

The Lesser-known Benefits of Managing Purchase Orders with Software



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Introduction



When it comes to POs, you want to develop a smooth workflow; one that provides clarity for your staff and your customers, all whilst letting you easily convert your parts-data into POs, and transform those POs into invoices.

Should be a snap if you use software, right?

First and foremost, when it comes to adopting a digital software solution, you need to be all in!

Half-measures will only end up creating more work for you and be counterproductive. This is why it's important to consider *all* the reasons *why* you should *want* to use software to manage your POs and lookout for a solution that lets you accomplish **more**.

So: you already know you need intelligent software, but what about the other reasons that you might not have considered to jump on board with a PO management integration?

With the insights listed below, you can be sure that when you do adopt a software solution, it will be the best thing for your business.

The Workflow



There are 3 essential points that PO management should follow; if you use a software solution that lets you do this, your work—to put it simply—will flow!

Create anytime, do it anywhere

No matter where you are, or what hardware you're using—whether it's on PC, mobile phone, or a tablet device—you'll want to be able to access your information and create the documents you need when you need them.

Looking out for software that lets you fulfill this need is essential to maintaining a workflow that doesn't get held back, even when you're not connected to the internet.



Never lose track

Keep data entry easy with a system that keeps your data organized with minimal manual effort. By automatically assigning a unique purchase order number to each PO (in sequence) it'll be easy to find a particular order and even convert that order into an invoice.



The simplicity can save you the headache of doing this data entry yourself and keeping everything housed in one place will save you time, every single time.

Link POs to Jobs

Keeping track is essential, but you can go a step further by finding a tool that lets you connect the dots to create a smooth, seamless workflow.

If you're able to link expenses directly to jobs, you can get access to accurate information about the profitability of each job. These insights can be a great way to figure out where more profit might be made, or establish savings that can be put in place.



The Lesser-known Perks



Basic PO creation

Creating an extensive purchase order doesn't have to be laborious. Limit the amount of manual data entry you have with a tool that's as easy as 1 - 2 - 3.

When it comes to PO creation, need we say more?



Track the status of parts

Having the right parts to hand means quicker jobs, simpler installs, and happier customers.

Don't hold back from a solution that makes your life (and the customer service you provide) *better* by ensuring you have the right parts when you *need* them and not as an afterthought.



List parts > Create a purchase order > notify the vendor
= job done!

Get insight into profitability

Don't lose sight of your finances: keep control of your costs by managing vendors and your expenses more effectively.

Spreadsheets can be an eyesore, and keeping track of data you have to copy and paste backwards and forward isn't exactly...fun.

With a software solution, you can transform the process into a clear, accessible layout that's easy to understand now matter what device you're working on, no matter where you are.



Convert POs straight to invoices

Step-by-simple-step, make sure you're picking a software solution that lets you easily connect the dots, transforming a once laborious process into an easy-to-use system.

Upload copies of your invoices, save them for later and benefit from a time-saving feature your team is sure to appreciate.

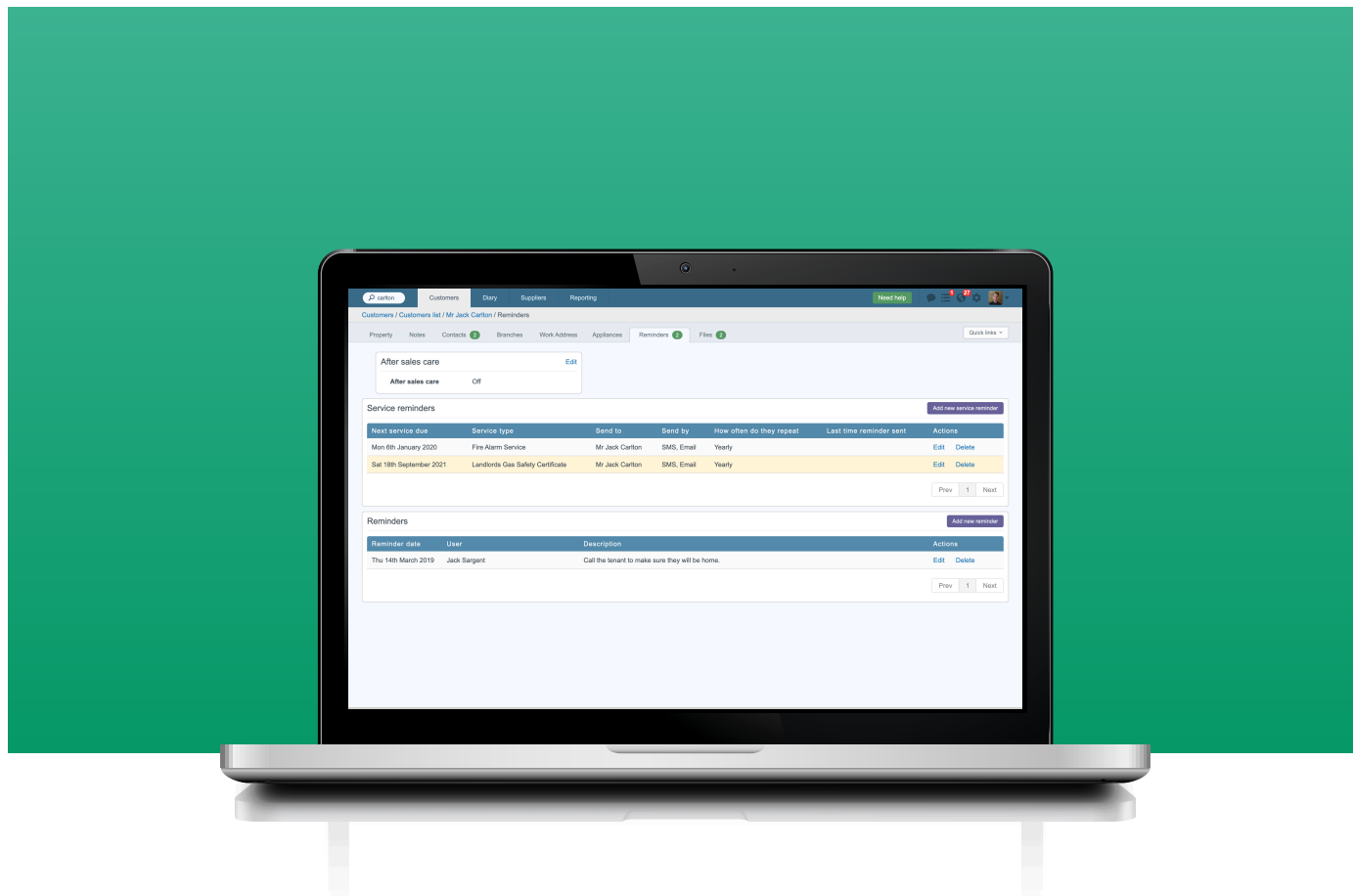


After the purchase order is complete...

With a solution that's connected to the entire inventory and parts workflow of your business, you needn't worry about moving data from one place to another or fear risking duplication and errors.

Once a purchase order has been raised and fulfilled by the vendor, the inventory control system can then manage everything from check-in of parts to technician pickup.





For a chance to see the software in action,
be sure to check out Commusoft's essential product demo.

Watch the free demo

If you like what you see, be sure to book a chat with our team, who'll be
happy to help!

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