#### Admin Guide – Purchase Orders



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## 1 Introduction

This document describes key steps for successfully setting up Sentral to track Purchase Orders. The system is built to handle suppliers, chart of Accounts, approval steps and faculties. This document describes the top-level configuration of Purchase Orders.

A detailed description for the setup of each area in Purchase orders has been provided as well as a **checklist** of **pre-requisites**, **decisions** and recurring tasks that need to be reviewed on a periodic basis.

## 2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Purchase Orders module.

#### 2.1 Chart of Accounts

School admin staff need to ensure that Chart of Account have been setup in FMS to cater for expenses, liabilities, assets, and equity to sync across to Sentral.

#### 2.2 Roles & Responsibilities

The Purchase Order module is a powerful module with many features and functions that can address the school's purchase of orders, allocation of budgets and expenditure. Administration of this module is usually assigned to a select group of staff with access to all the functionality in the module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.

Approvers need to be defined to ensure correct workflow and procedures are adhered to.

#### 2.3 Define Process

School needs to define Purchase Order process and include workflows, approvers, suppliers, and various aspects from minimum purchase orders that require approval by dollar value to syncing with external Accounting package or FMS.

## 3 Setup Purchase Orders

The following is a description of the setup for each area in the Purchase Order setup. These details will guide you through the critical configurations you need to setup in Purchase Orders. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **Purchase Orders module > Purchase Order Setup**.

#### 3.1 Suppliers (mandatory)

The school can add or import their suppliers into Sentral. The import function provides a list of set criteria to format your data within an excel and then to upload into Sentral.

Victorian Schools can import Suppliers from Cases.

Both methods, require supplier code and name as mandatory fields. Optional data fields are presented, and we recommend completion of these for richer data metrics.

Suppliers can simply be added without an import required.

Complete onscreen all details, including ABN.





Once setup, you can show/hide and as well edit functionality.

For schools using an FMS, a sync can enable suppliers to be imported across and this will be denoted within the supplier listing when you show/hide.



#### 3.1.1 Enterprise Supplier setup for Campuses

Some schools are under one Enterprise URL but have multiple campuses or schools so require a global list of suppliers.

Go to the Sentral Setup Cog > Enterprise Setup > Purchase Orders > Suppliers.



The options here are like the Setup in the Purchase Orders module and once defined can sync to all your tenants. This will populate the supplier list for all tenants within your Enterprise.

#### 3.2 Categories

Categories enable grouping of Purchase Orders, like a filing system. Examples like Technology, Textbooks may be samples of categories, but this can be school specific and related to asset types.

Once created, these can be shown or hidden to staff.



Each category requires a numeric code when created.

Victorian DoE school can import Categories from Cases.

#### 3.3 Faculties

Creation of faculties defines the faculty for this purchase and enables faculty approvers to be setup.

These are not imported from your timetables package and do need to be added manually.

These may then be shown or hidden to staff.

#### 3.4 Chart of Accounts

Chart of Account that sync from FMS cannot be edited in Sentral. NSW & VIC DoE schools can Import Chart of Accounts. They can only be hidden or removed.

The Charts of Accounts bring across Current, Fixed & Prepayment assets, equity, expenses, and liabilities.

Schools can create a list of their accounts. The numeric code needs to be unique for these accounts. The category names here should reflect those used in Chart of Accounts.



#### Xero

- Sentral feeds the suppliers into Xero
- Sentral pushes purchase orders into Xero
- Sentral pulls Chart of accounts, Tax rates and tracking caregories from Xero

#### **Dynamics**

- School can choose if Sentral pushes suppliers to Dynamics or Pulls suppliers from Dynamics
- Sentral pushes purchase orders to Dynamics
- Sentral pulls Chart of accounts, Tax rates and tracking categories from Dynamics
- Sentral can pull departments from Dynamics (either tracking category 1 or 2) e.g. Maths,
   Science, English

#### 3.5 Global Approvers

The Global Approvers feature is to control which staff will be given the rights to Reject or Approve Purchase Orders. A Global Approver can approve any and all of the stages in Purchase Orders.



By default, all staff can create a purchase order, but they cannot move it from Pending Approval to Approved (or Rejected) Orders if they have been assigned as a Global Approvers or an Approver Workflow Stage.

You can select one or more from the drop-down list of staff.

#### 3.6 Faculty Approvers

The Faculty Approvers feature is to control which staff will be given the rights to Reject or Approve Purchase Orders that go through their faculty, but not others. The faculties are created in the Faculties section of this Setup.

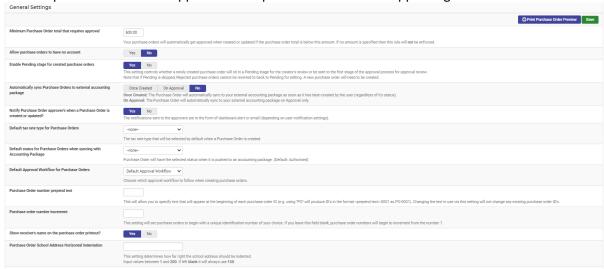
Simply select the Faculty and **Assign Users**. When a creating a Purchase Order, the field "faculty" is not compulsory (whereas Accounts is).

#### 3.7 General Settings

Within this section, administrators needs to define basic settings.

Those that should be considered are:

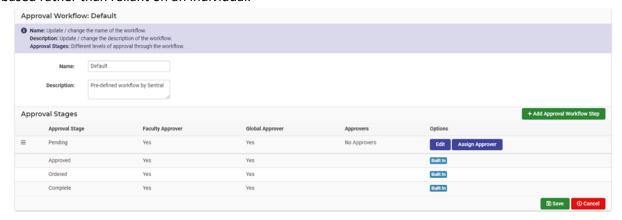
- Minimum Purchase Order total that requires approval Your purchase orders will automatically
  get approved when created or updated if the purchase order total is below this amount. If no
  amount is specified, then this rule will not be enforced.
- Allow Global or Faculty Approvers to Edit Purchase Orders
- Allow purchase orders to have no account
- Default Tax rate type for purchase order
- Automatically sync Purchase Orders to external accounting package
- Notify Purchase Order approver's when a Purchase Order is created or updated.
- Prevent purchase order self approval this prevents PO creators approving their own PO's.





### 3.8 Approval Workflows

An Approval workflow has been setup by default "Default Approval Workflow" however, each school can define the workflow approval process by clicking on **Edit.** This allows approval workflows to be role based rather than reliant on an individual.



- Staff can Edit the Pending Stage to enable faculty or global approval and control notifications for approvers.
  - o Notifications can go to all global, all or none.
- Add Approval Workflow Step Sentral provide predefined steps however the school can add more
- Assign Approver define global and faculty approvers, define groups, roles and add users.
- **Delete** delete this approval stage



# 4 Appendix A: Summary Checklist

So, you've scanned the detailed document and are wondering what's next? This table gives you a road map in concise, easy to read steps of how to get your Purchase Orders module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
Chart of Accounts	Review accounts	Once
Supplier	Review & update suppliers	annually
Categories	Setup	Once
Faculties	Setup	Once
Global & Faculty Approvers	Review	Annually
General Settings	Setup	Once
Approval workflow	Setup	Once