Down To Earth
Software Solutions for Today's Business

Purchase Order

One solution, part of a suite of Supply Chain applications

Reports/Inquiry

- Inquiry
    - Item status
    - Purchase Orders
    - Purchase order status
- Codes
- Orders entered
- Open PO by Vendor
- Open PO by item
- Aged open PO items
- History
- Receivings cost
- Vendor performance
- Receivings item cost
- Receivings invoice cost
- Receivings not invoiced
- Custom reports
- Queued reports

PO Entry

- Enter orders
- Print purchase orders
- Print receivings worksheets
- Print receivings labels
- One or Two Step receivings

Timely inventory updates and quantity restocking guarantee your business is never caught short. Down To Earth Purchase Order tracks your orders from the time they are placed until they are on the shelf — the current status of any order at your fingertips. Purchase Order, along with DTE Inventory provide the means for management of your inventory effectively to insure maximum profits.

The Purchase Order and Accounts Payable applications cross over to tie together the vendor PO and A/P invoice. Each PO is automatically verified during invoice entry but in addition, strict guidelines can be imposed to match up each line of the PO and freight agreement. If the guidelines are not met, the Invoice is put on Hold until the situation is resolved and the invoice released for processing.

Bar coding is the key for speedy receipt of goods. Receiving worksheets offer optional bar code printing to assist with scanner values for entry. If scanners are not available, manual receiving via the keyboard is always a choice.

If your receiving warehouse is in a different location that your storage warehouse, then two-step receiving offer the tracking information you need. All items are monitored for the item's pass through before its final destination. For smaller businesses, one-step receiving keeps things simple. Either receiving method offers entry and proofing reports, shelf label printing, and backorder reporting to help you track items not received. Real-time updates include "At dock" quantities to illustrate the receiving progress from start to finish. **Continued ➡**

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Features

▪ Item numbers	You choose the item number length – between 15 and 24 characters – to carry in your inventory. If defined, the vendor part prints on the PO but both print on the worksheet for reference.
▪ Copying previous POs	Even better than blanket POs is the ability to create a new PO from either an open or previously received PO. Add, Copy, Order number, and Go. A simple process.
▪ Schedule receiving dates for each item as well as the order as a whole	Each line of the Purchase Order carries its own Required by date. The Aging Open Orders report then considers each line for the most accurate list of future receivings expected.
▪ Cost choices	Each item carries Average, Last, and Standard costs. The new cost value from the receiving process can be reflected to include freight charges. When using the "Copy" shortcut to create an order, choose to consider the item cost, the original PO cost, or zero for the new PO.
▪ Direct shipping	Orders can be shipped directly to the customer for efficient customer care.
▪ Multiple warehouses	Optionally you can order and receive items for multiple warehouses within the same Purchase Order.
▪ Non-stocked items	Enter non-stocked items, services, and extra fees on the PO, even if not carried in your inventory as stocked.
▪ Bar codes and scanning	Use a wand to scan the item into the PO when created. Then receiving goods is a snap using a bar code scanner for the PO and line number.
▪ Optional tight controls between PO and A/P invoice entry	Any vendor can be defined for tight controls between the PO and the Accounts Payable invoice entered. If the lines, received quantities, amounts, freight agreements etc, do not match, the AP invoice is placed on "Hold."
▪ Kits	A kit is made up of several items but can be purchased as its own item ID by offering the option to include kit components on the purchase order and receiving worksheet.
▪ PO Forms	Choose from standard continuous form, laser forms based on NEBS format, or create your unique form to use. In addition, choose to automatically print POs to one printer or prompt for any printer defined for your system.
▪ Pop-up notations	Log conversations or actions taken with any Vendor when warranted within the Notes utility or directly into the Contact Management.
▪ One– or Two–step receivings	Select either the standard One-step receiving directly into the warehouse or set up your company for Two-step receivings. Two-step allows the goods to be received into an interim warehouse for disbursement to the final destination.
▪ Serial / Lots and Labels	Enter the serial number or associated Lot ID for each receiving then choose to print price labels for each item received when you're ready.