

## Computerized system CGA module Purchasing

- ✓ **Purchase Orders:** Main window is used to create the requisition, option to include up to 5 quotes, approval is done electronically and conversion to purchase order. Each step may be limited by user depending on the authorization. This same option allows to make inquiries such as material receipts, number of open payable documents, and if paid already, will show check no.
- ✓ **Receipts:** Allows to make receipts based on the Purchase order, and automatically creates the account payable entry, updates the warehouse on hand, and the purchase order open balance.
- ✓ **Authorizations:** Catalog set up to determine the range of authorization for each user to create requisitions, quote, post the journal entry and convert to Purchase Order.
- ✓ **Items:** Option to maintain a list of items purchased and be able to obtain reports.
- ✓ **Budget:** Option to input the budget by ledger account and limit the requisitions by department.
- ✓ **Suppliers:** Catalog which includes general data for tax reports and IVA request of reimbursement or compensation, the annual tax report and electronic transfers or payments to suppliers, among others.
- ✓ **History of receipts:** Keeps record of receipts for future inquiries.
- ✓ **Reports:** List of requisitions and Purchase Orders by dates, suppliers, department and others, among data included are the receipts subtotals and open balances.
- ✓ **Other concepts:** Warehouses, departments, units of measurement, classes of items. These are catalogs which maintain the integrity of the data of the purchase orders and which are used to create reports from them.
- ✓ **Technical characteristics:** Operative systems: Windows NT or higher, Data Base Microsoft SQL Client Server 7.0, programming Visual Dbase 7.5. Multi-user and multicompany unlimited.