

Purchasing

Complete stock and purchasing control

What, when and where you order is vital to both cost control and customer service. By including the Purchasing option in your Attaché Suppliers system, you'll have the tools and information you need to keep purchasing under control and to efficiently manage orders and suppliers.

Key benefits

- Provide efficient customer service, with access to what is on order and due dates
- Avoid unauthorised, unnecessary and incorrect orders being placed
- Automate re-ordering and standing purchase orders to reduce data entry

Familiar form-type screens

Tailor your purchase order entry screens to look like your usual forms. You can choose which fields to display, change the field names and position fields as required. Familiar screens make data entry both fast and accurate.

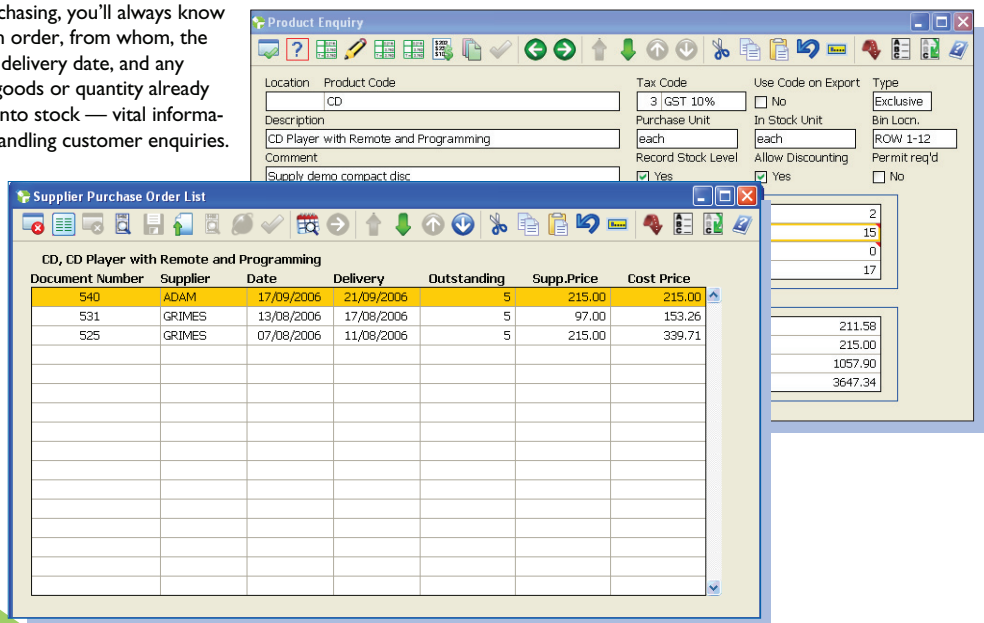
Design your own purchase orders

Give your purchase orders a professional look by incorporating your logo, different fonts and other design elements. Attaché includes a simple "drag-and-drop" form design tool, and standard layouts provide an easy starting point. You can also create multiple layouts — handy when suppliers request orders in a particular format.

The Purchasing option requires Attaché Suppliers with the Supplier Invoicing option, and most businesses also use Attaché Products & Services. And with Attaché General Ledger as well, you can maintain contingent liability accounts both for goods on order and goods received but not invoiced.

Complete information, instantly

With Purchasing, you'll always know what is on order, from whom, the expected delivery date, and any overdue goods or quantity already received into stock — vital information for handling customer enquiries.



The image shows two screenshots of the Attaché software interface. The top screenshot is the 'Product Enquiry' window, which displays fields for Location (CD), Product Code, Tax Code (3 GST 10%), Use Code on Export (No), Type (Exclusive), Description (CD Player with Remote and Programming), Purchase Unit (each), In Stock Unit (each), Bin Locn. (ROW 1-12), Comment (Supply demo compact disc), Record Stock Level (Yes), and Allow Discounting (Yes). The bottom screenshot is the 'Supplier Purchase Order List' window, which displays a table of purchase orders for 'CD, CD Player with Remote and Programming'.

Document Number	Supplier	Date	Delivery	Outstanding	Supp.Price	Cost Price
540	ADAM	17/09/2006	21/09/2006	5	215.00	215.00
531	GRIMES	13/08/2006	17/08/2006	5	97.00	153.26
525	GRIMES	07/08/2006	11/08/2006	5	215.00	339.71

Security and control

Prevent unauthorised and unnecessary orders by using the password-controlled requisition function. Requisitions can be raised manually or automatically.

Automated re-ordering

Use Purchasing in conjunction with Attaché Products & Services to define re-order minimum and maximum levels. You can then automatically create purchase requisitions which, once approved, can generate orders without the need for further manual input.

Create standing purchase orders

With the Purchasing option you can create standing orders — ideal for frequent purchases — which you can then generate as often as required. Standing orders can also be easily modified to alter quantities or add and delete items.

Other features

- Automatic tax calculations
- preferred supplier shown when entering purchase orders
- automatic calculation of due and settlement discount dates
- exception reporting, items due report, estimated liability report
- automatically print documents
- multiple line types, and much more

Fax, email and print purchase orders

The Attaché Alex document delivery service lets you send documents such as purchase orders and remittance advices by fax or email directly from your Attaché system to your suppliers.

With Alex you can track vital purchase orders so you know if your order has been received, or more importantly if it hasn't. This means faster, more reliable supplier communication and fewer delays in fulfilling customer orders.

Supplier Pricing option

Purchasing uses the product cost or last cost recorded in Attaché Products & Services. But by adding the Supplier Pricing option, you can hold an unlimited number of suppliers' prices and discounts (including date-based and quantity-based prices) for inclusion on your purchase orders.

You can also hold the supplier's product code if it varies from yours and include it on your purchase order. This helps reduce confusion and errors with supplier deliveries.

Foreign Currency option

For businesses ordering from overseas suppliers, the Foreign Currency option lets you produce purchase orders in the currency of your suppliers. The software then converts the supplier's price to local currency in your Attaché files.



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