



incode
a tyler financial solution

Incode Purchase Orders

Tyler's INCODE Purchase Orders manages, monitors, and maintains requisitions and encumbrances. This module allows administrators to define approval levels, user account levels, and input restrictions. It provides immediate access to vendor data and invoice history. Departmental duplication of efforts is reduced while tracking requisitions. Purchase Orders interfaces with INCODE General Ledger, Accounts Payable, and Project Accounting.

Information & Reports

- Provides validation of available budget at the individual account or group account level during requisition input with override capabilities.
- Distributes purchase orders to multiple funds and accounts.
- Generates multiple standard reports based on user-defined parameters: Requisition Audit, Purchase Order (PO) Status, PO Receipt, PO Variance, PO Aging, PO Claim Register, and PO Encumbrance Reports.
- Exports reports to Microsoft® Word, Excel, Access, XML, or CSV formatted files.
- The Budget Reserve Reports displays analysis of reserve amounts for selected G/L accounts based on purchase orders and requisitions that comprise budget reserve balances.
- The system properly accounts for amounts encumbered in the previous year and expensed in the current year.
- The system supports recurring POs and user-defined "templates" that facilitate distribution to predefined accounts based on flat amounts or percentages.

Transaction Efficiency

- Provides electronic routing of requisitions for approval based on established approval levels and user profiles.
- Determines and accounts for variances between purchase orders and invoices received.
- Supports multiple vendor sets for separate taxpayer ID numbers.
- Provides complete encumbrance accounting including partial or full liquidation of encumbrances.
- Generates pre-encumbrances against multiple funds and accounts at the lowest organization level on a single requisition.
- Provides analysis of open, closed, or voided POs as well as printing or reprinting of PO forms.
- As invoices are received against POs, receipts can be recorded as complete, partial, voided, and more.
- Facilitates flow of draft payments from the Purchase Orders system through to Accounts Payable.

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Empowering people who serve the public™



For more information, visit
www.tylertech.com

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Incode Purchase Orders

User Friendly

- System security is flexible, allowing for user-defined restrictions to programs.
- Users can look up purchase orders to inquire about the status of multiple and individual orders.
- The requisition system interfaces with Microsoft Exchange for email notification during the requisition approval process.
- Comments made within email notification are captured in the PO notes as well.
- Attaches and organizes documents associated with the procurement function for quick retrieval through integration with document management software.
- Several “standard” forms exist for printing purchase orders, or customers can have custom print programs developed for use with their existing forms.