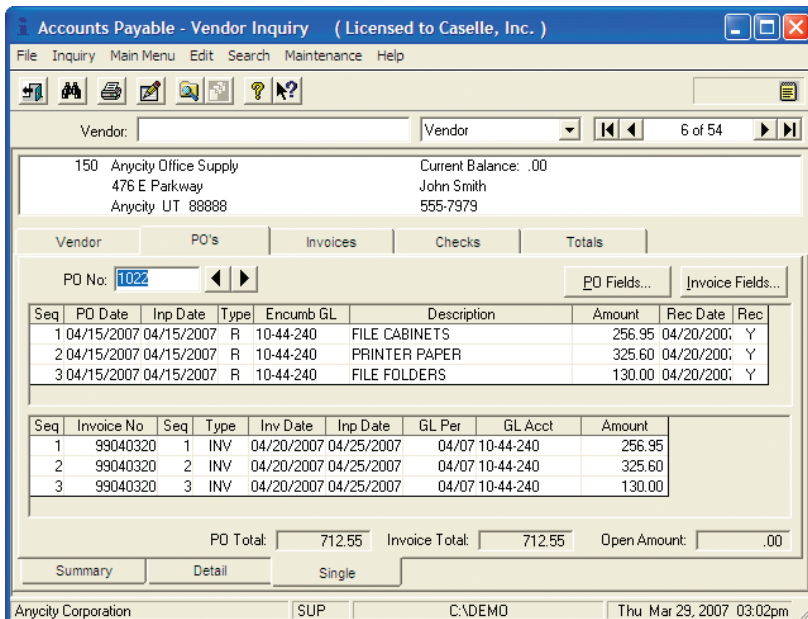


Requisitions/Purchase Orders

Getting what you want just got easier! With the Caselle Requisitions/Purchase Orders module, you can efficiently manage the entire purchasing process from requisition to receiving. Combined with the Caselle Accounts Payable module, this module provides full encumbrance accounting.



Transaction Detail in Inquiry

Interfaces With

- Accounts Payable
- General Ledger
- Materials Management

Capable

- Use requisition and purchase order entry screens that are easy to use
- Set budget warnings for purchase order entry to indicate when account budget has been exceeded
- Create either regular or blanket purchase orders

Efficient

- Tracks both open and closed purchase orders
- Uses simple procedures to close open purchase orders and encumbrance entries in the General Ledger
- Interfaces with Caselle Materials Management to create purchase orders when inventories drop below their re-order point

Flexible

- Create customized requisition and purchase order forms with the built-in forms designer
- Set multiple, user-defined approval limits with passwords
- Enter requisitions or purchase orders with costs allocated by percentage or amount to multiple GL accounts

Powerful

- Custom reporting
- User-defined fields
- Powerful search options
- Steps checklist
- Application and task level security
- Print, save, and export reports
- Comprehensive inquiry and lookup

Microsoft® Partner



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