



# Supplier Management

Aged Care Financial Management 2010/11

## Supplier Management and Creditors

**Inerva® EnterpriseFinance™ Creditors system tracks suppliers and purchases. Module interfaces provide integration with general ledger, cash management, client scheduling, fixed assets and budgeting.**

### Key Benefits

- Flexible supplier database allows you to add business specific information about supplies
- Rapid creditor invoice and payment entry
- Aged payables analysis
- Account templates quickly split purchases across general ledger accounts
- Default (automatic) expenses general ledger posting accounts by supplier
- Segmented reporting integration for automated posting to general ledger cost centre segments
- Configure recurring purchases
- Pay with electronic funds transfer
- Keep electronic (scanned) copy of creditor invoice for instant reference
- Track warranty and insurance information
- Purchase orders with convert-to-purchase
- Fixed assets link
- Drill down from journals
- Track supplier history
- GST Enabled

## Control Costs

Inerva® Enterprise Finance gives you the tools to ensure all expenditure is reported in detail. The creditors module is designed to help your staff quickly process purchases and payments whilst maintaining accurate posts.

A number of automation features in the creditors module can be configured to save significant processing time. Default posting accounts, tax methods and recurring purchases help to make purchasing and payments processing transparent to the business; leaving you to analyse the trends.

A consolidated aged payables view gives you instant access to your current creditors position in real-time. Expiring discounts and penalties can also be summarised to aid decision making.

## Spread the workload

Keep your cost centre reporting up to date at all times by assigning expenses directly to single general ledger accounts, cost-centre segments or pre-configured apportioning templates.

By creating account templates and defining cost-centre segments, staff entering supplier invoices need little knowledge of your general ledger structure. Assign default account templates and segments to suppliers and make data your entry fast and simple.

## Raise purchases from anywhere

Flexible purchase entry allows you to create purchase entries from the supplier record, bank reconciliation and the central creditors view. The purchase entry window lets you describe the purchase parameters based on default information from the supplier profile or override with specific information. Rich text notes and images may be attached to any purchase in the database for instant reference. You can even scan the suppliers

invoice into the database to view them on-screen or reprint them in future.

### Automate Periodic Purchasing

Purchases that occur periodically can be automated to save time and increase accuracy. Standing purchases can be configured for almost any frequency. Line items on purchases may be configured for units per period each with start and end dates. Recurring purchases and unit charging made it easy to stay on top of fixed consumption or rental arrangements.

### Automate tracking

Track and post taxes and freight automatically. EnterpriseFinance invoices lets you enter purchases including or excluding tax. Select tax on a line item basis for automatic tracking of taxes. Override the default tax rate or provide a manually entered value for the selected tax. Freight tracking allows you to analyse freight on a per-supplier, goods or services basis.

### Fast and Flexible General Ledger Posting

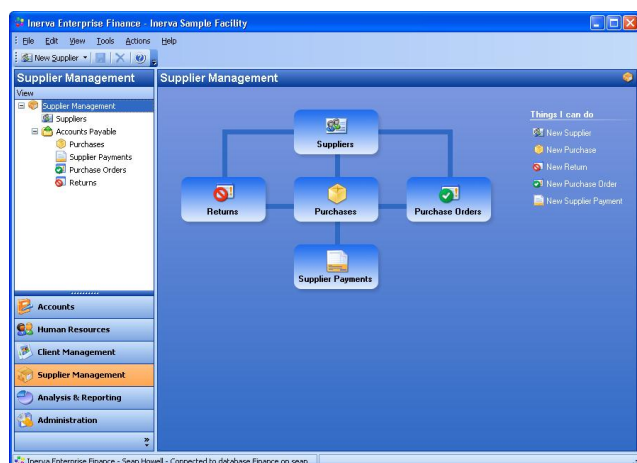
Account templates hasten split account posting by allowing the definition of account spread for any kind of journal entry, sale, purchase, payment or receipt. Define account templates by specifying each affected account with an appropriate percent or dollar value to fully define a common split post.

Once an account template is configured, any line item within the purchase may use the template to automatically split the item across multiple accounts.

You can assign a general ledger account to individual suppliers and items. Anytime this item appears in an invoice, the appropriate account is posted. Of course this can be overridden on individual purchases.

### Make Payments

Cheque printing draws on creditor information to fully automate payments. Cheque reports with remittance information can be customised to suit your pre-printed stationary. Payments can also be made via EFT.



### Integration

Tight integration with general ledger lets you drill into purchases and payment source transactions from the journals. Display all journal entries related to purchases from the purchase detail.

Integration with fixed assets means you can assign purchases to asset acquisitions. Drill back to the original purchase documentation from your asset register.

Integration with cash management gives your staff the freedom to create purchase and payment records from the cash account reconcile procedure and cash payments.

### Reporting

Built-in standard reports help you meet regulatory reporting requirements as well as improve your productivity. All built-in reports can be customised to meet specific needs.

Customise reports by the data selections and level of detail required and also the data fields required, fonts and layout. Save your customised reports in your own reporting menu structure.

Reports can be exported to Adobe® PDF and Microsoft Word®. Microsoft Office® integration lets you instantly export journals and account information to Excel® and other tools.

Instantly print or export from any list throughout the system. Customise the way your data is displayed and printed at any time by dragging fields, changing sort order or data grouping and totalling.

Because the entire structure of EnterpriseFinance is documented and stored in standards compliant Microsoft® SQL Server®, nearly all third party analysis tools can be plugged directly into the database. Business intelligence and analysis tools including Crystal Reports® can be used to create customised report jobs that give your users the freedom to answer tough reporting challenges.

### Leverage the platform

Inerva EnterpriseFinance includes a complete range of platform services made available to all modules. Platform services include functionality that is common to all modules. A system-wide audit trail ensures absolute traceability of all data modification. The audit trail uses the security system to ensure audit records identify user information against any data change. The security system gives the system administrator complete control over user access to all parts of the system. A very fine-grained map of system functionality is used to define user access rights in a central security administration interface. Platform services also include a data integrity monitor to ensure all data held by the database is accurate and intact. A rotating backup system provides

for data and disaster recovery. An integrated offsite backup system ensures data is always safe.

All modules leverage a modern customisable user interface. The user interface is designed to make new users feel comfortable with the entire system; power-users are able to quickly navigate with key-strokes and may customise all menus, toolbars, columns, sorting, filtering and grouping structures to suit specific needs. The user interface metaphors are consistent with 2010 user interface standards and use similar menu actions and key-strokes to popular office productivity products.

### **About Inerva®**

Inerva provides a range of leading edge software solutions to the aged care industry. The modern aged care environment requires well-defined management systems to support effective operations. Our team continuously consults with the industry to uncover the current and future challenges. Our team develops solutions to drive efficient processes through software and supporting services which integrate seamlessly with popular office productivity suites. Inerva business systems optimize critical processes and provide strategic decision support through analytical tools and reporting mechanisms.

In addition to a range of comprehensive solutions suitable for small to medium business and corporate environments, Inerva can blend and customize solutions to meet specific requirements.

Our team deploys the most current technologies to ensure your organisation is provided with tools and systems that are transparent to the business. Running fast, efficient and accurate software systems means your operation can concentrate on delivering value to your clients.

Inerva with parent software engineering company Intelitec Pacific have developed a range of solutions for business including Enterprise Financial Management • Integrated Roster and Scheduling • e-Commerce • Human capital management and reporting • Enterprise productivity systems • Distributed scheduling • Fleet and logistics management • Distributed inventory systems • Executive reporting and business intelligence tools • Primary production management • Scientific and laboratory management systems • Project and document management tools.

Inerva systems are supported by a dynamic team of qualified software industry professionals. Deployed

systems are maintained and updated to ensure they always support the current business environment.

### **Contact**

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**Datasheet: Supplier Management and Creditors**

Feature	Description
Creditors System	<ul style="list-style-type: none"> <li>▪ Consolidated aged payables view with drill down</li> <li>▪ Expiring discounts and penalties view</li> <li>▪ Full onscreen views for purchases, payments, purchase orders and returns</li> <li>▪ Integration with general ledger, cash management, client scheduling, fixed assets</li> <li>▪ Cheque printing</li> <li>▪ Supplier invoice and payment history</li> <li>▪ Credit limit specification with warnings</li> <li>▪ Provision for returns and supplier credit</li> </ul>
Supplier Record	<ul style="list-style-type: none"> <li>▪ Flexible supplier record stores business specific information for suppliers</li> <li>▪ Supplier terms</li> <li>▪ Invoice and payment history</li> <li>▪ Recurring purchases list</li> <li>▪ Default tax and freight tax methods</li> <li>▪ Default general ledger account or account templates</li> </ul>
Purchase	<ul style="list-style-type: none"> <li>▪ Automatic tax tracking</li> <li>▪ Manual tax override per line item</li> <li>▪ Freight tracking</li> <li>▪ Automatic general ledger posting with default supplier or service accounts</li> <li>▪ Automatic account split using account split templates</li> <li>▪ Automatic segment posting for segmented accounting</li> <li>▪ Flexible terms definition</li> <li>▪ Provision for supplier discounts or penalties</li> <li>▪ Purchase orders and conversion to purchases</li> <li>▪ Attach rich text notes and images to purchase records</li> <li>▪ Attach scanned supplier invoice to purchase record</li> </ul>
Recurring Purchases	<ul style="list-style-type: none"> <li>▪ Flexible recurrence frequency specification</li> <li>▪ Automatic calculation of units-per-period based line items for issue dates</li> <li>▪ Specify start and end dates</li> <li>▪ Approve or edit generated purchases before processing</li> </ul>
Payments	<ul style="list-style-type: none"> <li>▪ Batch cheque printing</li> <li>▪ EFT payment</li> </ul>
Integration	<ul style="list-style-type: none"> <li>▪ Drill down to source transaction from journals</li> <li>▪ Display journal entries from source detail views</li> <li>▪ Link fixed asset acquisition to purchase record</li> <li>▪ Enter purchases from cash management</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>▪ Standard accounting reports with flexible filtering and full customisation</li> <li>▪ Specify detail level on standard reports</li> <li>▪ Report across any period(s)</li> <li>▪ Regulatory requirements reporting</li> <li>▪ Compatibility with Third-party analysis tools such as Crystal Reports</li> <li>▪ Export asset detail and transactions to Excel®, Word®, HTML, Plain Text and XML</li> </ul>
Security	<ul style="list-style-type: none"> <li>▪ Integrated platform security enabled</li> </ul>

**System Requirements**

Software	Inerva® EnterpriseFinance - Creditors
Hardware	Microsoft Windows® Server 2000 or later Microsoft SQL Server® 2005 or later Microsoft Windows® 2000 or later TCP/IP Network