Really.

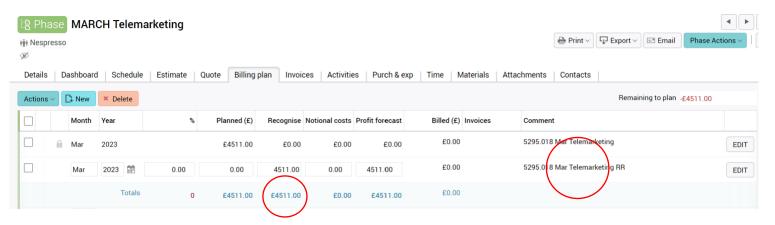


Purchases & Expenses

Purchases & Expenses

When we have an expense to raise against a job (A cost to a supplier). We will need to ensure we are raising the cost against the correct phase. This will show us which revenue the cost is going against. For example: If we have a Telemarking cost £4100.91 to raise for 4M for March.

We would go into our March Telemarking phase. We can see from the billing plan we have already planned in a cost £4511 to cover the cost to supplier. This is accounting the mark up.



We can then go to our Purch & Exp tab to raise a PO. We enter the cost amount under the *actual costs*. (The estimated column is what we estimated the cost to be).

We can then raise the PO in our accounting system Agresso, the PO will be produced, approved and sent to the supplier. Upon raising the PO we will get ref number (requisition number). This is then added the PO we have raised in Synergist under Their Ref. This way we can keep tack of the POs we have raised in both systems. We can know click 'approve this purchase' to complete this task.

