Purchase Order Processing System

cyc⊙m
business solutions ltd

SERVICE IS OUR PRIORITY

Nicosia Office:
117, Strovolos Avenue,
3rd Floor, Office 301
2042 Nicosia,
P.O. Box 28370, 2093 Nicosia,
Cyprus
Tel: + 357 22 470 000
Fax: + 357 22 470 100

Larnaca Office:
Salt Lake Court
Yiangou Souroulla Str,
2nd Floor, Office 204,
CY-6037 Larnaca,
Cyprus
Tel: +357 22 470 000
Fax: +357 22 470 102

Limassol Office:
Megaro Anna,
238 Ayias Phylaxeos,
2nd Floor, Office 201
CY-3083 Limassol,
Cyprus
Tel: + 357 22 470 000
Fax: + 357 22 470 101

Greece Office:
46, Akti Moutsopoulou,
Ground Floor, Office 102,
185 36, Piraeus,
Greece
Tel: + 30 211 4046686
Fax: + 30 211 4046686

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PURCHASE ORDER PROCESSING SYSTEM

Cycom Business Solutions Ltd provides powerful software solutions for today's demanding and competitive business environment.

They easy-to-use graphical user interface increases user productivity and enables business workgroups to manage financial information more effectively.

- **FLEXIBLE**
- **SIMPLE TO USE**
- **CUSTOMIZED REPORTING**
- **AD-HOC QUERIES**
- **FULLY INTEGRATED**
- **EMAIL ENABLED**
- **MULTI-CURRENCY**
- **FLEXIBLE DOCUMENT ANALYSIS**
- **SECURE ROLE-BASED ACCESS CONTROL**
- **MULTI-COMPANY**

Overview

Cycom Purchase Order Processing System is based on Oracle relational database technology and an Open Systems Architecture that allows users to organize and adapt the system to meet their specific requirements. Cycom Purchase Order Processing System is a comprehensive System covering and supporting organizational purchasing needs through out its entire life cycle from Requisitions to Orders to Deliveries to Invoices to Returns and Ex-Bond Transactions.

Features

Flexible

Cycom Purchase Order Processing System offers unrestricted flexibility by allowing you to customize the system according to your Purchase Business Processes. You may define multiple transaction definitions that govern how the different purchasing documents will behave depending on your organizational needs.

Simple to Use

Cycom Purchase Order Processing System incorporates internationally accepted graphical elements, according to the Microsoft Windows standard, delivering a familiar "look and feel". This minimizes training time and allows users familiar with the Microsoft Windows interface to get "up and running" soon after the system is installed. The standard Windows on line help, gives you instant reference information, eliminating the need to refer to printed manuals.

Customized Reporting

Reports can be generated as and when required. Flexible report selection criteria allow you to restrict the transactions to be printed and the way that these will be sorted.

Using the preview windows, reports can be viewed on the screen before being sent to the printer. The Crystal Report Writer allows your expert user to design any custom report from the database without programming.

Ad-Hoc Queries

Enter your search criteria in the empty text boxes of a form and press the query button to have the system select all the transactions matching the criteria entered. Use the criteria sections of the document management forms to query by document status as well as other criteria available. View the results of the enquiry in a tabular form. Double click on any of the documents listed to navigate to the source entry documents.
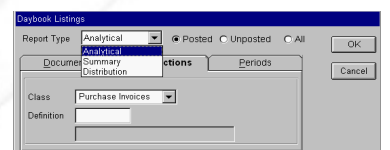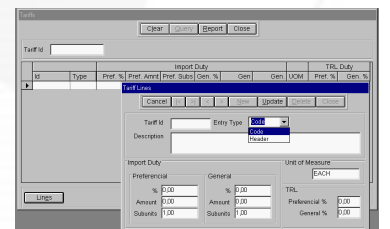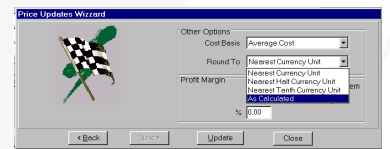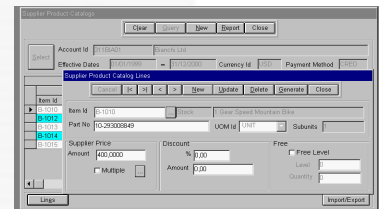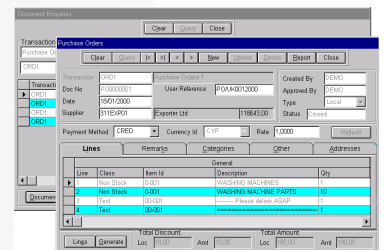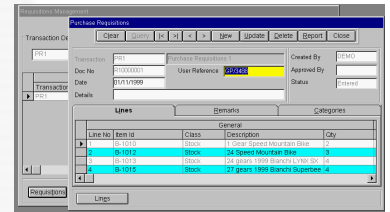
Integrated

Cycom Purchase Order Processing System is fully integrated with the Inventory, the Financial Management as well as the Address Management Systems both in terms of their visual interface as well as their underlying mechanics and database. All related systems are updated concurrently and no special or lengthy procedures need to be executed periodically. A purchasing document updates both the Inventory and Financial management Systems. Additionally, you may define multiple Interface definitions with the Financial Management System and thus capturing as much information as required in the Financial Management System in terms of Journals, Accounts and Transactions Analysis.

Email Enabled

All reports can be forwarded to any recipient or group connected to the electronic mail system after being previewed on the screen.

Multicurrency

Cycom Purchase Order Processing System provides comprehensive features that support the processing of foreign documents. The system allows the processing of any number of different currencies for each supplier. It supports currency conversion translation and revaluation, in accordance with generally accepted accounting principles.

Secure Role-Based Access Control

Your system administrator can assign each user to a role-based group. To each group the administrator can assign the functions that are to be accessible to all users of that group. For example one group could have access to the account enquiry and document entry functions but could be restricted from accessing the batch posting function. By restricting the functions available to particular users, you can reduce the potential for a security problem.

Standard Reports

A rich set of standard reports is available to help you monitor your business operations. These can be previewed on the screen or exported to a variety of popular formats like:

Excel, Lotus, Word, Acrobat etc, or to send the report through electronic mail.

Reports are produced on demand based on user selected criteria, and can be printed for any accounting period.

Chart of Accounts

List of accounts which have been defined in the Financial Management System.

Address Records

Mailing Labels, Telephone Directories, Address Records Listing.

Supplier Product Catalogs

Lists all the Supplier Product Catalogs, which may be identified by a Supplier, effective from and to dates, currency and payment method. Each catalog shows the Item, the price, the discount offered, the quantity level price if any, the free quantity if any and at what level.

Ordered Items Forecast

Shows the on-hand quantity as well as the expected deliveries in 30, 60, 90 and 120-day intervals for selected items.

Price Update Requests

You may update all or selected selling prices for Items that appear in a Purchase Invoice because you want to maintain a minimum margin. This report shows the Price Update Request, the selling Price List, the old and new prices and the last and average costs Item.

Costing Sheets

You may analyze your costs by printing the costing sheet, which divides an invoice into four sections. The first section analyses costs on a per item basis. The second section analyses costs on a per Tariffs basis. The third section shows the attached documents that come with the Purchase Invoice. The fourth section shows amounts and costs in summary form. A summary form of the costing sheet is also available, which focuses on Tariff analysis.

Document Listings

You may print any of the Purchase Documents in a form, analytical listing and summary listing formats.

Daybook Listings

Reports showing documents by transaction class, transaction definition and day can be printed giving also an analysis of the VAT entries.

Orders Status Listing

Lists the ordered and delivered quantities as well as due, shipped and arrival dates for all Open Orders.

Invoice Order Variance

Indicates variances between Order and Invoice Prices on a per Item basis.

Reports can be previewed on the screen and can be printed on any printer installed on your Windows System. The reports viewer allows you to export reports to a variety of popular formats such as Excel, Lotus, Word, Acrobat etc, or to send the report through electronic mail.

Key—Features

♦ **Fully integrated**—with the Cycom Inventory and Financial Management as well as the Address Management Systems.

♦ **All Purchasing Functions supported**—including Requisitions, Orders, Deliveries, Invoices, Returns and Ex-Bond Transactions

♦ **Separate Document Management functions**—exist allowing you to perform enquiries by document status, view the documents that meet the enquiry criteria in a tabular form, and enabling you to change their status.

♦ **Five User Defined Document Analysis Categories**—are available for further analysis of documents. Interfaces with the Financial Management System may be set so that these may be further analyzed the General Ledger.

♦ **Item Categories and Balance Analysis**—defined in the Inventory System may be used to further analyze Items and Stores.

♦ **Use defined transaction definitions**—allow you to adapt each document entry function to your organization's requirements. The system can be set up so that for each transaction definition has a different numbering sequence for easier filing and audit trail.

♦ **Multiple Supplier Product Catalogs**—may be defined for each supplier subject to effective dates, currency and payment method. Prices, discounts and free levels may be defined for each item. Additionally, quantity level pricing may also be defined.

♦ **Automatic Generation Wizards**—assist you in generating Supplier Product Catalogs from Items or existing Supplier Product Catalogs. A number of other wizards assist you in creating Purchase Documents based on other Purchase Documents or easily enriching the line of a document.

♦ **Comprehensive Audit Trails**—are maintained by the system allowing you to trace transactions to their source entry using "drill down" capabilities where applicable.

♦ **A number of store types are supported**—including Normal, and Bonded Warehouses and Duty Free shops.

♦ **Costing of local and foreign documents**—includes attached documents and other charge allocation as well as duty calculation based on the Item tariff.

♦ **Flexible Interface to the Financial Management System**—Different parameters regarding Journals, Accounts and Transaction Analysis may be set for each Transaction Type and Interface Group allowing further analysis in the General Ledger.

♦ **Preview of Journal Entries created**—Invoices or Return documents may be viewed before deciding to post.

♦ **Serial numbers may be traced**—from the Purchase Invoice to the Inventory System to the Sales Order Processing System.

♦ **Production Batches and Expiry Dates**—may be traced from the Purchase Invoice to the Inventory System to the Sales Order Processing System.

♦ **Multiple Enquiry by Item Code**—gives the ability to find an Item code in the documents entry be one of the following ways: Item Id, Part Number, Bar Code, Short Name, and Suppression Code.

♦ **Multiple Item Classes**—may be used such as Stock, Non-Stock and Text may be used in documents each handled in a different way by the System.

♦ **Multiple Units of Measure**—may be defined for each Item for Sales, Purchases and Stock Keeping.

♦ **Weight Volume**—may be defined in all documents in addition to quantity for each Item. For example you may define 6 cans of soft drinks to be 1.9 litres. The weight/volume information may be later viewed in a number of Inventory Reports.

♦ **Lists of Values**—the pop-up list of values allows you to easily find accounts and other codes.

♦ **Flexible transaction retention methods**—transaction history for each item can be held for as long as required.

♦ **Future or past postings**—can be made to any future or past period but can also be restricted by the system administrator within pre-specified open periods.

♦ **User defined fields**—20 user-defined fields for each item allow you to customize the system so that it is relevant to your business needs.

♦ **Easy interface with other systems**—can by achieved by exporting Purchase Documents to ASCII format or importing form ASCII format. Supplier Price Catalogs may be also exported to and imported form excel format.

♦ **Multi-company processing**—is allowed since a three-character code is used to identify each company, allowing you to hold many companies in the same database.

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crystal decisions
A SEAGATE COMPANY

SCO

cycom
business solutions ltd

Nicosia Office:
117, Strovolos Avenue,
3rd Floor, Office 301
2042 Nicosia,
P.O. Box 28370, 2093 Nicosia,
Cyprus
Tel: + 357 22 470 000
Fax: + 357 22 470 100

Website: www.cycom.com.cy
Email:info@cycom.com.cy