



## PURCHASING

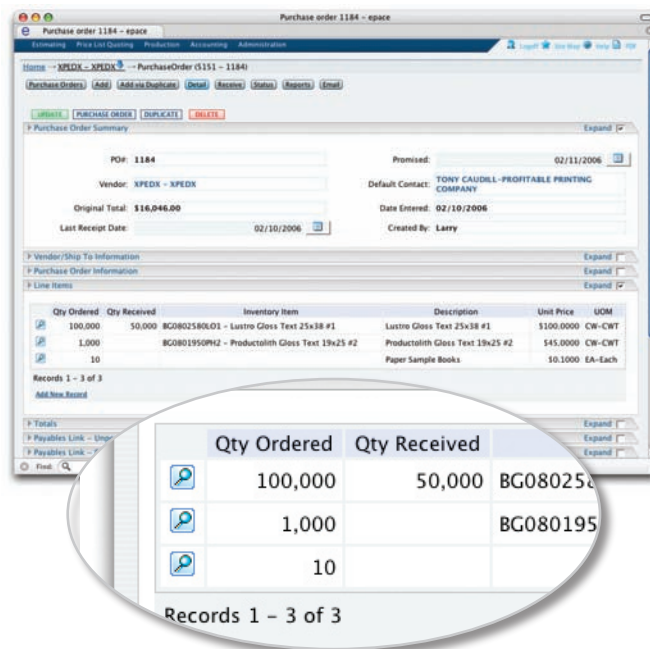
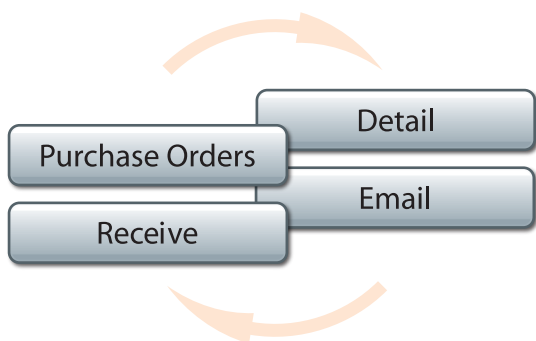
The Purchasing add-on module allows complete tracking and automation of planned and actual purchases. This module offers you the following features and benefits:

### **Tracks the purchasing process from planning through inventory update**

The Purchasing module allows complete tracking and automation of planned and actual purchases. The system tracks the purchasing process from the point of planning through ordering, receiving, and invoice reconciliation.

### **Includes normal purchasing reports**

Normal purchasing reports are available for purchase history by item, vendor, or purchaser. These reports enable you to plan for future requirements and list open orders, variance in ordered and received information, or late deliveries.



*The Purchase Order Detail Screen*

### **Verifies invoices and enables adjustment tracking**

The system verifies that invoices contain correct purchasing prices and terms, and that the amounts invoiced match the amounts actually received. You can track all adjustments or changes, which are available for reporting variances for management review and further action as necessary.

### **Manages inventory and special order items for jobs in process and general purchases**

This module handles inventory and special order items for jobs in process and general purchases, consignment, and standing orders that you may update, receive or reconcile multiple times.



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“The system alerts receiving department employees to missing items that were due on the morning truck.”

### Provides reports and alerts for receiving employees

This module provides a PO Receiving Worksheet for Receiving department employees so they can monitor what is currently expected, by vendor. They also receive reports that provide them with information to plan for COD shipments and outside services. The system alerts receiving department employees to missing items that were due on the morning truck so they can inform the necessary production employees as soon as possible.

### Integrated with other ePace modules to provide a complete solution

The Purchasing module is integrated with the following system modules:

**Job Costing:** To provide detailed reporting of costing information for materials and outside purchases, and enable you to designate orders as job specific.

**Inventory:** To update the costs and quantities on order and received.

**Estimating:** To create a “Buy List” for papers, inks, cartons or other materials, as well as outside services needed to produce a job.

**Job Control Center:** To enable you to create Purchase Orders for specific jobs, for inventory, or for general use directly from the Job Control Center module.

**Payables:** To provide vendor and purchasing information and allow the system to automatically reconcile all invoices with the receiving information.

**Administration (Contacts):** To allow the pick-up or drop-shipping of items directly to customers, and to allow the system to pull ship-to addresses from the customer file, vendor file, or your receiving address.

**General Ledger:** To reconcile purchasing and payables.