



# PURCHASE ORDER

It's important to keep a watchful eye on the goods and services your company receives. The 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.

Detect shortages and incorrect invoices so that you only pay for the items you've received, and pay for those items only once. You can specify, confirm, and track every detail of an order you place with a vendor, indicate how you would like your goods shipped, and track your original order until it is completed.

You can return goods to vendors and change existing purchase orders and enter multiple receipts of goods and invoices for each line-item until the order is filled. With the optional Landed Cost add-on, you can distribute the indirect costs of shipping (including shipping costs, entry costs, duties, brokerage fees, and taxes) to inventory items.

The screenshot shows a software window titled "Transactions" with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Information, Help) and a toolbar. The main area displays a purchase order for Vendor ID TIM001, TIMBERLAND WINDOWS INC, Batch 000001, Order No 00000030, Ship-to ID, Loc ID CA0001, Status New. A table lists items with columns for Item ID, Description, Quantities, Units, Ord/Rcv/Inv, Status, Unit Cost, and Extended Cost. Below the table is an "Order Totals (Memo)" section with a grid of financial data. At the bottom are several buttons: Header, Deposits, Totals, Next trans, On demand, Enter = edit, Rcv gds, Append, View, Landed cost, and Go to. The status bar at the bottom right shows "Company H | 11/06/2014 | Terminal T000 | OVR".

Item ID	Description	Quantities	Units	Unit Cost	Extended Cost
450	Slide by Window 24" x 40"	5.0000	EA	152.0000	760.00
460	Slide by Window 30" X 40"	6.0000	EA	176.4700	1058.82
600	Standard Window 24" X 40"	3.0000	EA	121.0300	363.09

  

Subtotal	Sales Tax	Freight/Misc	Disc/Deposit	Total
2181.91	130.92	.00	.00	2312.83

*Purchase order entry is quick and efficient. You can easily view available inventory information when you enter an order.*

**Save transaction time by receiving goods into inventory immediately with the Receive Goods feature, which allows you to sell the goods even before you're invoiced for them.**

**Retrieve order information quickly with access to invoice and receipt-of-goods information through information windows.**

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## OSAS Purchase Order Offers Choices and Flexibility with These Key Features

- Use transaction batching to enter, print, and post large volumes of transactions—on your schedule. Assign a batch of transactions by day, month, user, group, etc.
- Enjoy 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, or out-of-stock, requirements. Use these requisitions to create open orders.
- Specify a different ship-to date for each line-item for each order, allowing you to choose 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, post accrual entries for items that have been received, but not invoiced.
- 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.
- Define, edit, and list ship-to addresses to be used in each order.
- Save time with quick-entry and defaults on headers, making transaction entry easy and efficient. You decide which fields are important.
- 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, which you can then use 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 using 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. 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.
- You can use the drill-down features in General Ledger to simplify the process of linking GL transactions to the purchase line items, invoice totals, receipt accrual, and payment transactions that generated them. This powerful capability provides a complete audit trail for purchase and payment transactions.
- You can produce purchase orders for your vendors using any of the traditional printed formats, or you can choose to deliver the forms via email or by fax via the Metrofax® service. You can choose the method of delivery for each vendor and form copy.

### 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



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