

LA PROCURE

Management of supplies and fees in the adult and vocational education sectors

ADVANTAGES AND BENEFITS

- **Substantial savings :**
 - *of time*
 - *of energy*
 - *of resources (material, financial and human)*
- **Simplified management :**
 - *of students (in group and individualized teaching)*
 - *of teachers*
 - *of employees*
 - *of classrooms*
 - *of external customers*
- **Complete follow-up of articles :**
 - *sold*
 - *lent*
 - *rented*
 - *of current consumption*
- **Follow-up of invoicing**
- **Solution totally integrated with :**
 - *TOSCA*
 - *Store module of ACHAT*
 - *a possible link to DOFIN*

La Procure offers adult education and vocational education centres all the tools necessary to simply and efficiently manage the store. La Procure offers facilities for loans, rentals, sales and invoicing.

The development of the La Procure software was done out in the framework of a « *Members-partners* » project. Several managers, from member-partner school board centres, participated in the development of La Procure and experimented the product. La Procure is thus well adapted to the needs and requirements of training centres.

Intended clientele

- Adult and vocational centres (personnel tending closely to give and get back articles, invoicing and payments)
- Personnel tending to follow-ups and managing students' files



Main features

La Procure, which replaces the DOS Nelligan-Adulte module, answers the needs expressed by the training centres.

- Management and invoicing of school articles and fees
- Follow-up of articles lent, sold, rented or of current consumption, managed with or without copies
- Invoicing of external customers, (e.g. customers in automobile mechanics)
- Simplified management of students, teachers, employees and rooms defined in TOSCA
- Solution totally integrated with current management software packages: TOSCA and the Store module of ACHAT while being linked with DOFIN

All the tools to simplify sales and management are integrated in La Procure. For example, the software functions with, notably, bar-code readers and receipt printers (point-of-sale).

Main functions

Interface with other software

- Permanent links with the Store module of the ACHAT software
- Permanent links with student files in TOSCA
- Permanent links with TOSCA's group management
- With DOFIN for the financial data

The cash register module

- Display of the student's photo
- Management of security deposits
- Loan and return of daily-loan articles
- Notices of lateness for material to be handed in
- Cash-register receipt (small printer or standard printer)
- Re-printing of receipts
- Warning messages in certain situations (inactive student)
- Modification of the cost of articles in the file at any time

The invoicing

- Invoicing for lost or damaged articles
- Management of goods for current consumption
- Invoicing for services rendered to external customers



The payments

- Management of various types of payments (cash, money order, credit card, debit card)
- Management of refunds
- Consignment of the history of payments
- Management of the payment agreements established with students
- Follow-up of security deposits
- Apportionment of sums perceived in different budgetary accounts
- Charge to DOFIN

Massive processing

- Preparation of articles to hand out
- Massive return of material

Management of lots and their components

(e.g. tool box and its contents)

- Loan of the content of a lot in one step
- Return of the content of a lot in one step

Follow-up of articles

- History of the borrowing of an article
- Articles in circulation
- Identification of the borrower of a recovered article

The reports and the search

- Editing of the content of the reports according to users' needs with the Report editor
- Statements of account :
 - list of school items lent or sold to each student;
 - list of the amounts owed by the students;
 - list of articles lent, sold, lost or damaged.
- Printing of the till balancing and of the deposit slip
- Supply orders-Store available to the students
- Different search-tool according to activities

All fields can be filtered (students, articles, courses, rooms, etc.).



For more information please visit our Web site at www.grics.qc.ca, or communicate with Customer Service at (514) 251-3730 or by e-mail at info@grics.qc.ca.