# 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.
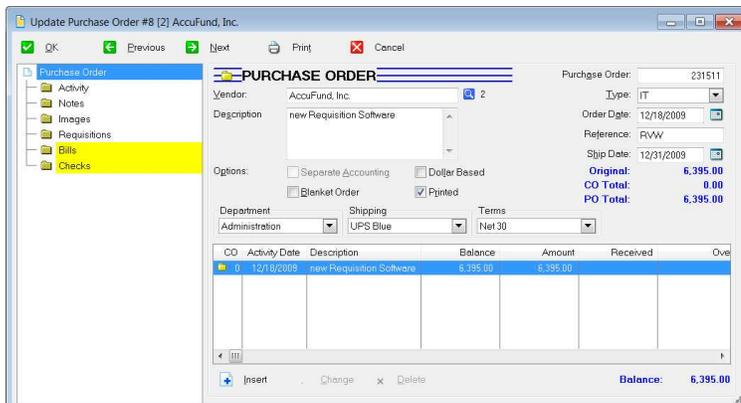


*Use the order entry window to enter all new purchases for addition to inventory, encumbrance of services or non-inventory stock purchases.*

✓ 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

## 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*:
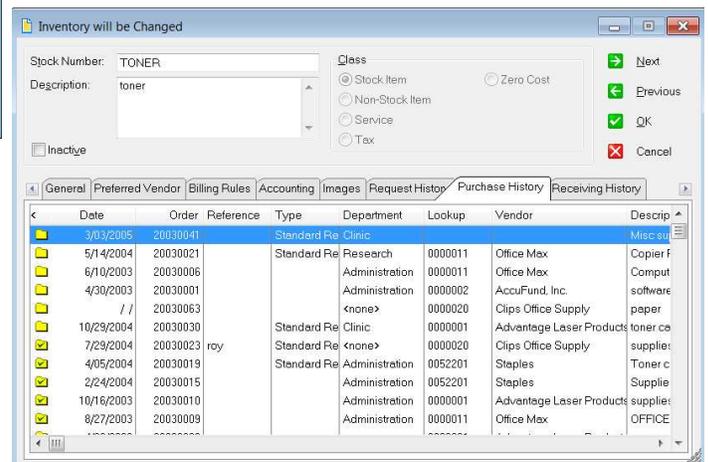


*The Inventory component may be used as a central stores inventory. The Inventory screen shows all activity for the inventory item.*

✓ **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.



## 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



*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.*

---