



Vigilant for Basics Features

PURCHASE ORDER

Control your purchasing and receiving with Vigilant Purchase Order, effectively tying Inventory Control and Accounts Payable together.

Features of Vigilant for Basics Purchase Order:

- Issues and prints regular and blanket purchase orders
- Look up windows for vendors
- Displays year to date vendor purchases, phone and fax numbers
- Add vendors 'on the fly'
- Automatically assigns PO numbers or assign your own numbers
- Supports vendor discounts
- On-screen status of quantities on-order and on backorder at order entry time
- Suggested reorder products on-screen and by report
- Supports fractional quantities and prices up to 4 decimal places
- Inventory on-order status is updated when POs are released
- Browses any purchase order on-screen by PO number, supplier or item purchased
- Posts invoices to accounts payable ledger
- Charges landing costs during receipt
- Prints price variance reports
- Posts receipts to the accrued payable account when items are received
- Reverses accrued payable account when vendors invoice is received
- Reports outstanding POs by PO number, vendor or product line
- Expedites outstanding POs and reports receipt by PO number, vendor or product line