

AccountMate's Purchase Order module gives you more control over a full range of purchasing activities. You can record vendor lead times and plan purchases based on lead time, safety stock, reorder point and reorder quantity information.

You have the option to accrue liability for purchases at the time the goods are received and reverse the accrual when you record the invoice in the Accounts Payable module. You can set the system to either track the accrued liability in summary per purchase order receipt or in detail per line item. You can also accrue landed costs and allocate them to purchased items.

When creating purchase orders, you have a plethora of information about each inventory item at your fingertips which helps you select the right item every time. You get to define which items are for resale and which ones are solely for in-house use. And when the module is integrated with AccountMate's Accounts Payable module, you can require that invoices be supported by purchase orders before they can be recorded in the system.

## AccountMate Enterprise 2021 Purchase Order Module

### Instant Access to Vendor Information

#### Readily Accessible Vendor Summary Information

You have instant access to the vendor's balance, open debit, available prepayment, year-to-date (YTD) and accumulated-to-date (ATD) purchase totals while processing a purchase order. You can also preview the document immediately after saving the purchase order to verify its accuracy and ensure compliance with your purchasing policies.

Vendor Maintenance – Information Page

#### Track and View YTD Purchase

You can view details of your year-to-date purchases from a vendor to facilitate negotiations for better pricing and credit terms or simply to place an order. Year-to-date purchase information is calculated based on your company's total purchases from a vendor within a user-defined year.

#### Vendor Ledger Detail Analysis

Drill down to a screen that displays details of your balance with a vendor, showing the payable invoices, prepayments, partial payments applied to outstanding invoices and invoice distribution.

#### Activity Page

Record and track details about your interactions with the vendor using the Activity page. Create an unlimited number of activity records with unlimited status values to represent different phases of each activity. User access rights to view and/or update Activity page entries can be set per AccountMate user.

#### Archive Vendors

Inactive vendors with whom you have no outstanding balance or pending orders can be archived without losing their transaction history. Archived vendor records can be reactivated at any time thus eliminating the need to recreate data.

## Comprehensive Inventory Information

Easily accessible inventory information such as on-hand quantities, on-order quantities, booked quantities, item classes and product lines are visible on the purchase order and purchase quote screens. You can attach an image of the product to each inventory item record and enter product notes in the accompanying inventory notepad. These tools can be quickly accessed while processing orders with vendors to minimize the risk of placing an order for the wrong item.

## Material Requirements Planning for Inventory Items

Set the system to check inventory on-hand quantities and receive a warning if quantities are insufficient when recording purchase orders. You can also enter vendor lead time information for stock items and production components that you obtain from an outside source. This data combined with safety stock, reorder point, reorder quantity and other inventory quantity information is available on the Purchase Requirement Report that you can use to plan your purchases.

## Multiple Functions Expedite Purchase Order & Quote Creation

Easily create purchase orders or quotes using either the Create Purchase Order (or Quote) by Vendor, or the Create Multiple Purchase Orders (or Quotes) functions. The Create Purchase Order (or Quote) by Vendor function is most suitable when items are purchased from a specific vendor. The Create Multiple Purchase Orders (or Quotes) on the other hand, is best used when items can be purchased from multiple vendors at different costs, lead times and warranty terms. This function also allows you to create purchase orders that are intended to fill specific customer orders.

## Multiple Warehouses in one Purchase Order

Assign a different receiving warehouse to each line item in a purchase order. This allows you to combine orders for multiple locations and take advantage of any volume discounts offered by your vendors. For orders that have multiple delivery locations, each warehouse address will be printed at the bottom of the purchase order document.

## User-Defined Pay Codes with Ability to Set Discount and Due Date Terms

Create an unlimited number of pay codes to represent the different terms of sale granted by your vendors. You can set complex discount and due date terms using a date table. You can specify the discount day, discount month, due day and due month of purchases made on or before a certain day of the month or use the End-of-Month discount and due date terms. You can assign a default pay code to each vendor to reduce data-entry time which you can overwrite on each purchase order that is processed.

## Built-in Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to vendors who bill you in a foreign currency. The system automatically translates the estimated foreign purchase costs of items sourced from foreign vendors to your home currency before applying them to the items purchased. This eliminates the need to manually calculate the item prices to your local currency.

## Blanket Purchase Orders

Orders for a pre-agreed quantity of inventory to be delivered over a specified period can be created using blanket purchase orders. This allows you to lock in any special price and/or discount offered by the vendor. Blanket purchase orders are automatically

converted into purchase orders when released. It can also be monitored and received as easily as regular purchase orders. An end date can be established for each blanket purchase order to set an expiration date for the contract.

## Mass Cancellation of Purchase Order Backorders

You can easily cancel backorders from a range of purchase orders so that your inventory on-order quantity reflects actual outstanding purchase orders only. This process facilitates scheduling of purchases and material requirements planning. You can set the parameters for canceling backorders such as a single or a range of vendor numbers, buyer names, purchase order numbers, and/or purchase order dates. Each qualified purchase order is displayed on the screen along with the line items and quantities that are not yet received.

## Mass Cancellation of Open Purchase Quotes

You can easily cancel open quotes from a range of open purchase quotes. This feature allows you to set filter parameters for open purchase quotes to cancel in one go. You can select one or a range of vendor numbers, buyer names, purchase order numbers and/or quote dates. Each qualified open purchase quote is displayed along with the line items and quantities that are not approved for conversion into orders.

## Multiple Vendors Tracked for Each Inventory Item

Inventory items can be purchased from different vendors at different units-of-measurement and costs. When the Inventory Control module is activated, you can maintain a list of vendors from whom you procure certain inventory items. You can further include in the vendor inventory list the selling price expressed in the vendor's currency and the unit-of-measurement at which the vendor sells the item at the specified price. These vendor prices are translated to your home currency and converted to the smallest unit-of-measurement for effective comparison. A Best Price Listing further aids in determining the best vendor price, helping you keep purchasing costs at a minimum.

When creating purchase orders, the system recommends either a designated default vendor or the best price-per-unit vendor. If the selected vendor sells to you in a foreign currency, the system automatically translates the vendor's selling price to your home currency using the applicable currency exchange rate; thus, eliminating the need to manually convert vendor prices.

## Temporary Vendor Option Helps Manage Number of Vendor Records

Assign a "temporary" status to certain vendor records whom you transact with on a one-time or infrequent basis. This keeps such records separate from your active vendor list keeping it more manageable.

## Multiple Contact Feature

You can create multiple contact records and set one as a primary contact either for a vendor, a customer or for both. Vendor contacts will show only in vendor related transactions. Multiple phone numbers, e-mail addresses, and social media accounts can be recorded to one contact record.

## Automatically View Vendor Notes Page

Set the system to automatically display the Notes screen when creating or amending vendor transactions. This feature is set up per vendor. When activated, it allows purchasing staff to be immediately alerted to notes, important comments, or reminders you might have about the vendor and/or any vendor related transactions. This helps ensure users get to read these notes before proceeding with the transactions they are working on.

## Integration with Other Modules

- Integration with the General Ledger module allows you to post journal entries for purchase receipts.
- Integration with the Accounts Payable module allows you to record and track a purchase transaction from order entry, through receipt and invoicing, to payment. This helps you to effectively manage your inventory and vendor relationships. You can reverse accrued liability for purchase receipts and reverse accrued landed costs when you record the vendor's invoice.
- With the Inventory Control module, you can set up multiple warehouses and bins for inventory items, use cost methods other than Average, enter vendor lead time information for each item and create different units-of-measurement that can be used in purchase order and receipt transactions. Comprehensive inventory information is available through all stages of the purchasing cycle.
- With the Sales Order module, you can create purchase orders for open sales orders to ensure that you carry only enough items to fulfill customer orders and reduce your inventory carrying costs.

## Other Features

- Quickly convert purchase quotes to orders.
- Combine stock and non-stock items in the same purchase order.
- Preview and print document immediately after creating or amending a purchase order (PO) or quote, blanket PO, release blanket PO, and cancel received goods transactions.
- Review and print historical purchase orders.
- Bin lookup only displays receiving bins.
- Cancel invoiced and un-invoiced purchase receipts
- Option to cancel backorder quantities or assign serial/lot numbers during receipt of goods
- Inactive setting assigned vendor and inventory records prevents further use in transactions.
- A variety of reports (e.g. showing order or receipt quantities, received costs and discounts) can be generated.

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