

# InterAcct “Quick” Purchasing



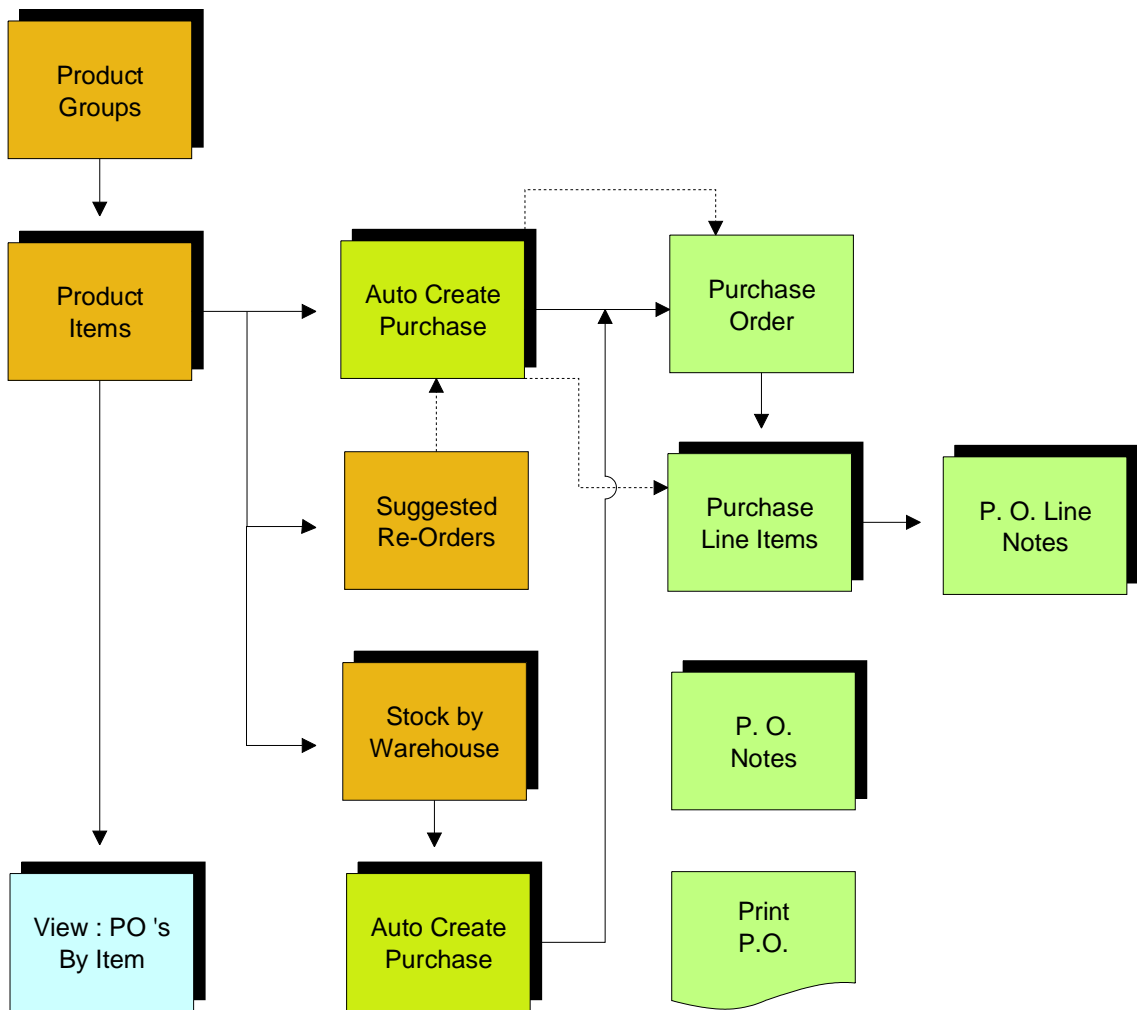
**InterAcct**  
SOFTWARE PTY LTD

## Highlights :

- ✓ You select a Product Item from the Stock Database.
- ✓ Viewing the current stock position, and the suggested re-order information, you decide you want to purchase more of that stock item.
- ✓ Rather than selecting all products that need purchasing at that time, you simply want to raise a “Quick” purchase order for just that product item.
- ✓ There is now a new menu item for Product Items – Create Purchase Order.
- ✓ By selecting this menu, all you need input are two fields (the Operator, and the Quantity).
- ✓ At this point, the Purchase Order is created automatically.

The screenshot displays the InterAcct software interface for a product named 'Sealed Bearing - 8 X 22 X 7'. The main window shows various fields for item details, including Group (BEARINGS), Item Code # (608LLU), Description, and Stock status. A 'Menu' is visible on the right side of the main window, with option 15, 'Auto Create Purchase', highlighted. Below the main window, a smaller window titled 'AUTO CREATE PURCHASE ORDER list' is open, showing a table with the following data:

	PD No	Ordered by	Buy at \$	PO Date	PO Qty #	PD Value \$	Comments
1	400005	CHRIS.G	2.5000	19-Feb-10	11.000	27.50	
						27.50	



- There are actually two places under a Product Item where you can create a “Quick” Purchase Order. One, under the Product Item itself, and the other under a Warehouse for that item.
- The Min/Max stock level, the Minimum Order Quantity, and the Order Multiples are copied in (as a guide) from the Suggested Re-Order info.
- The current “Net” stock balance is shown too. That is, stock on hand, less Reserved stock, less Customer Backorders, and plus outstanding Purchase Orders for that Product Item.

Only two input fields required !

InterAcct Demo - [AUTO CREATE PURCHASE ORDER - display , BEARINGS , Sealed Bearing - 8 X 22 X 7]

File Record Edit View Go Advanced Menu Graph Design Help

Product Item: 608LLU Units: EACH PO No: 400005  
 Description: Sealed Bearing - 8 X 22 X 7 Ordered by: CHRIS.G  
 Supplier No: 608LLU  
 Buy at \$: 2.5000 Net Avail #: 0.000  
 PO Qty #: 11.000 Min Qty #: 2  
 PO Value \$: 27.50 Max Qty #: 10  
 Min Order #: 1.00  
 Multiples #: 1.00  
 PO Date: 19-Feb-2010  
 Lead Time: 5  
 Exp Date: 24-Feb-2010  
 Exp Payment: 26-Mar-2010

Supplier: General Supplies Pty Ltd  
 Attention to: Tom Clancey  
 Address: InterAcct Software Pty Ltd  
 Address: Head Office  
 Address: Suite 202, Building C, 14 Rodborough Rd  
 Address: Frenchs Forest NSW 2086  
 EMail: tom@gensupp.com.au

Instructions:  
 Comments:

Menu  
 1. Print Purchase Order  
 2. Add Other PO Lines  
 3. PO Line Notes  
 4. View : Supplier  
 5. Suggested Re-Orders

Form help | Field help | W/House | Supplier-PO's | Supplier-Items

This file is used to automatically create a new Purchase Order for a Stock Item.

- There are essentially only two fields required to input in order for InterAcct to automatically create a new Purchase Order
- The latest unit cost price is copied in automatically, but this can be amended if necessary
- The Purchase Order date, and normal delivery lead time are copied in automatically. The expected delivery and payment dates are calculated automatically as a result.
- The required delivery address is copied in automatically based on the default Warehouse location. You can also select other locations.
- You have the opportunity of updating the Supplier's Part Number here too, plus the Min/Max stock levels.
- Delivery instructions can be appended, plus a line of comment. In addition, at the next menu you can input any number of 'free format' notes.

InterAcct Demo - [PURCHASE ORDERS - display , BEARINGS, , Sealed Bearing - 8 X 22 X 7]

File Record Edit View Go Advanced Menu Graph Design Help

*PO No	400005	Status	PO	GST?	<input checked="" type="checkbox"/> Y	Type ?	S	Stock/Sundry
PO Date	19-Feb-2010	*Supplier	General Supplies Pty Ltd					
Supplier	GENERABR	Attn to	Tom Clancey					
Deliver to	HO	Ordered By	Chris Gentals					

Exp Delivery	Wed 24-Feb-2010	Order Complete ?	<input checked="" type="checkbox"/> N	P O Cost \$	27.50
Exp Payment	Fri 26-Mar-2010	Order Qty #	22.000	Act Cost \$	0.00
Inv Date		Qty Recd #	0.000	Variance \$	27.50
L/E	01	Excess#	0.000		
		Qty O/S #	22.000		

Pickup?	DELIVER
Address	InterAcct Software Pty Ltd
Address	Head Office
Address	Suite 202, Building C, 14 Rodborough Rd
Address	Frenchs Forest NSW 2086
Instructions	

Menu	
1. Input : PO Line Items	
2. View : Items Ordered/Rec'd	
3. Input : PO Comments	
4. Setup : Pickup Addresses	
5. View : Supplier File	
6. Add : Product Items	
7. Print : Purchase Order	
8. Print : Order Reconciliation	

Form help | Field help | Branch | Accounting | Getting-Started | Ordered | Supplier

Welcome to the InterAcct Purchasing system.

- Once you have input the two fields (Operator and Order Quantity), the system has created the Purchase Order automatically.
- It links you automatically through to display that Purchase Order. You can simply “print” (email) it now.
- Further notes may be added to it, or you might decide to add more Product Items to your purchase from that Supplier (see Menu 1 above).
- All the normal search enquiry files have been updated automatically during this process. That is, purchase orders outstanding by Product, Supplier, Warehouse, Stock Transactions, etc.



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**PURCHASE ORDER # 400005**

Date : 19/02/2010

Mr Tom Clancey  
 General Manager  
 General Supplies Pty Ltd  
 Unit 16, 30 Winbourne Road  
 BROOKVALE NSW 2100  
 AUSTRALIA

Ordered by : Chris Gentals  
 Fax No : (02) 9975 6678  
 Email Address : tom@gensupp.com.au

Attention : **Tom Clancey**  
 Deliver to : InterAcct Software Pty Ltd  
 : Head Office  
 : Suite 202, Building C, 14 Rodborough Rd  
 : Frenchs Forest NSW 2086

Branch : HO

Description	Reqd by	Quantity	Units	Price \$	Total \$
1. 608LLU 608LLU Sealed Bearing - 8 X 22 X 7	24/02/2010	11.00	per EACH	2.50	27.50

Other Comments:  
 This is a free format comments area where you can write as many notes as you like on the Purchase Order.  
 Further comments can also be added for each purchase line item.

PO Sub-Total \$ 27.50