

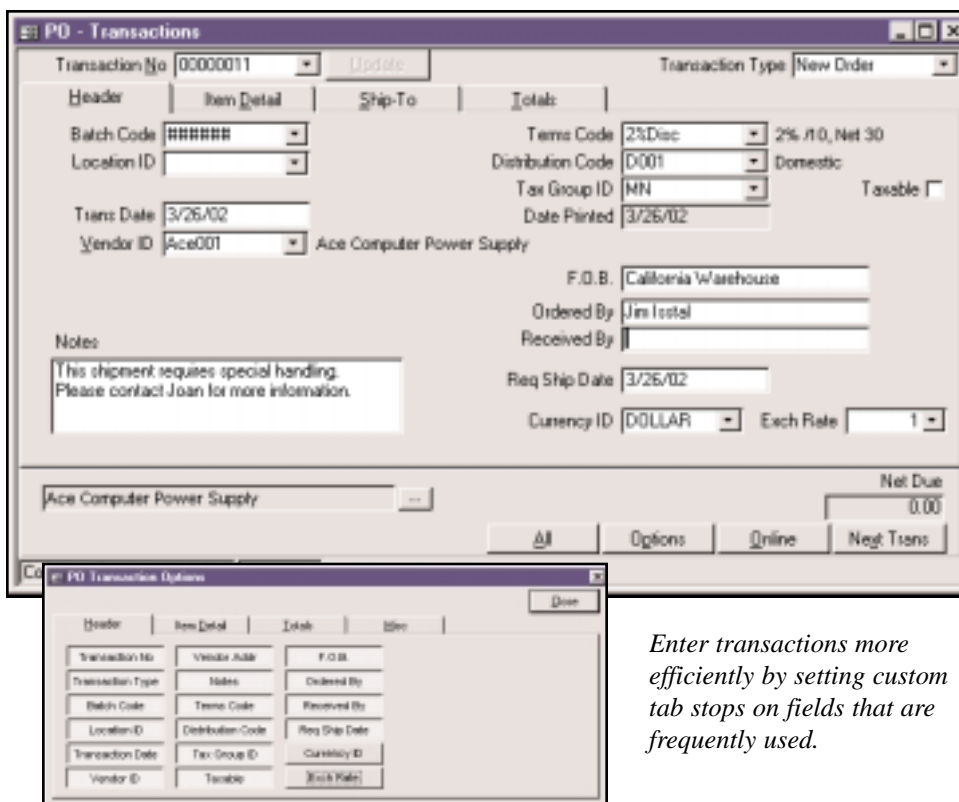
## PURCHASE ORDER

*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 displays the 'PO - Transactions' window with the following fields and values:

- Transaction No: 0000011
- Transaction Type: New Order
- Batch Code: #####
- Location ID: [Empty]
- Trans Date: 3/26/02
- Vendor ID: Ace001 (Ace Computer Power Supply)
- Terms Code: 2%Disc (2% /10, Net 30)
- Distribution Code: D001 (Domestic)
- Tax Group ID: NN (Taxable)
- Date Printed: 3/26/02
- F.O.B.: California Warehouse
- Ordered By: Jim Ircal
- Received By: [Empty]
- Req Ship Date: 3/26/02
- Currency ID: DOLLAR (Each Rate: 1)
- Net Due: 0.00

The 'Notes' field contains: "This shipment requires special handling. Please contact Joan for more information."

The 'PO Transactions Options' dialog box shows the following tab stop configuration:

Header	Item Detail	Detail	Item
Transaction No	Vendor Addr	F.O.B.	
Transaction Type	Notes	Ordered By	
Batch Code	Terms Code	Received By	
Location ID	Distribution Code	Req Ship Date	
Transaction Date	Tax Group ID	Currency ID	
Vendor ID	Taxable	Trackable	

*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

## 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

Vendor ID Selected	Item ID Date	GL Account	Location ID	Qty Unit	Unit Cost Ext Cost
Adv008	100 5/1/02	00-000-1230	CA0001	1,000.0000 PKG	348.0582 348,058.20
MJS001	350 5/1/02	00-000-5110	CA0001	500.0000 EA	210.0300 105,015.00
MJS001	800001 5/1/02	00-000-5110	CA0001	30.0000 ROLL	6.5008 195.02
				1.0000	.0000

Determine Vendor	
Determine Vendor Method	
<input checked="" type="radio"/>	Lowest Last Cost
<input type="radio"/>	Fastest Lead Time
<input type="radio"/>	Specific Vendor
Vendor ID	<input type="text"/>
<input type="button" value="OK"/>	<input type="button" value="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.*