

PO Purchasing Features Checklist



Requisitions

- Create electronic requisitions on any workstation in your organization
- Quickly select items from pre-defined vendor catalogs to set price optimum order quantities
- Order new or one-time items without having to set up a vendor catalog
- Automatically assigns a list of approvers to the requisition upon completion
- Approvers assigned based on dollar amount of the requisition and/or departments/accounts
- Requisitions are electronically routed to each approver in the correct order
- Route requisitions across the room or across the country
- Requestors can always view the status of a requisition, knowing whose queue it is in and who has already approved it
- Approvers can create notes to pass along the approval trail
- Requesters can view notes during the approval process
- Automatically creates the purchase order when all approvals are entered
- Establish price and/or quantity tolerances by percent or by amount for each item/vendor
- Empower automatically calculates and stores average days to deliver
- Use different units of measure for quantity ordered and price
- Expense one item to multiple departments or cost centers by amount or by percentage
- Assign items to pre-defined commodity classes for expense analysis
- Track items purchased by cost code in addition to ledger account
- Record vendor item numbers in addition to internal item codes
- Establish separate required dates, ETA dates and shipment dates for each item of a purchase order
- Enter comments for the PO or for each line
- Indicate if comments are printed on the PO or only available for receiving
- Specify up to two taxes per item

Purchase Orders

- Enter via keyboard or automatically created from approved requisitions
- Use multiple PO types to determine business rules for processing blankets, inventory, and service POs
- Enter POs as approved or unapproved
- Electronically route unapproved POs to buyers
- Automatically assigns PO numbers
- Use character prefixes with PO numbers to identify the source of the PO
- Search for PO numbers in seven different ways including vendor, buyer, date, requestor and item
- Record confirmation date and who the confirmation was with
- Freight/taxes can be pre-approved if they are unknown when the PO is created, or specified by dollar amount if they are known items
- Establish item catalog for regularly purchased items
- Enter an unlimited number of suppliers, their terms and conditions, for each item

PO Printing

- Print a PO at a time, or print all POs created in a day
- Re-print a PO at any time
- Print cancelled and change orders
- Print or fax POs to vendors
- Print on pre-printed forms or laser stock

Receiving

- Receive items by PO
- Record the bill of lading or packing slip ID to facilitate invoice matching
- Record the receiver, carrier, location, and date
- Empower displays each open item, eliminating the need for typing
- Allows partial receipts for any item
- Allows multiple receipts per item
- Allows changes to/deletions of incorrect receipts
- Ability to expense upon receipt

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Invoicing/Credit Memos

- Enter invoices by PO number
- Automatic three-way match between the PO, receipt and invoice
- Checks PO price against invoice price
- Checks life-to-date invoiced amount against PO amount
- Checks invoice quantity against received quantity
- Checks if PO is open, and not cancelled
- Invoices with variances of quantity and/or price are entered as unapproved and electronically routed to an approver
- Approver can reconcile problem, correct PO/receiver/invoice
- Approver can record notes of what action was taken
- Credit memos may re-open a PO item for receiving corrected items from the vendor without having to create a new PO

Budget Checking

- Ability to validate if PO expense exceeds remaining budget
- Specify if an over budget condition is an error or a warning
- Record commitments in EmpowerGL and/or EmpowerCosting

Reporting

- Complete library of standard reports including:
 - Purchasing Register
 - Open POs By Buyer
 - Expedite PO
 - POs Ordered Not Received
 - POs Received Not Invoiced
- Easily modify any standard library report or create additional reports using the powerful PowerBuilder® report writer

Additional Features

- Multiple companies
- Secure access via username and password
- Intuitive navigation
- Establish menus/navigation by job task or by user
- User preferences establish business rules for processing

Client Server Technology

- Open system architecture
- Multiple DBMS support for Oracle®, Microsoft SQLServer®, Sybase® and SQLAnywhere®
- Client support for WindowsNT®, Window 3.x® or Windows95®

Service and Support

- Onsite installation
- Onsite training
- Custom programming
- Source code
- Annual maintenance
- Software enhancement lists
- User conferences