business performance for senior managers on their desktop.

Our solutions deliver an unlimited number of databases to match your company structure, enable head office control of unique record management, structure Management Accounts consolidation to suit your specific needs or implement serial number stock control, that sets stock levels for warehouse management.
In short, Netcom makes sure your accounting and business system transforms the way you work and control your business. We do this by partnering with our clients, working with you to meet every challenge in a way that is cost-effective, and, above all, reliable.

NETCOM SOLUTIONS Possibilities are infinite

Netcom Solutions (UK) Ltd, Crossbow House, 40 Liverpool Road, Slough, Berkshire, SL1 4QZ, United Kingdom

T 0845 25 77 900
T + (0) 1753 61 03 00
F + (0) 1753 61 05 01
W www.netcomltd.co.uk