

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 keystroke lets you revisit header fields and transaction totals. You can add, change, delete, and view line items.

The screenshot displays the 'Enter Orders' application window. The main window title is 'Enter Orders' and it contains a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu bar is a toolbar with various icons and buttons for 'OK' and 'Abandon'. The main data area shows the following information:

Vendor ID: TIM001, Vendor Name: TIMBERLAND WINDOWS, INC, Batch: , Order No: 0000042
Ship-to ID: , Loc ID: MN0001, Status: New

Below this is a sub-window titled 'Append Line' with its own menu bar and toolbar. The 'Append Line' window shows the following details for 'Entry 001':

Line Status: OPEN, Tax Class: 03, Job/Phase ID: , Cost Code: , GL Account: 104400
Item ID: 100, Description: Electrical Package, GL Desc: , Unit Cost: 343.5500, Ext Cost: 343.55

	Goods Qty	Units	Invoice Qty	Unit Cost	Ext Cost
Ordered	1.0000	EA		343.5500	343.55
Total Recd	.0000		.0000		
Bal Due	1.0000		1.0000		
Current	.0000		.0000		Invd Ext Cost .00
Posted	.0000		.0000		.00

At the bottom of the 'Append Line' window is a navigation bar with buttons: 'Enter = edit', 'Rcv gds', 'Append', 'Header', 'Totals', 'View', 'Online', 'Goto', 'Next Trans'. The status bar at the very bottom shows 'Company H | 05/08/2000 | Terminal T000 | OVR'.

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

- ❑ Transaction Batching makes it easy to enter, print and post large volumes of transactions—on *your* schedule. You can assign a batch of transactions by day, month, user, group, etc.
- ❑ Enter goods received into inventory immediately with the Receive Goods feature. This allows you to sell the goods right away, even before you're invoiced for them.
- ❑ You'll have 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. The purchaser can then use these requisitions to create open orders.
- ❑ You'll be able to allow a different ship-to date for each line item for each order. This allows you to specify 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, you can post accrual entries for items that have been received but not invoiced.
- ❑ You'll have the ability to 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.
- ❑ You'll 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.
- ❑ You'll be able to define, edit, and list ship-to addresses to be used in each order.
- ❑ 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 utilizing 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. You can query about the daily transaction file for purchase orders. 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 backup if there is a problem with the post.

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

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