

Management of Purchasing Cards



The *Purchasing Cards Management* system lets you record purchases made with various credit cards.

Purchasing cards are managed by two modules:

- *Purchases Input*
- *Management*

At the end of each accounting period, the system generates a register of transactions that is directly transferred to the company's accounting system.

In addition...

With the *Purchasing Card Management* application you can:

- Manage the application's settings and authorizations (Management)
- Enter expenditures made with purchasing cards (Purchases Input)

You can also:

- Reconcile cards (monthly)
- Manage suppliers
- Purge data

Control and compile credit card purchases

Management module

The management module is used to manage various settings and authorizations of the application. Access is more limited as it is mainly used by the administrator to manage settings of the company and the application.

Users and their profiles are defined here, as well as available purchasing cards. This module can be used to purge the database and display reconciliation reports for verification purposes.

It also generates a register of transactions to be transferred to the accounting system. Numerous reconciliation reports are available.

The administrator can also use it to send e-mails directly to users who have not input their purchases or performed their reconciliation.

Purchases Input module

This module can be accessed directly through the Internet, or through the company's internal network (Intranet). Only employees having necessary authorization may use it.

Rights of access are defined in the management module, depending on user names.

Purchases are entered by card and by period, and specify the General Ledger account. At the end of each period, a reconciliation must be performed. Each user sees only their own cards.



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