

# Requisitions and PO's

Online purchasing and requisitioning for your departments.

Placing an order just got easier with Caselle Requisitions and PO's. This highly functional purchasing and reporting module puts you in control and provides greater departmental efficiency. Interfacing this module with the Caselle General Ledger will enable fully automated encumbrance accounting. You can enter requisitions and purchase orders by line item with multiple GL distributions. Requisitions and PO's has the same easy entry capabilities as the Caselle Accounts Payable.

## Interfaces With

Accounts Payable

General Ledger

Materials Management

Accounts Payable - Vendor Inquiry (Licensed to Caselle, Inc.)

Vendor: 150 Anycity Office Supply  
476 E Parkway  
Anycity UT 88888

Current Balance: 712.55  
John Smith  
555-7979

Vendor: PO's Invoices Checks Totals

PO No: 1022

Seq	PO Date	Inv Date	Type	Encumb GL	Description	Amount	Rec Date	Rec
1	04/15/2002	04/15/2002	R	10-44-240	FILE CABINETS	256.95	04/20/2002	Y
2	04/15/2002	04/15/2002	R	10-44-240	PRINTER PAPER	325.60	04/20/2002	Y
3	04/15/2002	04/15/2002	R	10-44-240	FILE FOLDERS	130.00	04/20/2002	Y

Seq	Invoice No	Seq	Type	Inv Date	Inv Date	GL Per	GL Acct	Amount
1	99040320	1	INV	04/20/2002	04/25/2002	04/02	10-44-240	256.95
2	99040320	2	INV	04/20/2002	04/25/2002	04/02	10-44-240	325.60
3	99040320	3	INV	04/20/2002	04/25/2002	04/02	10-44-240	130.00

PO Total: 712.55 Invoice Total: 712.55 Open Amount: .00

Summary Detail Single

Anycity Corporation sam D:\CSLDATA Wed Jul 17, 2002 10:31 am

Purchase Order Detail in Inquiry

## Software Features

- Controlled acceptance of requisitions and purchase orders.
- Auto-interface to Caselle Materials Management to create purchase orders and receive inventory items.
- Open and closed purchase order tracking.
- Simple routines to close open purchase orders and encumbrance GL entries.
- Multiple shipping addresses
- Multiple GL distributions
- Purchase order receiving entry
- Blanket purchase orders

### Search By

- Requisition number, purchase order number, vendor number, and vendor name.

### Requisition Reports

- Requisitions (custom)
- Requisition Register
- Requisitions versus Budget
- Requisition Status

### Purchase Order Reports

- Purchase Orders (custom)
- Purchase Order Register
- Purchase Order Audit Trail
- Purchase Order Exception
- Purchase Order Receiving

