

Purchase Order

Traverse Purchase Order provides the tools you need to optimize, streamline, and manage the complete purchasing cycle. Other Traverse applications push requirements to the purchase requisition system. The requisition items are then processed for the optimal purchase price and delivery terms. Received product is available immediately, and can be pushed directly to the source transactions if desired. When invoices are received from the vendors, they are tagged to the purchase order and do not need to be re-entered into the payables system.

Purchase Order gives you the features and functions you need to keep a watchful eye on the goods and services your company receives. Detect shortages and incorrect invoices so that you only pay for the items you've received. You can specify, confirm, and track every detail of an order you place with a vendor, indicate how you would like your goods shipped, confirm when, how many, and how much, and most importantly, track your original order until it is completed.

- Enter purchases in the company base currency or the vendor's foreign currency; foreign currency purchases track costs in the foreign currency as well as the company base currency.
- Distribute the indirect costs of shipping (including shipping costs, entry costs, duties, brokerage fees, and taxes) to inventory items using landed cost functionality.
- Link Purchase Order transactions to sales order transactions, projects, or service work orders for easy tracking; print a fulfillment report to see which linked transactions can be processed immediately.
- Enter a deposit before invoicing a purchase order, and print a check for the deposit on-demand.

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Additional Features

- Analyze requisitions coming from other Traverse applications; select the best vendor, and convert a purchase requisition into a purchase order.
- Enter multiple receipts of goods and invoices for each line item until the order is filled.
- Update inventory quantities immediately as you enter receipts.
- Save time by processing transactions in batches.
- Generate automatic requisitions.
- Enter and track requested ship dates and/or expected receipt dates for each line item/order.
- Print purchase orders on demand.
- Automatically reorder items based on min/max, EOQ, and forecasts based on trends.
- Return goods to vendors and change existing purchase orders.
- Post transactions for multiple years.
- Reprint prior posting logs.
- Look up purchase order transactions of any status, including those posted to history.
- Send purchase orders in the format the vendor prefers (email, paper, or fax).
- View variances between an order and actual quantities, an order and actual costs, and delivery dates.
- Adapt transaction entry screens to meet your business needs.

Purchase Order Reports

Open Orders
Receipts and Invoices
Purchases Journal
Miscellaneous Debits Journal
Daily Sales Tax Journal
Scheduled Delivery
Receipts and Invoices
Accrual Verification
Goods Not Received
Purchase Orders
Receiving
Vendor Performance
Fulfillment