Creditors (Supplier) Module (CM)

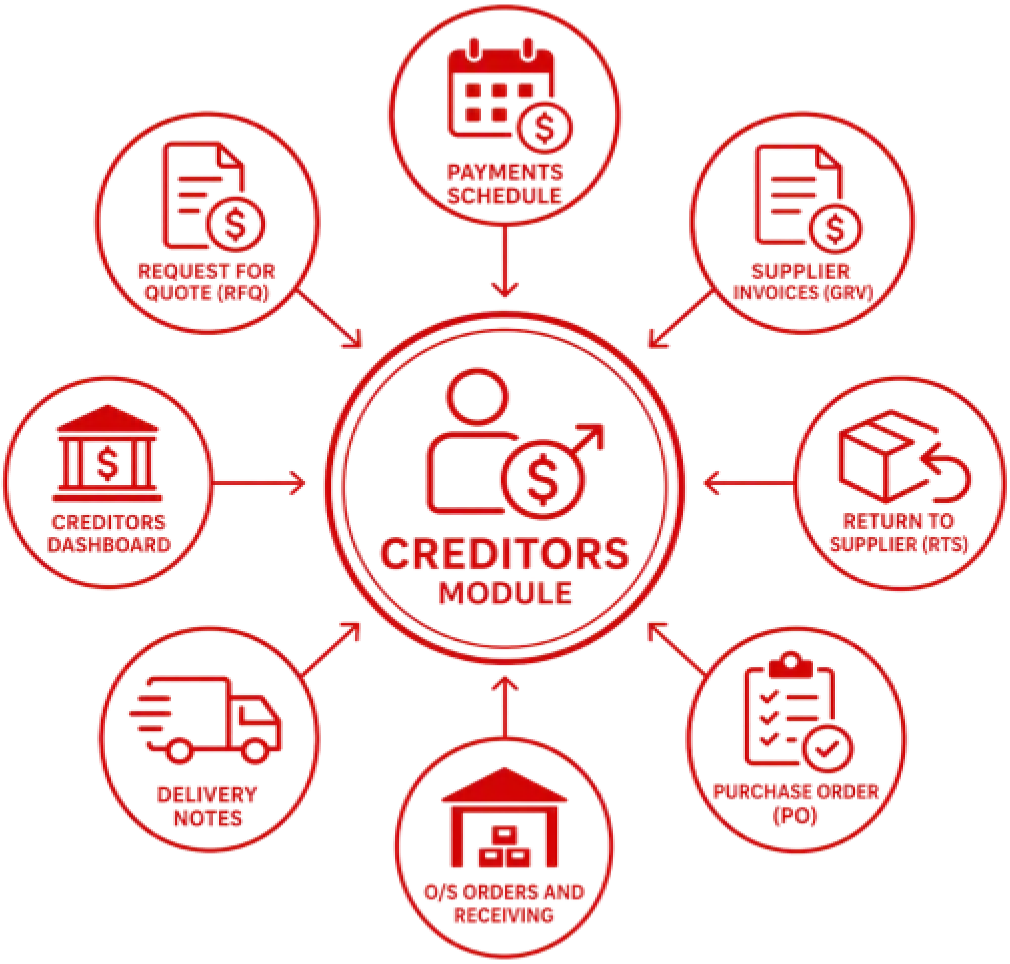
The **Creditors (Supplier) Module** provides **end-to-end control of the purchasing lifecycle**, from **supplier management** and **stock ordering** through to **invoice processing, payments, returns, and reporting**. Fully integrated with the **Inventory** and **Financial** modules, it delivers **real-time visibility** of purchasing activity while improving **accuracy, accountability, and cost control**.

The module streamlines procurement through **Purchase Orders (POs)**, **Goods Received Vouchers (GRVs)**, **Supplier Invoices**, and **payment processing**, ensuring that all supplier transactions are accurately recorded and easily tracked. **Intelligent stock ordering** assists in generating purchase orders based on inventory demand and stock requirements, while built-in **approval and authorisation controls** support purchasing discipline and effective expenditure management.

Comprehensive supplier records, **batch payment processing**, **delivery tracking**, **stock returns management**, **supplier analysis**, and **advanced reporting** provide valuable insight into supplier performance and purchasing trends. By automating key processes and improving visibility across the supply chain, the module helps organisations **optimise purchasing decisions**, **reduce administration**, **strengthen supplier relationships**, and **maintain tighter control over costs**.

Key Benefits

- **Centralised management** of suppliers and purchasing activities
- **Complete purchasing workflow** from purchase order creation through to supplier payment
- **Intelligent stock ordering** based on inventory levels and demand
- **Improved purchasing control** through approval and authorisation processes
- **Greater visibility** of supplier transactions and account activity
- **Efficient batch payment processing** and automated remittance generation
- **Accurate tracking** of deliveries, invoices, and outstanding commitments
- **Full traceability** between purchase orders, GRVs, and supplier invoices
- **Streamlined stock return processing** with reduced manual administration
- **Detailed supplier analysis** and purchasing performance reporting
- **Enhanced cost control** and expenditure management
- **Real-time insights** for improved planning and decision-making
- **Stronger supplier relationships** through better communication and transaction history visibility



Creditors / Supplier Module (CM) Features

CM Features	Description	Benefit
Supplier Module	Keep track of all purchases done within the business and use the internal purchasing processes	Good control on purchases Running authorisations for Purchase Orders ensures control of unnecessary purchases
Creditors / Supplier maintenance	On setting up a Creditor, multiple contacts are kept The system allows creditors to be aged by date of statement or date of invoice PER creditor.	Information is more easily accessible. Ease of use. Company has access to information.
Stock Ordering	Create an order batch and work out what stock to order. Use past statistics of stock movements to give you quantity movement to make calculated ordering decisions Create a purchase order from stock order forecast	Reduce stock on hand by ordering correct stock for Just in time stock. Reduce time working with Excel sheets to work out your orders.

Supplier payment batches	Create supplier payment batches to indicate what supplier invoices to pay. Create remittance documents to send to suppliers on which invoices are paid Promote to a cashbook with auto allocations Create a payment file for the bank	Control payments of supplier invoices No need to put into Excel View all supplier invoices attached in one system Allow managers to check and authorise payments to supplier invoices
Purchase Orders	Once purchase orders are authorised, stock can be received. Then purchase order status is changed to Goods Received Voucher (GRV) Purchase Invoice.	Allows full process and flow of documentation with ease. Time saving, no need to recapture transactions.
Delivery Notes	Receive stock via a delivery note from your supplier. Update the pricing of the item to actual. Flag a discrepancy from your purchase order to supply invoice	Tracks your delivery notes to outstanding invoices from your supplier. Run a delivery note aged analysis of delivered goods
Goods Received Voucher (GRV) Purchase Invoice	When processing a Goods Received Voucher, the system will not allow for the capture of duplicate supplier invoices. The system forces a supplier invoice number to be captured against the GRV. Supplier invoice can be attached to the source document	Prevents duplicate stock being entered into the system and incorrect stock levels being displayed. When searching for original supplier invoices, documentation is easily accessible.
Stock Returns	By importing a Goods Received Voucher, when stock items need to be credited the GRV can be converted into a Stock Return note without having to recapture the content.	This feature saves time and avoids mistakes because all the original GRV data is now available in the Stock Return note.
Creditors Analysis	Allows authorised users to view all transactions related to the supplier on one screen.	Ease of use – authorised users are also able to view purchase orders, delivery notes, goods received vouchers, allocations, cashbooks and journals.
Reports	Various reports in the system allow for a global view of purchases	Detailed reports facilitate business management.

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