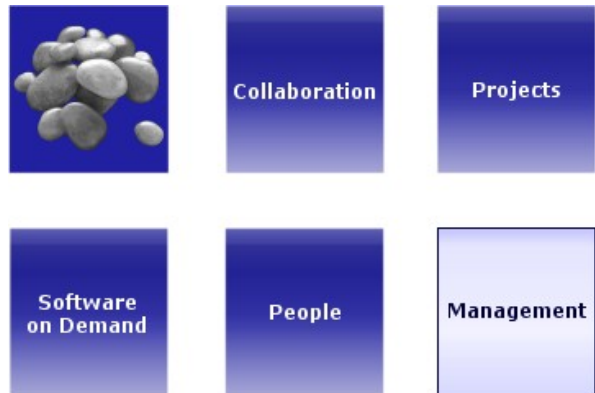


## OnSuite Purchase Manager – the Cloud Purchase Order solution

### Access a powerful Cloud Computing based Purchase Order management tool

With the current plethora of financial legislation, including Sarbanes-Oxley, it is more important than ever for businesses to ensure that their purchase records are up-to-date, authorised and accurate and that expenditure is managed within project and account budgets. OnSuite Purchase Manager provides the on demand solution to your purchase order management requirements, all delivered to you as a Cloud based solution.



### PO Management

Purchase Manager enables you to maintain your Purchase Order details online including their workflow status, authorisation status, spend against account codes and project budgets, supplier status and more. Different sets of menus and records are available to staff depending on the role you assign to them.



Staff have the ability to raise POs and track their status. Managers have the ability to approve POs from their staff and monitor spend against budgets. Purchasing staff have access to all records and can progress a PO from its purchase and receipt process through to supplier payments being complete.

### Manage Authorisation

The authorisation process supports a rich set of definable criteria that allow you to match Purchase Manager to your current authorisation workflow. Email alerts can be configured on a person by person basis to alert managers when POs are awaiting their approval.

	Status Name	PO No.	First Item	Total Value
Purchase Orders	Approved Level 1			1000.00
Home Page	Jim Dewar NRL118	PC		1000.00
	Submitted for Approval			966.50
				1966.50

### Manage Budgets

Budgets can be established for all defined account codes and/or project codes to enable you to track expenditure against budget in real time. This enables staff and managers to check that all proposed expenditure is within budget.

	Year	Project Code	Budget	Spend To Date	Record Type
PDs by Project	2009 - 2010	CON001	£4000.00	£259.00	
PDs by Account Code	2009 - 2010	Development	£1000.00	£0.00	
PDs by Supplier	2009 - 2010	Milton Keynes offices	£6000.00	£2295.00	Budget
Project Spend vs Budget	2009 - 2010	Testing	£1000.00	£2295.00	PO IT John Smith

Never again should you find yourself exceeding agreed budgets because accurate, up-to-date information was not available at the time the PO was ready for authorisation.

### Track Status

Purchase Manager provides a rich set of reports that enable you to track the status of POs. This enables all staff members to see at a glance the status of their POs through the approval and ordering process.

	Year	Month	Account Code	PO No.	First Item	Total Value	Status	Name	Department
PDs by Project	2009 - 2010	March	4480 - Capital	MK234	Desk	2295.00	Approved	John Smith	Atrium Ltd-Services-IT
PDs by Supplier	2009 - 2010	February	4480 - Capital	AT230	Printer Cartridge	39.50	Submitted for Approval	David Brown	Atrium Ltd-Consulting-Sales
Supplier PDs	2009 - 2010	February	4480 - Capital	TG0231	As per attachment 1	259.00	Ordered	David Brown	Atrium Ltd-Consulting-Sales

### Manage Suppliers

All of your suppliers can be established and managed within Purchase Manager. You can define your preferred suppliers for different categories of products and service. You can input product catalogues and prices to enable purchase orders to be created directly from supplier's data if required. Problem suppliers can be identified and managed.

Home Add Supplier Next Previous Expand All Collapse All					
Suppliers A-Z	Category	Supplier Name	Location	Telephone	Type
Suppliers by Category	▼ Building Supplies				
	▼ Jewsons	Southport			Ordinary
Preferred A-Z	▼ Catering Supplies				
	▼ A				
Preferred by Category	▼ ABC Limited	Cardiff			Ordinary
	▼ D				
Problem Suppliers	▼ Dallas Wines	London		02085726666	Preferred

The Supplier Management reports let you track your spend with each supplier over the previous twelve months.

### Analyse PO Statistics

With its comprehensive set of records, Purchase Manager enables you to demonstrate sound financial governance around your purchasing processes and provides complete transparency on authorisation of all external spend and management within agreed budgets.

Home Next Previous Expand All Collapse All						
Requests	Category	PO No.	First Item	Total Value	Department	Name
Processed	▼ Catering			60.00		
	BRL116	Lunch		60.00	Atrium Ltd-Services-IT	Sheila Spence
Processed By Status	▼ Computer Supplies			5330.00		
	AT144	Mouse		5000.00	Atrium Ltd-Services-IT	Sheila Spence
	NRL115	Mouse		30.00	Atrium Ltd-Services-IT	John Smith
Ordered POs	NRL129	Printer		300.00	Atrium Ltd-Services-IT	Sheila Spence
Home Page	▼ Furniture			2295.00		
	MK234	Desk		2295.00	Atrium Ltd-Services-IT	John Smith
	▼ Goods			70.00		
	AT139			70.00	Atrium Ltd-Consulting-Sales	David Brown

### Use the browser of your choice

Purchase Manager supports Microsoft Internet Explorer, Mozilla Firefox (on Windows® and Linux®), Netscape Navigator, Opera, Konqueror, Safari and most other browsers.

### Deploy and manage OnSuite Purchase Manager with ease and reduce costs

Purchase Manager lets you deliver the flexible, function-rich browser-based solution that you need to efficiently manage your purchasing transactions, helping your staff to improve productivity and business responsiveness. With minimal need for training it can help you lower your administration costs. Also, as a Cloud based solution, based on IBM System x and Domino, you have no software to install or manage - we manage the servers, the security, the backups and the upgrades for you. All you need is web access to use the solutions anywhere, anytime - ideal for distributed teams and client offices as well as your main office locations.

### For more information

To learn more about Purchase Manager visit [www.business-prof.com](http://www.business-prof.com), call us on +44 (0)1236 449741 or email us at [info@business-prof.com](mailto:info@business-prof.com).

