The entire purchasing process, from requesting a quote through receiving shipments and printing payment checks, is handled by the Purchases Module. Innovative approaches are applied to solve commonly experienced inefficiencies in the purchasing process.

The following are the components of the Purchases modules:

Supplier

Information and settings for suppliers is handled in this area of Purchases. Since suppliers are companies, data that is common, such as addresses, can be entered as either a company or as a supplier.

Information that is unique to suppliers, such as credit information extended to your company, where shipments are received and the supplier location where payments are sent, is only handled in Purchases.

Each supplier has a listing of items and services that were purchased from them, including the last time the item was received along with their last price. Plus all activity, such as supplier invoices, payments made, items returned, etc., is also listed by supplier. Activity can be filtered by order type, status, and date range right on the supplier screen. Order amounts and source documents are included, along with the ability to hyperlink directly to the document record.
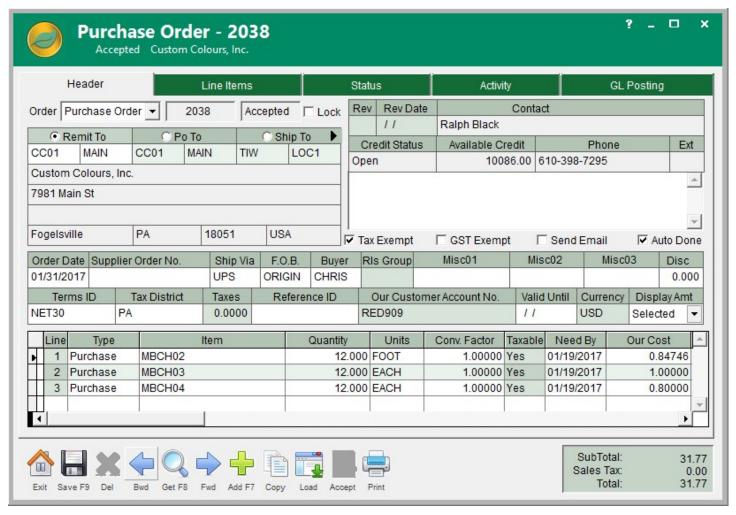
Supplier part numbers and internal part numbers are cross-referenced so that companies who prefer to order items using their own part numbers can do so.

Purchase Documents

There are eight different document types used by the Purchases module. They include purchase orders, return orders, payables, debit memos, requisitions, purchase quotes, blanket orders, and recurring orders.

The innovations in the purchases start with selecting an order type, which can be done from the ribbon menu, or by simply opening an order screen and setting the order type. This optimizes clicks among menu choices.

One feature that makes a big difference is being able to save an incomplete order in a pending state. This avoids cancellation of incomplete or partially entered orders, and bypasses having to re-enter them. As a pending order they can still be fully edited, including lines added, changed or deleted. Some companies use pending orders to stage orders in advance to be released as groups.

Pending orders can be accepted one-at-a-time or mass released, adding a great deal of flexibility to the order process.

Another significant difference is that each individual line on a purchase document can be set as a purchase, a return, a credit, or as freight. This flexibility permits one order to handle multiple purchases functions instead of having to create several separate orders.

Changes to purchase order types can be managed through either manual or automatic order version control.

Each item on an order can use either a company's part number or a supplier's part number for both placing and receiving the order. Using embedded scanner links in the software, items on an order can be received quickly.

Items can be considered completely received if their quantity falls within a pre-defined overage/shortage percentage range. Quantities falling outside that range can be accepted optionally.

Even the purchase receiving process contains creative options such as:

- Whole or partial orders can be received without being released to payables. This permits multiple separate shipments to be received then consolidated into one payable.
- Receiving and releasing as orders and creating matching payables can be done at the same time.
- Receipts may be reversed if done in a timely manner!

The entire purchase process from quote to payment is documented, with drill down, on an *Activity* tab, together with all related general ledger activity on *GL Posting* tabs.

Purchase requisitions are supported by ALERE. A purchase requisition is a document generated by a person, department, storeroom, or other company area, to notify the purchasing department of items that are needed, their quantity, and a timeframe.

Requests for items or supplies can be entered on a requisition without actually knowing their part numbers. The items are then reviewed by a purchasing agent, actual part numbers assigned, and then they are released as a purchase order.
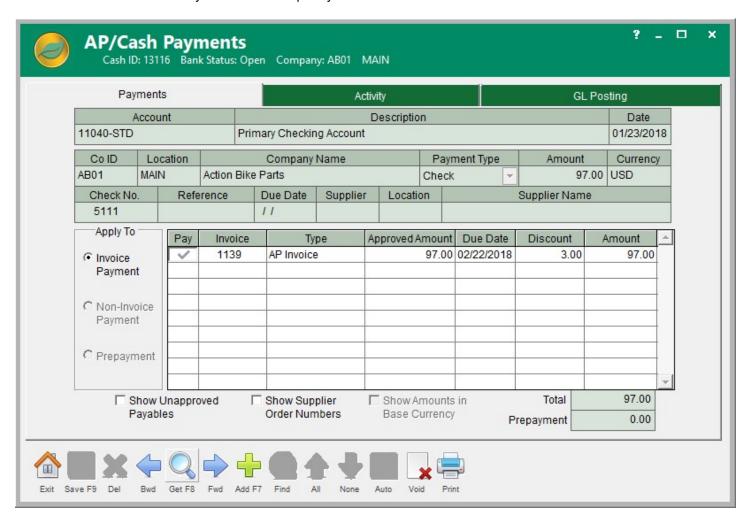
Recurring Orders

Purchases that repeatedly or periodically occur are called recurring orders. In the purchases module these orders can be mass handled to make the process of releasing them more efficient.

Filters and grouping functions will display them together where they can be easily selected and released all at one time.

When a number of recurring payables are released, their invoice numbers can be entered as each payable is processed or, when no invoice number exists, auto-created to save time.

AP/Cash Payments

AP/Cash Payments, a single payment may be made to a supplier with a check, cash, by applying credits, or, with a direct debit. Checks that are manually written can be quickly recorded after the fact.

Multiple invoices from one supplier can be combined into one payment, and debit memos can be used to offset invoices.

Prepayments can be applied to invoices and non-invoice payments can be made.

The list of invoices can be sorted to show the ones with available discounts grouped together.

Either the internally assigned accounts payable number or the supplier invoice number may be shown on the list of invoices.

An activity listing will show the direct source of the payments, for example the payable and check number, or optionally include the indirect sources, such as the purchase order. The sources are hyperlinked to the original documents, which can be easily displayed.

General ledger journal entries document how a payment is distributed.
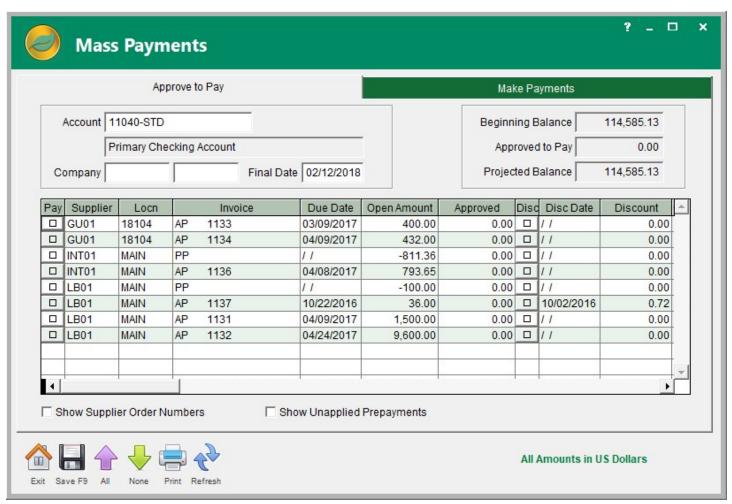
Batch Accepting

When numbers of pending purchase documents have been prepared, for example purchase orders in anticipation of starting a good size manufacturing job, they can be all accepted and released in a batch.

This same approach can be used by someone to mass review and authorize the release of orders through the order approval process.

Mass Payments

Payables may be mass approved for payments and mass printing of checks is supported. Payables that are eligible for payment discounts can be sorted to make them easily visible and help ensure the discounts are taken.

There is excellent support for voiding checks after they are printed by marking individual non-sequential checks as "okay", renumbering checks, and reprinting non-sequential checks.

Mass Payments

Approve to Pay | **Make Payments**

Account: 11040-STD
Primary Checking Account
Company: _____
Final Date: 02/12/2018

Beginning Balance: 114,585.13
Approved to Pay: 0.00
Projected Balance: 114,585.13

Pay	Supplier	Locn		Invoice	Due Date	Open Amount	Approved	Disc	Disc Date	Discount
☐	GU01	18104	AP	1133	03/09/2017	400.00	0.00	☐	/ /	0.00
☐	GU01	18104	AP	1134	04/09/2017	432.00	0.00	☐	/ /	0.00
☐	INT01	MAIN	PP		/ /	-811.36	0.00	☐	/ /	0.00
☐	INT01	MAIN	AP	1136	04/08/2017	793.65	0.00	☐	/ /	0.00
☐	LB01	MAIN	PP		/ /	-100.00	0.00	☐	/ /	0.00
☐	LB01	MAIN	AP	1137	10/22/2016	36.00	0.00	☐	10/02/2016	0.72
☐	LB01	MAIN	AP	1131	04/09/2017	1,500.00	0.00	☐	/ /	0.00
☐	LB01	MAIN	AP	1132	04/24/2017	9,600.00	0.00	☐	/ /	0.00

☐ Show Supplier Order Numbers   ☐ Show Unapplied Prepayments

All Amounts in US Dollars

Exit   Save F9   All   None   Print   Refresh

The *Aged Payables* report has three dating intervals that can be defined: age by "due-date" or "invoice-date", ordered by supplier or the amount due, and reconstruct past data based on an "as-of-date".

The Purchases Module does a great deal more and has features you expect and ones you did not anticipate! Take time to ask us for a personal webinar to better explore all that ALERE offers.

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