

Purchase Orders Overview

Digital purchase orders &
reconciliation made simple.

1. What problem does this module address?

Schools are required to manage school expenditure for items & goods purchased for the school or faculty. The accuracy of financial data is fundamental to the successful running of the school budget and financial management system. Schools regularly need to access, reconcile & report on this information for operational requirements.

Purchase Orders can be a standalone ordering system that can link to your FMS (Financial Management System). The process is streamlined and can follow rules that mirror the school's procedures and policy around school's expenditure. Purchase Orders provides administrators with a familiar environment to streamline school finances.

2. How does Sentral help solve this?

The Purchase Orders Module:

- Enables the issuing of orders for all goods and services purchased for the school
- A simplified solution helping schools to establish authority workflows or designated approvers .
- Establishing rules and criteria for particular purchase amounts for streamlined approval processes.
- Save time, knowing orders are online and can be exported for reconciliation.
- Creation of workflows to ensure orders are approved
- Notification to global and faculty approvers
- Reconcile purchase orders against the GL (general ledger) to keep a track of financial transactions and reporting.
- Ensure expenditure for assets, liabilities and expense are tracked against accounts and costs centres.

3. Who will use and get value from this Module?

The Purchase Order module will be used by finance managers & administrative staff who handle the processing and approval of purchase orders. A deep understanding of current school policies and procedures is essential to ensure data is consistently captured, centralised, transparent with efficiency between teams.

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