Software That Fits

AccountMate 10 for SQL or Express
Purchase Order Module

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.
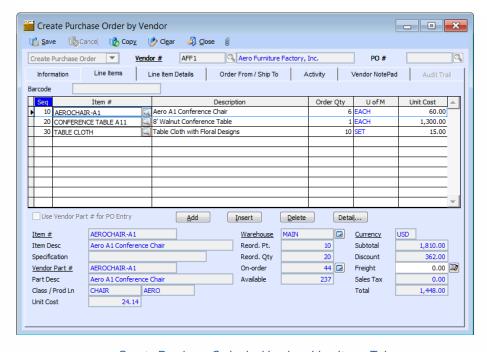
Instant Access to Vendor Information

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.

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 just 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.

Create Purchase Order by Vendor - Line Items Tab

Vendor Ledger Card

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 Tab

Use the Activity tab to record and track details about your interactions with the vendor. You can create an unlimited number of activity records with unlimited status values to represent different phases of each activity. You can also grant access rights to various AccountMate users thereby allowing them to view and/or update Activity tab entries.

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

Add 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 placing orders with vendors to minimize the risk of placing an order for the wrong item. Inventory information such as on-hand quantities, on-order quantities, booked quantities, item classes and product lines is also visible on the purchase order and quote screens.

Material Requirements Planning for Inventory Items

You can set the system to check inventory on-hand quantities and receive a warning if quantities are insufficient when recording customer 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

You can easily create purchase orders or quotes using any one of these options:

• Create Purchase Order (or Quote) by Vendor – most suitable when items are purchased from   a specific vendor

• Create Purchase Order (or Quote) by Item – best used when items can be purchased from multiple vendors at different costs, lead times and warranty terms

• Create Purchase Order (or Quote) by Sales Order – best option for creating purchase orders that are intended to fill specific customer orders such as drop ship sales orders

• Create Purchase Order (or Quote) by Reorder Quantity – most convenient way to create purchase orders using the company's predefined inventory reorder policies (i.e. safety stock, reorder point and reorder quantity) to suggest the items to be ordered When using the Create Purchase Order (or Quote) by Item, by Sales Order and by Reorder Quantity functions, the system will recommend the best-price vendor for each item selected for purchase.

Create Purchase Orders or Quotes for Drop Ship Sales Orders

When integrated with AccountMate's Sales Order module, you can create purchase quotes or orders for drop ship sales orders using either the Create Purchase Order (or Quote) by Vendor or Create Purchase Order (or Quote) by Sales Order function. Multiple purchase quotes can be created for one drop ship sales order in case you want to shop around for the best price before placing the order with a particular vendor. Drop ship line items on one sales order can be split among purchase orders addressed to different

vendors so that you can take full advantage of special pricing or discounts offered by these vendors.

AccountMate assigns the drop ship sales order number to each purchase order line item to help you determine which purchase orders are intended to fulfill specific customer orders. Changes to the drop ship sales order's shipping address or line item request date will automatically update the related purchase quotes and/or orders.

Multiple Warehouses in one Purchase Order

You can assign a different receiving warehouse to each purchase order line item. 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.

Purchase Receipt Accrual Options

You have the option to accrue liability for received goods even though no invoice has been received. This helps ensure that your inventory quantities match the inventory account balance in General Ledger at any given point in time. You can choose between two accrual options: in detail by line item quantity or in summary by receipt amount. Companies that invest heavily in inventory may choose to accrue by line item quantity to allow for a more detailed matching of their purchase receipts against their vendors' invoices. Others may opt for the convenience of accruing by receipt amount especially if they purchase in small quantities from one or two vendors and if the invoiced costs rarely vary from estimated purchase order costs.

Accrue Landed Costs

When importing inventory items from a foreign vendor, you will incur additional costs to transport these items to your warehouse. These additional costs, sometimes referred to as landed costs, include shipping costs as well as cross-border fees such as import duties and taxes. Since these costs can be substantial, it is good business practice to separately track and account for these landed costs.

The Purchase Order module allows you to accrue landed costs and allocate them among the purchased items to correctly reflect inventory costs and more accurately determine your profit margins. When integrated with the Accounts Payable module, you can reverse the liability for accrued landed costs when you record the corresponding vendor invoice.

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

You can 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 particular 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. You can overwrite the default pay code 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.

Blanket Purchase Orders

You can place orders for a pre-agreed quantity of inventory to be delivered over a specified period of time. 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 and can 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.

Import and Export Purchase Orders

You can create purchase orders by importing data from a text or .csv file. You can also export POs to text files. Both features allow you to select the actual import/export fields and the order in which these fields are arranged in the text file. Importing and exporting purchase orders save you time and improves order accuracy.

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 "clean up" of old purchase orders facilitates the scheduling of purchases and material requirements planning. The system allows you to set parameters for canceling backorders. Select one or a range of vendor numbers, buyer names, purchase order numbers and/or order dates. Each qualified purchase order is displayed along with the line items and quantities that are not yet received. To cancel, just mark the check box for the purchase order.

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 parameters for canceling open purchase quotes. 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. To cancel, just mark the check box for the purchase quote.

Multiple Vendors Tracked for Each Inventory Item

Inventory items can be purchased from different vendors at different units-of-measurement. When Purchase Order is integrated with the Inventory Control module, you can maintain a list of vendors from whom you procure each inventory item along with each vendor's 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 feature 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 grabs the vendor's selling price and translates it to your home currency using the specified exchange rate thereby freeing you from having to manually convert vendor prices.

Temporary Vendor Option Helps Manage Number of Vendor Records

Assign a "temporary" status to your vendor records that will be archived during period-end closing when their balances reach zero. This keeps such records separate from your active vendor list allowing you to keep it at a more manageable size.

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 Return to Vendor Authorization module, you can effectively track the progress of purchase returns. You can create a return to vendor transaction by copying line items from an existing purchase order and cross-refer the return quantity against the purchase quantity. The system uses the purchase date and the vendor warranty information to validate whether the return is within the warranty period.

• 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. You can even create purchase orders to be drop shipped directly to your customers.

Other Features

• Quickly convert purchase quotes to orders.

• Vendors can have unlimited order addresses.

• Combine stock and non-stock items in the same purchase order.

• Print, export, and email 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 archived purchase orders.

• Bin lookup only displays receiving bins.

• Cancel invoiced and un-invoiced purchase receipts.

• Inactive vendor and inventory setting prevents further use in transactions.

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