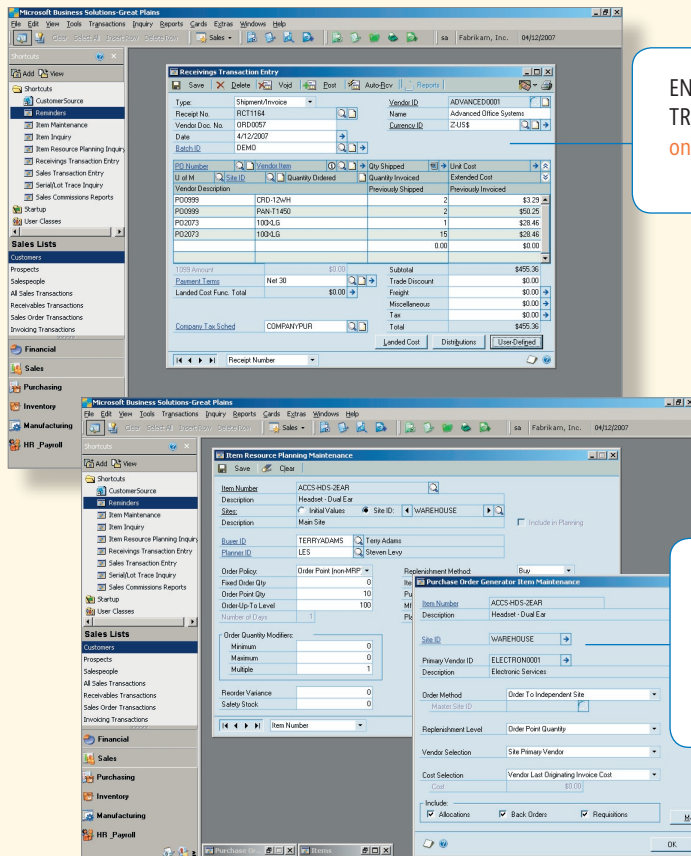


Purchase Order Processing

Take control of your business processes, build lasting vendor relationships, and minimize costs. Advanced automation reduces the time and effort to manage purchase order processes, and robust capabilities empower employees with tools to track and manage vital commitments on the fly and information to make smart business decisions.



ENTER AND MANAGE TRANSACTIONS from one central location.

GENERATE PURCHASE ORDERS AUTOMATICALLY based on changes in inventory status.

TRACK THE TOTAL "LANDED" COST associated with purchasing an item and reflect those costs when pricing inventory.

BENEFITS

Microsoft Business Solutions

Streamline business processes

Take control of your purchase process, improve accuracy, and increase employee productivity by automating routine purchasing tasks.

Reduce operational costs

Reduce repetitive data entry and help eliminate costly mistakes by moving your requisition process online with Requisition Management for Microsoft® Business Solutions Business Portal.

Access mission-critical information

Get instant answers to questions and maintain complete purchasing audit control with detailed information tracking and management capabilities, and track and analyze purchase activity with a comprehensive selection of reports.

Establish long-term contracts with vendors

Use blanket purchase orders to record and track extended purchases, giving you greater negotiating power with your vendors and simplifying contract purchase processes.

Monitor landed costs more effectively

Maintain tight tracking control over costs associated with inventory items, and easily assign or modify costs on a purchase order as items are received.

Integrate powerfully

Expand your business potential with smooth integration with other Microsoft Business Solutions—Great Plains® modules such as Sales Order Processing, General Ledger, and Crystal Reports.

Purchase Order Processing

Blanket Purchase Orders

Reduce data entry and improve cost controls by setting up long-term purchasing agreements with vendors that also help to simplify the ordering process. With Blanket Purchase Orders you can:

- Have varying required dates for each line item on a purchase order.
- Select line items for release to vendors each time a purchase order is printed.
- Use estimated release reports to provide vendors with advanced notification of upcoming orders.

Automated Purchase Order Processes

Reduce the time and effort required to generate and manage purchase orders with automated processes that let you:

- Set up predefined parameters to automatically replenish inventory items or groups of items so customer orders are fulfilled on a timely basis.
- Map purchase order line numbers to line items, automatically.
- Generate serial numbers for items upon shipment.
- Track and update all costs associated with an inventory item, as well as automatically assign or modify costs on purchase orders as items are received.

Flexible Shipping and Invoicing Options

Increase customer satisfaction, reduce unnecessary paper work, and streamline departmental workflow. With flexible shipping and invoicing options you can:

- Record shipments and invoices separately or together.
- Enable vendors to ship orders directly to the customer by entering ship-to addresses on purchase orders.
- Assign different ship-to addresses for each line item on a purchase order.

Purchase Order Processing

FEATURES OVERVIEW

	Purchase Order Processing/Receiving
Blanket Purchase Orders	Set up extended-term purchasing agreements with blanket purchase orders that are based on a total currency amount or total product quantity.
Multiple Ship-To Addresses	Enter a ship-to address for each line item on a purchase order, reducing documentation for items shipped to multiple addresses.
Mapping	Map purchase order line numbers to line items, automatically, to expedite purchase orders.
Contract Numbers and Expiration Dates	Enter contract numbers and expiration dates on purchase orders.
Alerts	Establish alerts that prevent employees from issuing invalid purchase orders.
Flexible Control of Processes	Control purchasing processes with cost variance tracking, easy transfer of information, receiving/invoicing against multiple purchase orders, comprehensive receipt information, posting, and 1099 reporting.
Line-Item Level Visibility	Manage purchase orders at the line-item level with automated roll-up of similar items, free on-board (FOB) designation, individual line item release to vendor dates, and multi-site delivery.
Purchase Order Tracking	Get instant answers with complete tracking of open or historical purchase order and receiving documents by order number, item number, or date.
Audit Control	Maintain audit control with cancelled item tracking, line-item ordering and status information, document revision tracking, and customized landed cost definition.
Multi-Currency Transactions	Enter, track, and report multicurrency transactions in the originating or functional currency, translated using exchange rate tables, with special functionality for European Union customers.
Drop Shipment	Drop-ship orders directly from supplier to customer and bypass the typical inventory update process.
Reports	Analyze purchase activity with Purchase Order Status, Invoice Cost Variance, and posting reports. Integrate with Microsoft Great Plains modules such as Crystal Reports for further report flexibility and power.

AVAILABLE WITH:



Purchase Order Processing



FEATURES OVERVIEW

Requisition Management for Microsoft Business Portal

- Eliminate paper-based requisitions by creating requisitions via a Web browser, with automatic approval routing and e-mail notification.
- View purchase requisitions in process as they route from employees to supervisors and purchasing, with customized tracking and validation of commitments against budgets.

PO Generator

- Automate purchasing through order point or min/max settings. PO Generator determines quantities needed based on the stock situation in relation to the stock goals and generates a suggested purchase order that can be reviewed and edited prior to release.
- Automatically create purchase orders in response to quantity shortages on customer orders and manage these documents from within Purchase Order Processing.

Landed Cost

- Track and update the total cost, including freight, insurance, and duties associated with an inventory item. Automatically assign or modify these costs on a Purchase Order as items are received.