

## Purchase Order Commitment Accounting

The PO Commitment Accounting (POCA) module is an enhancement to the MRI Purchase Order module, providing property managers with increased control and efficiency of their purchase orders. This system offers tremendous flexibility, allowing purchase orders to be reopened for adjustments as well as to be closed when items will not be received. In addition, by tracking actual items received from suppliers, it allows the user to accurately track costs committed to capital projects.

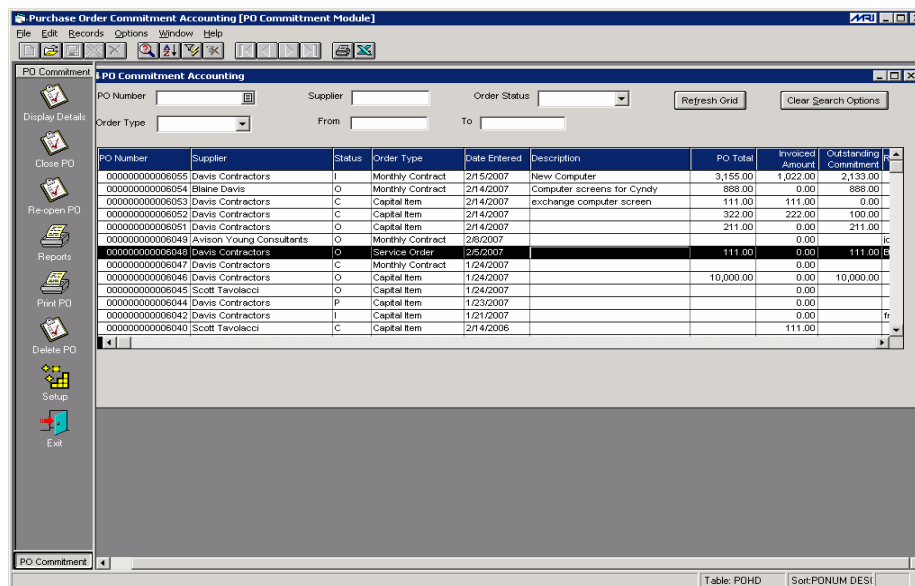
### Benefits

#### ➤ Increased Flexibility and Efficiency

- Tracks POs via a detailed grid, based on selection criteria
- Allows viewing of POs in summary or in detail for each line item in the purchase order
- Permits closing of POs for approved/printed or invoiced purchase orders
- Allows reopening of POs for approved/printed, held or void purchase orders
- Provides option to specify users of key functions or to give accessibility to all users
- Includes the actual items received from suppliers for pricing and quantity changes, thus, providing the actual costs committed to a capital project as well as the costs already incurred

#### ➤ Adaptable Reporting

- Permits printing of standard MRI or customized purchase order reports
- Allows printing of detailed or summary reports to manage work orders
- Offers detailed reporting by supplier, capital project or purchase order number
- Provides summary reports for each capital project



PO Number	Supplier	Status	Order Type	Date Entered	Description	PO Total	Invoiced Amount	Outstanding Commitment
000000000006055	Davis Contractors	I	Monthly Contract	2/15/2007	New Computer	3,155.00	1,222.00	2,133.00
000000000006054	Blaine Davis	O	Monthly Contract	2/14/2007	Computer screens for Cynidy	888.00	0.00	888.00
000000000006053	Davis Contractors	C	Capital Item	2/14/2007	exchange computer screen	111.00	111.00	0.00
000000000006052	Davis Contractors	C	Capital Item	2/14/2007		322.00	222.00	100.00
000000000006051	Davis Contractors	O	Capital Item	2/14/2007		211.00	0.00	211.00
000000000006049	Kivison Young Consultants	O	Monthly Contract	2/8/2007			0.00	
000000000006048	Davis Contractors	O	Service Order	2/5/2007		111.00	0.00	111.00
000000000006047	Davis Contractors	C	Monthly Contract	1/24/2007			0.00	
000000000006046	Davis Contractors	O	Capital Item	1/24/2007		10,000.00	0.00	10,000.00
000000000006045	Scott Tavolacci	O	Capital Item	1/24/2007			0.00	
000000000006044	Davis Contractors	P	Capital Item	1/23/2007			0.00	
000000000006042	Davis Contractors	I	Capital Item	1/21/2007			0.00	
000000000006040	Scott Tavolacci	C	Capital Item	2/14/2006			111.00	

All purchase orders are summarized on the PO Commitment Accounting Main View.

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## Benefits

### ➤ Easy to Set Up ... Easy to Maintain

- Includes one-time set up of purchase orders
- Permits assignment of responsibilities to specific users for reopening, closing, deleting or printing reports
- Produces the detailed purchase order grid automatically as purchase orders are created
- Provides the option to view purchase orders by status, supplier, order type or range
- Allows purchase orders to be viewed in summary or line-by-line detail

### ➤ Saves Time ... Saves Money

- Reduces time required to re-enter cheques
- Saves time by specifying supplies required for work orders
- Saves time reviewing outstanding commitments and reordering supplies
- Increases control and improves maintenance of purchase order shipping and receiving
- Eliminates duplicate entry of POs since adjustments can be made for out of stock items
- Reduces time required to receive and invoice items, which can reduce late charges

Detail view displays purchase orders by line item.

Line Number	PO Item Id	Item Description	Unit of Measure	Quantity	Unit Cost	Job Code	Total Cost (Taxes Incl)	Qty Received	Amount Receive
1	2	Computer Screen	EACH	5.00	111.00	12345	593.85	2.00	
2	45	New Item	EACH	6.00	400.00	12345	2,568.00	2.00	

Job Code	PO Number	PO Date	Vendor	Status	PO Amount	Paid Amount	Outstanding Amount	Total Actual Committed
	000000000006033	04/15/2004	Davis Contractors	C	100	100	0	100
	000000000006034	04/15/2004	Davis Contractors	C	111	111	0	111
	000000000006036	02/24/2005	ACME SECURITY SYSTEMS, INC.	C	11,100	111	10,989	11,100
	000000000006037	03/31/2005	ATL Business Interiors (AB)	C	11,100	14,430	-3,330	11,100
	000000000006039	02/14/2006	Scott Tavelacci	C	111		111	111
	000000000006040	02/14/2006	Scott Tavelacci	C	111	111	0	111
	000000000006044	01/23/2007	Davis Contractors	P	111		111	111
	000000000006045	01/24/2007	Scott Tavelacci	O	222		222	222
	000000000006046	01/24/2007	Davis Contractors	O	10,000		10,000	10,000
	000000000006047	01/24/2007	Davis Contractors	C	555		555	555
	000000000006048	02/05/2007	Davis Contractors	O	111		111	111
	000000000006049	02/08/2007	Avison Young Consultants	O	0		0	0
	000000000006051	02/14/2007	Davis Contractors	O	111		111	111
	000000000006052	02/14/2007	Davis Contractors	O	222	222	0	222
	000000000006054	02/14/2007	Blaine Davis	O	111		111	111
					34,076	15,085	18,991	34,076
12345	Sample Job							
	000000000006053	02/14/2007	Davis Contractors	C	111	111	0	111
	000000000006054	02/14/2007	Blaine Davis	O	777		777	777
	000000000006055	02/15/2007	Davis Contractors	I	2,955	1,022	1,933	2,955
					3,843	1,133	2,710	3,843
HM	Howards Job							
	000000000006042	01/21/2007	Davis Contractors	I	110		110	110
					110	0	110	110

Detail Report lists all purchase orders, or list POs by supplier, capital project or purchaser order.