# ACCPAC INTERNATIONAL

## ACCPAC® Corporate Series™

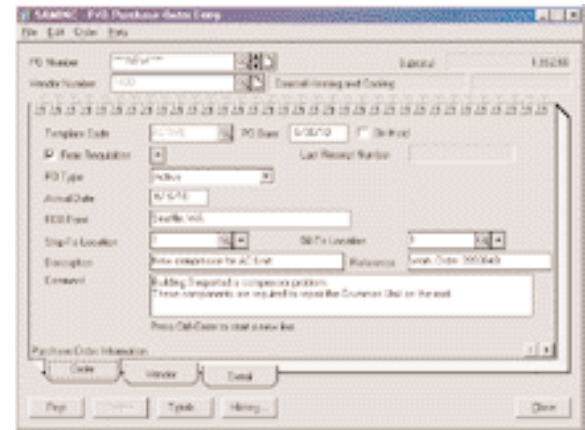# Purchase Orders 4.1

Windows® 2000 Ready

## Purchase Orders automates issuing and managing purchase orders, and receiving inventory items

When combined with Accounts Payable, Inventory Control, and Order Entry, Purchase Orders provides a comprehensive, fully integrated purchasing system. Receipts automatically update inventory and invoices for the received items, and the invoices are automatically transferred to Accounts Payable. Purchase orders can be automatically created for items on sales orders in Order Entry and automatically shipped from the vendor to the customer. A printable Shippable Backorders report helps identify orders that can be completed.

## Powerful Purchase Order Processing Features

- Enter active purchase orders, standing purchase orders, future purchase orders, and blanket purchase orders.
- Automatically update the amount spent and remaining on each blanket purchase order as additional items are ordered.
- Use two costing methods for the default item cost—Vendor Cost and Last Unit Cost–for added flexibility.
- Enter details to order items from multiple vendors or without specifying vendors on a single requisition, then automatically create purchase orders for each vendor.



Purchase Orders delivers comprehensive purchase order management and tracking.

- Create one purchase order from multiple requisitions, selecting the requisition details by vendor number and Inventory Control vendor type.
- Leave purchase orders open indefinitely until all items are received, or cancel any remaining ordered items at any time.
- Quickly receive items from multiple purchase orders on a single receipt.
- Print requisitions, purchase orders, returns, and receiving slips as entered or at a later time.
- Use designated non-inventory item numbers for one-time purchases, office supplies, and any non-inventory item.
- Enter drop-ship addresses for items shipping directly from the vendor to any address, inventory location, or ship-to location.

- Automatically receive all items on a purchase order at once, or receive partial purchase orders, entering quantities only for received items.

- Receive items with or without first entering a purchase order for those items.

- Post multiple receipts to individual purchase orders for ease of processing.

- Process adjustments to quantities, item costs, and additional costs directly on the receipt or the return, rather than as separate inventory adjustments.

- Enter additional costs (such as freight or duty) on a single receipt for received inventory items from multiple vendors, and easily create a separate invoice for each vendor.

- Specify additional costs on received inventory items (such as freight and duty) and allocate the charge by quantity, weight, or cost. Allocation may be entered manually or expensed to a General Ledger account.

- Record the return of items and reallocate additional costs to the remaining items received; or expense the costs to a General Ledger account; or leave them as originally allocated.

- Automatically create invoices during receipt entry or enter them separately in the Invoice Entry notebook.

- For complete audit control, track which employees request item purchases.

## Automatic Creation of Purchase Orders

- Use Tax Services to handle all tax computations and reporting related to purchases, and maintain all tax authorities and classes.

- Include all items on the sales order; or those items that have a back-ordered quantity; or those items that have an insufficient inventory quantity.

- Choose to consolidate item details or list all details on purchase orders created from Order Entry and requisitions.

- Include the Order Entry sales order number for each item ordered.

- Automatically create purchase orders:
  - From Inventory Control reorder data.
  - For specified vendors using Inventory Control's vendor types.
  - From Order Entry orders to fill customer sales orders. Include all items on sales orders, or only those items that have a back ordered quantity, or items that have an insufficient inventory quantity.
  - To ship items directly from the vendor to the customer.

## Customization Features Tailor Purchase Orders to Unique Business Needs

- Quickly create templates of standard information to speed data entry.

- Define any number of additional cost codes for efficient entry of standard costs.

- Choose the type of Inventory Control item cost to display as the default cost on Purchase Orders transactions.

- Add as many as eight optional fields to Purchase Orders transaction windows to track additional information such as shipping tracking number.

- Enter quantities using any unit of measure defined in Inventory Control. Order items in one unit of measure and receive items in another unit with automatic conversion.

- Use security to restrict access to Purchase Orders windows, and costs and quantities on invoice and credit note adjustments.

- Accumulate statistics and history by user-specified periods, and retain that information for as long as needed.

- Print requisitions, purchase orders, receiving slips, returns, and mailing labels using standard Purchase Orders formats, or design custom forms and reports using the built-in report writers.

- Easily reconcile General Ledger accounts using audit reports.

- Use VBA workflow solutions so employees can generate and approve purchase requests via e-mail.

## Full Multicurrency Support (optional for ACCPAC Small Business Series and ACCPAC Discovery Series)

- Full multicurrency functionality and euro support to:
  - Enter purchase order transactions in vendor currency.
  - Enter transactions for EMU and non-EMU members.
  - Print analytical reports and posting journals in vendor currency, or in your functional (home) currency.

## Integrated Solution

- Uses integrated Accounts Payable vendor information, including tax group and tax status, terms, 1099 reporting, and remit-to locations.

- Creates invoice batches from Purchase Orders invoices, credit notes, and debit notes in Accounts Payable.

- Makes it easy to add new Accounts Payable vendors on the fly while entering purchase order transactions, or to add vendor records later.

- Integrates with Inventory Control to update and track item quantities on a purchase order for any number of locations, for efficient inventory management.

- Integrates with Tax Services to handle all tax computations and reporting related to purchases.

## ACCPAC International

For more information about this and other ACCPAC® products, please contact us at 800.808.7000 or visit us at:

## www.accpac.com