

# Purchase Management

## Manage your entire purchasing process

Purchase management is an essential element of managing sales and profitability.

The ACCTivate! Purchasing Management module provides the facilities required to allow predictable acquisition of inventory.

Purchase Requests, Requests for Quote and Purchase Orders are managed by the system.

Products received into inventory against a purchase order are matched to invoices received. Approved purchase invoices automatically create an invoice in accounts payable.



### Inventory-specific features

- Purchases for stock
- Drop shipments
- Non-inventory purchases
- Purchase history by product
- Supplier prices maintained
- Supplier product number cross-reference
- Purchase approval control
- Supplier backorders maintained
- Flexible pricing
- Integration to Inventory Management
- Integration to Accounts Payable

**Purchase Order 1253 - Adams Paper**

PO Number 1253 Status Issued Requested by [ ] [ ] [ ]

Supplier Adams Paper Terms 210N10 Approved by [ ] [ ] [ ]

Header | Detail | Instructions | Invoices | Notes | Activities | Email

**Supplier Address**  Override Supplier Address

Address Adams Paper Mill  
100 Main Street

City, St Zip Suite [ ] [ ] 2400

**Ship to Address**  Override Ship To Address

Warehouse F

Name Texas Supply, Fort Worth

Attention Fred Drews

Address Texas Supply  
2020 North Main Street

City, St Zip Fort Worth TX 76102 USA

Contact Vendor  
Phone 555-8209  
Fax 555-8208  
Email bob@adamspaper.com

Requested 6/17/2009  
Promised [ ] [ ] [ ]  
Not before [ ] [ ] [ ]  
Not after [ ] [ ] [ ]

Entered by SYS on 6/10/2009 12:50:35 PM  
Status Changed by SYS on 6/10/2009 12:51:02 PM  
Issued by SYS on 6/10/2009 12:51:02 PM

Reference [ ] Ship Via Ground Ordered \$11,036.25  
Related Document [ ] FOB Fort Worth Tax Exempt  Outstanding \$11,036.25

**Purchase Order 1253 - Adams Paper**

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View Product

#	Type	Product ID	Vendor Product ID	Ordered	Received	Unit	Price	Line Amount
X		Description		Outstanding	Invoiced	GL Expense Account	Instructions	
1	P	E10	10-2345	100		Ea	6.50	\$650.00
		#10 Envelopes, 4 1/8" x 9 1/2", 24 Lb., White, Box Of 500		100				
2	P	PH40		50		Ea	22.75	\$1,137.50
		2.4GHz Analog Cordless Phone		50				
3	P	CP2003		100		Rm	0.92	\$92.00
		Copy Paper, 8 1/2" x 11", 20 Lb., 84 Brightness, Ream Of 500		100				
4	P	PH25		50		Ea	12.50	\$625.00
		Corded Speakerphone With Call Waiting/Caller ID		50				
5	P	F100		25		Ea	55.95	\$1,398.75
		Executive Desk		25				
6	P	CH20		25		Ea	275.00	\$6,875.00
		Executive Chair		25				
7	P	ST10		100		Ea	2.58	\$258.00
		Decktop Scanner		100				

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