PURCHASE ORDER processing

Capture every extended cost and every discount available.

Manage different currencies, vendors, lead times, booking orders, and much more.

The direct route to higher efficiency

Latitude's Purchase Order module is fully integrated with Accounts Payable, Inventory Management, Distribution Management, and the Sales and Service Work Order modules. Data is directly accessible from one module to another – eliminating re-keying and putting you on a direct route to higher efficiency.

Latitude's multi-currency capabilities enable you to enter transactions in your suppliers' currencies and to use their product identifiers and units of measure.

- Copy products from sales & service orders directly onto a purchase order

- Handle back orders by product, customer or supplier

- Release purchase orders to a maximum purchasing limit assigned to each buyer

- Automatically compare every purchase order with every associated receipt of goods

- Maintain supplier price lists

- Use vendor specific currencies for non-domestic suppliers

- Flag products for automatic purchasing

- View previous purchases by product or vendor to obtain best pricing

- Track special order products to determine frequency and costs

- Format separate purchase order documents for individual suppliers

- Enter goal weight and order value to minimize shipping costs and take advantage of threshold discounts

- Use Electronic Document Interchange (EDI) to save time and money

Latitude also enables you to link outstanding sales & service order lines to purchase order lines and provides you with information including supplier part number, lead times and product costs. Other Latitude features include expense/product based purchasing and back order flushing.

Sales order integration eliminates costly errors

With Latitude, you can copy products from a sales order directly into a purchase order. This eliminates the trouble of re-keying complex or technical descriptions of special order products. Drop ship capability incorporates already available customer addresses directly into the shipping instructions on the purchase order.

Foreign currency controls maximize your competitiveness

Unlimited foreign currencies are supported and maintained by a central conversion table. This expedites the process of calculating order amounts for your international suppliers. Cost factors may be simultaneously viewed on-screen in both your base currency and the supplier's currency.

Goal weights and transaction amounts maximize discounts

Latitude allows you to enter goal weights to minimize shipping costs or lead times and goal purchase amounts to maximize supplier discounts. Goal weights and/or amounts can be maintained for each supplier or specified on an individual purchase order. Orders can be increased proportionately to meet either a dollar or weight goal.

Quite frankly, it's one of the most robust and flexible suites of inventory management applications available.

Complete buyer controls

Purchase orders can be created and released to a maximum purchasing limit assigned to each buyer. Purchase orders over the assigned limit will be held until approved by a manager with the appropriate buyer limit.

Latitude minimizes your paper flow by displaying existing unapproved purchase order documents when a new Purchase Order for the same supplier is created.

Flexible closed loop reconciliation

Each purchase order is compared to every associated receipt of goods to validate quantities. Operators are informed of any quantity variances. Price variances are determined by comparing purchase order and invoice cost factors on a line by line basis and cost factor basis (supplier costs, freight, handling, duty, brokerage, etc.).

Cost variances can update previously received product costs even after the product is sold to ensure the most accurate cost of sales and margin reporting not just at the General Ledger level but on daily sales reporting.

Additional charges are easily accounted

A single invoice for additional charges, (e.g. Freight or broker fees) can be quickly applied to multiple purchase orders for multiple vendors. Variable charges can be applied to cost factors automatically by weight or percentage of total cost, or they may be manually calculated and entered.

In addition, a single cost can be manually applied and automatically apportioned against all purchase order lines.

Complete supplier price matrices

Supplier price lists may be maintained in the system. Based on a variety of settings, the correct supplier price will be proposed for the purchase order. The most recent purchase order prices or receipts are automatically associated with correct product-to-supplier relationships.

Simple automatic purchase order generation

Products can be flagged for automatic purchasing through the Replenishment Management module. When flagged products reach their order points, the system will automatically include them for purchase order generation. Latitude will automatically check and comply with previously defined purchasing controls.

Latitude tracks usage of your special order products

Special order products are often purchased from a variety of suppliers. Latitude tracks special order products to determine frequency and costs. Exception reports provide strategic information, highlighting products that should be changed to full perpetual maintained status.

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