ULTRA

CertiflexDimension
Business Accounting Software

Ultra Fast. Ultra Convenient. Ultra Efficient. CertiflexDimension Ultra.

PURCHASE ORDER

{ The vendor purchase & on-order management system }

CertiflexDimension Purchase Order manages your material purchasing process from order placement through order receipt. This comprehensive process includes a powerful order tracking and printing system allowing you to customize purchase order forms to your preference. Purchase orders can be printed with your inventory item number or with you vendor's item number.

Purchase Order helps you monitor and control items ordered, but not yet received. This function is very useful in optimizing your purchasing methodology and eliminating double orders. Purchase Order can also update inventory quantities to reflect items ordered but not yet received (due to open orders or partially received orders).

Purchase Order uses an advanced purchase code feature in Accounts Payable to manage purchased items and update General Ledger by type of items or services purchased. The system can also update the Job Cost module to reflect true purchase-to-date information.

Purchase Order uses the vendor information from within Accounts Payable as its core database. Purchase orders are automatically converted to invoices within Accounts Payable and scheduled for payment based on the information on the order.

- Purchase Order Printing
- Purchase Order Forms Generator
- Tracks Outstanding Items on Orders Partially Received
- Add Vendors "On-The-Fly"
- Allows Inventory Items to be Added On-the-Fly
- Automatically Receive Full or Partial Orders
- Copy Purchase Orders
- Automatically Converts Purchase Orders to Invoices/ Vouchers
- Optimized Cash Management
- Monitor Purchase Order Agents
- Active Sales Tax Calculations
- Print Purchase Orders with Vendor's Stock Number or Your Own
- Automatically Email Confirmation with PO in PDF Format as Attachment
- Preview New Purchase Orders Prior to Printing

Purchase Order requires CertiflexDimension Accounts Payable and can be integrated with General Ledger | Job Cost | Inventory

TRANSACTION ENTRY

CertiflexDimension Purchase Order data input screens have been optimized to be easy to understand and efficient to operate. The transaction entry screens allow each user to customize the flow of information so that unnecessary key strokes are eliminated.

- Unlimited orders, vendors, companies, history
- Fast, efficient data entry customizable to each users flow of entry.
- Online interaction with inventory
- Automatic sales tax calculations
- Vendor specific terms and overrides
- Spreadsheet, document, and graphic files may be attached to each order
- Order archival and reprinting system
- PDF archival and attachment features
- Custom forms generator
- Default order forms by company
- Preview order prior to printing
- Attach a media file to any order
- Default units of measure
- Default pricing

RECEIVE ORDERS

CertiflexDimension Purchase Order streamlines the process of receiving partial and complete orders and automatically converts invoices and vouchers for payment within Accounts Payable.

- Set order cancellation dates, split and reschedule orders
- Expected receipt date tracking
- Automatic order to voucher conversion
- Receive items by line or by total order
- Tracking of Items outstanding from partially received orders
- Updates inventory average cost and inventory history
- Streamlined receiving keys

REPORTS & ANALYSIS

CertiflexDimension Purchase Order provides a myriad of reports and analytical screens that can be sorted by many factors. The following list identifies a few of the key reports.

- Purchase Orders
- Receiving Reports
- Custom Forms Generator
- Voucher History
- Purchase Code Listing
- Commitments (by purchase order number, vendor, expected receiving date, item number, job number
- Voucher History

VENDOR MANAGEMENT & MAINTENANCE

Listed below are but a few of the many vendor management and maintenance features available when Purchase Order is integrated with CertiflexDimension Accounts Payable.

- Unlimited vendors, invoices, history, company entities, and vouchers
- Zip Code to city verification
- Drill down on history to see complete transaction detail
- Quick Notes database for each vendor
- File and internet links for each vendor
- 1099 FIT and SIT withholding options with percentages
- Default job cost code for each vendor
- Easily copy vendor history to spreadsheets
- Intellitrans feature to import vendor master data
- Flexible transaction import

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