

# PURCHASE ORDER<sup>™</sup>

*Tomorrow's Integrated Information System*

**asyst:Purchase Order** is a full featured Windows-based purchasing and encumbrance accounting system that looks and works like Microsoft Office. **asyst:Purchase Order** integrates seamlessly with **asyst:General Ledger** and **asyst:Accounts Payable** as well as the entire Microsoft Office family. **asyst:Purchase Order** is part of a comprehensive system of individual **asyst** applications that can be mixed and matched to meet your most exacting fund accounting needs. The **asyst** product family operates in either a single user or a network PC environment. **asyst:Purchase Order** is designed specifically for use by local governments and other not-for-profit organizations whose accounting requirements call for fund and encumbrance accounting. Here are some of its features:

- **asyst:Purchase Order** is designed to operate with or without other **asyst** modules.
- When integrated with **asyst:General Ledger** and **asyst:Accounts Payable**, purchase order information is made available without additional entry to accounts payable invoice entry and encumbrance entries are automatically entered to budgetary accounts.
- Prints purchase orders on plain paper or preprinted forms.
- Flexible setup options allow for customization of what information prints on the purchase order.
- One click of the mouse to process recurring purchase orders.
- Supports up to three levels of approvals for online approval of purchase orders.
- Online inquiry for open and closed purchase orders.
- Supports both Order From and Ship To addresses.
- Assures that duplicate purchase orders are not entered and that budget is available before ordering.
- Exception reports provided for accounts over budget.
- Supports year-end encumbrances that roll over to new fiscal year.
- **asyst:Purchase Order** is so easy to install and use that most organizations can be running the same day it's installed.

Despite its ease of use and value pricing, **asyst:Purchase Order** is packed with features before only available in much more complex and expensive systems.