



Attaché Suppliers

Creditor management made easy

Attaché Suppliers performs a complementary role to Attaché Customers. As the central hub for purchasing, Attaché Suppliers integrates with Supplier Invoicing, Purchasing, Attaché Products & Services and General Ledger.

Seamless supplier payments in three easy steps

Substantially reduce the time spent on supplier payments with complete control:

- 1 Select invoices for payment based on supplier code, postcode, category, due date or discount date. You can also specify a maximum amount to pay.
- 2 Process payment by electronic funds transfer via your banking software using the supplier's bank details held on file.
- 3 Automatically send remittance advices using the Attaché Alex document delivery service. (No more manually-created remittance advices or standing by the fax machine faxing individual documents!)

You can also print remittance advices with cheques and you can design your own remittance advice and cheque layout.

Additional features

- Choice of period or date driven supplier ageing reporting and general ledger postings
- Automatic payment due dates • pay by bank, credit card or cheque • multiple bank accounts for payments • default expense codes • choice of supplier balances ageing • unallocated credit postings • calculate settlement discount • cash required reporting • "in dispute" flagging
- supplier groupings • postal barcoding on documents • numerous reporting options including ability to customise using Attaché ODBC • multiple document designs



"What really surprised us was how much time Alex would save us with our supplier payments. It is just so seamless. We now have 95% of our regular suppliers receiving their payment advices via Alex. There are just so many better things to do than paperwork."

Aidan J Graham Landscape Supplies,



Attaché Contacts option

Attaché Contacts can store an unlimited number of contacts for each supplier. Each contact includes the person's name, position, mobile phone, direct line, email address and additional information.

Supplier Notes option

Both inexpensive and very handy, Supplier Notes lets you record additional details on each individual supplier. This could include contract terms, alternative suppliers for similar goods or services, diary of discussions or promises, information about specials and other helpful details.

Supplier Invoicing option

Supplier Invoicing combines with Attaché Suppliers and Attaché Products & Services to make data entry of supplier invoices effortless.

The Supplier Invoicing option includes a number of very useful features:

Invoices — Invoice items can be automatically read in from existing purchase orders (if Purchasing is used) or from goods received notes, thus eliminating re-keying. Recipient-created invoices can also be produced.

Goods Received Notes — If goods received from a supplier are only accompanied by a delivery docket, you can enter the details of goods received through a goods received note. Goods are then available for sale, without waiting for the supplier invoice. These details can be automatically read in from the purchase order.

Credit Notes — Read in the invoice against the credit note, if current invoices for this supplier exist in the system. Credit adjustment notes for settlement discounts are produced automatically.

Additional features

- Transactions can be automatically allocated to the correct General Ledger account, itemising all purchases
- Provides a full audit trail, giving you peace of mind about tax audits
- Flexibility — display as much detail as you require
- Calculate GST from tax-inclusive prices

The following options require Attaché Suppliers, Supplier Invoicing and Attaché Products & Services:

Supplier Pricing option

Supplier Pricing enables you to set up an unlimited number of supplier buying prices and discounts. You can also set up a special buying price, including date and quantity terms.

Foreign Currency option

This option lets you enter and print purchase orders in the currency of your overseas suppliers. The system automatically converts the supplier price into local currency. You can retain a history of currency fluctuations showing the average, high, and low rates per month. A savings percentage is also calculated.

Attaché Customers
Attaché Suppliers
Attaché Products & Services
Attaché General Ledger
Attaché Payroll
Attaché Alex
Attaché ODBC
Attaché Archive



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