

# PURCHASE ORDER

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. 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. Indicate how you would like your goods shipped. Confirm when, how many, and how much. And most importantly, track your original order until it is completed.

Select	Unselect All	Determine Vendor	Combine Records	Clear Vendors	Generate Order	Generate Request	Source Link	Transfer					
		Date	Vendor ID	Item ID	Description	Log ID	Unit	Qty	Drop Ship	Order	GL Account		
<input type="checkbox"/>		4/12/2016	PCB009	360	Entry Door	CAD001	EA	200.0000	<input type="checkbox"/>	sa	000001230		
<input type="checkbox"/>		3/21/2016		209400	Water Softener	CAD001	EA	1.0000	<input type="checkbox"/>	denier	000001230		
<input checked="" type="checkbox"/>		3/26/2016	Aug26	200100	Series 50 Holes Panel Filter	CAD001	EA	12.0000	<input type="checkbox"/>	denier	000001230		
<input checked="" type="checkbox"/>		4/20/2016	Aug26	200200	Series 60 Filter	CAD001	EA	2.0000	<input type="checkbox"/>	denier	000001230		
<input type="checkbox"/>		4/11/2016	PCB009	585	Minework Package - Oak	CAD001	PKG	20.0000	<input checked="" type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/11/2016	PCB009	700100	Walnut Cabinet	CAD001	EA	4.0000	<input checked="" type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/11/2016	PCB009	700115	Drawer Assembly	CAD001	EA	3.0000	<input checked="" type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/11/2016	Aug26	201100	Series 50 Holes Panel Filter	CAD001	EA	16.0000	<input type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/26/2016	Aug26	490	Slip by Window 24" x 40"	MD0001	EA	4.0000	<input type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/11/2016		205600	Sump Pump	MD0001	EA	10.0000	<input type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/11/2016	Aug26	200200	Series 60 Filter	MD0001	EA	11.0000	<input type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/11/2016		200600	Handrail	TX0001	EA	5.0000	<input type="checkbox"/>	Merca...	000001230		
<input type="checkbox"/>		4/11/2016		200380	Air Conditioner	TX0001	EA	5.0000	<input type="checkbox"/>	Merca...	000001230		

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

- 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.
- 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.

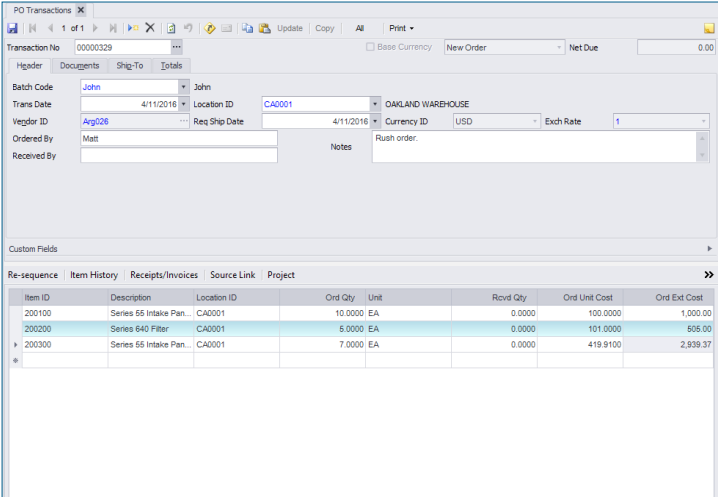
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## Features:

- 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.
- Send purchase orders in the format the vendor prefers (email, paper, or fax).
- View variances between order and actual quantities, order and actual costs, and delivery dates.

## 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



The screenshot shows the 'PO Transactions' software interface. The top section contains header information including Transaction No (00000329), Batch Code (John), Trans Date (4/11/2016), Vendor ID (Arg026), and Location ID (CA0001). Below this is a table with columns: Re-sequence, Item History, Receipts/Invoices, Source Link, and Project. The table contains three rows of item data:

Re-sequence	Item History	Receipts/Invoices	Source Link	Project
200100	Series 55 Intake Part	CA0001		
200200	Series 640 Filter	CA0001		
200300	Series 55 Intake Part	CA0001		

*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.*