



FlexiPurchasing®

FlexiPurchasing, the Purchasing module in Flexi's enterprise financial accounting suite FlexiFinancials, provides companies the ability to easily track and manage requisitions, purchase orders, blanket purchase orders, and RFPs. It provides buyers with full control over purchase prices, vendor selection and terms used. FlexiPurchasing integrates with FlexiPayables to provide two-and three-way matching to reduce amount of invoicing errors and guess-game in determining invoice coding for expenses and capital purchases.

Today, companies are expected to do more with less, improve their processes, implement tighter controls, and provide documentation about business flows. They also need easier access to information to help them manage their businesses better. FlexiFinancials can help accomplish this. FlexiPurchasing is seamlessly integrated with FlexiPayables, FlexiAssets, FlexiLedger, and FlexiProjects, and provides real-time posting.

More Than Just Purchasing

- Requisition Processing
- Create Purchase Orders
- Generate POs from Requisitions or RFQs
- Flexible Receiving Options
- Blanket Purchase Orders
- RFQ and Vendor Response Processing

Flexible Processing Options

- Reason For Requisition
- Customized Forms
- Standard or User-Defined Text
- Add Special Notes
- Spread Expenses to Multiple General Ledger Accounts
- Requisition & PO Approval Rules
- Revision Controls
- Quickly View Associated Requisitions, Receivers, or Invoices by Purchase Order
- Optionally Select Vendor & Contact
- Unlimited Shipment Methods
- FOB
- Perform Price Comparisons
- Copy Existing Requisition & POs
- Track Tax (Sales & Use, VAT)
- Vendor Confirmation Requirements
- Cancel or Close POs
- Track Freight Cost
- Convert RFQ to PO or Blanket PO

Support Blanket POs

- Blanket Purchase Order Options:
 - No Minimum
 - Minimum Cumulative Amount
 - Minimum Per Order Amount
- Track Total Amount Purchased
- Track Total Number of POs
- Close Blanket Order
- Track Start & End Dates

Optional Receiving by Purchase Order

- Rapid Receiving
- Automated Matching Rules
- Partial Receiving
- Accrue GL Expense on Receipt

Track Multiple Dates

- Request Date
- Required Date
- Ship Date
- Acknowledgement Date
- Blanket PO Date
- Created Date
- Delivery Schedule Date by Item
- Promise Date
- Received Date
- Renegotiation Date

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FlexiPurchasing

Two- or Three-Way Matching

- PO to Invoice
- PO to Receiver
- PO to Receiver to Invoice
- User-Defined Matching Tolerance
- Percent or Amount Tolerance
- Tolerance by Unit Cost, Quantity, Invoice Line Total, Freight, or Total Invoice to Purchase Order

Flexi Parts Catalogs, Pricing, and Categories

- User-Defined Parts Categories
- Unlimited Catalogs
- Effective Dated Catalogs
- Unit of Measure Conversion
- Quantity Price Breaks
- Associate Vendor Part Numbers
- Preferred Vendor
- Quantity Discounts

Online Inquiries with Drilldown Capabilities

- Attach "Sticky Notes" Anywhere
- Attach Unlimited Supporting Documents (Images, Excel, Word, PDF, etc.)
- Multi-Currency Support
- Multi-Company
- User-Defined Terms Rules
- Establish Buying Groups
- Unlimited Buyers, Expeditors, Approvers, & Requestors
- Track Last Order Date, Price, & Vendor
- GL Accrual Options
- Unlimited Shipping & Billing Addresses
- Automated Numbering Rules for PO, Requisition, Receiving & RFQ Numbers

Reports Can Easily be Modified, Exported to Excel, or E-mailed

- PO Inquiry
- Vendor Responses
- Requisition Inquiry
- Audit Log Review

Reports Can Easily be Modified, Exported to Excel, or E-mailed

- Open POs
- Price Variance
- Cost History
- PO Activity and PO Status
- Requisition Status
- Expected Delivery
- Blanket Summary
- RFQ Report

Seamlessly Integrated with Other Flexi Modules

Post a single entry and the following modules can be updated and validated without double entry. Online Inquiries allow you to drilldown and drill around from other modules.

FlexiLedger
FlexiProjects

FlexiPayables
FlexiAssets

About Our Technology

Flexi's open, non-proprietary architecture is based on the latest Microsoft standards and tools. It supports industry standard databases such as Oracle and Microsoft SQL Server and allows for easy integration through Web services. The Flexi applications utilize Microsoft SharePoint to provide browser based, enterprise-wide content portal and workflow capabilities.

About Flexi Software

Founded in 1991, Flexi develops, markets, and supports FlexiFinancials, workflow-driven enterprise accounting solutions for companies in select industries including Banking, Insurance, and Financial Services. Flexi distributes its products directly and through strategic partnership agreements. Through many successful deployments Flexi has a proven track record of low cost of ownership, ease of use and improved business processes.