



AccountMate
SOFTWARE THAT FITS

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.

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 2026 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 credit, PO backorders, and year-to-date (YTD) and accumulated-to-date (ATD) purchase totals while processing a purchase quote or order. You can also preview the document immediately after saving the purchase order to verify its accuracy and ensure compliance with your purchasing policies.

Create Multiple Purchase Orders – Line Items Page

Track and View YTD Purchase

You can view details of your year-to-date (YTD) 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, each invoice's GL distribution account, and invoice line items.

Activity Page

Record and track details about your interactions with the vendor in the Activity page. Create an unlimited number of activity type records with unlimited activity code values to represent different phases of each activity. Assign a purchase order number to each activity entry that pertains to a specific vendor order to make it easier to identify all communications about specific orders. 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 unarchived at any time thus eliminating the need to recreate data.

Set Up Vendors for AP/PO Matching

If you want to be able to match the purchase order receipt line items to the vendor's invoices, you must activate the AP/PO Matching feature for that vendor. Only do this for vendors to whom you send purchase orders and only if you want the ability to add the PO receipt line items to the invoices you record in the Accounts Payable module for the said purchases. This helps ensure that you are not being billed for purchases you did not make or did not receive.

Accrue Liability for Un-invoiced PO Receipts

When purchased items are received before the vendor's invoice arrives, this could put your inventory system out of sync with General Ledger. AccountMate gives you the option to set up the Purchase Order module to Accrue Received Goods. With this activated, the system will generate journal entries for the purchase receipts and recognize an accrued liability for them. This helps ensure that your inventory quantities match the inventory account balance in GL at any given point in time. The accrued liability will be reversed when you match the PO receipts to the invoice that is subsequently recorded in the Accounts Payable module.

Comprehensive Inventory Information

Add an image of the product to each inventory record and enter product notes in the accompanying inventory notepad. This information can be quickly accessed while processing orders with vendors to minimize the risk of placing an order for the wrong item. Inventory quantity information such as available quantity, on-order quantity, reorder point, and reorder quantity are also visible on the purchase order and purchase quote screens.

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 Vendors Tracked for Each Inventory Item

Inventory items can be purchased from different vendors at different units of measurement and costs. You can maintain a list of vendors from whom you procure certain inventory items. You can include in the vendor inventory list the unit(s) of measurement at which the vendor sells the item and the corresponding unit cost expressed in the vendor's currency. These unit costs are translated to your home currency and converted to the smallest unit of measurement for effective comparison against other vendors who supply the same item. You can also designate a preferred vendor as the default for items that can be sourced from multiple vendors.

When creating multiple purchase orders, AccountMate recommends either a designated default vendor or the best price-per-unit vendor. You can view the item's best price list from the order entry screen to compare vendor prices which will help you keep purchasing costs at a minimum.



Record Your Vendors' Item Numbers

You can easily cross-reference your vendors' item numbers, descriptions, and units of measurement to your own using the Vendor Inventory (by item or by vendor) maintenance functions. If the vendor record is set to use the vendor item numbers during order entry, the item lookup will show both the company's item numbers and that of the vendor. You can also set the vendor record to print the company's item number on the purchase order document. Having both the vendor and the company's item numbers on the PO helps ensure the correct items are ordered. This saves time and helps minimize mistakes.

Multiple Functions Expedite Purchase Order & Quote Creation

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

- Purchase Order (or Quote) by Vendor – this is most suitable when items are purchased from a specific vendor.
- Create Multiple Purchase Orders (or Quotes) – this is best used when items can be purchased from multiple vendors at different costs, units of measurement, and lead times. It uses your vendor inventory records to suggest a vendor for the line items you entered. This function can recommend items to be purchased either based on the reorder point and reorder quantity set up in the inventory record or because they have zero on hand. This can also be used to create purchase orders that are intended to fill specific customer orders.

Multiple Warehouses in one Purchase Order

You can 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.

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. They 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.

Print, Export, and Email Documents from Transactions

Authorized users can preview, print, export and/or email the purchase quote, purchase order, or blanket purchase order after saving the transaction. These options appear in the dialogue box that is displayed after successfully saving the transaction. They are also available on the transaction toolbar when viewing existing purchase quotes, purchase orders, or blanket purchase orders.

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. AccountMate automatically translates the 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 translate foreign purchases into the home currency costs at which you record your inventory.



Receiving Purchase Orders is Easy

With the Purchase Order module, you can see each item's on-order quantity. Click a button to receive all the backorder quantities or enter the receive quantity. You can set the system to use the item's master bin as the default or designate a specific bin as the default receiving bin. You can also receive the same line item into multiple bins.

When integrated with the Inventory Control module, you can scan the items' barcodes to speed up data entry and minimize user errors. Authorized users can assign serial numbers to the serialized items being received.

When integrated with the Lot Control module, authorized users can assign lot numbers to the lot-controlled items being received. They can also enter the vendor's lot numbers and the lot's expiration date. If the inventory record is set to check the minimum shelf life, AccountMate will compare the lot-controlled item's expiration date to its minimum days to sell or use and display a warning if the item will expire before it can be sold or used. This gives you the option to decide whether to accept the items or request for an exchange.

Mass Cancellation of Purchase Order Backorders

You can easily cancel back orders from a range of purchase orders so that your inventory on-order quantity reflects actual outstanding purchase orders only. This process facilitates the scheduling of purchases and material requirements planning. You can set the parameters to cancel back orders such as a single, range or list of vendor numbers, buyers, 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. Mark the checkbox to select the purchase orders to cancel.

Contact Feature

You can create multiple contact records and set one as a primary contact for a vendor. Multiple addresses, phone numbers, and e-mail addresses can be recorded for each 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. The transaction's Notes screen is automatically displayed after the user enters the Vendor # if there are entries in the Vendor Maintenance Notes page. This allows purchasing staff to be immediately alerted if there are notes, important comments, or reminders about the vendor and/or any vendor-related transactions.

Integration with Other Modules

- Integration with the General Ledger module allows you to post journal entries for purchase receipts. General Ledger's control account feature also allows you to limit the use of the accrued liability and similar GL accounts to the Accounts Payable/Purchase Order modules only.
- 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 when you record the vendor's invoice.



- With the Inventory Control module, you can set up multiple warehouses and bins for inventory items. You can choose from these cost methods: Average, FIFO, LIFO, Lot Costing, Specific ID, and Standard Cost. You can 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. This module helps streamline data entry by allowing you to scan barcodes when creating or receiving orders.
- With the Lot Control module, you can keep track of your vendor's lot numbers and lot expiration dates. You can use the Lot Expiration Report and Lot Recall Report to facilitate efforts at retrieving lot-controlled items that are subject to vendor recall.
- With the Sales Order module, you can create purchase orders for open sales orders to ensure that you carry only enough inventory to fulfill customer orders and reduce your inventory carrying costs.

Other Features

- Warns against duplicate purchase orders for the same vendor on the same date.
- Quickly convert purchase quotes to orders.
- Combine stock and non-stock items in the same purchase order or quote.
- Bin lookup only displays receiving bins.
- Supports Canadian country tax.
- Preview, print, export, and email documents immediately after creating or amending a purchase order (PO) or quote, blanket PO, release blanket PO, and cancel received goods transactions.
- Option to cancel backorder quantities during receipt of goods.
- Cancel un-invoiced purchase receipts.
- Ability to cancel outdated purchase quotes en masse.
- Maintains unlimited data history thereby allowing users to view old transactions or reprint any purchase order or quote.
- Ability to attach supporting documents and files to PO transactions and vendor records facilitates the company's efforts to go paperless.
- Authorized users can create purchase orders or purchase quotes directly from the Vendor Maintenance function screen.
- Email recipients (i.e., To, Cc, Bcc) for certain reports can be set up in the vendor record.
- Allows copying of data from Excel and pasting into the Line Items grid when creating purchase quotes, purchase orders, and blanket purchase orders.