

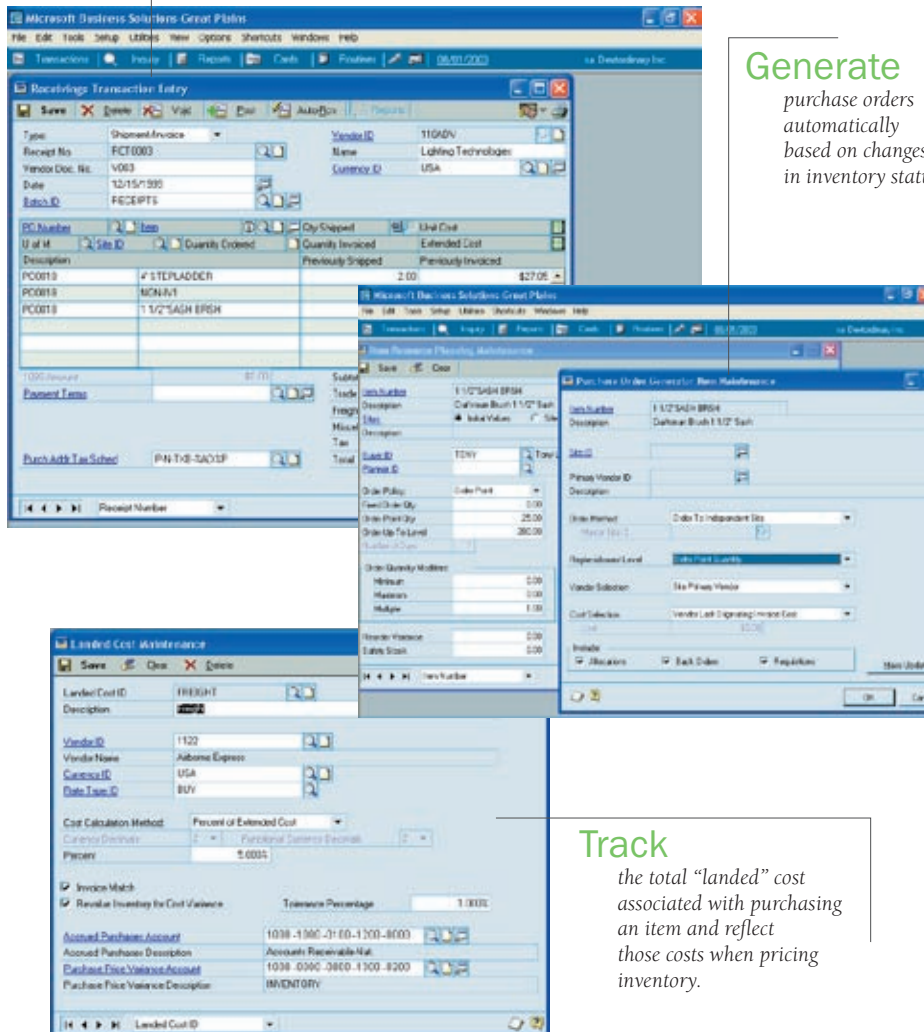
PURCHASE ORDER PROCESSING

B E N E F I T S

Take control of your business processes and empower your employees to make sound business decisions and minimize costs. Purchase Order Processing capabilities streamline purchasing tasks and equip employees to track and manage vital commitments on the fly.

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.

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 eRequisition.

Access mission-critical information

Get instant answers to your purchase order, shipping, and receiving questions, as well as maintain complete purchasing audit control, with detailed information tracking and management capabilities.

Get the reports you need

Track and analyze your purchase activity more effectively with a comprehensive selection of reports, with the flexibility to go even further with other Microsoft Business Solutions applications.

Leverage multicurrency functionality

Allow your business to grow efficiently in the multinational arena with multiple currency options, especially those aimed at entering, tracking, and utilizing European Union-based transactions.

Integrate powerfully

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



PURCHASE ORDER PROCESSING | FEATURES LIST

Purchase Order Processing/ Receiving

- Control purchasing processes with cost variance tracking, receiving/invoicing against multiple purchase orders, comprehensive receipt information, posting, and 1099 reporting.
- 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.
- Get instant answers with complete tracking of open or historical purchase order and receiving documents by order number, item number, or date.
- Maintain audit control with cancelled item tracking, line-item ordering and status information, document revision tracking, and customized landed cost definition.
- 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-ship orders directly from supplier to customer and bypass the typical inventory update process.
- Analyze purchase activity with Purchase Order Status, Invoice Cost Variance, and posting reports. Integrate with Great Plains applications such as Crystal Reports for further report flexibility and power.

eRequisition

- 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 creating 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.

Supply Chain Management components are sold separately. eRequisition and PO Generator are not available with Microsoft Business Solutions–Great Plains Standard.