



Expect as much from us as your community expects from you

PURCHASE ORDERS

ADD-ON MODULE FOR ACCOUNTING

- Quickly print a copy, email or fax directly to the vendor
- Automatically generates appropriate accounting even when the purchase order (PO) crosses fiscal years, as when the PO is created in one fiscal year and the delivery or payment occurs in the next
- Budget reports show total committed (combination of purchase amounts paid plus amounts committed to the purchase of items ordered with PO's and other encumbrance documents)
- PO's are fully integrated with **ACCOUNTING** as well as the optional paperless requisition system **REMOTE REQUISITIONS**
- Once a PO is partially or fully paid, one click displays payment information detail
- Pay a vendor for multiple purchase orders and partial purchase orders with a single check
- **ACCOUNTING** automatically finds and presents outstanding PO's for each vendor, providing easy item selection and comparison to the vendor invoice
- Item entry, including expenditure lines, is simple with accounting distribution being preset by vendor or line with individual lines being added as needed
- Easily increase or decrease dollars paid on a PO if the invoice comes in for a different amount
- The system automatically takes care of the proper accounting distributions or reimbursements to expenditure lines

REPORTS

- Purchase Order List
- Outstanding Purchase Order List
- Current Year Budget Detail
- Year-End Open PO's
- Budget vs. Actual
- Budget vs. Actual with ORG's (by Department or Organization Account Code)
- Vendor Order Address List

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