|  |  |
| --- | --- |
| Requesting department | Request for purchase of material  Start |
| Purchasing department | B  File  Order Confirmation  Sent to vendor  Purchase order  Generate PO  System purchase order  C  Look for alternative vendor  Yes  No  No  Yes  In vendor master data file?  Material Master Data  In material master data file?  Create a Purchase order |
| Marketing department | Look for alternative item  Material master request form |
| Accounting department | Vendor master data  A  General ledger  Automatic interface  No  Yes  Inventory module in SAP  Vendor master request form  Inventory recorded to the GL  Yes  A |
| Warehouse department | Checks box to ensure contents match GRN  Goods delivered match  D  Yes  Yes  PO-GRN match?  Compares the GRN to the purchase order  Goods received notice (GRN)  B  Goods are received  No  No  Purchase clerk follows up with vendor for any discrepancies  No  C  Yes  Resolved  Order cancelled and new order issued  Order change  A – Approved by controller? |
| Accounting department | Invoice  General ledger  Automatic interface  AP module in SAP  Inventory recorded to the GL  D  No  No  Yes  Yes  Yes  Exception resolved?  Investigation conducted to resolve exception  Monthly financial report  Payment of invoice to vendor  Check voucher  Processing of payment of outstanding invoice  Exceptions?  AP reconciliation is reviewed and approved by the Finance Manager  AP Reconciliation |
| Purchasing department | No  Yes  Exception resolved?  Investigation conducted to resolve exception  3-way matched?  3-way match of PO, GRN and invoice  No |
|  | End |