



## Procurement solution for iScala

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# Introduction

Procurement (Purchase dept) and payments to suppliers (Treasure dept) are two important areas in operational cost controlling.

This tool allows making of these processes simple, transparent and well-structured.

It is add-on to standard iScala functionality:

- here employees (all or selected) prepare requests and apply all necessary documents for purchase and payment operations,
- the Procurement Solution provides comprehensive workflow to approve Purchase/Payment Requests,
- The solution improves expense management: automatic creation of Accrued Expenses and management of accruals: the moment of making Reversals
- iScala continues to do its standard work (transaction generation, A/P, integration with banking software and so on)

# Start working: list of Purchase Requests

User who can create Purchase Request just connects to internal web-site in web browser. He can see his requests.

Each employee of the company or specific assigned employees can be user of the system.

The screenshot displays the Epicor Procurement system interface. On the left is a dark sidebar with a 'Procurement' header and a search bar. Below the search bar is a 'MENU' section with links to Home, My Approvals, Purchasing, Settings, and Reports. The main content area has a blue header with a hamburger menu icon. Below this is a 'Home' section with the subtitle 'main web page'. There are three tabs: 'Purchase requests' (active), 'Travel requests', and 'Credit Control requests'. Below the tabs is a row of controls: a 'New Request' button, three dropdown menus for 'Statuses', 'Owners', and 'Suppliers', and 'Clear' and 'Export' buttons. The main area contains a table of purchase requests with columns for ID, Date, Status, Details, Supplier, Supplier Name, Amount, and Currency. Each row has an 'Open' button with a pencil icon.

	ID	Date	Status	Details	Supplier	Supplier Name	Amount	Currency
	1	28.11.2015	Closed		10002	Ланье-Сервич, ООО	1 298.00	RUB
	3	28.11.2015	PO Created		10003	Спецпром, ООО	2 022.00	RUB
	4	28.11.2015	PO Created		10005	АльфаБизнес, ООО	1 207.14	RUB
	5	29.11.2015	Approving	User 02	10002	Ланье-Сервич, ООО	10 222.00	EUR
	8	03.12.2015	Approved		10002	Ланье-Сервич, ООО	1 191.80	RUB

# Purchase Request form

Purchase Request form is configurable according to your requirements. It includes the following important fields:

Edit Request

Send for Approval

Save Draft

Cancel

Purchase Request #0

Clear Budget Fields

Clear CC, Region, Segment

Category

Freight cost

Категория на русском Freight cost

Cost Type

Freight costs (504475 ??)

Русский Freight costs

Cost Center

\*Admin (X\_ADM)

Region

\*Чердын (CHEG)

Segment

\*Mining 2016 (M)

Currency

RUB

ExRate: 1.0000

Supplier

10110

Синаус Бумсервис, ООО

Contract

????

Appendix

????

Description

Требуется оплатить

Payment Terms

7 days post payment

Prepayment Amount

0

Planned Payment Date

18.04.2016

Urgency

Not Urgent

VAT %

18 %

Investment Project

Investment Project

Owner

Dmitry Pestov

CANONINTRA\dpesov

Budget Information

Budget (Year)

105,000.00

Pre-Approved

0.00

Approved

1,200.00

Booked

0.00

Preliminary Balance

103,800.00

Balance

103,800.00

This Request

0.00

Attachments

Выбрать файлы

Файл не выбран

Description

Description (optional)

Amount

0.00

Amount + VAT

0

Delete

✕

Add Line

Total

0.00

0.00

Local Currency Total

0.00

0.00

# Properties of Purchase Request

Purchase Request is related to:

- iScala Accounting Dimensions like Cost Centre, Region etc
- Budget (in iScala budgets 1-5 or in Excel): Budget holder will see remaining budget for specific Cost Centre when approving the Request
- Contracts (in iScala or in separate Excel file)
- Description / justification
- Proposed supplier (from iScala)
- Payment terms (from iScala)
- VAT (if it is needed)
- Attached files: Specification, RFQ, Commercial Proposal, Quote, Proforma-Invoice, Invoice etc



# The submitting for approval

As soon as an initiator of Purchase Request press “Send to approval” button, approval process starts.

Approval workflow is configurable, flexible schemes are possible (substitution when main approver in out-of-office), parallel approving etc;

The workflow can depend on volume of cost (e.g. purchase more than 10k USD should be approved by CFO, purchase more that 25k USD should be approved by CEO) and other conditions;

The screenshot shows the 'Procurement' system interface. On the left is a sidebar menu with options: Home, My Approvals, Purchasing (selected), Requests, Goods/service acceptance, Suppliers Invoices, and Orders History. The main area is titled 'Goods/Service Acceptance List'. It features a search bar, a dropdown for 'All Owners', and a 'Clear' button. Below is a table with columns: ID, Date, and Description. Each row has 'Show', 'Release', and 'Close' buttons.

	ID	Date	Description
Show Release Close	34	23.03.2016	фвыыв выфавфя ывафыва
Show Release Close	33	23.03.2016	sfdsf sdfsf sdfsd
Show Release Close	15	21.01.2016	ddssaffds
Show Release Close	8	03.12.2015	Test Region 01

The screenshot shows the 'Start Approval' workflow screen. It includes a header 'Please check approval chain ar'. The workflow consists of four steps:

- Step 1: Functional Manager
  - User: Andrey
- Step 2: Business Controller
  - User: User 01
  - User: User 02
- Step 3: BLM / Budget owner
  - User: Dmitry Pestov
- Step 4: Chief Accountant: Dmitry Pestov

At the bottom, there are buttons for 'Actions', 'Print request', and 'Edit'. Below these is a section for 'Purchase Request #19' with the following details:

Request Status	Draft
Invoice Status	Not Yet Invoiced

The bottom right corner features the 'business inspired' logo.

# Approval process

Approval process is not the marking “Approved” or “Disapproved”.

Approver can also freeze Request or requests for additional information, e.g. specification, justification etc

A budget holder sees changes in his budget with approving of this Purchase Request.

Process Approval

Approve

Request Info

Reject

Freeze

Cancel

Delegate

Dmitry Pestov Home at 18.04.2016 22:59

Info Provided

Info provided

Dmitry Pestov Home at 14.03.2016 17:56

Info Requested

dfafa

Dmitry Pestov Home at 12.03.2016 20:23

Approved

Dmitry Pestov Home at 08.02.2016 18:19

Approved

Dmitry Pestov Home at 12.12.2015 17:37

Approved

cvbcv

Actions

Print request

Edit

Delete

Purchase Request #9

Request Status	Approving
Invoice Status	Not Yet Invoiced

Budget Information

Budget (Year)	0.00
Pre-Approved	0.00

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# Release of Purchase Request

As soon as last approval has got, the Procurement Solution makes authorization for acceptance of invoice (e.g.Unauthorized Invoice in iScala) and advance payments.

Separate stage as “Release of payment authorization” also possible.

### Release Documents

Request # 34 is releasing.

Invoice Date  
19.04.2018

Invoice No  
Inv01

Payment Terms  
21 days post payment

Comment

Add Comment

Description  
504475 X\_ADM оплата услуг

Line Amount with VAT  
0

max amount: 1,062.00

Total  
0

Release Documents

Cancel

Actions

Print request

Edit

Delete

Purchase Request #34

Request Status	PO Created Partially
Invoice Status	Not Yet Invoiced
Category	Freight cost Категория на русском Freight cost

Budget Information

Budget (Year)	0.00
Pre-Approved	0.00
Approved	1,000.00
Booked	0.00



# Create Invoice

A result of release Purchase Request can be created Invoice (Authorized or Unauthorized)

## New iScala Invoice

Order for Request #24 is ready for invoicing: sdfsd

<b>Supplier</b>	<b>Invoice Date</b>	<b>Invoice No</b>	<b>Payment Terms</b>	<b>Due Date</b>
10244 - Симплекс-К,ООО	21.03.2016	Invoice No	Prepayment 100%	21.03.2016

Account	Cost Center	Region	Segment	Description	Amount	Delete	Linked Attachments
452639	X_BCN	KIRV	M	I1	200000		
<b>Total</b>					200000		

**Bank**  

0000002 NAMEBANK 0002

BIK: BIK00000000000002 Account: ACNT000000000000000002

**Purpose Payment**  

Add PurposePayment

Create Invoice

Cancel

# Accrued Expense management

Expenses approved and planned to receipt and received (recognized) as a materials, services, fixes assets and so on but not confirmed by Supplier Invoices should be reflected in accounting as Accrued Expenses.

Reversals are made (for your choice) at the moment of getting real Invoice or in the beginning of next month.

For both cases the Procurement Solution prepares list of accrual and reversal transactions for importing to General Ledger.



# Reports and views

The solution provides the following views:

- Approved and taken to approve Requests for approvers;
- Requests for users made requests;
- Additional views on demand;

Reports are configured on demand based on MSRS (Microsoft MS SQL Reporting Services).



# Settings of approving process

The Procurement Tool provides flexible configuration of approval chains including structure of approval steps, substitution in case of out of approval process, sending notification in case of the Request have not been approved in specific time, selection of approver by requester, skipping of approvers in the middle of chain etc

### Approval Settings

Select Type 

Request ▼

New setting

Type	Step	Approver	Level	Level2	Role	Fill all	Pre approve	Choose	Out	Expressi
Request	1	#MANAGER	0	0	Functional Manager	<input type="checkbox"/>	<input type="checkbox"/>	<div>Choose Disabled ▼</div>	<div>Out If All Set Approve ▼</div>	
Request	21	#BUDGET-BC	1000	0	Business Controller	<input type="checkbox"/>	<input type="checkbox"/>	<div>Choose Disabled ▼</div>	<div>Out If One Set Approve ▼</div>	
Request	31	#BUDGET-BLM	0	0	BLM / Budget owner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div>Choose Disabled ▼</div>	<div>Out If One Set Approve ▼</div>	
Request	41	TEST\User02	7350	0	Regional Manager	<input type="checkbox"/>	<input type="checkbox"/>			
Request	51	TEST\LockedUser2	100000	0	Territory manager	<input type="checkbox"/>	<input type="checkbox"/>			
Request	61	CANONINTRA\ldpesto01	0	0	Chief Accountant	<input type="checkbox"/>	<input type="checkbox"/>			
Request	71	SEALANT\Andrey	20000	0	CFO	<input type="checkbox"/>	<input type="checkbox"/>			
Request	71	YOGA-DPS\Dmitry	20000	0	GM	<input type="checkbox"/>	<input type="checkbox"/>			

# Settings of access rights







The tool provides very flexible access rights:

**Edit groups** manage group members and permissions

### Groups

+ Add group

Search...



APPR01	 
Administrators	 
Test	 

### General permissions

- ☒ Allow Approve One Clic
- ☒ Allow Create Invoice
- ☒ Allow Delegate
- ☒ Allow Delete Order
- ☒ Allow Delete Requests
- ☒ Allow Edit All Requests
- ☒ Allow Edit Request Always
- ☒ Allow Edit Request During Approval
- ☒ Auto Approve Enabled
- ☒ Close Order
- ☒ Close Request
- ☒ Manage Approval Settings
- ☒ Manage Profiles
- ☒ Manage Regions
- ☒ Manage Request Type Users
- ☒ Manage Scala Cost Users
- ☒ Manage Users
- ☒ Manage Users Out Of Office
- ☒ Manage Version DB
- ☒ Show All Approvals
- ☒ Show All Requests
- ☒ Show Budget Information
- ☒ Show Log
- ☒ Show Reports
- ☒ Show Request List

### Users

User name, login or email

Dmitry Pestov CANONINTRA\dppesto01 dp@apicosoft.ru	
Dmitry Pestov Home YOGA-DPS\Dmitry dp@apicosoft.ru	

# Requirements and technologies

The solution is based on Microsoft technologies including:

- .NET framework 4.6
- Internet Information Services
- C#
- MS SQL Server

Connection to iScala database is required (at least as linked server).

