

With AccountMate's Purchase Order (PO) module, you have better control over a full range of purchasing activities. You can record vendor pricing and plan purchases based on reorder point and reorder quantity information. You have the option to accrue a liability for purchases at the time goods are received and reverse the accrual when you record the vendor's invoice in the Accounts Payable (AP) module.

For each purchasing decision, you have an abundance of information about each inventory item at your fingertips thereby enabling you to select the right item, every time. This module also allows you to define which items are for resale and which items (such as office supplies) are solely for in-house use.

When PO is integrated with AccountMate's AP module, you can require that AP invoices be supported by purchase orders before they can be saved. This level of control is unsurpassed in the mid-market.

## AccountMate 12 for LAN Purchase Order Module

### Instant Access to Vendor Information

Users have instant access to a vendor's balance, PO backorder amount, available credit, year-to-date (YTD), and accumulated-to-date (ATD) purchase totals while processing a purchase order. They can also preview the purchase order before it is printed to ensure accuracy and compliance with the company's purchasing policies.

Create Purchase Order by Vendor – Line Items Tab

### Enhanced Vendor Maintenance Functions

**Track and View YTD Purchases**—Users can view details of Year-to-Date (YTD) purchases from a vendor to facilitate negotiations for better pricing and credit terms or to process purchase orders. YTD purchase information is calculated based on the company's total purchases from a vendor within a user-defined year.

**Vendor Ledger Card**—Click the Balance field's Detail Analysis button to view the Vendor Ledger Card which provides a snapshot of each vendor's balance by displaying detailed invoice and payment information including prepayments, partial payments, applied adjustments, and each invoice's General Ledger (GL) Account distribution.

**Vendor Records**—Inactive vendors that have no outstanding balance can be archived. Archived vendor records can be reactivated at any time, eliminating the need to re-enter data.

### Comprehensive Inventory Information

Add a picture of the product to each inventory item record and enter product notes in the accompanying inventory notepad. These powerful tools can be quickly accessed while placing orders with vendors to reduce the risk of ordering the wrong item. Inventory information -- such as reorder levels, on-order quantities, available quantities, item classes, and product lines -- is also available on the PO screen.

### Purchase Scheduling and Material Requirements Planning for Inventory Items

Since stock items and manufacturing components may have to be purchased, users can enter reorder point and quantity information for each inventory item record. This information is

presented in the Inventory Reorder Report that can be used as an aid to schedule purchases and for material requirements planning.

## **Last Received Cost Used as Default Purchase Cost**

AccountMate can be configured so that the last cost of the most recent purchase received from a vendor becomes the default cost of future purchases from that same vendor. Users can specify the number of days during which the last received cost remains in effect. The Last Received Cost Report can be used to review the most recent purchase costs from any range of vendors and the expiration dates. This guides users when choosing the vendor from whom specific inventory items will be ordered before the next purchase is made.

## **Multiple Functions Expedite Purchase Order & Quote Creation**

Users can easily create purchase orders and quotes by choosing from among four different Purchase Order and Purchase Quote creation options:

- By Vendor—best used when items are purchased from specific vendors
- By Item—best used when items may be purchased from multiple vendors at different costs
- By Sales Order—best used when purchase orders are intended to fill specific customer orders
- By Reorder Quantity—best used when processing orders based on predefined inventory reordering policies (i.e. reorder point and reorder quantity)

By using the Create Purchase Order by Item, Sales Order, and Reorder Quantity functions, users let AccountMate recommend the best-price vendor for each item selected for purchase.

## **Support Multiple Warehouses on a Purchase Order**

Users can assign a different receiving warehouse to each PO line item to facilitate the processing of a single purchase order that must be delivered to multiple locations. For multi-delivery-location orders, each warehouse address is printed at the bottom of the purchase order document.

## **Option to Accrue Purchase Receipts**

Users have the option to accrue liability upon receipt of purchased items for which no invoice has been received so that inventory quantities match the inventory GL Account balance. The accrued amounts can be reversed when recording the vendor invoice in the AP module.

## **User-Defined Pay Codes with the Option to Define Complex Discount and Due Date Terms**

An unlimited number of pay codes can be created to define the terms of sale granted by vendors. Complex discount and due date terms can be configured using a date table. Users can define the discount day, discount month, due day, and due month of invoices dated on or before a particular day of the month, or use the end-

of-the-month discount and due terms. They can assign a default pay code to each vendor, thereby reducing order-entry time. Users can overwrite the default pay code for each purchase order.

## **Built-in Multi-Currency Feature**

When multi-currency is activated, a foreign currency code can be assigned to a vendor so that purchases can be recorded in the appropriate currency. This allows estimated purchase costs of items sourced from foreign vendors to be properly recorded and applied to the purchased items.

## **Import and Export Purchase Orders**

Making use of the built-in flexibility of the PO module, users can create purchase orders by importing data from a text file. In addition, users can export existing purchase order data to text files. Both features allow the selection of import/export data fields and the order in which these data fields are arranged in the text file. This saves data-entry time and improves order accuracy.

## **Mass Cancellation of Purchase Order Backorders**

AccountMate provides a fast and easy way to cancel backorders for a range of purchase orders so that the inventory on-order quantity reflects the actual outstanding orders only. This feature allows users to set parameters for canceling backorders. Users can indicate one or a range of vendor numbers, buyer names, PO numbers, and/or order dates. Each qualified PO record is displayed along with the line items and quantities that are back-ordered. To cancel, simply mark the check box beside the PO record. This saves a significant amount of time since users do not have to individually access each purchase order to cancel the back-ordered items.

## **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 names, 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 several vendors at different units of measurement. When the PO module is integrated with the Inventory Control (IC) module, multiple vendors can be tracked for each inventory item, with each vendor's price converted to the smallest unit of measurement in the company's home currency to facilitate comparison. A Best Price Listing feature aids in determining the best vendor price, thereby keeping purchase costs at a minimum.

If the company has foreign currency vendors, users can enter the inventory item's unit price in the vendor's currency which frees them from having to manually translate vendor prices to the company's home currency.

During order entry, AccountMate uses the inventory vendor record to recommend either a designated default vendor or the best price-per-unit vendor.

## Temporary Vendor Option Helps Manage Number of Vendor Records

Users can assign a "Temporary" status to vendor records, which will be archived during period-end closing when their balances reach zero. This keeps these records separate from the active vendor list, allowing them to be kept at a more manageable size.

## Integration with General Ledger, Accounts Payable, Inventory Control, and Sales Order Modules

- Integration with the General Ledger module enables users to easily post accounting entries for accrued purchase receipts in the GL using the Period-End Closing function.
- Integration with the Accounts Payable module allows users to record and track a purchase transaction from order entry, through receipt and invoicing, to payment. Users can also reverse accrued liability for purchase receipts when recording the vendor's invoice. These help users to more effectively manage the company's inventory and vendor relationships.
- With the Inventory Control module, users can set up multiple warehouses and bins for inventory items, assign various cost methods to each item and define different units of measurement to be used in PO transactions. Comprehensive inventory information is accessible to users through the different stages of the purchasing cycle. Furthermore, this module gives users the option to scan bar codes as a way to add line items.

- With the Sales Order module, users can create purchase orders which helps ensure that the company carries only enough inventory to fulfill customer orders thereby reducing its inventory carrying costs.

## Other Features

- Convert purchase quotes to orders without issuing another transaction number
- Vendor records can have unlimited order addresses
- Cancel invoiced and un-invoiced purchase receipts
- Combine stock and non-stock items on the same purchase order
- Print, export, and email document immediately after creating or amending a purchase order (PO) or quote
- Review and print archived purchase orders
- Inactive vendor and inventory item settings prevent further use in transactions

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