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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.

Supplier Code: *	<input type="text"/>
Name: *	<input type="text"/>
ABN:	<input type="text"/>
Attention:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
Suburb:	<input type="text"/>
State:	<input type="text"/>
Postcode:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>
Website:	<input type="text"/>

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.

Categories		Add Category
Code	Name	
SFT01	Sports Department	Edit Hide

Hidden Categories		
Code	Name	
TECH	TECH	Edit Show

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.

Accounts				Import NSW Chart of Accounts	Add Account
Code	Name	Category			
8200-0	Accounts Payable	Accounts Payable		Edit	Hide Remove
6200-0	Accounts Receivable	Accounts Receivable		Edit	Hide Remove
6000	High Yield Account (HYIA)	ASSET (CURRENT)	Zero		Hide Remove
6010	Official Account	ASSET (CURRENT)	Zero		Hide Remove
6020	Building Fund	ASSET (CURRENT)	Zero		Hide Remove

Xero

- Sentral feeds the suppliers into Xero
- Sentral pushes purchase orders into Xero
- Sentral pulls Chart of accounts, Tax rates and tracking categories 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 Approver 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.

General Settings	
Minimum Purchase Order total that requires approval	<input type="text" value="500.00"/> <small>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.</small>
Allow purchase orders to have no account	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Pending stage for created purchase orders	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>This setting controls whether a newly created purchase order 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 that if Pending is skipped, Rejected purchase orders cannot be reverted to Pending for editing. A new purchase order will need to be created.</small>
Automatically sync Purchase Orders to external accounting package	<input type="radio"/> Once Created <input type="radio"/> On Approval <input checked="" type="radio"/> No <small>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). On Approval: The Purchase Order will automatically sync to your external accounting package on Approval only.</small>
Notify Purchase Order approver's when a Purchase Order is created or updated?	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>The notifications sent to the approvers are in the form of dashboard alert or email (depending on user notification settings).</small>
Default tax rate type for Purchase Orders	<input type="text" value="-none-"/> <small>The tax rate type that will be selected by default when a Purchase Order is created.</small>
Default status for Purchase Orders when syncing with Accounting Package	<input type="text" value="-none-"/> <small>Purchase Order will have the selected status when it is pushed to an accounting package. (Default: Authorised)</small>
Default Approval Workflow for Purchase Orders	<input type="text" value="Default Approval Workflow"/> <small>Choose which approval workflow to follow when creating purchase orders.</small>
Purchase Order number prepend text	<input type="text"/> <small>This will allow you to specify text that will appear at the beginning of each purchase order ID (e.g. using "PO" will produce ID's in the format <prepend text>-0001 as PO-0001). Changing the text in use via this setting will not change any existing purchase order IDs.</small>
Purchase order number increment	<input type="text"/> <small>This setting will set purchase orders to begin with a unique identification number of your choice. If you leave this field blank, purchase order numbers will begin to increment from the number 1.</small>
Show receiver's name on the purchase order printout?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Purchase Order School Address Horizontal Indentation	<input type="text"/> <small>This setting determines how far right the school address should be indented. Input values between 1 and 200. If left blank it will always use 150.</small>

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.

Approval Workflow: Default

ⓘ Name: Update / change the name of the workflow.
 Description: Update / change the description of the workflow.
 Approval Stages: Different levels of approval through the workflow.

Name:

Description:

Approval Stages + Add Approval Workflow Step

Approval Stage	Faculty Approver	Global Approver	Approvers	Options
☰ Pending	Yes	Yes	No Approvers	Edit Assign Approver
Approved	Yes	Yes		Built In
Ordered	Yes	Yes		Built In
Complete	Yes	Yes		Built In

[Save](#) [Cancel](#)

- Staff can **Edit** the Pending Stage to enable faculty or global approval and control notifications for approvers.
 - 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
<i>Chart of Accounts</i>	Review accounts	Once
<i>Supplier</i>	Review & update suppliers	annually
<i>Categories</i>	Setup	Once
<i>Faculties</i>	Setup	Once
<i>Global & Faculty Approvers</i>	Review	Annually
<i>General Settings</i>	Setup	Once
<i>Approval workflow</i>	Setup	Once