

## PURCHASE ORDER

*Take complete control . . . every step of the way*

It's important to keep a watchful eye on the goods and services your company receives. OPEN SYSTEMS® Accounting Software (OSAS®) Purchase Order application gives you the power to take complete control of purchase order processing, from the moment you decide to buy through the time the purchase is fully received and invoiced. When you add Purchase Order to Accounts Payable, you can specify and confirm every aspect of orders you place with your vendors—every step of the way.

You detect shortages and incorrect invoices so that you only pay for the items you've received, and you pay for those items only once. You can specify, confirm, and track every detail of an order you place with a vendor. You can indicate how you would like your goods shipped. You can confirm when, how many, and how much. And most importantly, you can track your original order until it's completed.

You'll be able to return goods to vendors and change existing purchase orders. You can also enter multiple receipts of goods and invoices for each line item until the order is filled. With horizontal line entry, a single key stroke lets you revisit header fields and transaction totals. You can add, change, delete, and view line items.

Item ID	Quantities	Units	Unit Cost
Description	Ord/Rcv/Inv	Status	Extended Cost
450	5.0000	EA	152.0000
Slide by Window 24" x 40"	.0000	Open	760.00
	.0000		.0000
460	6.0000	EA	176.4700
Slide by Window 30" X 40"	.0000	Open	1058.82
	.0000		.0000
600	3.0000	EA	121.0300
Standard Window 24" X 40"	.0000	Open	363.09
	.0000		.0000

  

Order Totals (Memo)				Entry ( 001 of 003 )	
Subtotal	Sales Tax	Freight/Misc	Disc/Prepaid	Total	
2181.91	130.92	.00	.00	2312.83	
		.00	.00		

*Purchase order entry is quick and efficient. You can easily view available inventory information when you enter an order.*

## OSAS Purchase Order Offers Choices and Flexibility With These Key Features

Use transaction batching to enter, print and post large volumes of transactions—on your schedule. Assign a batch of transactions by day, month, user, group, etc.

Enter goods received into inventory immediately with the Receive Goods feature, which allows you to sell the goods right away, even before you're invoiced for them.

Enjoy easy online access to vendor information and comments as well as inventory item quantities, costs, and prices through information windows.

Make requisitions to Purchase Order from Inventory, Sales Order, and Accounts Receivable invoicing for non-stock, out-of-stock, or drop ship requirements. Use these requisitions to create open orders.

Specify a different ship-to date for each line item for each order, allowing you to choose when you want to receive each individual item. Define a single blanket order, scheduling shipments over a period of time.

When General Ledger is interfaced, post accrual entries for items that have been received but not invoiced.

Print purchase orders either on blank paper, which saves you the cost of pre-printed forms; or on pre-printed forms for a more formal look.

Define, edit, and list ship-to addresses to be used in each order.

Get fast, easy online access to invoice and receipt-of-goods information with information windows.

Save time with quick-entry and defaults on headers, making transaction entry easy and efficient. You decide which fields are important.

View the total for an entire order, or view separate totals for each invoice applied against an order. Separate terms, payment, and discounts are kept for each invoice.

Automatically generate requisitions in Purchase Order based on reorder information from Inventory. The purchaser can then use the requisitions to generate open orders.

Track when shipments are due with the Scheduled Delivery Report. Plan for future shipments or expedite past-due orders.

Calculate required sales tax on each order. Up to five tax locations may be used, with tax on freight, miscellaneous, and tax on tax.

Estimate taxes accurately by using a tax class associated with each line item. Totals will have a tax class for freight, miscellaneous, and sales tax adjustment.

Easily check on the status of a vendor's PO. Search by vendor ID, purchase order number, receipt number, invoice number, or status. Drill-downs to line items, serial numbers, and lot numbers are included.

The time-saving Restartable Order Post function speeds recovery from hardware problems and power failures. You won't have to restore from a backup if there is a problem with the post.

You can use the drill-down features in General Ledger to simplify the process of linking GL transactions to the purchase line items, invoice totals, receipt accrual, and payment transactions that generated them. This powerful capability provides a complete audit trail for purchase and payment transactions.

You can produce purchase orders for your vendors using any of the traditional printed formats, or you can choose to deliver the forms via e-mail. You can choose the method of delivery for each vendor and form copy.

You can use this new function to view historical receipt of goods transactions for purchase orders in one convenient place. You can view all receipts for a vendor or time period, or you can search for a specific receipt using a combination of filtering criteria.

### Purchase Order Reports

- Open Order Report
- Receipt and Invoice Report
- Purchases Journal
- Returns Journal
- Scheduled Delivery Report
- Receipts and Invoices Report
- Accrual Verification Report
- Goods Not Received Report
- Daily Sales Tax Report