

# Integrated Purchase Order System

WolfePak's Company Wide Purchase Order Module tracks purchases from the point of initiation, eliminates time-consuming paperwork and allows you to approve purchase orders prior to committing to the order.

## STREAMLINED PO PROCESS

- Digital documentation of delivery or field tickets and accounts payable invoices using Document Imaging module
- Multi-user concurrent license allows field personnel to interact with office staff without paper trail
- Pop-up reminders to indicate POs waiting for approval when Document Imaging enabled
- Pending purchase orders appear on AFE budget comparison reports as outstanding (used with AFE tracking)

## MULTI-LEVEL CONTROL

- Automatic three-way matching of purchases, receipts and invoices
- Multi-level approval process based on user defined rules ensures fully approved purchases prior to order commitment
- Separation of duties between purchasing agent, supervision approval, receipt of stock or services, and accounts payable matching

## FLEXIBLE TO FIT YOUR PROCESS

- Unlimited PO detail with automatic general ledger coding for inventory parts or non-inventory goods and services
- Partial PO receipts of goods or services via multiple events, meaning PO can match to multiple A/P invoices
- Print physical POs or email with attached PDF directly from system



## Core Functionality

**Provides fast, accurate entry and import of revenue data**

**Handles both inventory and non-inventory purchases**

**Interfaces with existing functionality in Invoicing**

**Records transactions in Accounts Payable - avoiding duplicate entry**

**Supports AFE & JIB costs and property and deck coding from Revenue Billing**

For more information, go to [wolfepak.com](http://wolfepak.com) or contact us for more information at 325.677.1543.