



Dynasys[®] RFID Animal Care Warehouse Management System Departmental Purchasing

The purpose of this module is to allow the Animal Care division to track all expenses incurred by the department. In addition to tracking expenses, detailed reports can be run using Crystal Reports with a web interface.

New Purchases

- Requests can be entered by any staff member that is registered for the application.
- Recurring charges can be added by accounting staff. This would include charges for items such as telephone service, network ports, etc.
- Staff entering requests can check the status of requests, and find out where it is in the approval process.

Overall Request Data:

- Request Type (Emergency, Rush, Routine, Special, Other)
- Vendor Name
- Transaction Type (PO, Purchase Order, Unencumbered)
- Phone
- Fax
- Quote #
- Justification for the purchase

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Dynasys® RFID Animal Care Warehouse Management System



Departmental Purchasing

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Line Item Data

- Catalog #
- Item Description
- Location
- Division
- Category with the possibility of a 2nd and 3rd level category drilldown
- Species
- Unit Cost
- Quantity
- Total Cost

Approval Process

- This process is customizable. An example would be:
 - 1) Request is submitted to accounting
 - 2) Accounting submits the request to the director
 - 3) Director approves/rejects the request.
 - 4) Upon approval, the items on the request are authorized to be ordered.

Additional Features

- General Staff
 - View data that has been reconciled that they have submitted
 - View unreconciled data
 - Edit/Modify submission until it has been submitted for approval. Any edits that are requested after approval, require additional approval.
- Approvers/Accounting Staff
 - Reconciliation Function
 - View Requests that are in other approvers bins.
 - View all requests approved by the director
 - Ability to run custom reports using a query generator such as Crystal Reports.

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