

Purchases Module

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.

Purchase Orders

There are eight different order types available in the Purchases module: Purchase Order; Return Order; Payable; Debit Memo; Requisitions; Purchase Quote; Blanket; and Recurring.

The innovations 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.

An innovation 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, which 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 orders types can be managed through either manual or through 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 innovative 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.
- Even 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 Order

Purchase Requisitions

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 reviewed by a purchasing agent; actual part numbers assigned, and then released as a purchase order.

Suppliers

Supplier contact information, purchasing data, account balances, locations, and settings are all available on the supplier screen.

Supplier order 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.

Items purchased by the company and their last price are part of the supplier screen.

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.

Key Processes

To save time processing orders, ALERE supports mass processing in several key areas:

- Multiple types of pending orders can be mass accepted.
- Recurring purchase orders can be mass reviewed and released as purchase orders or accepted as payables using one screen.
- Mass approval of payments and the mass printing of checks are supported.
- Payables that are eligible for payment discounts can be sorted to make them easily visible and help ensure the discounts are taken.
- Prepayments can be applied to invoices.
- Invoices may be offset against debit memos.

Checks that are manually written can be quickly recorded after the fact.

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.

The *Aged Payables* report has three dating intervals that you can define: 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 both expect and ones you did not anticipate! Take time to ask us for a personal webinar to better explore all that ALERE offers.

| Pay | Supplier | Locn | Invoice | Due Date | Open Amount | Approved | Disc | Disc Date | Discount |
|--------------------------|----------|-------|---------|------------|-------------|----------|--------------------------|-----------|----------|
| <input type="checkbox"/> | AB01 | MAIN | AP 1143 | 03/17/2017 | 40.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |
| <input type="checkbox"/> | AB01 | MAIN | AP 1144 | 03/17/2017 | 40.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |
| <input type="checkbox"/> | CAT01 | MAIN | AP 1139 | 02/23/2017 | 25.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |
| <input type="checkbox"/> | CC01 | MAIN | DM 204 | 02/23/2017 | -30.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |
| <input type="checkbox"/> | CC01 | MAIN | DM 208 | 03/17/2017 | -60.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |
| <input type="checkbox"/> | CC01 | MAIN | AP 1145 | 05/11/2017 | 4.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |
| <input type="checkbox"/> | GU01 | 18104 | AP 1133 | 03/09/2016 | 400.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |
| <input type="checkbox"/> | GU01 | 18104 | AP 1134 | 04/09/2016 | 432.00 | 0.00 | <input type="checkbox"/> | / / | 0.00 |

Mass Approve To Pay and Printing of Checks