Purchase Order System Specifications

Step 1: List of purchase orders
After logging in Screen 1 would open with a list of purchase orders in various stages including:

- Draft (Saved but not submitted)
- Submitted (With a manager for authorisation. Not editable)
- Approved (Approved and available for printing but not editing)
- Processed (In the accounts system ready for payment)

Step 2: Purchase Order/Payment Request
From Screen 1 staff would have the option to create a New purchase order. This would then open Screen 2 which would be a form like creating an invoice in Exo. Our current purchase order requisition form is attached and shows the information that is required. Any possible fields such as “Payee”, “Program”, “Expense Code” and “GST” should be linked to the Exo database to provide drop down options and search functionality.

This will also need an option to create a for an unlisted, miscellaneous supplier.

The purchase order request should be saved, assigned a unique number and submitted to a manager for authorisation. The chosen manager should then receive an email requesting authorisation.

Step 3: List of purchase orders for approval
When a manager logs in to Screen 1 they would see their own purchase orders but also purchase orders awaiting approval. These can be opened in Screen 2 for editing and checking and approval. Only managers and coordinators would have the option to approve purchase orders. Once approved the fields would be locked for editing and an email would be sent back to the submitting staff member who can log in again print if necessary.

Step 4: Checking and Processing
The Accounts Officer would have all approved and processed orders available to view on Screen 1 and edit on Screen 2 to correct supplier information or amounts and descriptions. Any changes should be logged or able to be compared against the approved purchase order to check that accounts staff are not changing the fundamental nature of the purchase order and only details that may need correcting.

Once confirmed this screen will need a Process button. This button should connect to the Exo database and create a new creditor invoice that will be available inclusion in a payment run.

Notes: MYOB Exo
We currently create Debtor invoices for kindergarten fees by importing a spreadsheet. The minimum fields on this spreadsheet that we will probably need for the purchase order system are:

- Creditor Account Number
- Invoice Date
- Invoice Number
- Branch
- Account
- Description
- Total
- GST