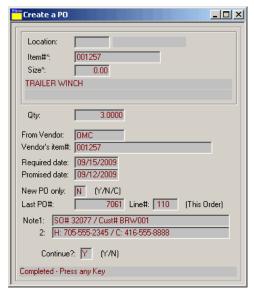
Sirtawn Systems

Features and Functions: Purchase and Receiving Module

Overview

* Purchase Orders have several inputs to create "Line Details" on the PO.



- **1.** A "Suggested Re-order" sub-system uses the Re-Order points and Re-Order Quantities to create a "Suggested" Requirement. The user may alter this information before creating a real Purchase Order.
- 2. (←) Both the "Point-of-Sale" and "Service" modules allow the user to add a "Line Detail" on an open PO that will track the Customer#, Sales# / Repair Order# on PO for "Receiving" purposes and flags the origin with the PO. (Note: When the inventory is received, the user may print labels that identify the inventory for a Customer or Repair Order).
- 3. Purchase Orders may be "Manually" created.
- * Purchase Orders are tracked by "Status" (New, Printed, Released, Received, Complete).
- * Purchase Orders are interfaced to Vendor's system (where allowed such as Mercury, OMC, Barley, Kimpex, etc. this list is constantly growing as Vendors make this option available).
- * Purchase Orders may be "Partial" received.

Features

- * Automatic conversions for Purchased Unit of measure to Inventory Unit of Measure.
- * Uses "Origin Cost" (if available) and Import Costing Matrix.
- * "Available stock" popup (Includes multiple Locations, "On Order" quantities.
- * Find Inventory quickly using Bar Codes and Scanner, "Lookup Groups/Subgroups", Lookup by Description or Lookup by Vendor.
- * Track Serial numbers for selected Inventory Items (Item is flagged as "Full Tracking").
- * Bar Code generator (Built-in) allows printing of "User Defined" Bar Code Labels (for Received Inventory) directly from the Purchase Order.
- * Special Sales Back Order Release function linked to PO Receiving function. Allows the user to select which Back Orders are filled from the received PO.
- * Purchase Order Lookups by Sales#, by Project#, by Repair Order# (Service), by Work Order# (Manufacturing), by Item# and Item History(→).

Reporting

- * Most reports are available by Purchase Order# or Item# ranges with additional filters (such as Vendor# and Received Date).
- * Over 25 Reports include "Suggested Re-Order", Availability, Item Re-order Information, Actual "On Order", Expected Delivery, Received, Item PO History, PO Final Costing reports plus many more.



Interface to Other Modules

- * Integrated to Inventory Module, Order Entry Module and Service Module
- * Integrates to the "Notes" subsystem allows for printing of standard note information on all documents including picking slips, sales orders, purchase orders and invoices. Notes may be attached to customers, products and vendors as well as system notes.

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