



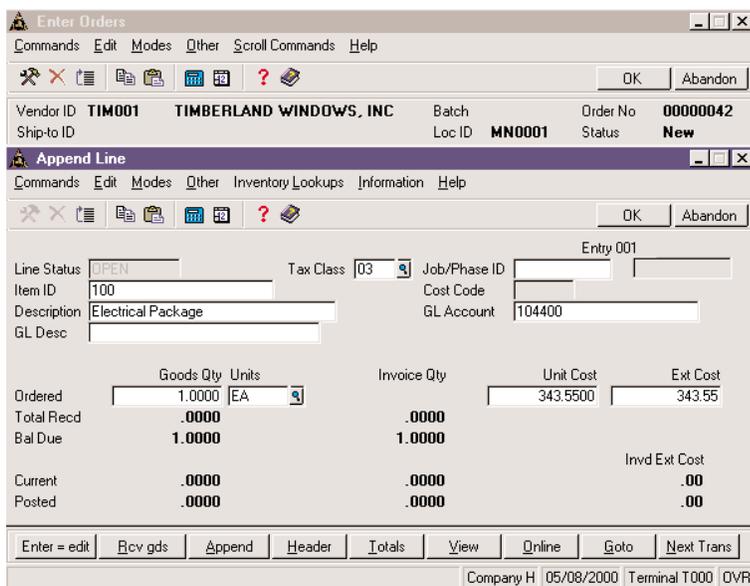
PURCHASE ORDER

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 keystroke lets you revisit header fields and transaction totals. You can add, change, delete, and view line items.



Enter Orders
 Commands Edit Modes Other Scroll Commands Help
 Vendor ID **TIM001** **TIMBERLAND WINDOWS, INC** Batch Order No **00000042**
 Ship-to ID Loc ID **MN0001** Status **New**

Append Line
 Commands Edit Modes Other Inventory Lookups Information Help
 Entry 001

Line Status: **OPEN** Tax Class: **03** Job/Phase ID: _____
 Item ID: **100** Cost Code: _____
 Description: **Electrical Package** GL Account: **104400**
 GL Desc: _____

	Goods Qty	Units	Invoice Qty	Unit Cost	Ext. Cost
Ordered	1.0000	EA		343.5500	343.55
Total Recd	.0000		.0000		
Bal Due	1.0000		1.0000		
					Invd Ext Cost
Current	.0000		.0000		.00
Posted	.0000		.0000		.00

Enter = edit | Bcv gds | Append | Header | Totals | View | Online | Goto | Next Trans |
 Company H | 05/08/2000 | Terminal T000 | QVR

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

- Transaction Batching makes it easy to enter, print and post large volumes of transactions—on *your* schedule. You can assign a batch of transactions by day, month, user, group, etc.
- Enter goods received into inventory immediately with the Receive Goods feature. This allows you to sell the goods right away, even before you're invoiced for them.
- You'll have 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. The purchaser can then use these requisitions to create open orders.
- You'll be able to allow a different ship-to date for each line item for each order. This allows you to specify 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, you can post accrual entries for items that have been received but not invoiced.
- You'll have the ability to 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.
- You'll 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.
- You'll be able to 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 invoice 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 utilizing 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. You can query about the daily transaction file for purchase orders. 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

Version 6.5
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