SBT

Purchase Orders

Pro Series Purchase Orders is a complete purchase order processing system for real-time tracking, automatic updating of vendors and inventory account balances, and extensive reporting capabilities. Advanced laser form technology produces high-quality laser printed purchase orders for your vendors.

Features of Purchase Orders
- Writes purchase orders and handles receiving
- Supports blanket orders with individual purchase orders released against the master order
- Items can be designated to require inspection prior to receipt, with report tracking for items pending or failing receipt
- Generates recurring purchase orders, drop-ship orders, special bid orders, and estimates
- Works with Accounts Payable to track liabilities and invoice receipts
- Choose to ship a purchase order to a different address, including a customer, if you have Accounts Receivable or Sales Orders
- Tracks groups of items by the lot numbers entered when receiving items
- Supports inventory tracking of individual items according to serial number
- Unit of measure conversion enables you to purchase items in different units of measure than you stock or sell
- Allows you to record unlimited notes and memos with any line item
- Provides schedules for material receipts
- Allows you to receive partial drop shipment purchase orders
- Provides reports for inventory reordering, backorders, and purchase order status by item, vendor, and buyer
- Allows you to receive partial drop ship orders
- Displays or prints 24-month vendor purchase histories and vendor balances complete with graphs in Microsoft Excel
- Includes laser printing technology to produce high-quality, low-cost purchase orders on plain paper
- Real-time Business Status Report™ provides immediate status for Open Purchase Orders and Period-to-Date Orders and Receipts
- Transactions immediately update vendor and inventory balances
- Warns you when a vendor's balance exceeds available credit
- Locates vendor records by pick lists or full or partial phone numbers
- Allows multiple suppliers for each inventory item
- Allows cancellation of open quantities after a receipt is entered
- New vendors and inventory items can be added while ordering
- Integrates with Job Cost

Standard Reports
Each report may be customized from a matrix of user-selected options, displayed, printed, exported to a spreadsheet, faxed, emailed or saved on disk. Some of the reports included are:
- Business Status Report
- Inventory File Report
- Open Orders Report
- Purchase Orders
- Purchase Order Receipts
- Recurring Purchase Orders
- Status Report (by Purchase Order, Vendor, Item & Requisition number, and Request Date & Department)
- Vendor File Report
- Vendor Labels