

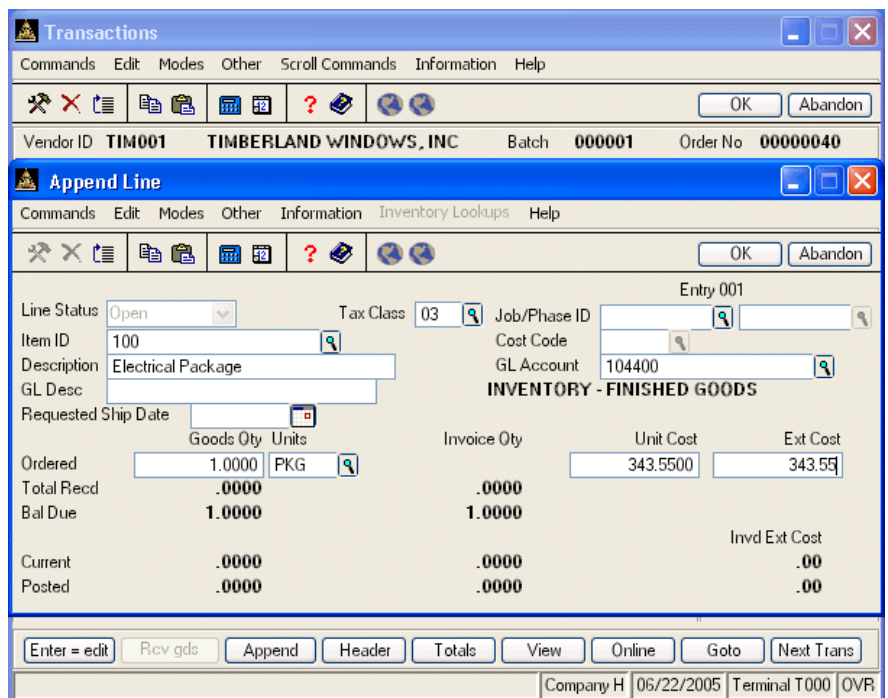
# PURCHASE ORDER

*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.



	Goods Qty	Units	Invoice Qty	Unit Cost	Ext Cost
Ordered	1.0000	PKG		343.5500	343.55
Total Recd	.0000		.0000		
Bal Due	1.0000		1.0000		
Current	.0000		.0000		.00
Posted	.0000		.0000		.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.
- 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.
- 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 in voice 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.

### 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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