



PURCHASE ORDER SOFTWARE FEATURES

Features the ability to:

- * Issue and print regular and blanket purchase orders
- Display year-to-date vendor purchases, phone and fax numbers
- Add vendors 'on-the-fly'
- Browse any purchase order on screen by PO number, supplier or item purchased
- Print price variance reports
- Expedite outstanding purchase orders and report by PO number, vendor or product line
- Enter fractional quantities and prices up to 4 decimal places

Other features:

- Look-up windows for vendors
- Automatically assigns PO numbers or assign your own numbers
- Supports vendor discounts
- On-screen status of quantities on order and on backorder at order entry time
- Suggested reorder products on-screen and by report
- Inventory on-order status is updated when purchase orders are released
- Posts invoices to Account Payable ledger
- Charges landing costs during receipt
- Posts receipts to the accrued payable account when items are received
- Reverses accrued payable account when vendors invoice is received