

PURCHASE ORDERS



OVERVIEW

SoftRight's Purchase Orders application tracks and manages on all purchase order activity as well as generating all necessary purchase order documentation.

Through user-based privileges, municipalities and schools have the ability to decentralize requisition entry while maintaining control over the approval process. The system allows for an unlimited number of approval levels, while approvals are automatically routed to the proper authority based on specified hierarchy structures.

The application is fully integrated with SoftRight's Requisitions, Accounts Payable and General Ledger applications.

PURCHASE ORDER PROCESSING

- Real-time pending encumbrance account balances
- "On the fly" vendor creation
- Unlimited account "charge off" per purchase order
- Centralized or remote purchase order entry
- Privilege based controls for inquiry, maintenance and entry modes
- Supports multiple open years

FULLY INTEGRATED WITH:

- Requisitions
- General Ledger
- Accounts Payable

MANAGEMENT CONTROLS

- Electronic approval for all purchase orders
- User defined privileges encompassing system access, approvals, amount, item and account "charge off"
- Remote purchase order inquiry
- Unlimited liquidations and associated journal entries
- Modification auditing trail
- Privilege based views for open, closed and held purchase orders