

Really.



synergist

How to

Ops guide

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 Telemarketing cost £4100.91 to raise for 4M for March.

We would go into our March Telemarketing 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.

Phase MARCH Telemarketing

Nespresso

Print Export Email Phase Actions

Details Dashboard Schedule Estimate Quote Billing plan Invoices Activities Purch & exp Time Materials Attachments Contacts

Actions New Delete Remaining to plan -£4511.00

	Month	Year	%	Planned (£)	Recognise	Notional costs	Profit forecast	Billed (£)	Invoices	Comment	
<input type="checkbox"/>	Mar	2023		£4511.00	£0.00	£0.00	£0.00	£0.00		5295.018 Mar Telemarketing	EDIT
<input type="checkbox"/>	Mar	2023	0.00	0.00	4511.00	0.00	4511.00	£0.00		5295.018 Mar Telemarketing RR	EDIT
Totals				0	£4511.00	£4511.00	£0.00	£4511.00	£0.00		

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 track of the POs we have raised in both systems. We can now click 'approve this purchase' to complete this task.

Purchase: Nespresso Mar Telemarketing hours 100 (75 Office, 25 HORECA): 005496

Nespresso 1/00005295.018 MARCH Telemarketing

Supplier 4M
 Contact - Blank -
 Their ref 100014068

Details Text Lines Invoices Delivery Notes Tender Attachments

Main details

Stage
 Ordered by* Melody Johnson
 Markup method None
 Supply type* Telemarketing
 Description* Nespresso Mar Telemarketing hours 100 (75 Office, 25 HORECA)

Status

Mark as investment / non-chargeable
 Approved
 Picked for
 Estimate Quote Option

	Actual	Estimate	
Date	01/03/2023	01/03/2023	
VAT		1 (20%)	
Cost	4100.91	4100.91	Original cost 0.00
Charge Out	4100.91	4100.91	