Purchase Orders

User Guide

Contents

Purchase Orders – Overview

Target Audience

- Staff who handle Purchases and Accounts payments.

Content

- Accessing Purchase Orders
- Purchase of New Orders
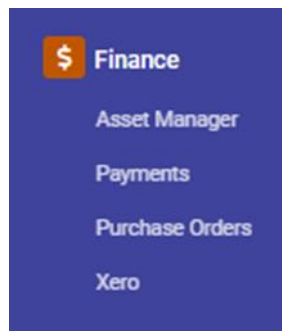- Purchase Order approvals

Overview

Purchase Orders provides a comprehensive online purchase order system and approval workflow option for schools to manage school purchases and link to an FMS (Xero).

Accessing Purchase Orders

All Staff can access Purchase Orders. However, schools should predetermine staff roles and responsibilities in this space.

1. After clicking the **Waffle Icon** ⣿ ,**Sentral** modules display. Access **Purchase Orders** under **Finance group**.

Purchase Orders Dashboard

The Dashboard provides an overview of My Purchase orders Awaiting Approval for individual user but also provides access to administrators or global/faculty approvers to the approval workflow stages.

For Enterprise schools, extra functionality includes:

1. Manually syncing with FMS and Enterprise (for schools with multiple campuses).
2. Both Enrolments & FMS are setup to sync every day.

New Purchase Order

Staff maybe required to make purchases on behalf of a faculty or department and as such, need to complete a New purchase Order Request.

This is all determined by the current school policy around the purchase of goods.

1. Staff are required to complete both sections- the order and the items being purchased.
2. So, there is proper procedures and tracking staff should ensure that supplier, category, accounting period and faculty are entered.

If a supplier is not listed, staff can enter **+New Supplier** and complete details.

3. Suppliers which are set with a Blocked status in Dynamics, will now sync across to Sentral as archived to ensure users cannot use the supplier when creating purchase orders.

4. Staff are then required to add the Item details and Save. All new orders (when submitted) can be classed as Pending if setup by the school. Newly created purchase orders will sit in a Pending stage for the creator's review or be sent to the first stage of the approval process for approval review.

NOTE: The Glossary of Terms explains some of the fields in more detail.

5. The Purchase Order displays and is tracked by a code (e.g. #00093).

6. The staff member can Edit, Add a note or Delete this order.

7. Send email to Supplier

8. The **Audit Log** will display when the requests were lodged and each of the approval stages as it progresses.

9. **Move to Awaiting Approval** moves this purchase to the next approval stage created by the school. This can and will vary from school to school.

NOTE: schools can setup a minimum amount whereby no approval is required.

Purchase Order Approvals

Schools will be presented with purchase orders at various stages whereby each stage can be reviewed.
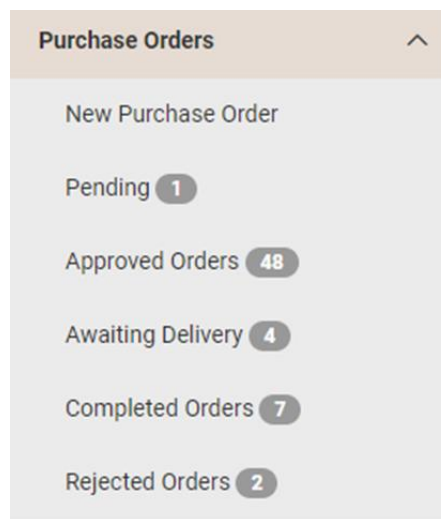

1. Click on one of the sections, to view the current orders.

2. Staff can view and access their Purchase Orders at any time and check the Audit Log to view dates and progress. Staff can also **Add a Note** or **Print** this Order (once approved or ordered).

3. When a PDF is generated for a purchase order, the account code and name associated with each line item within the order will be displayed. The PDF includes a new "Account" column to accommodate this.

4. Staff who are required to authorise and approve a stage receive notifications on their dashboards in **Unread Messages**.

5. The Approver can click on the Purchase Orders to approve. They should also **Mark as Read** to clear their inbox.

6. Approvers will be able to **Approve** or **Reject** the order.
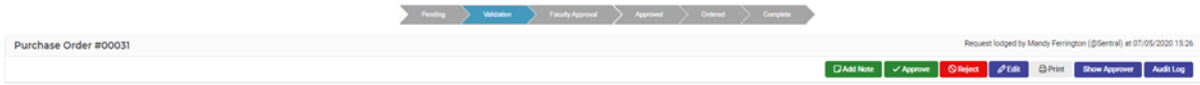
7. If rejected, the Order will be moved to the **Rejected Orders** Section. From here the Order can be moved to the Pending state again. It would be worthwhile adding a note as to why it was rejected for the staff member.

1. The Creator of the Purchase Order is notified via email that the Order has been approved or rejected.

2. Once approved, the order will move through the selected stage setup by the school and steps 1-5 will be repeated.

3. Some schools setup rules for minimum threshold. If your Purchase is smaller than these thresholds, your order will go to Approved Orders.

4. At the Approved stage, the order can be placed. Staff can select **Mark as Ordered.**

5. This moves the Order to **Awaiting Delivery**.

6. At this stage, the order can be viewed in Xero and **Mark as Goods Received.**

7. The order will now be marked as completed.

Reports

Target Audience

- Staff who handle Finances and Accounts payments.

Content

- Purchase Order Reports

Overview

Schools can now run reports to export data for reconciliation.

1. Select **Reports > Purchase Orders** > define search criteria
2. The school then can simply select **Export** to download a CSV file. The following data fields are presented.

Item	Purchase order id	Supplier name	Quantity	Unit Cost	Unit Cost include	Account name	Account code	Account category	Faculty

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Purchase Orders. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
ABN	Australian Business Number	Text Field
SKU	Stock Keeping Unit	Text Field
Code	Numeric value	Text Field
Global Approvers	approvers for purchase order	select from drop down
Faculty Approvers	assign faculty heads to approve	select from drop down
Allow purchase orders to have no account	is an account required to approve order	Yes/No
Automatically sync Purchase Orders to external accounting package	Once Created: The Purchase Order will automatically sync to your external accounting package as soon as it has been created by the user (regardless of its status).	selection
Automatically sync Purchase Orders to external accounting package	On Approval: The Purchase Order will automatically sync to your external accounting package on Approval only.	
Notify Purchase Order approver's when a Purchase Order is created or updated?	Does the approver need to be notified	Yes/No
Default tax rate type for Purchase Orders	set default tax rate	selection
Purchase Order number prepend text	This will allow you to specify text that will appear at the beginning of each purchase order ID (e.g. using "PO" will produce IDs in the format <prepend text>-0001 as PO-0001). Changing the text in use via this setting will not change any existing purchase order ID's.	text field
Manage Rules	define amounts to trigger approvals	text field
Accounting Period	add purchase order to an accounting period	select from drop down
Cost Centres	A cost centre is a business unit that is only responsible for the costs that it incurs.	select from drop down
Supplier	where the goods are being purchased	select from drop down