SCHOOL ERP PRO

Purchasing & Payables

INCREASE EFFICIENCY

Streamline processes with a paperless, integrated workflow system.

STREAMLINE REPORTING

Easily generate a variety of reports, which can be exported to commonly used programs and formats.

TAILOR PROCESSES

Intuitive tools make it easy to customize workflow to your organization's needs.

With School ERP Pro Purchasing & Payables, teachers and other purchasers can conveniently requisition education supplies while maintaining expenses with real-time budget checking. Tyler's School ERP Pro supports an automated workflow approval process based on a sequence of approvers, account code structure and dollar thresholds for requisitions, purchase order revision, and invoices. Documents such as quotes, packing lists, and invoices can easily be attached throughout the procurement process.

REQUISITIONS

School sites can easily enter requisitions. Requisition details can be added in a variety of ways including direct input, import from Microsoft® Excel®, and from popular procurement solutions. Requisitions can utilize attached documents such as pictures and quotes throughout the process. Utilities are included to apply discounts, split-fund, and distribute to account by dollar amounts or percentages. Budgets can be enforced with real-time budget checking and funds are pre-encumbered in the general ledger throughout the requisition approval process.

PURCHASE ORDERS

Once all of the required approvals are obtained, a requisition can be turned into a purchase order and the funds move from a pre-encumbrance to a full-encumbrance. The district's business staff can easily communicate the purchase order to the person who entered the requisition as well as to the vendor via email.

RECEIVING

When a school site or the warehouse receives the items, a receiving record can be automatically generated including all of the items listed from the purchase order. The receiver simply needs to count the items and make any notations as to damage. The packing list can be attached to the receiving record.

INVOICING

When the invoice arrives at the district, the district's accounts payable staff will have the tools needed to quickly match up the invoice to the purchase order and review the receiving records. Visibility into prior payments against the purchase order alerts staff that only a portion of the invoice should be paid. Utilities to adjust the item cost, tax amounts, and freight are all available to the accounts payable staff.

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For more information visit tylertech.com

VENDOR MAINTENANCE

Each vendor record can have multiple order contacts and multiple remit contacts. Districts can attach W9 documents to each vendor. School ERP Pro supports printing vendor checks to blank check stock with a MICR toner laser printer. The district can alternatively pay vendors electronically through an ACH process. In addition, 1099 status and generation is supported.

FULLY INTEGRATED REPORTING

Along with user-friendly, unlimited ad hoc reporting, Tyler's School ERP Pro includes more than 400 pre-formatted, standard reports, all of which can be reviewed online, printed, exported to Microsoft Excel, Word, .TXT, PDF, or emailed. Standard Purchasing & Payables reports include:

- Disbursement detail listing (transparency)
- Monthly use tax
- Orders by requester
- Vendors/purchase orders
- Vendor totals
- Purchase orders by account
- Purchase order board report
- Receiving
- Vendor contract
- 1099 processing

Empowering people who serve the public®