tencia™

Purchase Orders

Tencia's Purchase Order features allow you to effectively manage orders that are placed with suppliers. This feature is fully integrated with job costing, Bill of Materials and the Sales Order system so that automatic stock allocation to customer backorders occurs.

Purchase order features include:

- Easily change or delete orders and view stock balances when creating orders.
- Maintain foreign currencies and place orders with overseas suppliers.
- View historical cost data for a particular supplier for an individual item while placing an order.
- Enter non-stock lines on Purchase Orders.
- Automatically allocate stock received to sales backorders.
- Enter multiple Purchase Orders against one supplier's invoice or delivery docket.
- Purchase Order text facility by line or block.
- Calculate total weight on Purchase Order.
- View purchase history for creditors and stock code combinations, to better negotiate purchase prices with creditors.
- Print bar code labels for stock received and, receipt stock into a transit location.
- Optionally allocate additional costs to a purchase order based on value, quantity, import duty percentage, or weight. (Landed cost.)
- Allocate landed costs based on estimates entered in a shipment or based on actual costs entered in purchase order stock receipts or supplier invoices.
- Highlight variances between actual & estimated costs when supplier invoices are entered.
- Create purchase requisitions for one or multiple creditors and allocate minimum authorisation values and security levels.
- Purchase Orders received into stock before the supplier invoice is received.
- Create return authorities for the return of stock, either partial or complete against a creditors invoice.
- Automatically generate purchase orders for sales orders, stock, production orders & jobs.
- Track Shipments to acknowledge stock allocated against a Purchase Order. This may be a full or partial shipment of a purchase order.
- Create standing Purchase Orders to facilitate the generation of recurring purchases. Requisition details include the fields frequency code and next due date for greater flexibility when generating standing orders
- View order entry pop up screens, including order history pop up screens to facilitate easier order creation and access to purchase history information.
- More control over printing and authorization approval or purchase requisitions and purchase orders.

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Purchase Orders

Purchase Order reports include:

- Orders.
- Cash commitments.
- Costs by order.
- Costs by stock.
- Quantities by supplier.

- Values by order.
- Values by stock.
- Values by supplier.
- Order status report.
- Quantities by stock

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