

Purchasing

Secure and Accurate Tracking Helps Increase Staff Productivity

Jenzabar EX Purchasing tracks all purchases within any department and throughout your institution. Full integration between the Purchasing module and Jenzabar EX Accounts Payable and Jenzabar EX General Ledger allows for a secure and accurate tracking process, and ensures that there is a budget allocation for any given purchase. Jenzabar EX Purchasing decreases the window of error by preventing payment on invoices that have not yet been received. It also charges purchase orders and requisitions to various departments and tracks those orders—freeing staff to focus on other assignments and thus increase their productivity.

Collaborative Purchasing Workflow

- Create purchase requisitions from scratch or from order profiles
- Automatically create purchase orders upon final requisition approval for more efficient transactions
- Automatically release encumbrances upon requisition denial to manage your budget
- Ensure that the right people review and approve requisitions with role-based workspace workflow
- Stay up-to-date with the approval progress of your requisition with enhanced notifications
- Automatically approve track assignments with a rules-based process
- E-mail purchase orders to vendors to expedite delivery
- Attach documents to your line items and requisitions for streamlined workflow
- Use comments to track and manage your requisition process
- Check requisition status on demand, with the ability to quickly e-mail requestors and approvers

Purchase Control and Tracking

- Control tracking, allocation, and orders for all purchases
- Block specified purchases and allocate purchases and expenses to appropriate departments

Purchase Order Tracking and Assignment

- Record multiple purchase order types



Purchasing: Requisition Window

- Automate purchase order process from requisition to approval, or enter purchase orders manually
- Enter purchase order line items and comments
- Record encumbrances
- Assign buyers to purchase orders
- Finalize invoices to close purchase order
- Track vendor information, including e-mails and payment terms
- Define various shipping locations
- Assign standard commodity codes to purchase order line items
- Alternate purchase order approvers
- Charge purchase order and requisition items to department accounts
- Prevent payment of invoices for items not marked as received

Budget Checking

- Check available budgets when entering requisitions or purchase orders
- Receive warnings whenever a requisition or purchase order causes an expense line to exceed its budget
- Perform budget checks against the entire year's budget or a year-to-date budget

Requisition Approval and Transfer

- Establish an approval process using pre-defined sets of approvers

- Transfer requisitions to purchase orders

Interface with Accounts Payable and General Ledger

- Select purchase order information as invoices are entered in Jenzabar EX Accounts Payable
- Create budget encumbrances for Jenzabar EX General Ledger when requisitions and purchase orders are created
- Remove budget encumbrances when invoices are paid

Streamline Operations with Jenzabar EX

Offered on the industry-leading Microsoft® SQL Server platform, Jenzabar EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you to streamline operations and optimize your business processes.

- Shared database eliminates duplicate work, increasing administrative productivity and accuracy
- Powerful reporting tools provide end-user access to essential information and processes
- Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules

Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

- Accounts Payable ▸ Accounts Receivable ▸ Admissions
- Advising ▸ Alumni Development ▸ Financial Aid
- Fixed Assets ▸ General Ledger ▸ Non-Traditional Student
- Payroll & Personnel ▸ **Purchasing** ▸ Registration ▸ Student Life

Build Lifelong Relationships with Jenzabar

You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which let you offer Web-based self-service to all constituents. CRMs provide tight integration between Jenzabar EX and our Web portal, Jenzabar's Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX. Jenzabar gives your institution the power to build lifelong relationships with every constituent—so candidates become students, students become graduates, and alumni become donors.

The Jenzabar® Advantage

In today's competitive world, institutions of higher education need every advantage to achieve their mission and goals—from innovative software to strategic expertise and client-tailored services. Find it all in one place, delivered by a strong technology partner dedicated to your success: that's the Jenzabar advantage. Our family of fully integrated products includes:

- Award-winning, proven ERP systems ▸ Constituent relationship modules & award-winning campus portal ▸ Learning management system ▸ Retention management solution ▸ Institutional intelligence solutions ▸ Continuing education systems

Count on Jenzabar for comprehensive solutions that help you manage data throughout the student lifecycle and across the campus. From Admissions to Advancement, we're with you all the way to maximum success.

Jenzabar, Inc.

Jenzabar, Inc. is a leading provider of enterprise software and services developed exclusively for higher education. With more than 35 years of combined experience offering technology solutions to colleges and universities, Jenzabar is the trusted partner of choice to 700 campuses worldwide, including private liberal arts, state, and community colleges and business, medical, law and other graduate schools.