

Purchasing Module

WHAT IT DOES FOR YOU

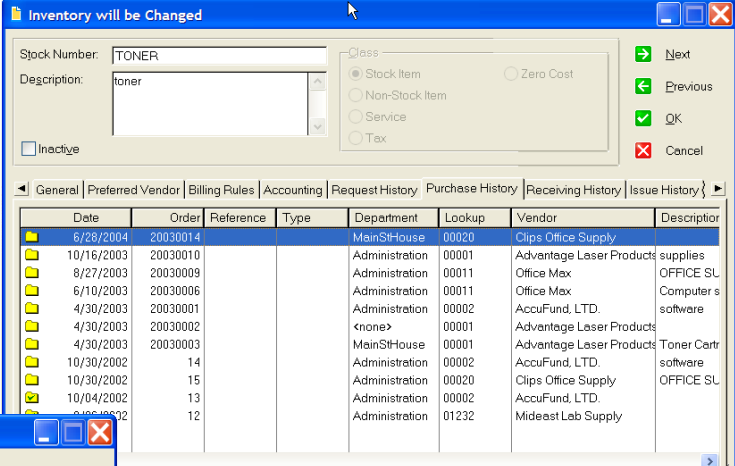
The **Purchasing and Inventory** component is designed to completely manage your purchasing and inventory needs. The system will track inventory and non-inventory purchasing, inventory levels, and issue of stock to departments. The component does all updates real time, providing current information stock levels and General Ledger encumbrance balances. In addition you can:

- ✓ Define your own purchase order forms including logos, text, boxes and other graphical elements.
- ✓ Create your own activity and receipt reports.
- ✓ Quickly review the status of any stock item. Each stock item has real time views of purchasing and issue history.
- ✓ Automatic interface of inventory receiving into your accounts payable system.

HOW IT WORKS

As orders are received stock levels are automatically increased and available for issue. As stock is issued stock levels are automatically decreased. Stock issues also record where the issues are to be expensed.

Stock levels can be quickly reviewed for all inventory items.



Inventory will be Changed

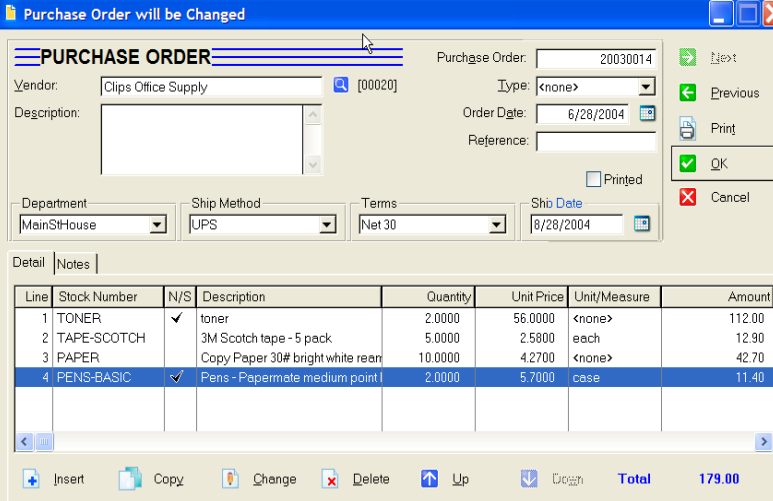
Stock Number: TONER
Description: toner

Class: Stock Item Non-Stock Item Service Tax

Inactive

Buttons: Next, Previous, OK, Cancel

Date	Order	Reference	Type	Department	Lookup	Vendor	Description
6/28/2004	20030014			MainStHouse	00020	Clips Office Supply	
10/16/2003	20030010			Administration	00001	Advantage Laser Products	supplies
8/27/2003	20030009			Administration	00011	Office Max	OFFICE SL
6/10/2003	20030006			Administration	00011	Office Max	Computer s
4/30/2003	20030001			Administration	00002	AccuFund, LTD.	software
4/30/2003	20030002			<none>	00001	Advantage Laser Products	
4/30/2003	20030003			MainStHouse	00001	Advantage Laser Products	Toner Cntr
10/30/2002	14			Administration	00002	AccuFund, LTD.	software
10/30/2002	15			Administration	00020	Clips Office Supply	OFFICE SL
10/04/2002	13			Administration	00002	AccuFund, LTD.	
6/28/2002	12			Administration	01232	Mideast Lab Supply	



PURCHASE ORDER

Purchase Order: 20030014

Vendor: Clips Office Supply [00020] Type: <none>

Description: [Empty]

Order Date: 6/28/2004

Reference: [Empty]

Department: MainStHouse Ship Method: UPS Terms: Net 30 Ship Date: 8/28/2004

Buttons: Next, Previous, Print, OK, Cancel

Line	Stock Number	N/S	Description	Quantity	Unit Price	Unit/Measure	Amount
1	TONER	✓	toner	2.0000	56.0000	<none>	112.00
2	TAPE-SCOTCH		3M Scotch tape - 5 pack	5.0000	2.5800	each	12.90
3	PAPER		Copy Paper 30# bright white ream	10.0000	4.2700	<none>	42.70
4	PENS-BASIC	✓	Pens - Papermate medium point	2.0000	5.7000	case	11.40

Total: 179.00

Use the order entry window to enter all new purchases for addition to inventory, encumbrance of services or non-inventory stock purchases.

The Inventory component may be used as a central stores inventory. The Inventory screen shows all activity for the inventory item.

OTHER FEATURES

Other features include:

- ✓ Full security system to control access to sensitive customer information
- ✓ Integrated with **Requisition Management** module
- ✓ Multi-user access
- ✓ Choice of receiving entry combined with bill entry or separate receiving entry screen
- ✓ Provide department-based security to limit entry and viewing of purchase orders

COMPONENT INTEGRATION

The **Purchasing and Inventory** module is integrated with the following modules in the *AccuFund Accounting Suite*:

- ✓ **General Ledger**—All purchase orders are posted to the general Ledger as encumbrance entries for reporting, giving organization managers a complete look at existing department or project commitments.
- ✓ **Accounts Payable** - The Purchasing component automatically interfaces with **Accounts Payable** for bill payment. There is no re-entry of information. Depending on configuration choices for receiving, the receiving may be done as part of bill entry, or a separate receiving function may be utilized.
- ✓ **Requisition Management** - The requisition system may serve as a front end for multi-level approval of requisitions which are then automatically available in **Purchasing** for consolidation and ordering purposes. When requisitions convert to purchase orders, the status is automatically written back to the requisition records included.
- ✓ **Inventory** - For stock items, inventory level and cost of goods is automatically updated from the purchasing process. On-order and on-hand levels are updated as items on purchase orders are ordered and received.

RECEIVING Document: To Be Assigned

Vendor: Clips Office Supply [00020] Received: 10/04/2004

Description: Department: MainStHouse

pd	Order	Department	Order Date	#	Stock Number	N/S	Description	Qty Received
	20030014	MainStHouse	6/28/2004	1	TONER	✓	toner	2.0000
	20030014	MainStHouse	6/28/2004	2	TAPE-SCOTCH		3M Scotch tape - 5 peck	4.0000
	20030014	MainStHouse	6/28/2004	3	PAPER		Copy Paper 30# bright white r	8.0000
	20030014	MainStHouse	6/28/2004	4	PENS-BASIC	✓	Pens - Papermate medium pc	0.0000

Total Received: 14.0000

The system may be setup to separate receiving from bill entry, showing all open purchase orders and the items ordered. In a smaller organization without a formalized receiving department may prefer receiving combined with the billing screen.

AccuFund Sample
100 Hillside Avenue
Needham, MA 02494

PURCHASE ORDER

DATE: 10/04/2004
NUMBER: 1

AccuFund, Inc.
6375 Willowbrook Trail
Littleton, CO 80120

Line	Description	Quantity	Unit Price	Amount
1	6100 Accounting software	50000	1,200.0000	15000.00
2	6101 Utility Billing software	70000	1,200.0000	8400.00
Order Total				23400.00

It is the purchaser's responsibility to verify the accuracy of the information provided in this purchase order. The purchaser is responsible for the accuracy of the information provided in this purchase order.

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COMPONENT AVAILABILITY

The **Purchasing and Inventory** module is available as a component of the *AccuFund Accounting Suite* or may be purchased as a stand-alone system with integration capabilities with other accounting systems at the General Ledger level for encumbrance reporting and with Accounts Payable for automated AP invoice creation.

STANDARD REPORTS/TEMPLATES PROVIDED

- ✓ Purchase order document
- ✓ Purchase order status report
- ✓ Purchase order aging
- ✓ Receiving document
- ✓ Receiving report
- ✓ Inventory document
- ✓ Inventory status report