



mainpac
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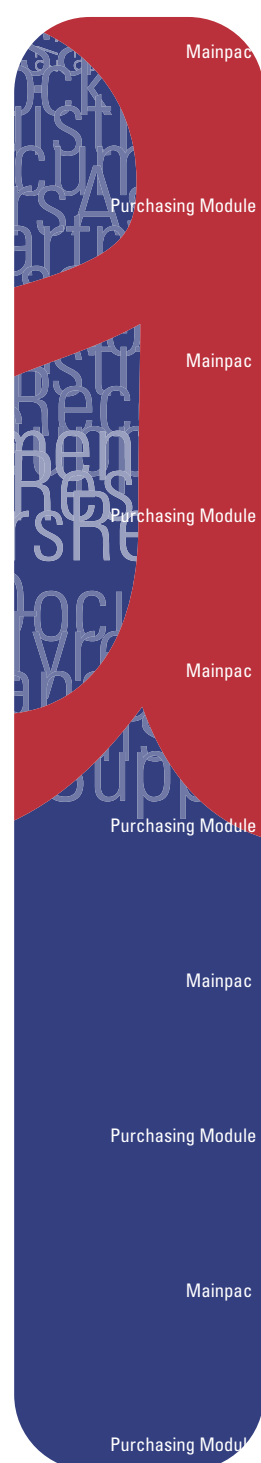
Mainpac Module: Purchasing

Realise administrative and financial control plus full accountability with Mainpac's purchasing module. This module gives you a full purchasing solution for both stock and non-stock items incorporating efficient receipting and invoicing features. Get the ability to easily handle taxes, discounts and multiple currencies. Achieve total effective purchase order management now!



Purchase Order function

- Allows purchase orders for stock, and non-stock items to be raised.
- Purchase order details are recorded on each tab screen.
- Includes ten user-definable table fields.
- Includes links to other modules (if installed) for stock, plant, job and purchasing authorisation details for each line item on a purchase order.
- The unit of purchase can be specified for all items on an order.
- An order limit may be configured for each user. Whenever an attempt is made to save an order item, the total cost of the purchase order is calculated and validated against the limit.
- Users can also be prevented from releasing orders with a line item amount of zero.
- Items on a purchase order can be cancelled.
- Selected batches of orders can be released or closed in a single operation.
- Purchase orders can optionally be emailed upon release.
- The Mainpac order number can be configured as mandatory instead of system-generated. You can use your own order numbers with all the capabilities of the Mainpac order number (searches, reports, receipts etc.).
- Allows the quick creation of a new purchase order from an existing one by way of the 'Copy Order' function. This generates a new planned purchase order with order items identical to the existing one.
- To allow for greater control you are able to configure whether users can reprint purchase orders when they perform a re-release.



Receipt / Invoices function

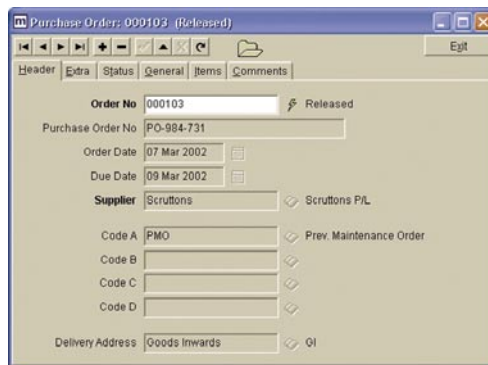
- Allows logging of receipt and delivery details.
- Stores up to 1000 lines (32 Kb) of free-text notes.
- Negative receipts can be entered to allow for returning goods to suppliers.
- User's access is configurable so that they can receipt only, invoice only or both receipt and invoice together.

Taxes/Discounts

- Taxes and discounts may be applied to purchase order headers or individually to line items.
- Supports Input Taxed items.

Multiple Currency

- A foreign currency may be associated with a supplier. The costs entered on any purchase order or invoice for that supplier are assumed to be the foreign amount.
- Costs are converted to the equivalent local amount based on the exchange rate. One of three methods can be used to control the way the exchange rate is applied. It can either be taken from the currency table at the time the order is invoiced (current) or the value in the table can be overridden manually at both ordering and invoicing times.



The screenshot shows a software window titled "Purchase Order: 000103 (Released)". The window has a menu bar with "Header", "Extra", "Status", "General", "Items", and "Comments". Below the menu bar, there are several fields for order details:

- Order No: 000103 (with a "Released" status indicator)
- Purchase Order No: PO-984-731
- Order Date: 07 Mar 2002
- Due Date: 09 Mar 2002
- Supplier: Scruttons (with a dropdown arrow and "Scruttons P/L" next to it)
- Code A: PMO (with a dropdown arrow and "Prev. Maintenance Order" next to it)
- Code B: (empty)
- Code C: (empty)
- Code D: (empty)
- Delivery Address: Goods Inwards (with a dropdown arrow and "01" next to it)

An example screen shot of the Mainpac Purchasing Module.

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