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Purchase Order



This product enhances the purchasing capabilities of Finance. Purchasing allows creation of requisitions and provides facilities to convert requisitions into purchase orders. It also provides the ability to receive against detailed purchase orders, and has other useful tools for purchasing departments.

Requisitions

- User-friendly requisition entry, change, and copy screens have been designed to reflect a conventional requisition.
- Powerful search capabilities exist for inquiring on requisitions, as well as extensive reporting capabilities.
- The GL accounts charged are updated in a "pending requisition" field and are included as part of the remaining budget calculation.
- An authorize feature can be activated to force requisitions to be authorized (electronic signature) before any further processing is done.
- A buyer assignment screen allows for the assignment of different line items on the requisition to different buyers. The buyers will only deal with the line items assigned to them. The buyer screens provide areas for the buyer to make notations on line items and to refuse any line items.
- Buyers have the ability to select the requisition line items to be a part of the purchase order. A purchase order preview screen allows final modifications to be made. A merge function is available for merging two or more requisition lines into one purchase order line.

- Ability to process quotes on requisitions before creating a purchase order. This also includes the ability to create contract prices.
- The purchase orders created in buyer processing will convert the pending requisition field on the GL account to the commitment field.

Receiving

- The receiving function allows entry of goods received on purchase orders and automatically updates the received quantity on the purchase order.
- Profile items control whether goods received on a multiple distribution purchase order are to be issued at the time of receiving.

Vendor/Commodity file

- Maintains a file that identifies vendors who are recognized suppliers of one or more commodities.
- Reports and inquiries to list all commodities a specific vendor supplies.
- When specific items are selected for tender, this file provides a fast way of obtaining a list of vendors who can supply the item(s).



Tender Control System

- *This system can create a tender listing of all vendors that supply specific commodities. Labels and unsuccessful vendor letters can be generated from this listing.*
- *A vendor reply entry module flags the tender to indicate whether a vendor has replied. This will track of how many times a vendor does not reply to a tender.*

Additional Features

- *Commonly used Purchase order descriptions can be imported through the PO description database.*
- *A location code database can be used by the tender control system to select vendors in certain areas.*
- *Automatic buyer assignment of requisition lines based on the GL account charged.*
- *Ability to create and maintain a non-inventoried stock file and produce catalogue reports. This includes the option of creating contract pricing and preferred vendors for selected stock items.*