

Accounts Payable & Purchasing

Increased Control Over Your Financials

Jenzabar CX Accounts Payable & Purchasing gives you increased control over your institution's critical financial information, enabling you to manage cash flow, vendor transactions, and accounts more effectively than ever before. Full integration between the Accounts Payable & Purchasing module and Jenzabar CX General Ledger allows for a secure and accurate tracking process, and ensures that there is a budget allocation for any given purchase. Jenzabar CX delivers the ability to store all administrative information on a single integrated database—eliminating both the need to enter data more than once, and the concern that your staff may be using outdated or incomplete information.

Vendor Search and Tracking

- Search and locate specific vendor master file information by entering full or partial data
- Track vendor performance, quality of product delivered, and timeliness of delivery

Requisition and Purchase Management

- Enter requisitions from any campus office
- Create change orders after a purchase order has been issued
- Review budgets and encumbrances before approving purchases
- Distribute encumbrances to single or multiple accounts
- Perform budget comparisons
- Purchase order aging
- Integrate Receiving with the procurement process
- Create purchase orders with zero dollar encumbrances

Efficient Disbursement Management

- Maintain vendor data, including terms, contacts, and addresses
- Relieve encumbrances and post actual amounts automatically
- Process invoices with no duplication in data entry; ensure against duplicate payments
- Monitor the status of discounts
- Void and reverse checks
- Invoice aging
- User-defined payment and check run times



Accounts Payable & Purchasing: Requisition Line Item Entry

- Payment of single or multiple invoices per check

Received Goods Verification and Tracking

- Verify that goods and services ordered and paid for are received in good condition
- Record receipt of partial shipments
- Track the condition and note the destination of every received item
- Relate purchase orders to invoices

Additional Functions and Features

- Includes date and time stamps on comment fields
- Provides default shipping address information with override capabilities
- Accepts unlimited General Ledger numbers for expense distribution
- Allows entry of either amount, percent, or quantity, and calculates the remaining two factors
- 1099 reporting and processing

Streamline Operations with Jenzabar CX

Offered on the UNIX® platform with a Java® user interface, Jenzabar CX 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 CX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar CX Modules

Jenzabar CX 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 & Purchasing** ▶ Accounts Receivable
- ▶ Admissions ▶ Enterprise Reporting ▶ Financial Aid
- ▶ Fixed Assets ▶ General Ledger ▶ Grading & Transcripts
- ▶ Human Resources ▶ Institutional Advancement
- ▶ Loan Processing ▶ Registration ▶ Student Affairs

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

Build Lifelong Relationships with Jenzabar

You can further extend the functionality of Jenzabar CX through our constituent relationship modules (CRMs), which let you offer Web-based self-service to all constituents. CRMs provide tight integration between Jenzabar CX 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 CX. Jenzabar gives your institution the power to build lifelong relationships with every constituent—so candidates become students, students become graduates, and alumni become donors.