

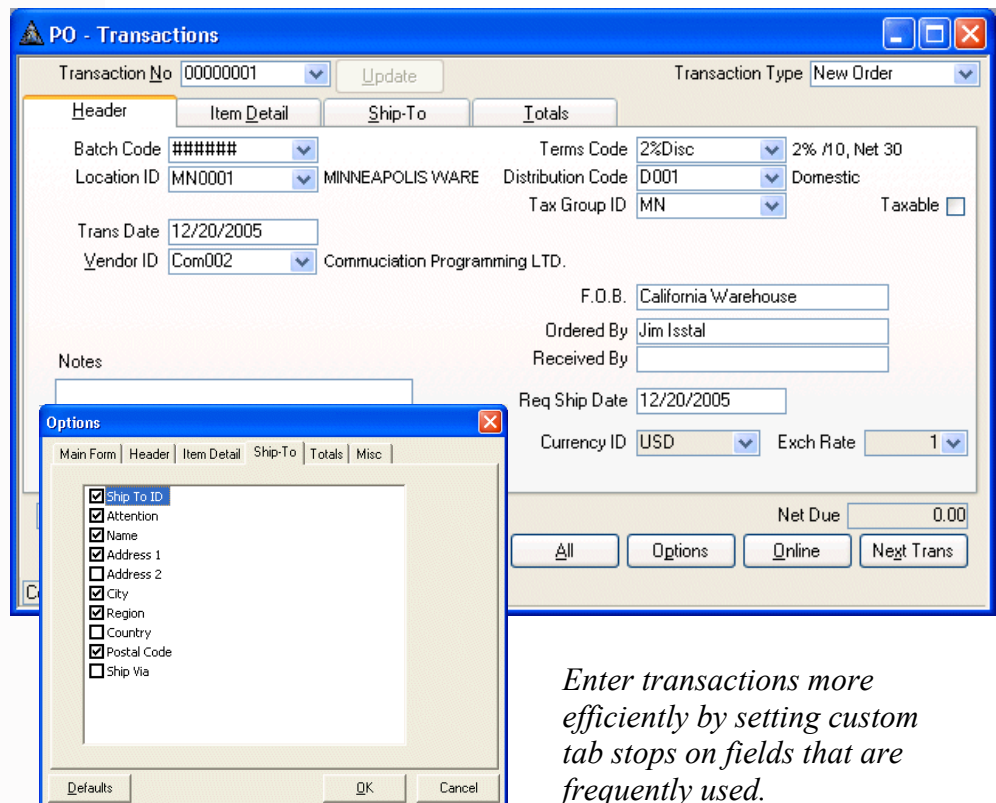
PURCHASE ORDER

Take complete control ... every step of the way

From the moment you decide to buy through the time the purchase is fully received and invoiced, TRAVERSE® Purchase Order gives you the power to take charge of purchase order processing.

Source code is available so that you can customize the software to meet your unique needs. TRAVERSE also provides a seamless interface to products such as Word, Excel, and Mail as well as HTML language for the Internet. You'll be connected to all members of the Microsoft Office family, making it easy to share your information. In addition, TRAVERSE provides multilingual and multicurrency capabilities, making it the software of choice for international business.

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.



PO - Transactions

Transaction No: 00000001 Update Transaction Type: New Order

Header | Item Detail | Ship-To | Totals

Batch Code: ##### Terms Code: 2%Disc 2% /10, Net 30
 Location ID: MN0001 MINNEAPOLIS WARE Distribution Code: D001 Domestic
 Tax Group ID: MN Taxable ☐
 Trans Date: 12/20/2005
 Vendor ID: Com002 Commuciation Programming LTD.
 F.O.B.: California Warehouse
 Ordered By: Jim Isstal
 Received By:
 Req Ship Date: 12/20/2005
 Currency ID: USD Exch Rate: 1
 Net Due: 0.00

Options

Main Form | Header | Item Detail | Ship-To | Totals | Misc

☒ Ship To ID
☒ Attention
☒ Name
☒ Address 1
☐ Address 2
☒ City
☒ Region
☐ Country
☒ Postal Code
☐ Ship Via

Defaults OK Cancel

All Options Online Next Trans

Enter transactions more efficiently by setting custom tab stops on fields that are frequently used.

Additional Purchase Order Features:

- return goods to vendors and change existing purchase orders
- enter multiple receipts of goods and invoices for each line item until the order is filled
- automatic requisition generation
- create open orders
- quick entry/defaults on headers
- requested ship date for each line item/order
- print purchase orders online
- batch processing
- reorder based on Min/Max, EOQ, and Forecast Based on Trends
- enter multiple receipts of goods and invoices for each line item
- post transactions to multiple years
- reprint the last posting log
- look up purchase order transactions of any status, including those posted to history

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

PO - Generate Transactions

| Vendor ID | Item ID | Date | GL Account | Location ID | Qty | Unit | Unit Cost | Ext Cost |
|-----------|---------|------------|-------------|-------------|------------|------|-----------|------------|
| Adv008 | 100 | 12/20/2005 | 00-000-1230 | CA0001 | 1,000.0000 | PKG | 348.0582 | 348,058.20 |
| Mic006 | 350 | 12/20/2005 | 00-000-1230 | CA0001 | 500.0000 | EA | 210.0300 | 105,015.00 |
| Ntp015 | 800001 | 12/20/2005 | 00-000-1230 | CA0001 | 30.0000 | ROLL | .0144 | .43 |
| | | 12/20/2005 | 00-000-1120 | | 1.0000 | | .0000 | .00 |

Determine Vendor

Determine Vendor Method

☒ Lowest Last Cost
☐ Fastest Lead Time
☐ Specific Vendor

Vendor ID:

OK Cancel

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.

PO - Order Inquiry

Transaction No: 00000002 Transaction Type: New Order

Header Item Detail Receipts Invoices Ship-To History

| Entry No | Item ID | Description | Location ID | Status | GL Acct |
|----------|---------|--------------------|-------------|--------|------------|
| 1 | 200100 | Furnace | MN0001 | Open | 00-000-123 |
| 2 | 100 | Electrical Package | MN0001 | Open | 00-000-123 |
| 3 | 200300 | Air Conditioner | MN0001 | Open | 00-000-123 |
| 4 | 200400 | Water Softener | MN0001 | Open | 00-000-123 |

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Look up purchase order transactions of any status, including orders already posted to history. The search criteria includes vendor IDs, order numbers, vendor invoice numbers, dates, and inventory item numbers.