

## SYSTEM OVERVIEW

The primary purpose of a Purchase Order Entry system is to control and track all expenditures of a firm from the time of initial order placement through the receipt of those orders and accounts payable entry. The **Infinity POWER Purchase Order Entry** module expands upon this primary purpose to provide a very sophisticated on-line request for proposal and purchase order processing system. The process automates both standard disbursements, as well as the purchase of inventory for use on projects and/or resale.

## GENERATE PURCHASE ORDERS AUTOMATICALLY

There are several ways in which purchase orders may be automatically generated from this integration. The system will create purchase orders designed to match specific items found only on a particular customer's sales order. You may also have the system look at a range of sales orders and create purchase orders to fill all common items for these sales orders (**consolidated ordering**). This can allow you to save money by buying in bulk quantities.

## MONEY MANAGEMENT

Control over money management starts with the Purchase Order Entry module. Although the Accounts Payable module will report what is currently owed to all vendors, it does not reflect the **"commitments"** that have already been made by the firm. Although current cash flow demands may appear low, other factors have to be considered. All purchase orders already in place must be accounted for or cash requirements may be severely understated.

## AUTOMATIC QUANTITY CONVERSIONS

When purchase orders are issued and received, each line item on the purchase order may have a unique conversion factor and quantity. This is important when you are ordering, for example, by the case, but stocking and selling by individual units or **"each."**

## FOREIGN CURRENCY CONVERSIONS

Purchase orders may be entered to reflect the native currency of any country. When the Purchase Order Master Configuration option is set to **"allow currency conversion,"** the currency is automatically converted using the information contained in the **"Set Up Countries"** option in the default **"internationalization"** menu configuration.

## NO RE-KEYING OF DATA

Either way, no additional re-keying of part numbers or quantities is required. All purchase orders can be easily modified to make any necessary changes desired. The system will print a report that will subsequently inform you when items have been received for a specific customer's sales order. This way you can make sure to match incoming products with customer orders that need to be delivered as soon as possible.

## COMMITTED COST REPORTING

By tracking purchases by project, the system can also provide reporting on the total amount of dollars that have been committed to a project versus received and costed. This is crucial in keeping cash flow managed properly throughout the various phases of projects.

## VENDOR ITEM NUMBERS

The system also provides the ability to print purchase orders which use the Vendor's Item Number sequence instead of your part numbers. Therefore, you can use your own numbering sequence while issuing orders that make sense to your vendors.

## SALES ORDER ENTRY INTEGRATION

The integration with the **Sales Order Entry** module provides for streamlined ordering of products based on sales orders received from customers. This allows for the easy placement of purchase orders to meet customer order fulfillment needs (*i.e. drop shipments/special orders*).

You may combine all purchase orders to a single vendor or issue each purchase order separately. You have many choices!

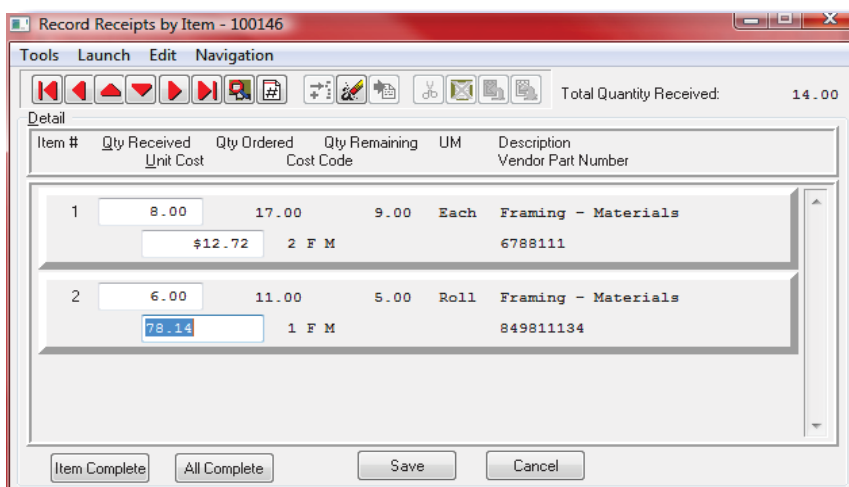
## JOB COST INTEGRATION

The integration with the **Job Cost Main Module** provides the tracking of purchase orders issued for specific projects. As items are received, costs on each project are automatically updated.

## Reports

- ♦ Purchase Orders
- ♦ Committed Cost Analysis
- ♦ Requests for Proposal (RFP)
- ♦ PO Status Report
- ♦ On-Order Report
- ♦ Stock Receipts Aging
- ♦ On-Order by Single Item Report
- ♦ Shipments Received for Sales Orders
- ♦ Total Inventory On-Order Report

Go to next page for List of Features



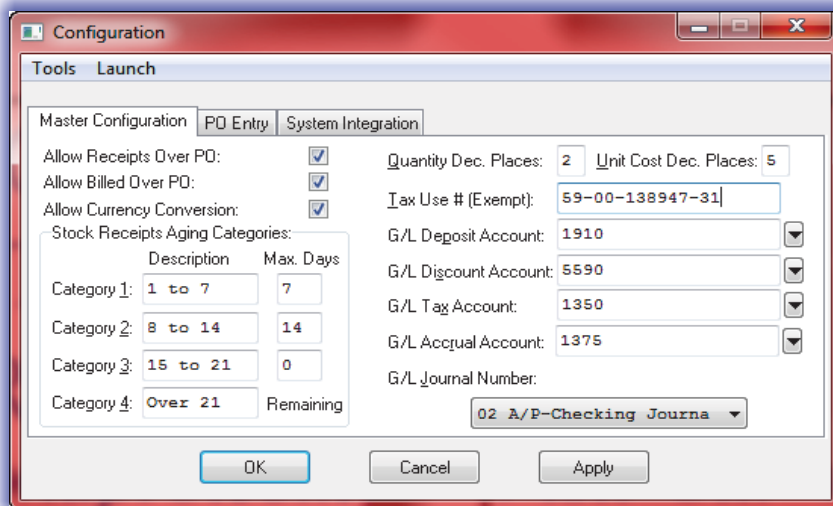
Full integration with the **Accounts Payable, Inventory Management** and **Sales Order Entry** modules provides a complete on-line update of inventory on-order and receipts information. On-order reporting and on-line inquiries are also provided for inventory items, vendors and purchase orders.

In addition, shipments may be scheduled for specific days with management reports showing order status and a **"stock receipts aging"** based on current orders and scheduled receipt dates.

## REQUEST FOR PROPOSAL

The Purchase Order Entry module allows the processing of both normal purchase orders and **"Requests for Proposals."** The Request for Proposal (RFP) is not a true purchase order. It simply records a request for an estimate to be submitted to you by a vendor.

Requests for Proposals may be printed and changed at any time. Eventually, RFPs should be deleted from your purchase order system or converted into a normal purchase order.



## Module Features

MODULE OVERVIEW

- Twenty (20) Character Purchase Order Number (alpha/numeric).
- User Assigned Purchase Order Numbers or System Auto-Numbering Feature.
- Supports these Transactions: **Purchase Orders, Auto Renewal Type Purchase Orders, Partial Receipts, Duplicate Purchase Orders and Vouchering Receipts.**
- Create Requests for Proposals (RFPs).
- **Auto Renewal Type Purchase Orders** allow the user to receive and voucher against the Purchase Order. If at the time of vouchering the latest date exceeds the current date, or the latest date is blank, the quantity received and quantity vouchered will be reset to zero (0) and the amount ordered will be reset to the original order amount.
- Allows Purchase Order to be generated for specific projects (jobs).
- Record Receipt of Inventory Items directly into a Project.
- Allows Shipment of Materials or Services directly to the Project Site.
- Allows the Committing of Items to Projects without receiving them through Inventory.
- Prints Committed Cost report which details all of the budgeted, actual and committed costs to a project (job).
- Allows "Importing" of Purchase Order Information.
- Retrieval of Orders by PO Number, Vendor Number, Vendor Name or Vendor Sales Order Number.
- Up to 300 Detail Lines per Purchase Order.
- Optionally includes Vendor's Part Number, Unit of Measure and Conversion Quantity on Purchase Orders.
- Vouchering Process Verifies Quoted Cost to Actual Costs.
- Allows Cost Adjustments if different from the time of receipt entry.
- Vouchering Process verifies General Ledger Budget Overflows by Account Number.
- Inventory Integration Updates Order Information as well as Stock Receipts.
- On-Line Add of a Vendor (Quick Add, Change, Inquiry).
- On-Line Add an Inventory Item (Quick Add, Change, Inquiry).
- On-Line Add a General Ledger Account (Quick Add, Change, Inquiry).
- On-Line Vendor Inquiry (Shows "Factor" Information, Open Items and Aging for Both Future Due/Past Due).
- On-Line Inventory Item Inquiry (Shows Pricing, All Quantities, Costs).
- Scheduling Reports Projecting Inventory Receipts based on Specified "Promised By" Dates.
- Handles Regular and Non-Inventory Items.
- On-Line Purchase Order Inquiries Showing Complete Order Status.
- Allows display of "Vendor Comments" during order entry.
- Allows Automatic Generation of Purchase Orders to Fill Special Orders and Drop Shipments (From Sales Order Entry).
- Purchase Order default setup allows for either Inventory Item or General Ledger Account Number.
- No Limits on the total number of detail lines for all purchase orders.
- "EOM Cut-Off Day" for End Of Month Terms can be defined by Vendor. This allows the user to specify the day of the month that is to be considered the end of the month. If zero (0) is used, the true end of month is used.
- Vendor and Factor address lines are four (4) lines of thirty (30) characters each.
- General Ledger Account Inquiry during processing.

- General Ledger Account Status Checking will not allow posting to any General Ledger account if the account status is not set to "normal."
- Sales Order Reference field is twenty (20) characters.
- Capable of Foreign Currency with Auto Conversion.
- **Vendor Part numbers** are visible on receipt screen if specified on the Purchase Order.
- **Windows GUI** version shows the quantity received during the Record Receipts option by line item.
- When printing the On-Order Report, the system prompts to print only items on-order for purchasing requirements.
- Includes a special feature for shared "bar code" printers with USB ports. Users can add a "Windows" printer and "share" the bar code printer. Syntax is \\hostname\devicename\.

### SYSTEM INTEGRATION (System Administrator Required)

- Accounts Payable (Required for Purchase Order Entry Module)
- General Ledger
- Inventory Management
- Sales Order Entry
- Job Cost Main Module

### GRAPHS

- On-Order Dollars by Vendor
- On-Order Dollars by Inventory Item

