

The Financial Edge – Purchase Orders™

BENEFITS

Purchase Orders is a component of Blackbaud's **The Financial Edge**, an integrated financial management system for your entire business office. **Purchase Orders** seamlessly integrates into **Accounts Payable™** and gives your organization a variety of options for recording purchases, tracking encumbrances, and generating invoices from receipts. You can track the complete order process, from creating a requisition through entering and printing purchase orders, to recording merchandise when it arrives and generating accounts payable invoices. The module also enables you to track supply and shipment needs, as well as costs.

Purchase Orders lets you enter an unlimited number of items per purchase order and view them all at once. To speed data-entry time, copy the information from a previous purchase order when creating a new one. When entering a new purchase order, you can make sure you have sufficient funds in the appropriate encumbrances and generating accounts — instantly check your budget through a built-in interface with Blackbaud's **General Ledger™**.

Need to generate a drop-ship purchase order for delivery to another address? No problem. The system is flexible enough to allow you to receive full or partial shipments and record merchandise as it arrives, receive items not ordered or items received at a different unit cost, and record miscellaneous charges (freight, taxes, etc.) and credits (discounts, etc.) appearing on purchase orders.

PURCHASE ORDERS ENABLES YOU TO:

- Check your Blackbaud **General Ledger™** account or project budget before generating a purchase order
- Enter unlimited items per purchase order
- Create recurring or blanket purchase orders
- Print POs, receipts, duplicate orders and cancellation notices
- Post encumbrances directly to Blackbaud's General Ledger
- Receive full or partial shipments and record merchandise as it arrives
- Process shipments of items not ordered or received at a different unit cost
- Create invoices directly from POs
- Keep comprehensive transaction information at your fingertips
- Access payment detail for unlimited fiscal years
- View detailed check registers for an unlimited number of bank accounts
- Store information on banks — yours and your vendors'



Are processing purchase orders and ordering supplies time-consuming tasks?

Would you rather use that time to focus on mission-critical projects?

Need to do more with fewer resources?

If you answered "yes" to any of these questions, an automated purchase process is just what you need.

PURCHASE ORDERS TYPES:

- Regular — Normal type of order for goods or services from the vendor.
- Blanket — An order for a larger quantity than is currently required but to which you have committed. This may be done to get a volume discount or to ensure that hard-to-get items are received. Regular orders are generated for this order until the original blanket order is satisfied.
- Template — Used to generate regular orders on an ongoing basis when the items and amounts are the same each time. This feature reduces data entry when re-orders are placed.

PURCHASE ORDERS REPORTS:

The Purchase Orders module also comes with a variety of ready-to-go reports that include:

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| ○ Purchase Order Detail Report | ○ Open Requisitions |
| ○ Purchase Order Register | ○ Requisition Register |
| ○ Anticipated Deliveries | ○ Purchase Order History |
| ○ Overdue Shipments | ○ Purchase Order Summary |
| ○ Receipts Report | ○ Blanket Purchase Orders |
| ○ Receipts Register | ○ Encumbrance |
| ○ Open Purchase Orders | |

Other Modules for The Financial Edge™

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| • Accounting Forms™ | • Fixed Assets™ |
| • Accounting Queue™ | • General Ledger™ |
| • Accounts Payable™ | • Payroll™ |
| • Accounts Receivable™ | • PaperSave® |
| • Advanced Budget Management™ | • Point of Sale™ |
| • Advanced Security™ | • Project, Grant, and Endowment Management™ |
| • Allocation Management™ | • Purchase Orders™ |
| • Application Programming Interface™ | • School Store Manager™ |
| • Budget Management™ | • Student Billing™ |
| • Cash Management™ | • View-only Licenses™ |
| • Cash Receipts™ | • Visual Basic for Applications™ (VBA) |
| • Consolidation Management™ | • WebPurchasing™ |
| • Electronic Funds Transfer™ | |



Purchase Orders gives your organization a variety of options for recording purchases, tracking encumbrances, and generating invoices from receipts.

Plus, combine Purchase Orders™ with WebPurchasing™ to take your requisitions online!



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