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## *Control your Purchasing function while providing complete integration with Payables and General Ledger.*

The Purchasing and Receiving module streamlines all aspects of the purchasing process, providing control of purchasing procedures and department budgets.

Purchasing is fully integrated with Accounts Payable, Inventory, Project Management, and General Ledger, and can provide reports that reflect all aspects of the hotel operation.

The Receiving functionality provides transaction entry and reporting to track incoming shipments and to easily enter actual quantities received. From the Data Plus Accounts Payable application, receivings can easily be turned into batches of invoices with vendor and expense distribution information already completed. Receivings are tracked individually, allowing for partial receipts and multiple shipments. Notes may be added and passed to the Accounts Payable department to highlight issues such as damaged goods.

### **FEATURES**

**Invoice Creation** - Batches of invoices can be created in Accounts Payable by pulling up the records of products received. Easy

comparison between products received and those invoiced can be made.

**Deliver by Dates by Line Item** – Can accommodate line items with different due dates on one PO.

**Advance Deposit Requests** - Generate and track deposit requests for Purchase Orders where a deposit is required for special orders.

**Multiple Receipts on Purchase Order** - Accept multiple receipts on an open purchase order to accommodate partial shipments.

**Email PO Approval Requests** - The system will automatically generate an email to the Senior Approver to notify that the PO requires approval.

**Vendor Data** - Shared data with the Accounts Payable Vendor file improves communication between departments and speeds data entry while preserving data security as required for each organization.

**Purchase Order Formats** - Using a Windows-based report writer, Purchase Order formats of virtually any format can be created including logos, graphics, and disclaimer text.

**Requisition / PO Approval Limits** - Manage staff approval limits for Requisitions and Purchase Orders by property and department.