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
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.

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

Purchase Order