

Purchase Order

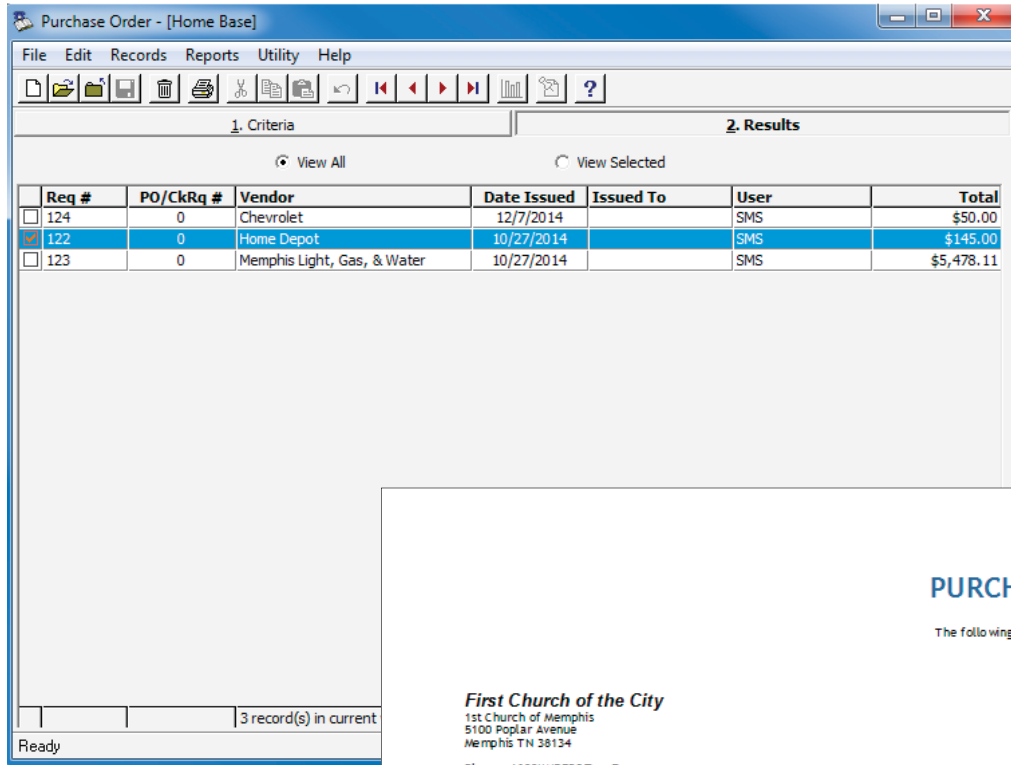
The v.5 Purchase Order module allows supervisors to establish and enforce an “approval process” starting with a requisition and ending with an approved purchase order. The Desktop Dashboard alerts users when a requisition is awaiting approval, and an automated e-mail notification system notifies managers when they need to approve requisitions. The module can automatically e-mail a purchase order to the vendor upon approval, if desired.

Features and Benefits

- Tracks requisition number, date issued, date received, authorization agent and issued to for each purchase order
- Invoices entered in Accounts Payable are applied to Purchase Order items
- Individual or batch-processing
- Accurate processing: enter, edit, update
- Automatic temporary backup
- Unlimited General Ledger distributions per purchase order
- Extensive inquiry options enable users to perform broad searches for purchase orders and requisitions, and also allow very detail-specific searches
- Prints open purchase order or history lists at any time
- Combines multiple fields to narrow range of purchase orders for inquiries and reports
- Allows archive referencing with extensive storage capability
- Uses predetermined, user-defined distributions
- Provides for up-to-date budget reporting by including encumbrances on Budgeted Financial Statement
- Recreates previous purchase orders for recurring purchases
- Completely customizable purchase order and check request forms and new pre-built forms are available
- Approval process tracks requisitions, purchase orders, and check requests
- Managers can automatically approve requisitions under a certain dollar amount
- Automated e-mail notification system alerts managers when they need to approve a requisition and the Desktop Dashboard alert also displays when a manager needs to take action

Required modules:

- Accounts Payable
- General Ledger
- GlobaFILE



Record purchase orders and check requisitions that automatically interface with Accounts Payable to prevent re-keying.

PURCHASE ORDER

The following number must appear on all related correspondence.

P.O. #: n/a

P.O. Date: 10/27/2014

REQUISITION #: 122

Page: 1 of 1

First Church of the City
 1st Church of Memphis
 5100 Poplar Avenue
 Memphis TN 38134

Phone: 1800HNDEPOT Fax:

VENDOR Home Depot
 6541 Ventura Blvd
 Ventura CA 93003-7229
 janea.hancox@shelbyinc.com

SHIP TO First Church of the City
 1st Church of Memphis
 5100 Poplar Avenue
 Memphis TN 38134

ISSUED TO	AGENT	SHIPPING METHOD	DELIVERY DATE
			11/1/2014

QTY	UNITS	DESCRIPTION	ACCOUNT #	UNIT PRICE	TOTAL
1	each	Grounds Maintenance	0/1/50500	\$72.50	\$72.50
1	each	Grounds Maintenance	0/485/50250	\$72.50	\$72.50
TOTAL					\$145.00

Approval: Shelby Approval Default

Send all correspondence to the above address, phone, and/or FAX.

Authorized by _____ Date _____

Customize the appearance of generated purchase orders, which includes changing the color of the form, adding or removing additional order information, adding your organization's logo to the form, and more.