ParishSOFT
by Ministry Brands ®

Purchase Order

Our Purchase Order module allows your organization to create purchase orders for vendors in seconds and track them in ParishSOFT Accounting. Eliminate paperwork and save time.

Managing Purchases
Purchase order management is about getting your parish or diocesan staff what they need with speed, accuracy, and within budget. Our flexible and secure purchase order software gives your organization an effective way to meet the needs of your staff. Eliminate paperwork while easily managing purchases. ParishSOFT stores and sorts all your purchase orders in a centralized database so you can easily see your purchasing history or search through past purchases in seconds.

Track Receiving
Receiving is the most crucial link between purchase and payment in your process. Knowing what was delivered, who received it, and when it was collected is essential. Track all aspects of receiving and more in your ParishSOFT Purchase Order module. ParishSOFT maintains a record of each purchased item which allows the person to quickly check them off as they arrive. When parish or diocesan staff needs to look up purchasing history, everything will be in one centralized location.

Simplified Accounts Payable
ParishSOFT's Purchase Order module lets you conveniently split purchases between different departments or organizations within the diocese so you can adjust entries before the end of your accounting period. ParishSOFT gives you the ability to compare items on an invoice to its corresponding purchase order and packing slip. This way, you can find out if you have been invoiced for something you did not order or have not received. With ParishSOFT, not only are all your details in one place, but you will never get lost in a paper trail ever again.

The Purchase Order module is part of ParishSOFT Accounting
ParishSOFT Accounting offers a single, standard, web-based platform for managing parish financials. Discover powerful fund accounting that's affordable, easy to use, and designed specifically for parishes, schools, and diocesan organizations. The modules in ParishSOFT Accounting include:

• Ledger and Payables
• Payroll
• Fixed Assets
• Accounts Receivable
• Consolidation
• Ledger Report Writer
• Purchase Order

Get a personalized demonstration
Enjoy a free, no-obligation, live demonstration of our web-based ParishSOFT Accounting software. You will see how the Purchase Orders module allows your organization to track your current spending and gain transparency at every stage of the purchase process. Register online at www.parishsoft.com/contact-us to get this scheduled or give us a call at 866-930-4774 ×6.

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