

From requisition to payment (Purchases)

Control From requisition to payment (Purchases)

Adempiere allows the monitoring from requisition to payment, passing through the creation of the purchase order, reception of the merchandise and the supplier's invoice. This process is called Supply Chain Management in Adempiere, a feature that is integrated in the system.

Requisitions Requisitions can be performed manually or automatically taking all the information from the inventory or the Material Supply Report. The system can automatically assemble several requisitions depending on the supplier of merchandise.

Adempiere provides as standard a workflow that allows you to have better control of processes, for example, it controls the user role when a purchase is done for an amount higher than allowed

Purchase Order

This process can be automatically generated taking information from approved requisition, Material Supply report or can be manually created without bringing data. Once the purchase order is created, it can be informed to supplier, via e-mail or by fax. **Material Reception** This process is the verification of incoming products information based on the purchase order or supplier invoice. This document can be generated automatically in order to avoid double fingering and its possibility of error. Since it feeds the information in inventory, this step is a must in the process.

Purchase Invoice

There are two ways to create a purchase invoice, manually, in which detailed information is obtained from the supplier's invoice, or automatically: from a purchase order or material reception. In this case, data must be verified to see whether it coincides exactly in order to create a purchase invoice or to make any necessary changes. **Payments** Adempiere takes any payment method, which can be customized depending on the provider. Payments can be made in cash, to 30 days or more, these rules can generate payment discounts by early payment. Payments can also be made through bank transfers, or by the traditional way, printing a check with its corresponding expenditure receipt.

Additional payments can be made with credit cards, for those companies that use business cards. **Banking Conciliation**

To make the bank reconciliation, it takes information from banking extract, this can be uploaded manually or automatically, depending on your bank management. You can reconcile payments in transit, enter charges or record direct debits for executed payment.