

Automate the Procurement Process from Vendor Quote to Invoice Payment

Acumatica Purchase Order Management helps reduce costs and improves vendor relationships by automating and centralizing global purchasing processes. Streamline procurement processes to ensure a steady supply of materials while enforcing policy and process controls.

REDUCE COSTS AND CONNECT THE SUPPLY CHAIN

- **Automate Processes.** Convert requisitions to purchase orders and automate replenishment using economic order quantities (EOQ), min and max, and vendor lead times to ensure product availability.
- **Minimize Costs.** Integration with sales orders allows customer service to select the best vendor based on price or lead time to reduce costs and improve the customer experience. Reduce labor costs with receipt rules, barcoding, and automated email communications with vendors.
- **Connect Workflows.** The Purchase Order Management module is integrated with all areas of Acumatica, including Sales Order, Requisition Management, Project Accounting, Service Management, Material Requirements Planning, Inventory Management, and Accounts Payable.
- **Improve Communications.** Automated workflows improve communications internally with automated email and document transmittal for vendors.
- **Special Orders.** Link purchase orders or drop-shipments directly to sales orders.

KEY BENEFITS

GAIN CONTROL OF APPROVALS

- Create approval rules for order types, vendor information, order amount, and other order-specific information
- Control release through a preset approval process

REDUCE ACQUISITION COSTS

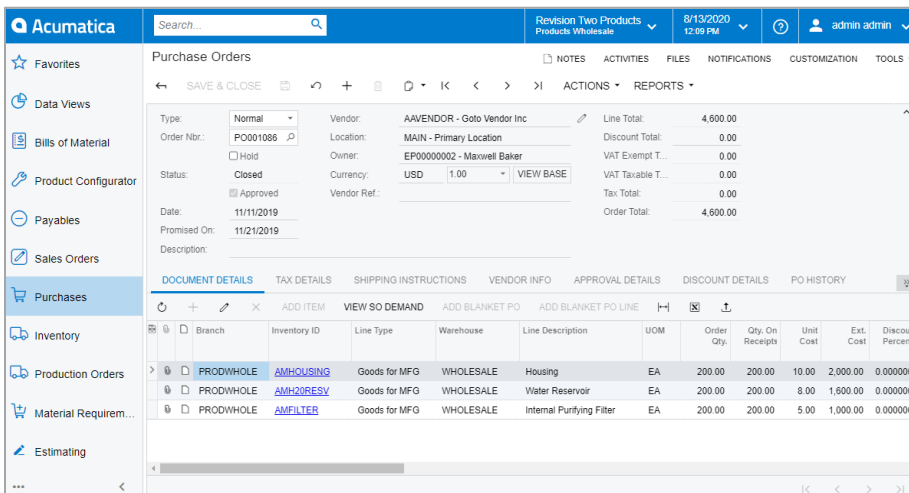
- Generate orders based on stock level and replenishment algorithms
- Identify the best vendor based on price or delivery time
- Automate drop shipment purchase orders from open sales orders

INCREASE EFFICIENCY

- Automate supply chain activities by eliminating data entry and errors
- Use table and matrix views to streamline purchase order entry for product families.
- Collaborate with suppliers, receiving, accounting, and other departments

STREAMLINE RECEIPT AND VOUCHER PROCESSES

- Track receipts—partially filled, completely filled, or consolidated into a single receipt
- Create accounts payable vouchers automatically from receipts
- Consolidate multiple receipts into a single voucher and multiple invoices from a single receipt
- Modify pricing during invoice entry in Accounts Payable with automatic variance posting in General Ledger



The screenshot displays the Acumatica Purchase Orders module. The top navigation bar includes a search field, revision information, and user details. The left sidebar shows various application areas like Favorites, Data Views, Bills of Material, and Purchases. The main content area is titled 'Purchase Orders' and shows document details for a specific order (PO001086). Below the details, there are tabs for DOCUMENT DETAILS, TAX DETAILS, SHIPPING INSTRUCTIONS, VENDOR INFO, APPROVAL DETAILS, DISCOUNT DETAILS, and PO HISTORY. The 'DOCUMENT DETAILS' tab is active, showing a table of items with columns for Branch, Inventory ID, Line Type, Warehouse, Line Description, UOM, Order Qty, Qty. On Receipts, Unit Cost, Ext. Cost, and Discount Percent. The table lists three items: AMH0USING, AMH20RESV, and AMELTER.

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty	Qty. On Receipts	Unit Cost	Ext. Cost	Discount Percent
PROD/WHOLE	AMH0USING	Goods for MFG	WHOLESALE	Housing	EA	200.00	200.00	10.00	2,000.00	0.000000
PROD/WHOLE	AMH20RESV	Goods for MFG	WHOLESALE	Water Reservoir	EA	200.00	200.00	8.00	1,600.00	0.000000
PROD/WHOLE	AMELTER	Goods for MFG	WHOLESALE	Internal Purifying Filter	EA	200.00	200.00	5.00	1,000.00	0.000000

PURCHASE ORDER MANAGEMENT FEATURES AND CAPABILITIES

Partial and Consolidated Receipts	Track when purchase orders are received. Orders can be partially filled, completely filled, or consolidated from multiple purchase orders into a single receipt. During bill entry in Accounts Payable, you can modify pricing information, and the difference will be posted to the designated variance account.
Simplified Item Tracking	Manage disparate inventory IDs among suppliers and your system. Automatically assign serial and lot numbers when you receive purchase orders.
Automatic Payment Vouchers	Create accounts payable vouchers automatically when goods are received for complete, partial, or consolidated orders. You can consolidate multiple receipts into a single voucher and enter multiple bills for a single receipt. Also, add one or more prepayment requests to purchase orders and allow purchase orders to be added to prepayment documents.
Drop Shipments	Create drop shipments to deliver goods directly to a customer location. You can create drop shipments automatically from sales orders or enter them manually by linking to a sales order from the purchase order entry screen. After the bill is entered for the drop shipment order, the corresponding sales order will be released, and an invoice will be generated for the customer.
Landed Cost	Include shipping, receiving, insurance, and duties in the total cost of your purchase items. Costs can be allocated across several goods using custom allocation methods. You can enter landed cost bills directly in Accounts Payable and associate them with received items. Landed costs are automatically included in the inventory costs for stocked items.
Vendor Selection and Performance Analysis	Upload vendor price lists with product descriptions, prices, and delivery times. Inventory information, such as costs, quantities, and lead times, is updated each time inventory is received. Review prices from multiple vendors for a purchase order. Statistical information is used to produce purchase orders automatically and analyze vendor performance.
Multiple Addresses	Enter a ship-to destination for each line item on a purchase order instead of creating multiple orders.
Audit Trail	Maintain a thorough audit trail of all purchasing transactions, including the identity of users who entered and approved transactions and modified the record. Notes and supporting electronic documents can be attached directly to transactions.
Reporting	Analyze and manage your purchasing experience through a complete set of inquiry screens and auditing reports with drill-down to the original transactions.
Blanket Orders	Aggregate orders for volume discounts. Automatically check for open blanket orders and optionally link to them.
Custom Workflows	Tailor workflows for purchase transactions without coding. Use workflows to change purchase order status, receipt and put-away, approvals, and other processes.
Cross-Company Transactions	Streamline cross-company buy-sell transactions by automatically creating a sales order in one company from a purchase order in another company. Cross-company transactions generate the purchase receipt in the buying company from the shipment in the selling entity and create the sales invoice in the selling company when the bill is created in the buying company.
Purchase Accrual Inquiry	The period-sensitive Purchase Order Accrual Inquiry simplifies General Ledger PO Accrual Account reconciliation by displaying out-of-balance purchasing documents alongside the General Ledger.

ABOUT ACUMATICA

Acumatica Cloud ERP provides the best business management solution for digitally resilient companies. Built for mobile and telework scenarios and easily integrated with the collaboration tools of your choice, Acumatica delivers flexibility, efficiency, and continuity of operations to growing small and midmarket organizations. **Business Resilience. Delivered.**

Learn how Acumatica can work in your business by visiting us online at peoplesenseerp.com or by calling **815-893-0718**.