



IMAS Works Purchase Order

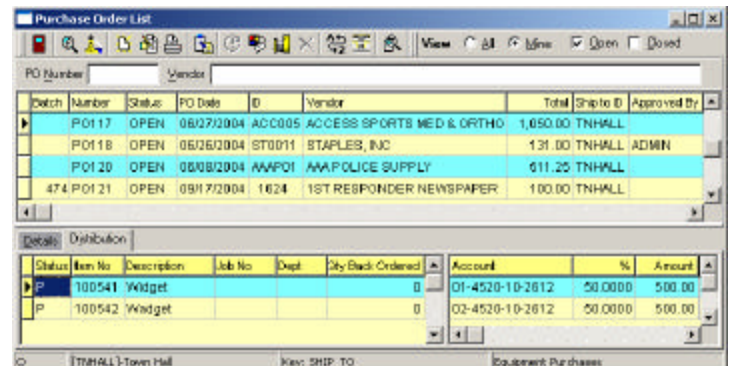
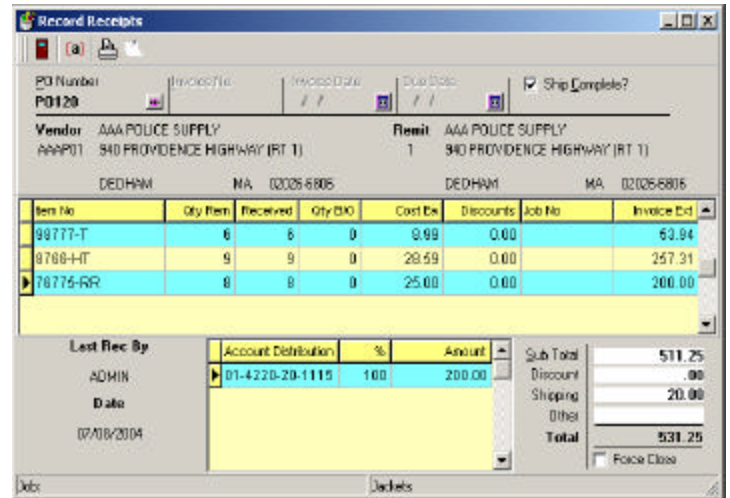
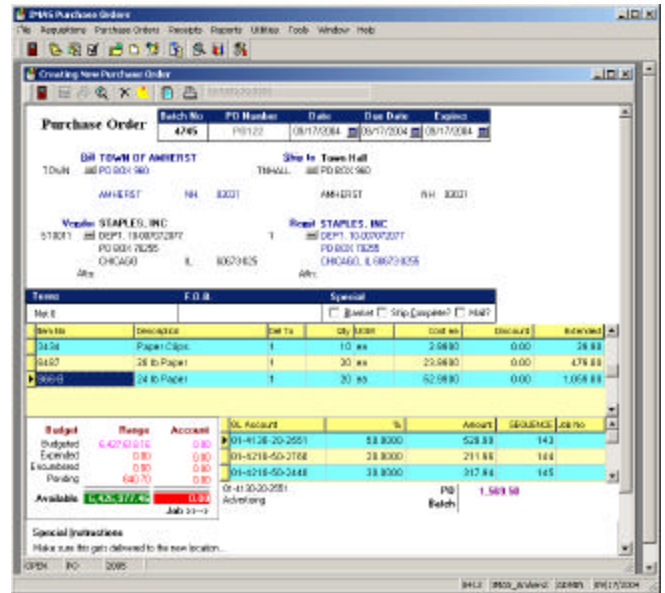
The IMAS Works Purchase Orders module completely automates the preparation, printing, and processing of purchase orders including full encumbrance accounting. IMAS Works Purchase Orders puts full control into the hands of the user.

EASY PREPARATION OF PURCHASE ORDERS

- Quickly prepare purchase orders, even from remote locations.
- Multiple Purchase Orders may be prepared at one time. Tracks by line item on the purchase order the name and location of the person who made the request.
- While preparing purchase orders, available funds by account are displayed. Budget override authority may be assigned to each user. Passwords may be required for budget override.
- Detailed notes may be attached to each line item on the requisition or purchase order.
- Quick lookup and search of the Vendor database including full back-write capability.
- Optionally specify separate “deliver to” codes to each line item on a Purchase Order. This allows preparation of a single purchase order for multiple items to be delivered to separate locations/rooms. An option is available to print “delivery forms”, which itemize on separate forms all items for each different “deliver to” location.
- Based on authority, users may add or edit vendors, including all addresses; vendor address, remit to, bill to, ship to, and deliver to location.
- Allows distribution to multiple account numbers by percentage or amount. Users may have access to only selected account numbers. Lookup is provided to only those account numbers.
- Automatically generates printed purchase orders. Standard purchase order formats are provided, or customized formats may be designed.
- Editing, receiving, and printing of purchase orders is done easily from the purchase order list window.

OTHER FEATURES

- Tracks expenditures by person that made the request, the deliver to location, account number and more.
- Designate available account numbers by user (budget authority). Users cannot encumber account numbers that are not available to them.



- Tracks backordered items.
- Tracks history for all items, including where it was purchased and the cost. This historical data may be viewed or printed based on any parameters you choose (SQL query).

REPORTING

- The PO Distribution Reports provide a listing of all detailed purchase order entries, grouped by the General Ledger Account Number affected.
- History Reports are available to print detailed purchase order entries by General Ledger Number or Item.
- The Purchase Order module is installed with a variety of standard reports and forms. Existing report layouts may be edited, or new reports and forms created, using IMAS Works has a built-in interface to Crystal Reports (a Seagate product).
- Any Purchase Order, report, etc. may be printed, previewed, exported to a file, or even e-mailed directly from the reporting program.

INTERFACE WITH OTHER IMAS Works MODULES

- Automatically generates Accounts Payable invoices from received Purchase Orders.
- Posts encumbrance entries to the General Ledger.
- Automatically displays available budget by account from general ledger balances.
- Shares Vendor information with the Accounts Payable module.

OTHER STANDARD FEATURES

- Standard, familiar design to all programs makes learning easy.
- Set View lets users (workstation specific) choose the data they wish to view on the screen with complete control of the data order, screen colors, grid multi-color, font style and size, and much more .
- Any screen can be exported to an Excel spread sheet.

Number	Due Date	Expires	To Inc Net 0	P.O.B.		
POL 22	9/17/2004	9/17/2004				
Item #	Description	Ordered	Cost	Extended		
3434	Paper Clips	10.00	2.99	29.90		
8487	20 lb Paper	20.00	23.99	479.80		
966-B	24 lb Paper	20.00	52.99	1,059.80		
				Total	1,509.50	

FOR MORE INFORMATION
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