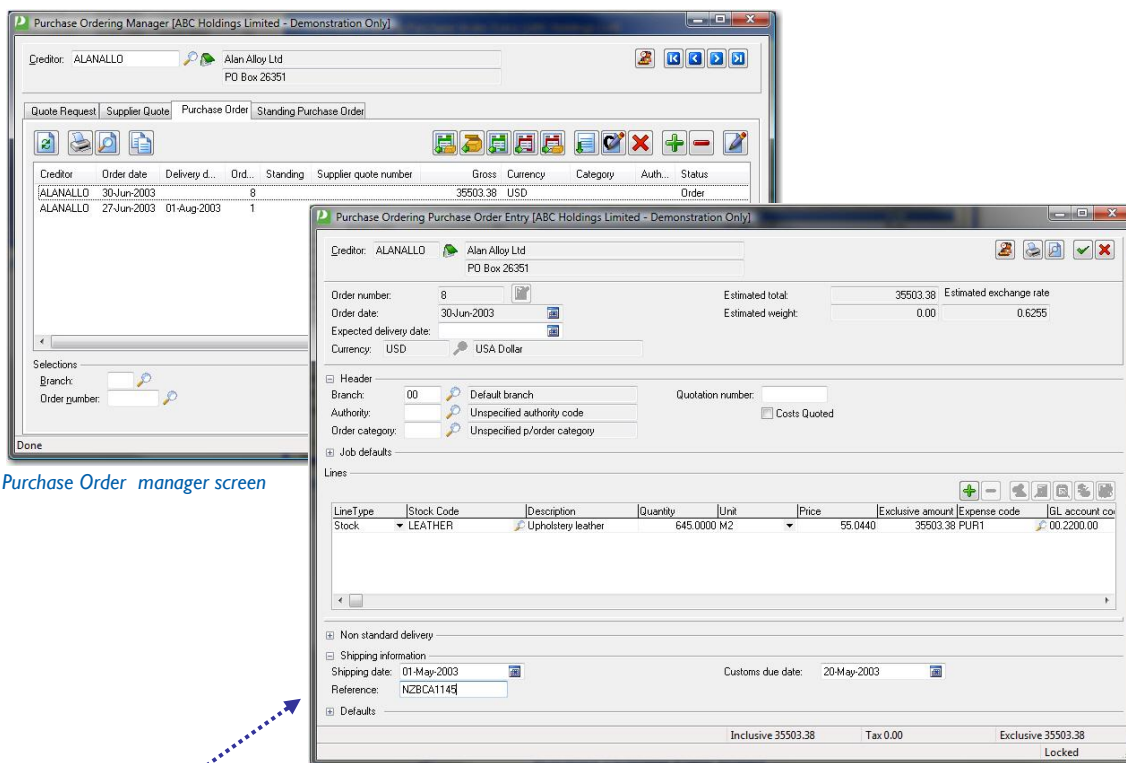


# Purchase Ordering

The Attaché PRO Purchase Ordering module is the key to controlling expenditure in your business. It provides you with a checkpoint, from when you first place an order with a supplier, to physically receiving the goods with their corresponding packing slip and matching and processing the supplier invoice.

There are many time saving features, including the ability to generate standing orders, copy orders and generate orders from stock re-order levels. Job expenses can be recorded and additional expenses such as freight or duty can be spread to calculate landed costs. These features give you the ability to accurately record your level of expenditure and reflect a true picture of your creditor position.



Purchase Order manager screen

Purchase Ordering Entry Screen

Areas of the screen can be collapsed when they are not being used.

## Send your purchase order whilst you talk

Using the Attaché Alex document delivery system, you can send your purchase order by fax or email from within the Purchase Ordering module. Sending is as simple as printing the purchase order, Alex will delivery the document using the chosen method (costs apply).

## Drill Down

Purchase Ordering keeps a history which can be used to drill down and view packing slips, invoices and credits for any particular purchase order. These screen show the information which can be accessed from the view Purchase Order Screen.

Purchase Ordering view Invoice / Packing slip screen

Local stock selling prices:	Local base:
Retail	132.0000 132.0000
Corporate	140.8000 140.8000
Wholesale	145.2000 145.2000
(4)	0.0000 0.0000
(5)	0.0000 0.0000
(6)	0.0000 0.0000

Purchase Ordering Line details screen

## Supplier Price Book

Use the Supplier Price Book to make accurate purchasing decisions based on supplier performance and cost. Under each supplier, prices may be maintained for each stock code and unit of measure. Through the price book, you can set preferred prices and have Purchase Ordering query if the order is not placed through the preferred supplier.

## Features

- Copy purchase orders
- Enter standing orders
- Enter credits for orders
- Generate purchase orders from quotes
- Generate purchase orders from stock re-order levels
- Creditor liability tracking
- Branch, company and non-standard delivery addresses
- Drill down history to view packing slips, invoices and credits
- Auto remove, old unfulfilled orders
- Supplier price book with price comparisons and multiple units of measure
- Standing Purchase Orders for re-occurring orders

## Module Integration

The Purchase Ordering module integrates to the Inventory Control, Accounts Payable, PowerLink Job Costing system and the Alex document delivery system.

General Ledger  
Cashbook  
Accounts Receivable  
Accounts Payable  
Inventory Control  
Special Pricing  
Fixed Assets  
Bill of Materials  
Sales Order Entry  
Sales Analysis  
Purchase Ordering  
Purchase Analysis  
Foreign Currency  
Payroll  
Alex  
Report Designer  
Data Transfer  
FlexiData  
ODBC  
OLE DB  
Archiver  
Scheduling

# Attaché

Attaché Software New Zealand Pty. Limited  
Level 4, Greys Ave, Auckland 1010  
PO Box 37-623, Parnell, Auckland 1151  
Tel + 64 9 302 9390  
Fax + 64 9 302 9391

Attaché Software Australia Pty. Limited  
18 Berry Street, North Sydney NSW 2060  
PO Box 1070, North Sydney NSW 2059  
Tel + 61 2 9929 8700  
Fax + 61 2 9925 0481

Email [sales@attache.co.nz](mailto:sales@attache.co.nz)  
Website [www.attachepro.com](http://www.attachepro.com)