

## Purchase Order Overview

Purchase Order is an efficient, time saving tool for creating and maintaining purchasing records. It enables you to ensure the quality, accuracy and promptness for the delivery of all purchased materials. P/O's capabilities make it vital to both the light manufacturing and distribution environments. It predicts cash, monitors vendor performance, and prevents shortages on needed materials.

Setup up pricing discounts for your vendors. Set up your negotiated pricing based on purchasing volume by specifying a price break table. You can construct up to 5 price level discounts. Use these tables to maintain special negotiated prices for one or more vendors.

### Highlights:

- Print purchase orders, correct purchase orders and cancellations.
- Report scheduled receiving.
- Purchase materials to be drop shipped directly to customers.
- Perform on-screen inquiries for each purchase order.
- Know when early shipments and over/under shipments occur.
- Analyze your vendors' quality, performance and price variance.
- Generate blanket purchase orders.
- Print cash requirements reports including information gleaned from Elliott's A/P.
- Use multiple vendor part numbers for each inventory item.
- Track receiving by lot and serial number.
- Create purchase order requisitions and generating purchase order(s) directly from the requisitions.
- Create purchase order requisitions by generating from COP and IM.

## **Integration:**

### Inventory Management:

- During the entry of a purchase order, item information may be automatically accessed and displayed.
- During the printing of Pos, the quantity on order for an item is updated on-line.
- During Receiving Processing, the quantity on order, quantity on hand, the average, and last cost fields are automatically updated.
- Items may be received with serial or lot numbers creating serial/lot information in inventory.
- LIFO and FIFO layers are automatically created during Receiving Processing.
- Purchase Order Requisition(s) can be generated from I/M.

### Accounts Payable:

- Vendor, Ship Via, and FOB Code details are accessed when releasing purchase orders.
- Vendor statistics such as P/O's YTD, number line items YTD, average cost variance, average reject items, average lead time, average number of days late and percentage late last year fields are updated during process and receiving functions.

### Customer Order Processing:

- Purchase Order Requisition(s) can be generated from COP sales orders.

### Reports Provided (Partial List)

- Purchase Order Edit List
- Schedule Receipts by Item
- Scheduled receipts by Job
- Receiving Audit Trail Report
- Purchase Line History Report
- Vendor Performance Analysis Report
- Item Vendor Report
- Commodity Code Vendor Report
- Buyer Code List
- Reject Reason Code List
- Ship-To Code List
- Scheduled Receipts by Vendor