

## PURCHASING

The Purchasing module is designed for use by centralized and decentralized purchasing operations that enter requisitions online with online approval. The Purchasing module provides the ability to track items through the receiving cycle. As well, the Purchasing module is designed for use by operations that do no more than enter requisitions and print purchase orders. In short, the Purchasing module is a powerful tool for a wide range of purchasing applications. It prints purchase orders and provides the ability to track the life of each individual item that is printed on purchase orders. Purchasing also includes an optional, automatic interface to the Encumbrance, Accounts Payable, Fixed Assets, and Stores Inventory modules.

### Features

- Change the vendor originally assigned to a purchase requisition.
- Enter unlimited descriptive information for each item on a purchase request or for the request in general.
- Apply tax to an item by use of a tax code that has an associated tax rate.
- Design and print Purchase Orders in user-defined formats.
- Join multiple purchase requests into a single purchase order to maximize quantity discounts.
- Join multiple items on a purchase request or on multiple purchase requests into a single item on the printed purchase order.
- Record each receiving transaction for audit.
- Encumber funds automatically if desired.
- Specifically associate discount, charges, tax, and duty with an item.
- Establish multiple levels of approval at the department and/or institution level.
- Purchasing logs changes to critical fields when changed after the Purchase Order is printed.
- Goods received can be assigned a tag number and automatically entered into the Fixed Assets module.
- Purchasing records all events that occur in the life of an item.
- Accounts Payable entries can be generated by entering the purchase order, invoice number, and the invoice date. All other information is taken from the receiving information entered in the Purchasing module.
- Receiving is an optional function.
- Interface with a commodity/vendor file is available for performance, statistical, and default information at the vendor, commodity, and vendor/commodity levels.

**Reporting**

Access to information is straightforward and easy. The Purchasing module includes standard reports and immediate online inquiry to any data in IFAS. Security-protected reports can be run at the user's networked computer or via the Internet from any Web browser.

Standard reports available include:

- Overdue Report
- Requisition Sign-Off Sheet
- Receiving Sign-Off Sheet (as report or from receiving function)
- Receiving Report
- Approval Reports
- Purchase Request File Listing
- Purchase Order File Listing
- Summary and Verbose Requisition Item Listings
- Change Log Listing