

LOCAL GOVERNMENT CORPORATION



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Purchasing

LGC offers a complete purchasing solution designed specifically for local governments and their fund-accounting needs. Purchasing keeps complete purchase order and invoice histories with information and reports accessible by a variety of criteria. Thorough vendor information is also available, and helpful lookup features provide quick and easy access to vendor lists, funds, and account numbers. The software even allows you to distribute invoices across multiple expenditure lines. Purchasing allows user-defined codes for terms and discounts, and vendors can be added at time of entry with little interruption to the purchase order process. Purchasing can handle manual check entry, will keep credit memos, and eases check reconciliation.

LGC's Purchasing software simplifies the year-end process as well. 1099 tracking is done at the invoice level, so selected lines of an invoice can be flagged for 1099 processing. The 1099 forms can be run in-house and users can submit data to the IRS on magnetic media.

THE FOLLOWING ARE ALL STANDARD FEATURES INCLUDED WITH LGC'S BASIC PURCHASING PACKAGE:

- ~ Run purchase orders, invoices, and checks individually or in a batch
- ~ Interface Purchasing with LGC's General Ledger and Fixed Assets systems
- ~ Use a mouse or a keyboard to navigate the program
- ~ Use a laser or a dot-matrix printer to print checks and reports

PSF100 - Purchasing Vendor Form

Vendor No: A 000139 Status: 01 TEMPORARY Account Status: 01 ACTIVE
Type: Establish Date: 10/03/2001

Name: ADAM'S MARK HOTEL
Address 1: 939 RIDGE LAKE BLVD
Address 2: 939 RIDGE LAKE BLVD
City: MEMPHIS
St/Clty: TN
Zip Type: 01 DOMESTIC
Zip Code: 38120

Contact: Phone No: Fax No:
1099 Flag: 02 NO Vendor SSN: Tax Number:

PSF190 - Add Vendor History

Field	Value	Field	Value
Field 1	0.00	Number Of PO's	1
Calendar YTD	0.00	Number Of Invoices	1
Days To Date	0.00	Amount Of PO's	0.00
1099 Amount	0.00	Amount Of Invoices	0.00
--- Discounts Applied ---		Amount Of CR Memos	0.00
YTD CR Memos	0.00	Last Activity Date	10/03/2001
YTD Terms	0.00	Activity Year	1