



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

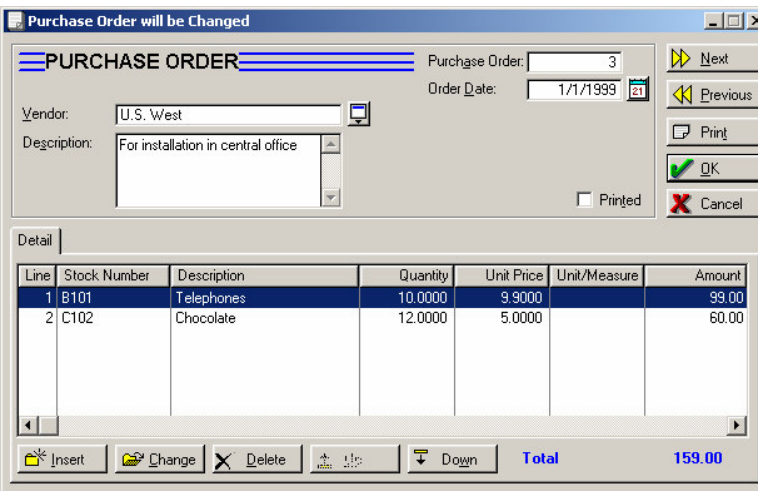
As orders are received stock levels are automatically increased and available for issue. As stock is issued stock levels are automatically decreased. Stock issues also record where the issues are to be expensed.

Stock levels can be quickly reviewed for all inventory items

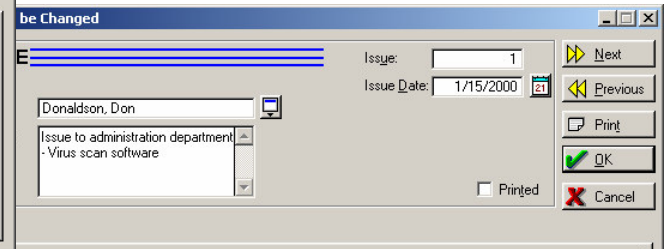
OTHER FEATURES

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



| Line | Stock Number | Description | Quantity | Unit Price | Unit/Measure | Amount |
|--------------|--------------|-------------|----------|------------|--------------|---------------|
| 1 | B101 | Telephones | 10.0000 | 9.9000 | | 99.00 |
| 2 | C102 | Chocolate | 12.0000 | 5.0000 | | 60.00 |
| Total | | | | | | 159.00 |



| Line | Stock Number | Description | Qty Received | Unit Price | Amount |
|--------------|--------------|-------------------|--------------|------------|---------------|
| 1 | A101 | Computer Software | 1.0000 | 110.0000 | 110.00 |
| Total | | | | | 110.00 |

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

- 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.

The Inventory component may be used as a central stores inventory. The Issues screen is used to expense inventory to the appropriate department/project.

- ✓ Provide department-based security to limit entry and viewing of purchase orders

HOW IT WORKS

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.

PURCHASE ORDER

AccuFund, Inc.
 43 The Mills - Boston Trail
 Needham, CO 02459

| Line | Description | Quantity | Unit Price | Amount |
|-------------|-------------------------------|----------|------------|-----------|
| 1 | 0100 Accounting Software | 20000 | 1,200.0000 | 24,000.00 |
| 2 | 0101 Utility Billing Software | 20000 | 1,200.0000 | 24,000.00 |
| Order Total | | | | 48,000.00 |

Purchase order is allowed to be in progress until the receipt is received or cancellation of the purchase order. A completion of the order is the receipt price configuration.

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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.

COMPONENT AVAILABILITY

Receiving will be Added

RECEIVING

Vendor: AccuFund, Inc. [2] Document: 1 OK

Description: Received: 11/8/2002 Cancel

Reference: 54598

Department: <all>

| Order | Department | Order Date | # | Stock Number | Description | Qty Received |
|-------|----------------|------------|---|--------------|--------------------------|--------------|
| 4 | <none> | 1/1/2001 | 1 | A100 | Accounting Software | 1.0000 |
| 4 | <none> | 1/1/2001 | 2 | A101 | Utility Billing Software | 1.0000 |
| 8 | Administration | 12/18/2001 | 1 | | Requisition software | 0.0000 |

Total Received: 2.0000

STANDARD REPORTS/TEMPLATES PROVIDED

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

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.