

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, *Intrust Win* Purchase Order gives you the power to take charge of purchase order processing.

Intrust Win 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, *Intrust Win* 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 Purchase Order landed cost feature allows you to distribute indirect costs such as freight and duty to inventory items.

When you need to check history you can access information stored in the Purchase Order history tables and the History Analysis Report will include comparisons of requested and actual quantities and dates.

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**

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.