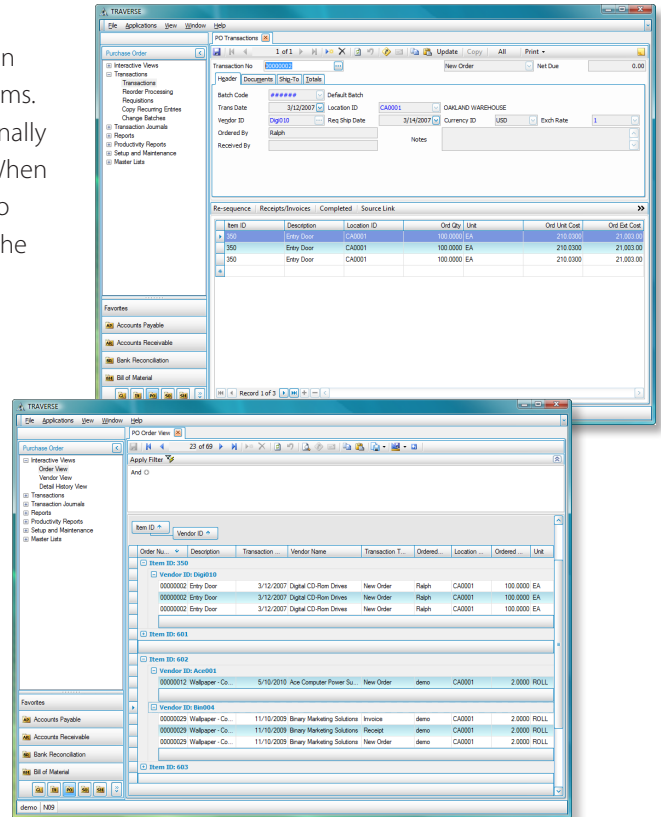# Purchase Order

Purchasing processes are becoming increasingly complex. You need a strong, integrated system that will provide comprehensive purchasing capabilities, from the moment you decide to buy through the time the purchase is fully received and invoiced. TRAVERSE Purchase Order provides the tools you need to optimize, streamline and manage the complete purchasing cycle.

Other TRAVERSE applications push requirements to the purchase requisition system. The requisition items are then processed for the optimal purchase price and delivery terms. Received product is available immediately, and can optionally be pushed directly to the source transactions if desired. When invoices are received from the vendors, they are tagged to the purchase order and do not need to be re-entered in the payables system.

Purchase Order gives you the features and functions you need to keep a watchful eye on the goods and services your company receives. You detect shortages and incorrect invoices so that you only pay for the items you've received. 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 is completed.

Simple transaction entry and robust interactive views put you in control of your purchasing.

- *Send purchase orders in the format the vendor prefers (email, paper, or fax). Print an internal copy of the purchase order even though customer copies may have been emailed or faxed.*

- *Enter purchases in the company base currency or the vendor's foreign currency; foreign currency purchases track costs in the foreign currency as well as the company base currency.*

- *View variances between order and actual quantities, order and actual costs, and delivery dates.*

- *Distribute the indirect costs of shipping (including shipping costs, entry costs, duties, brokerage fees, and taxes) to inventory items using landed cost functionality.*

- *Link Purchase Order transactions to sales order transactions, projects, or service work orders for easy tracking; print a fulfillment report to see which linked transactions can be processed immediately.*

OPEN SYSTEMS INC.

Secure ERP, Inc.

Not Just ERP Software,
Real Business Problems Solved!™

Additional Purchase Order Features:

- analyze requisitions coming from other TRAVERSE applications; select the best vendor and convert a purchase requisition into a purchase order.
- enter multiple receipts of goods and invoices for each line item until the order is filled
- update inventory quantities immediately as you enter receipts
- save time by processing transactions in batches
- generate automatic requisitions
- enter and track requested ship dates for each line item/order
- print purchase orders on demand
- automatically reorder items based on Min/Max, EOQ, and forecasts based on trends
- return goods to vendors and change existing purchase orders
- enter multiple receipts of goods and invoices for each line item
- post transactions for multiple years
- reprint prior posting logs
- look up purchase order transactions of any status, including those posted to history
- adapt transaction entry screens to meet your business needs

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

Reorder Report

Purchase Orders

Receiving Report

Vendor Performance Report

Fulfillment Report
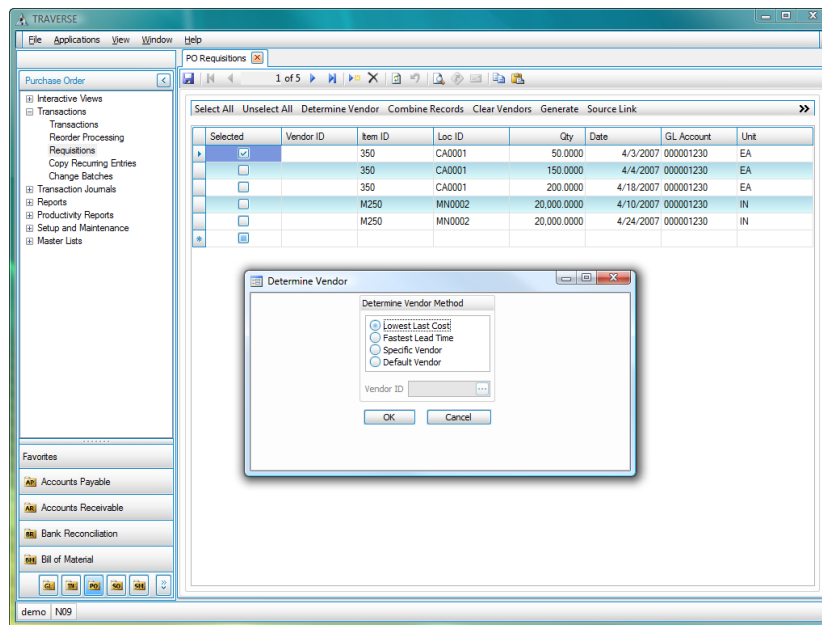
Find the most efficient way to restore an inventory item or satisfy a particular demand and then generate a live purchase order with just a click.