

AccountMate 6.0

Purchase Order

With the AccountMate 6.0's advanced **Purchase Order** module, you have better control over your full range of purchasing activities. For instance, you can password-protect purchase order functions. You can select the option to automatically accrue the liability for purchases at the time goods are received, instead of waiting to post the liability through Accounts Payable. You have complete flexibility and control. For each purchasing decision, you always have an abundance of information about each inventory item at your fingertips, enabling you to select the right item, every time. It also enables you to define which items are for resale and which items (such as office supplies) are solely for in-house use. And when your Purchase Order system is integrated with AccountMate 6.0 Accounts Payable, you can require that accounts payable invoices be supported by purchase orders before being entered in the system. This level of control is unsurpassed in the marketplace.

ACCOUNTMATE 6.0 PURCHASE ORDER FEATURES

Instant Access to Vendor Information

With the Purchase Order module, you have instant access to vendor balances and backorder amounts. You can also review purchase and payment histories for any given vendor before processing a purchase order - and you can preview the purchase order before it is printed to ensure accuracy and system compliance.

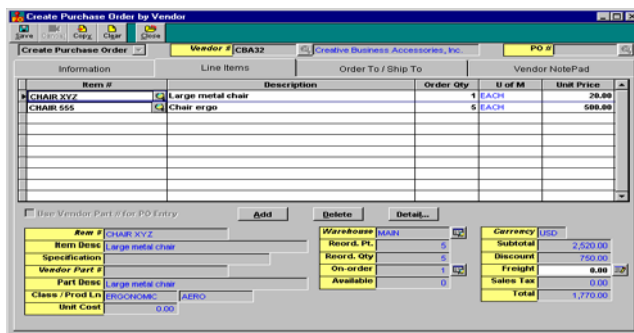


Figure 1. Create Purchase Order: Line Items Tab

Comprehensive Inventory Information

AccountMate 6.0's Purchase Order module enables you to include a picture or illustration of each item. This can be a tremendous help when speaking with vendors and analyzing inventory items. Also, a functional notepad feature allows you to describe the item in detail, further reducing the potential of misordering a product or item.

Blanket Purchase Orders

You can establish and authorize orders of a certain quantity of inventory items from a vendor within a specific period of time. This enables your company to lock in any special price and/or discount offered by the vendor. Blanket purchase orders are automatically converted into purchase orders when released. The Release Blanket Purchase Order function enables you to receive items against a purchase order within a designated time limit. A blanket purchase order that goes beyond its valid date can no longer be released. You can also insure the integrity of your data by assigning access rights only to specified personnel.

Mass Canceling of Purchase Order Backorders

You can now easily cancel a single purchase order backorder or a range of backorders. The Cancel PO Backorder function provides the ability to set parameters for backorders you want to cancel. You can indicate a single or a range of vendor numbers, buyer names, purchase order numbers and/or order dates. Each purchase order number is displayed along with the items and quantities that are backordered. To cancel, all you need to do is place a check mark in the corresponding cancel box of the purchase order. This can represent significant time saved, since you no longer have to individually access each purchase order to cancel the backordered items.

Year-to-Date Purchases

Year-to-Date purchase information is calculated based on your company's total purchases from a vendor within a user-defined year.

Vendor Ledger Card

Drill down information displays details concerning the vendor invoice, payment, bank account, and invoice distribution.

Complete Inventory Information On-Screen

During purchase order creation, the Purchase Order module ensures that you have all necessary information about inventory items (e.g., reorder points, reorder quantities, plus quantities on-hand and on-order) at the time you place the order.

Vendor Notes for Quick Reference

A vendor notepad built into the AccountMate 6.0 Purchase Order module enables you to attach pertinent information to each vendor's record, which can be reviewed any time an order is being placed.

Built-in Multi-Currency Functionality

With the AccountMate 6.0 Purchase Order module, you can set up a specific code for each currency in which you will or might transact business. Each vendor can be assigned a different currency code, allowing orders to be placed in their own currency.

Check Printing Versatility

When processing system checks with the Purchase Order module, you have the option of printing one check per invoice or one check per vendor.

Received Goods Overage Warning

The Purchase Order module links purchase orders, backorders and receiving into an integrated system. With this, you are warned if the quantity of an item you are entering as received exceeds the backorder quantity. Goods can be posted as fully received with a simple mouse-click.

Backordered Items Remain Outstanding Until Received

The Purchase Order module's linkage of ordering with receiving offers further flexibility. For instance, purchase orders are not closed until all backorder items have been received or cancelled.

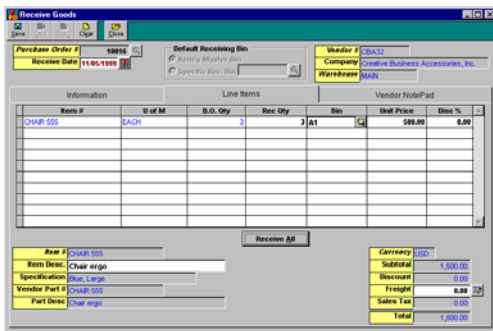


Figure 2. Received Goods

Allocate Received Goods Costs in Detail

If your Purchase Order module is integrated with AccountMate's General Ledger through the Accounts Payable module, costs of received goods from a purchase order can be distributed to one or more General Ledger accounts. This ability to flexibly allocate costs in detail helps you to better manage your expenditures on a departmental or project level.

Multiple Vendor and Shipping Addresses

The innovative new Purchase Order module permits you to maintain multiple ordering addresses for each vendor, while the option to use the shipping address from a related sales order eliminates the need to key in a shipping location that is different from the user's address.

Review/Print Archived Purchase Orders

This comprehensive Purchase Order system maintains unlimited history data, allowing you to reprint any purchase order or review it on-screen. You can go back as far as you want, without having to keep hard copies of old purchase orders. While saving on storage space is a minor benefit, the flexibility of immediate access is a real plus.

Temporary Vendor Option Avoids Clogging Files

With the Purchase Order module, you can assign new vendors "Temporary" status, which will cause them to be deleted when their balances reach zero. This facilitates the use of, and deletion of, one-time vendors - and keeps them separate from your on-going, approved vendor list.

Inactive Vendor/Inventory Item Option

Vendor and inventory item records in the Purchase Order module can be made inactive to prevent further transactions from being entered for those vendors or inventory items. This provides further control and oversight, especially after preferred vendor lists are updated.

Stock and Non-Stock Items on the Same Purchase Order

With the flexibility inherent in the Purchase Order module, you can include both stock and non-stock items on a single purchase order. In this way, you are not restricted to including only items that are already in stock.

Purchase Quotes Can Be Converted to Orders

Within the Purchase Order module environment, you can create purchase quotes, which can then be cancelled or converted to purchase orders at the click of a button. Quotes can also be easily amended before being converted to purchase orders.

Purchase Orders Can Be Required for Invoices

When integrated with AccountMate 6.0 Accounts Payable, the Purchase Order module can verify that a purchase order exists one created to support each invoice, before these invoices can be posted in Accounts Payable.

Purchase Orders Can Be Imported and Exported

Making use of the integrated flexibility of the Purchase Order module, you can create purchase orders by importing data from a text file. In addition, you can export existing purchase order data to text files. This feature allows you to import and export purchase order data from and to other systems, which can enhance both time-savings and order accuracy.

Multiple Functions Expedite PO & PQ Creation

You can easily create purchase orders and quotes by choosing from among four different purchase orders or Purchase quote creation functions by:

- Vendor
- Item
- Sales Order
- Reorder Quantity

Each option has its own specialized screen to facilitate the creation of purchase orders or quotes.

Inventory Vendor Maintenance

You can use the Purchase Order module to maintain records about all of the vendors who can supply particular parts, as well as about all of the parts that a particular vendor can supply. These records can include both prices and cross-referenced part numbers.

System Flags Revised Purchase Orders

Once a purchase order is printed, the Purchase Order module ensures that a Revision Letter is automatically added to the purchase order number each time a change is made to the purchase order.

Other Features:

- Deleted vendors can be archived.
- Protection against vendors exceeding credit limit can be built into the system.