

track it!

The Point-of-Rental™ Systems Purchase Order module affords easy tracking of the entire purchase process and automatically updates inventory quantity when items on Purchase Orders have been received. It is designed specifically for our industry by extending the usual features of purchase order software with added features to handle sub-rented/re-rented equipment, item inventory and parts. Direct fax, e-mail and print options are available at any stage of the process.

Purchase orders may be written for sales inventory, parts, rental inventory, non-inventoried items and equipment to be sub-rented/re-rented. When items are received, the cycle can be completed by exporting that information into QuickBooks and other accounts payable modules for payment.

History

Extensive purchase history is automatically harvested from purchase orders as items are received. The complete history of purchases from each Vendor is automatically stored and easily accessible. Purchases are stored monthly for several years so that dynamic reordering can be accomplished based upon quantities sold for specific monthly periods in prior years.

Security

It is your choice... You can opt to start with Purchase Order requisitions and authorize specific people to approve them or elect to skip that step and have authorized employees be able to directly create them. In either case, you define which employees can create Purchase Orders and, if you wish, establish dollar limits per authorized employee.

Reports

Many reports with various sort options are available in the Purchase Order module. Reports may be created by defining a date selecting any of the following options: open, partially received, closed, posted, pending, sub-rental/re-rental, pending sub-rental/re-rental and voided.

Purchasing trend reports sorted by four options provide purchasing trends by user defined historical periods. These are useful when negotiating with vendors and preparing budgets.

Features

- New or existing rental, sale and parts inventories can be easily added to Point-of-Rental™ System inventory from Purchase Orders
- Complete Vendor information including notes and types of items sold can be stored for immediate access
- Separate parts databases such as Stihl can be accessed to select items(s) to add them to the Point-of-Rental™ System database and write a Purchase Order in one step! Information from the parts database such as part number, name, cost and suggested retail price are automatically imported into both the item record and the Purchase Order
- Purchase Orders can be printed, faxed or emailed in multiple formats at any phase of the process
- Purchase Orders can be written directly while creating Internal Repair Orders, Work Orders or Reservations within Point-of-Rental Software
- Purchase Order suggested re-order quantities can be based upon minimum and maximum quantities specified in specific item records or can be based dynamically from monthly history of quantities sold
- Re-order values can be set to accommodate case quantities
- The status of "on order" items is displayed and printed as "on order" for applicable line items when accessing Reservations, Internal Repair Orders and Work Orders within Point-of-Rental™ Software
- Purchase Orders can be partially received including partial quantities with remainder being automatically back-ordered
- Purchase Orders to specific vendors can be held in suspense until a minimum order value is exceeded prior to the order being placed
- Purchase Orders export to QuickBooks® as vendor bills