SCHOOL/3000â„¢
Financial System
Purchasing / Requisitions
Integrated Administrative Software for Education

Purchasing Features

- On-line entry of purchase orders with encumbrance by item   up to 40 accounts
- Item-by-item identification of taxable and non-taxable   items
- Purchase requisition entry from remote sites
- Automatically pre-encumbers remote requisitions
- Purchasing approval and encumbrance of remote   requisitions, assignment of PO number
- Funds availability automatically checked at time of entry
- Multiple names and addresses for vendors
- Complete vendor reconciliation
- Open purchase order control
- Full site history
- Flexible purchasing report writer

Purchasing Integration

- Financial System
- Stores Inventory

Customer Benefits

Remote requisition entry allows administrators at remote sites to enter their requests for a purchase order with vendor, account and funds availability checked immediately. This significantly reduces the time required and reduces paper waste.

Purchase order requisitions are held by the system until approved by the appropriate purchasing agent, saving valuable time in the purchasing cycle. Allows administrators to fully expend their budgets without the district losing control of expenditures.

Summary

The Purchasing system includes purchase order generation with all financial, vendor and site

activities created from requisition entry.

Sample Reports On-line Updates and Inquiries

- Purchase Order Encumbering Transactions
- Purchase Order Payment Transactions
- Open Purchase Order by: Fund, Site, Program, etc.
- Purchase Order History
- Purchase Order History by Site
- Purchase Order History by Sub-set of Accounts
- Purchase Order Pre-list
- Purchase Order Board Report
- Pay Voucher Transactions
- Active and Deleted - Changed Vendors
- Detailed Vendor Activity
- Requisition Pre-list
- Board Format Report
- Purchase Order Overpayment List

On-Line Updates and Inquiries

- Purchase Order Payments
- Pay Voucher Payments
- Purchase Order Requisitions
- Maintain Alternate Shipping Address File
- Set Board Level Approval Flag
- Set Budget Level Approval Flag
- Purchasing Approval Status
- Inspect Vendor History and Detail Activity