

USL Financials Purchase Order module facilitates supplier relationship management with integration of all purchasing activities. It provides end-to-end visibility of the procurement process and unparalleled flexibility to define procurement order types and workflows that fit your business requirements. It is closely integrated with the Accounts Payable, Purchase Requisitions, Inventory Control and Project Accounting modules. As goods are ordered, all the information is cross-referenced with these other modules.

KEY FEATURES

General

- ✓ Full encumbrance accounting.
 - ✓ Real time on-line budget checking to ensure available funds.
 - ✓ Customized purchase order forms.
 - ✓ Automatically print or send PO's using email or fax.
 - ✓ Easy import/export to/from Excel, with validations.
 - ✓ Flexible delivery/receiving options.
 - ✓ Easy recall of prior PO's or previously ordered items during PO entry.
 - ✓ Select inventory items from the Inventory Manager or select vendor items, including preferred vendor and vendor catalog numbers.
 - ✓ Automatically allocate price changes, freight and taxes across line items.
 - ✓ Change Orders provide for PO corrections and/or additions.
 - ✓ Handles blanket PO's and their releases.
 - ✓ Unlimited notes may be entered for purchase order line items and can be printed on PO.
 - ✓ Permits different units to be used for stocking, ordering and receiving.
 - ✓ Creates multiple-drop purchase orders. For any line item, allows separate deliveries to the same or different locations.
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 - ✓ Flexible user-defined PO fields.
- ### Vendors
- ✓ Fast on-line comprehensive vendor history/account inquiry displaying the details of all POs and payment activity.
 - ✓ Vendor purchasing addresses are maintained separately from the vendor's remittance address.
 - ✓ Flexible user-defined vendor fields.



FLEXIBILITY

Purchase Order is designed to change and grow with your organization. It gives you the flexibility to adapt your procurement structure as necessity requires. Flexible order workflow can adapt to differing buyer needs with full encumbrance accounting and real-time budget checking.



VENDORS/SUPPLIERS

Customized vendor item codes to speed purchase order entry and ensure order accuracy. Comprehensive vendor history.



PURCHASE ORDERS

Customizable purchase order forms, with optional printing, emailing, and faxing capabilities. For items that do not require a bid, automatic purchase order generation saves substantial time. All relevant information is available online to validate item status and make necessary changes to quantities, dates, or suppliers. Options for blanket purchase orders and integration with inventory management.



DOCUMENT MANAGEMENT

Ability to attach documents, inquiries, bids, quotes, invoices, etc., to purchase orders. Documents can be attached/scanned prior to, during or after PO entry and retrieved during reporting or vendor inquiry. Documents can also be drilled to during General Ledger or Accounts Payable inquiry.



ONLINE HELP

USL Financials contains context-sensitive, online help for all features and functions of the system.



RECEIPTS

Flexible receiving options: full formal receiving, receiving at time of payment, and automatic receiving when PO is posted are available.



KEY FEATURES, CONT.

Receiving

- ✓ Receive all line items at once or receive goods on a line-by-line basis.
- ✓ Supports formal entry and editing of receivings in the PO module or quick receiving from invoice entry in the AP module.
- ✓ Updates Inventory Manager Items when received.
- ✓ Serial numbers may be entered for a serialized inventory, if necessary.

Year-end Close

- ✓ Closing process is quick and easy.
- ✓ Unlimited years can be open simultaneously and years can be easily re-opened after closing.
- ✓ New year processing can begin with full carry forward of balance data.

Reports

Provide powerful on-line inquiry and drill-down tools:

- ✓ Purchase Orders
- ✓ Change Order
- ✓ Receivings
- ✓ Vendors
- ✓ Vendor Items
- ✓ Vendor Information
- ✓ Encumbrances

Security

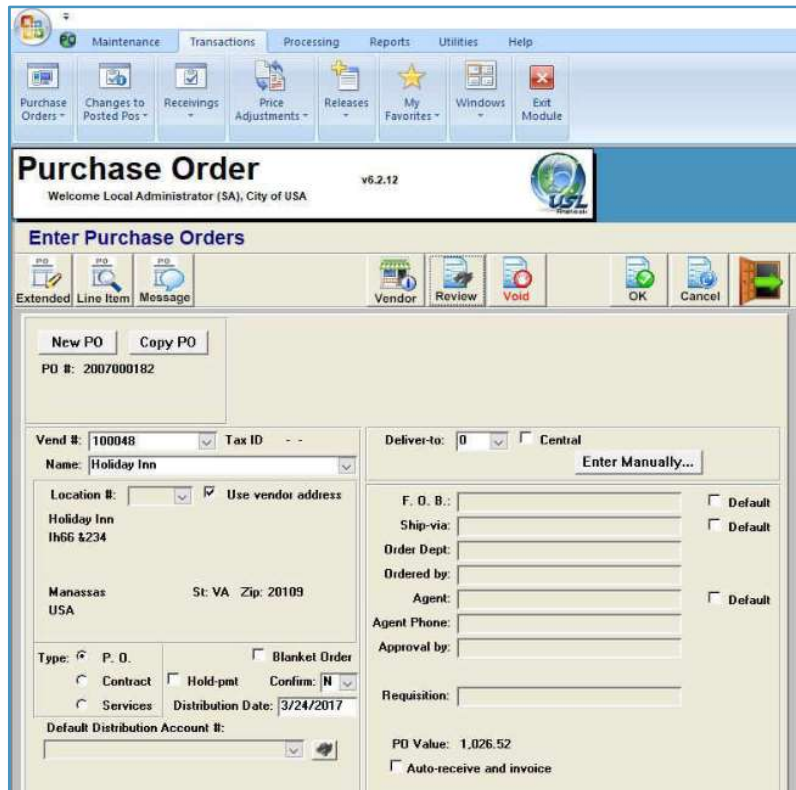
- ✓ Full USL Database, Module, Menu, Function, Action and Account Level security options relative to the system security.
- ✓ Full security by Delivery Location in PO and PQ.
- ✓ Departmental Security via Workflow in all modules.
- ✓ Security by Project, Sub-Project, and Funding Source (Grant).

System Integration

- ✓ Transactions are posted directly to the General Ledger through General Journal. Subsidiary ledger transactions from interfaced modules are transferred via the Transfer Distributions function. GL accounts, accounting periods and budgets are verified through the Control System module.
- ✓ USL Financials interfaced modules
 - ✦ General Ledger
 - ✦ Accounts Payable
 - ✦ Accounts Receivable
 - ✦ Inventory Control
 - ✦ Purchase Requisitions
 - ✦ Bank Reconciliation
 - ✦ Project Accounting
 - ✦ Budget Preparation
 - ✦ Allocations

Minimum System Requirements

- ✓ SERVERS
 - File Server
 - ✦ Dual Core, 2.3 GHz or better
 - ✦ 4GB RAM (32-bit Windows Server) or 8GB RAM (64-bit Windows Server) sized by need
 - ✦ Windows Server 2008 R2 – 2019/R2 (64-bit recommended)
 - SQL Server
 - ✦ Microsoft SQL Server 2008 R2 – 2019 (64-bit recommended)
 - RDS/Terminal Server (if utilized)
 - ✦ Dual Core, 2.3 GHz or better
 - ✦ 4GB RAM (32-bit Windows Server) or 8GB RAM (64-bit Windows Server) sized by user count
 - ✦ Windows Server 2008 R2 – 2019/R2 (64-bit recommended)
 - ✦ Microsoft Office Pro 2010 – 2019/365 (32-bit only)
- ✓ CLIENT WORKSTATIONS
 - ✦ Core 2 Processor, 2.3 GHz or better
 - ✦ 2GB RAM or better
 - ✦ Windows 10 Pro/Enterprise (64-bit recommended)
 - ✦ Microsoft Office Pro 2010 – 2019/365 (32-bit only)



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