

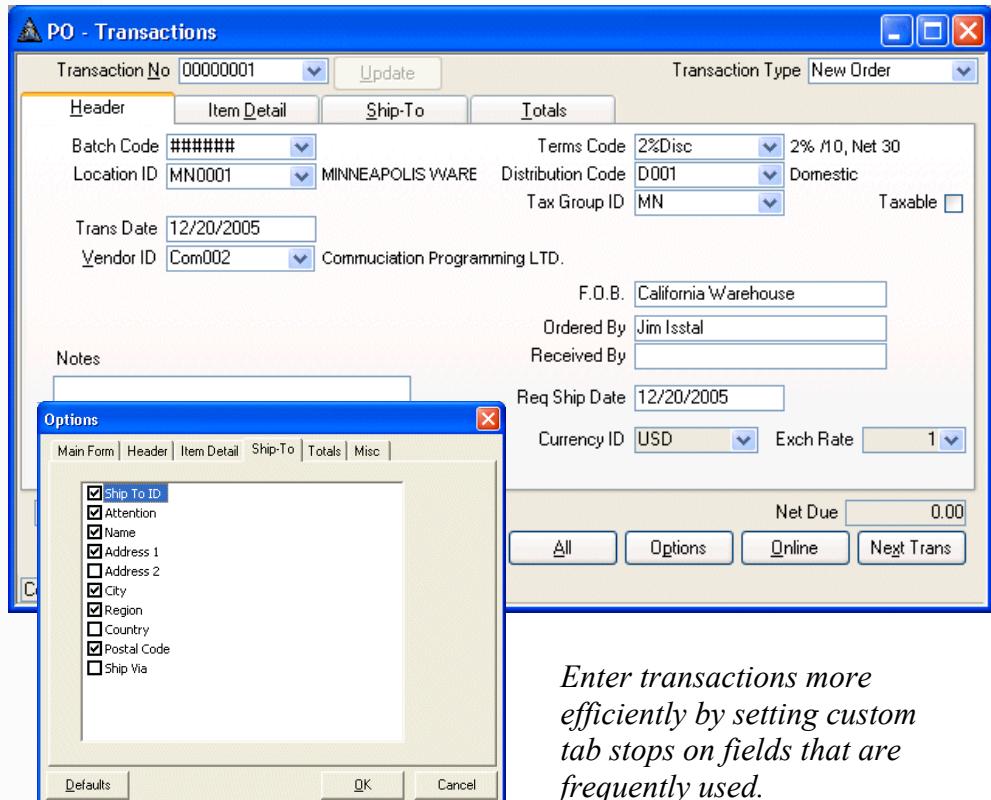
PURCHASE ORDER

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.



The screenshot shows the TRAVERSE PO - Transactions application. The main window displays a header with fields for Transaction No (00000001), Transaction Type (New Order), and various shipping and payment details. A sub-dialog box titled 'Options' is open, showing a list of checkboxes for selecting fields to be displayed in the header. The checkboxes include Ship To ID, Attention, Name, Address 1, Address 2, City, Region, Country, Postal Code, and Ship Via. The 'Address 1' checkbox is selected. The 'Options' dialog also has tabs for Main Form, Header, Item Detail, Ship-To, Totals, and Misc.

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	Location ID	Qty	Unit Cost	Ext Cost	
Selected	Date	GL Account	Unit			
Adv008	100	CA0001	1,000.0000	348.0582		
	12/20/2005	00-000-1230	PKG	348.058.20		
Mic006	350	CA0001	500.0000	210.0300		
	12/20/2005	00-000-1230	EA	105,015.00		
Ntp015	800001	CA0001	30.0000	.0144		
	12/20/2005	00-000-1230	ROLL	.43		
*			1.0000	.0000		
	12/20/2005	00-000-1120				

Determine Vendor

Determine Vendor Method

Lowest Last Cost

Fastest Lead Time

Specific Vendor

Vendor ID

OK **Cancel**

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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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.

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.