



DATA SHEET

SunSystems Purchasing

Complete oversight on purchasing activities to improve control and reduce costs

SunSystems® Purchasing module improves control and reduces costs by maintaining a complete oversight on purchasing activities over large numbers of employees with robust spending control and management capabilities. It allows users to manage their own purchasing requirements, while operating under rules and workflows that have been defined and automated to enforce your own corporate policies.

By extending the use of SunSystems with Infor® Operating Services (OS) as the underlying technology platform, SunSystems users get a modern unified experience and the ability to create configurable workflows and alerts to help optimize business processes.

Users can raise requisitions directly from within SunSystems and have them automatically pass through a multi-level approval workflow through to the generation of purchase orders. Match purchase invoices to receipts and orders for end-to-end control of budgets and committed spend or enter standalone invoices and submit for approval.

SunSystems Purchasing is fully integrated with the Financials modules, with shared Analysis Codes and powerful mapping facilities to automatically generate accounting transactions in real time. This provides an up-to-date view of the financial position driven by purchasing activity—from soft commitments to accruals—and enables real-time budget checking.

SunSystems Cloud can transform the finance function

Innovate faster

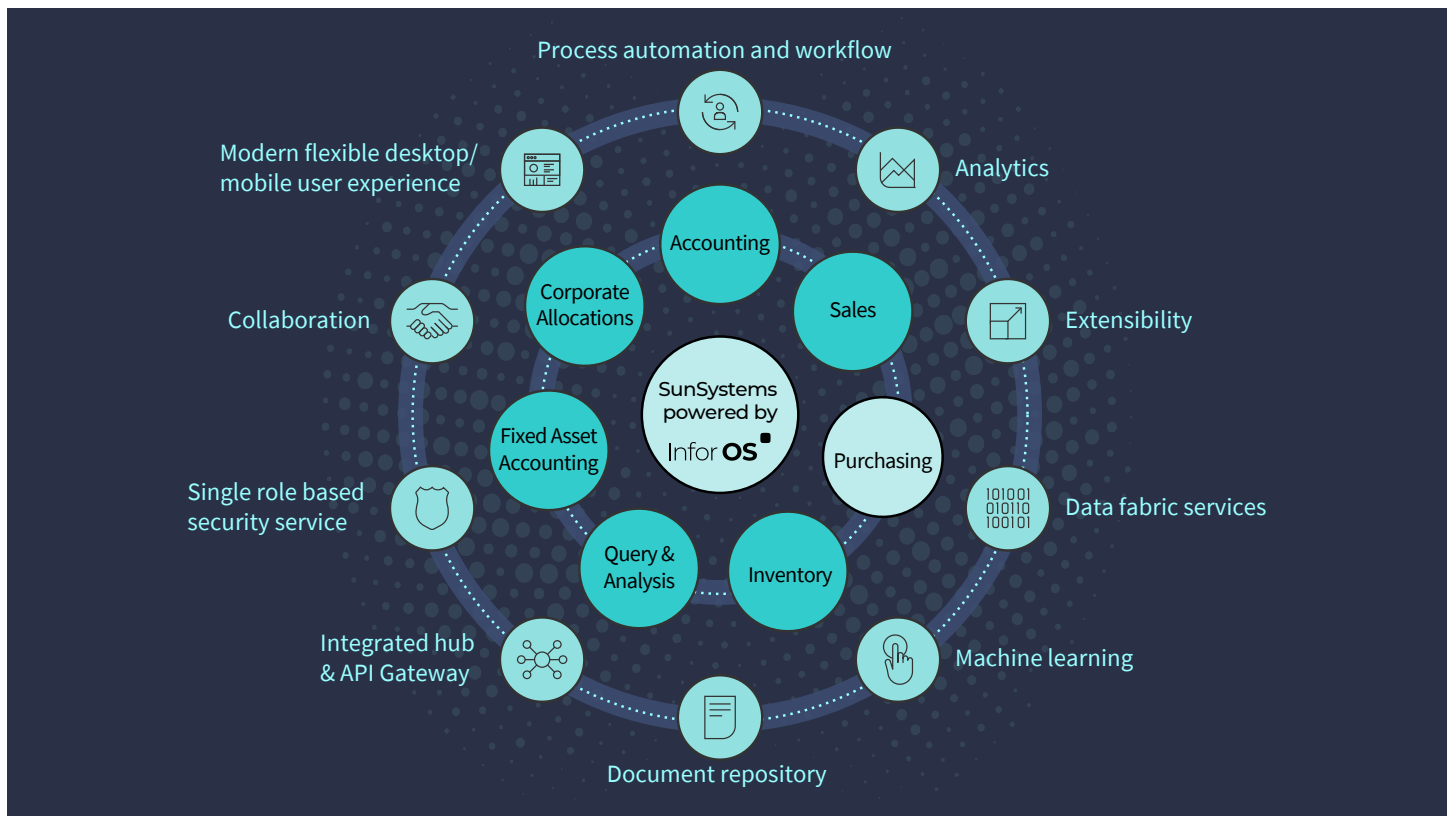
- React to ever-evolving market changes and pursue new business opportunities, more quickly and cost-effectively

Embrace digital transformation

- Combine business processes with modern technology

Simplify compliance

- Security and compliance updates can be pushed out automatically to the entire organization



Purchase requisitioning

- Requisition entry
- Workflow approval routing
- Requisition enquiry/history
- Buyer workbench
- Auto conversion to purchase order upon approval
- Consolidate multiple requisitions to one purchase order, or split a requisition across multiple purchase orders
- Budget checking and enquiries

Purchase order entry

- Enter, amend, review, and delete purchase orders and returns
- Use units of measure and UOM conversion
- Process by individual lines
- Set operator permissions on actions
- Take advantage of commitment checking and budget checking; standard, scheduled, blanket, pre-paid, and back-to-back orders; and direct invoice entry
- Match multiple and part orders to single invoice lines
- Approve multi-level purchase orders/invoices, using amounts, quantities, items, projects, and cost centers
- Set re-approvals if an order is changed, as well as approval tolerances on values

Purchase processing

- Sequence or eliminate various purchasing stages to match business needs
- Set up hard or soft budget and commitment checking and report on excess purchase invoice spend against budget
- Create security-based views per user, with extensive drill-paths to associated information
- Set up automated procedures to select or print purchase orders, and match invoices and goods receipts
- Take advantage of full three-way matching
- Use the receipt note functionality to track goods, services, and non-stock items
- Perform receipting using inspection locations and receipt transfer to permanent stocking locations
- Avoid arbitrage differences between currencies that can occur from successive conversions with a flexible conversion process
- Hold invoices in their actual value according to the time they were created at a user-defined rate in up to three currencies

Supplier management

- Search an extensive range of data per supplier
- Review supplier performance analysis for price, delivery dates, and quality
- Perform analysis on a wide range of performance statistics

Pricing management

- Use sophisticated and flexible pricing capabilities for structured price bands
- Set up a price book hierarchy of up to 10 levels for complex requirements
- Take advantage of user-updateable purchase prices
- Maintain approval hierarchies, showing IDs, limits, and criteria

Reporting on purchasing

- Gain access to reports through the user's defined view or directly from menus
- Create standard reports on supplier listings, invoices by line detail, commitments, purchase order status, and order amendments
- Perform simple and rapid reporting in any combination of currencies
- Set up statistical declaration reports as required by European tax authorities

Combine business processes with modern technology

Infor OS will allow customers to create user definable alerts and workflows such as being notified of a particularly high value purchase order for a specific supplier, or be alerted of a supplier contract document being stored within IDM that is within two months of being renewed, or to approve a purchase requisition, purchase order, purchase invoice or the creation of a new supplier.

SunSystems users also get access to another component of Infor OS, Infor Document Management (IDM), which allows organizations to store and retrieve in-context information to enhance the user experience. Documents can be uploaded and retrieved from SunSystems functions such as supporting documents for purchase requests, purchase invoices from payables transactions or contracts or terms and conditions against Supplier records.

Purchase order documents can be emailed directly to suppliers; with the ability to automatically store these documents into Infor Document Management (IDM). Incoming purchase invoice documents can also be uploaded into IDM as a part of the invoice registration process.

Integration with third-party cloud and on-premises solutions can be achieved via Infor ION®, a component of Infor OS that enables SunSystems to connect with both Infor and non-Infor applications, services, and data sources.

Extend your purchasing control

You can increase purchasing control with SunSystems and its web-based, end-to-end, procure-to-pay capabilities that support centralized and decentralized purchasing, purchase requisitions, orders, contracts, receipts, and invoice processing and reconciliation.

Explore SunSystems further

- [SunSystems overview](#)
- [Accounting](#)
- [Fixed Assets Accounting](#)
- [Corporate Allocations](#)
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- [Inventory](#)
- [Query and Analysis](#)
- [SunSystems Connect](#)
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641 Avenue of the Americas, New York, NY 10011

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46 Worship Street, London, EC2A 2EA
+44 (0)20 7121 4702
info@touchstonefms.co.uk

www.touchstonefms.co.uk