

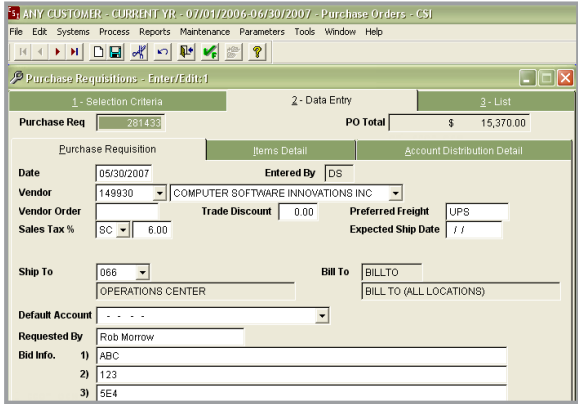


...Purchasing

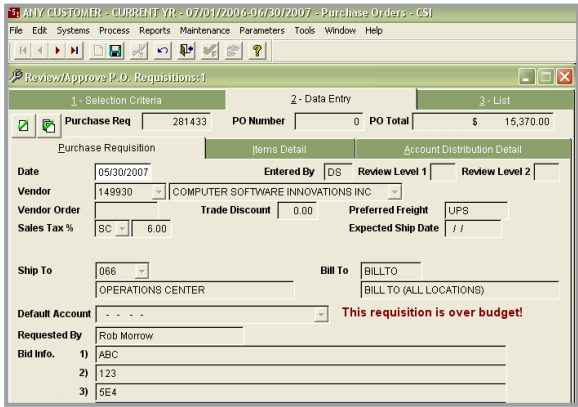
**STREAMLINE THE APPROVAL PROCESS**

- Allows multi-user entry of purchase requisitions from primary location or remote sites.
- The user will be alerted if the requisition entry will cause the budget to be exceeded. Security levels can be set to dictate if and how the order will be processed.
- Vendors can be placed "On Hold" thus preventing a requisition from being entered.
- On-line electronic approval of purchase requisitions is supported. When a requisition is approved, a PO number is assigned and it can then be printed.
- Ledger accounts are automatically encumbered when the requisition is entered.
- Unlimited notes and memos can be entered with each line item on the purchase order.
- Laser printing technology allows high-quality, low-cost purchase orders to be printed on plain paper.
- If the Inventory module is installed, the inventory master record will be updated to show that items are on order.
- Supports on-line verification of account numbers and budget balances.
- Through third party software, purchase orders can be automatically faxed or e-mailed.
  - Approve/review process is enhanced with e-mail notification.
  - Requestor or approver can check status of requisition or purchase order online.

...Module Screenshots



**PURCHASE REQUISITIONS - ENTER/EDIT**



**REVIEW/APPROVE PURCHASE REQUISITIONS**

**REPORTING**

- Purchase Order Encumbrance Report
- Purchase Order Status Report
- Items on Order Report