



Purchase Orders

The Purchase Order module handles all standard purchase order and receiving functions. Purchase order data entry and printing purchase orders are a standard functionality.

- Integration with the Inventory module facilitates automatic purchase order generation on selected inventory items.
- Integration with inventory control also creates quantity data entries into the inventory items master when the receiving function is completed.
- Integrates with the vendor profiles in the Accounts Payable module.
- Integration with the Accounts Payable Module also minimizes the data entry process in recording liabilities.
- When the purchase order is used to create the liability, the amounts, quantities, freight, and sales tax can be added and/or modified.
- Dollar limits per purchase can be placed on specific buyers or department heads.
- Also has Bar Coding and Import capabilities for items received which are matched to Purchase Orders from the vendor file.
- Integration with Approval Trees and Alerts and Messaging ensures that appropriate individuals are notified of pending Purchase Orders in order to approve them in a timely manner.

Reports

- Cash Requirements Report
- Directory of Vendors
- Expected Delivery Report
- Open Purchase Order Report
- Purchase Analysis Report
- Purchase Order Journal
- Receiving Register
- Returns History Report
- Returns Register
- Un-invoiced Receipts Report
- Vendor Price Performance Report

Integrates with

- Accounts Payable
- Alerts and Messaging
- Approval Trees
- General Ledger
- Inventory Control

Key Features

All tables have the ability to be modified to meet the individual needs of the facility.

Range and Sort options allow user to query the data in a multitude of user-defined options.