



MSI-Purchase Orders

System Features

Features of the MSI-Purchase Orders Module Include:

- *Purchase Requisitions with Multiple Approval Levels & Automatic Notifications*
- *Fully Encumbered Purchase Orders with Automatic Liquidation Option of Encumbrancing Selected Items*
- *Processes Blanket Purchase Orders*
- *Open Purchase Order Report*
- *Open Requisition Report*
- *Open Purchase Orders Aging Report*
- *Open Encumbrance Report*
- *Purchase Order & Purchase Requisition Inquiry*
- *Interfaces with MSI-Accounts Payable & MSI-General Ledger systems*
- *Automatic warning when an account's expense is nearing budget*

MSI PURCHASE ORDERS

Purchase Order Entry Screen

PO Purchase Order Entry

File Help

Save, Cancel, Add, Print, Help, Refresh

Purchase Order Summary

Purchase Order Number: 27455 Type Code: P17 JAY ZAHN
Requisition Number: 0 Vendor #: 00002 AAA RENTAL SYSTEM
Purchase Order Date: 09/03/2003 Deliver To: PLC PRAIRIE LAKES COMMUNITY CNTR
Expected Date: 09/03/2003
Requested By: JIM D Attention Of: JIM D

Purchase Order Detail

Item #	Code	Description	Status	Quantity	Unit Price	Amount
02						
Account #						
01	123	TIRES 01-07-00-54-0000	0	3.000	80.00	240.00
OTHER OPERATING SUPPLIES						

Number of Items : 1 P O Status : OPEN Purchase Order Total : 240.00

Add Remove

OK Cancel Delete Exit

The MSI Purchase Order Module has been designed to provide ease of purchase order requisition, approval, and tracking. It utilized Outlook as a tool for requisition e-mail notification and approval.