



### DO I NEED THIS SOFTWARE?

You need this application if you want to:

- Create and process purchase orders
- Link invoices to purchase orders for automatic loading of entries
- Streamline purchase order processing
- Make POs require approval from only authorized users

### WHAT WILL THIS APPLICATION DO FOR ME?

The Purchase Orders extension allows you to create and manage purchase orders. Additionally, you can set whether or not your purchase orders need to be approved first and who has the authority to approve them.

### WHAT CAN I LOOK FORWARD TO WHEN USING THIS PROGRAM?

#### Intuitive Screens & Processes:

- You will love the ease at which you can enter purchase orders
- During invoice processing, you can link an invoice to a purchase order and the system will automatically apply all of the unapplied entries remaining in that purchase order
- You will appreciate how easy it is to re-open a purchase order that was prematurely closed

#### Handy Preferences:

- You can streamline your purchase order processing by activating auto-numbering and auto-closing settings
- You can select a default PO Expense Detail Mode, if you primarily use a particular mode to enter your purchase order expense details
- You have the flexibility to either print or email purchase orders to your vendors
- You can set an accent colour for your printed and emailed purchase orders

#### With Security System installed:

- You can make PO approvals only available to users with specific access
- You can lock approved PO so that if changes are made, approval will need to be done again
- You can choose if purchases must always, sometimes, or never need approval
- You can tag the "Allow PO invoicing before approval" setting to apply invoices to POs before approval so work can continue if approval can't be done yet

**Prerequisites:** You need to purchase Security Manager in order to use the 'Approval' features for Purchase Orders. To place an order, please visit our [Software Order Desk](#) on our website or email [clientcare@munisoft.ca](mailto:clientcare@munisoft.ca).