

Purchases



This module delivers advanced features you need and expect to improve and maintain your business relation with your suppliers, from making purchase orders to receiving merchandise.

This feature-rich module automates every steps of the purchasing process.

FEATURES AT A GLANCE

- All the information you need is grouped on one screen for quick data entry
- Lets you create new suppliers and items directly within the transaction screen
- Allows you to get more info on a supplier or item directly within the transaction screen
- Receives items with or without bill
- Saves recurrent transactions
- Warns you if a supplier has open purchase orders
- Provides a quick access to the supplier, shipping method, term, item and job cost maintenances directly within the transaction screen
- Allows sending transactions by mail, fax or email according to the supplier's preferences
- Lets you withdraw taxes from an amount (for taxes included items)
- Lets you group several purchases orders when receiving items

REPORTS AVAILABLE

- Existing Order List
- Purchase Statistics Report
- List of Items On Order

SCREENSHOTS



Purchase Orders

Use this window to write and print new purchase orders or to modify previous purchase orders. A list of open orders allows you to track down all pending orders.

The screenshot shows a software window titled "Purchase Statistics Report - Sales" with a subtitle "All Transactions". The window contains a table with columns for "Supplier", "Quantity", "Unit Price", "Total Price", and "Date". The data is organized into several sections, each starting with a "Supplier" label and followed by a list of transactions.

| Supplier | Quantity | Unit Price | Total Price | Date |
|-----------------------|----------|------------|-------------|------------|
| Supplier: [illegible] | 100 | 10.00 | 1000.00 | 10/10/2000 |
| Supplier: [illegible] | 200 | 15.00 | 3000.00 | 11/10/2000 |
| Supplier: [illegible] | 50 | 20.00 | 1000.00 | 12/10/2000 |
| Supplier: [illegible] | 150 | 12.00 | 1800.00 | 01/10/2001 |
| Supplier: [illegible] | 300 | 8.00 | 2400.00 | 02/10/2001 |
| Supplier: [illegible] | 100 | 18.00 | 1800.00 | 03/10/2001 |
| Supplier: [illegible] | 250 | 10.00 | 2500.00 | 04/10/2001 |
| Supplier: [illegible] | 75 | 25.00 | 1875.00 | 05/10/2001 |
| Supplier: [illegible] | 120 | 14.00 | 1680.00 | 06/10/2001 |
| Supplier: [illegible] | 80 | 22.00 | 1760.00 | 07/10/2001 |
| Supplier: [illegible] | 180 | 9.00 | 1620.00 | 08/10/2001 |
| Supplier: [illegible] | 60 | 30.00 | 1800.00 | 09/10/2001 |
| Supplier: [illegible] | 140 | 11.00 | 1540.00 | 10/10/2001 |
| Supplier: [illegible] | 90 | 19.00 | 1710.00 | 11/10/2001 |
| Supplier: [illegible] | 110 | 13.00 | 1430.00 | 12/10/2001 |
| Supplier: [illegible] | 160 | 10.50 | 1680.00 | 01/10/2002 |
| Supplier: [illegible] | 70 | 27.00 | 1890.00 | 02/10/2002 |
| Supplier: [illegible] | 130 | 12.50 | 1625.00 | 03/10/2002 |
| Supplier: [illegible] | 85 | 20.00 | 1700.00 | 04/10/2002 |
| Supplier: [illegible] | 190 | 8.50 | 1615.00 | 05/10/2002 |
| Supplier: [illegible] | 65 | 28.00 | 1820.00 | 06/10/2002 |
| Supplier: [illegible] | 150 | 11.50 | 1725.00 | 07/10/2002 |
| Supplier: [illegible] | 95 | 18.00 | 1710.00 | 08/10/2002 |
| Supplier: [illegible] | 125 | 13.50 | 1687.50 | 09/10/2002 |
| Supplier: [illegible] | 80 | 22.50 | 1800.00 | 10/10/2002 |
| Supplier: [illegible] | 170 | 9.50 | 1615.00 | 11/10/2002 |
| Supplier: [illegible] | 75 | 29.00 | 2175.00 | 12/10/2002 |
| Supplier: [illegible] | 145 | 12.00 | 1740.00 | 01/10/2003 |
| Supplier: [illegible] | 90 | 19.50 | 1755.00 | 02/10/2003 |
| Supplier: [illegible] | 135 | 13.00 | 1755.00 | 03/10/2003 |
| Supplier: [illegible] | 85 | 21.00 | 1785.00 | 04/10/2003 |
| Supplier: [illegible] | 185 | 8.80 | 1628.00 | 05/10/2003 |
| Supplier: [illegible] | 65 | 29.50 | 1917.50 | 06/10/2003 |
| Supplier: [illegible] | 155 | 11.80 | 1829.00 | 07/10/2003 |
| Supplier: [illegible] | 95 | 18.50 | 1757.50 | 08/10/2003 |
| Supplier: [illegible] | 125 | 13.80 | 1725.00 | 09/10/2003 |
| Supplier: [illegible] | 80 | 23.00 | 1840.00 | 10/10/2003 |
| Supplier: [illegible] | 175 | 9.20 | 1610.00 | 11/10/2003 |
| Supplier: [illegible] | 70 | 30.00 | 2100.00 | 12/10/2003 |
| Supplier: [illegible] | 140 | 12.50 | 1750.00 | 01/10/2004 |
| Supplier: [illegible] | 90 | 19.80 | 1782.00 | 02/10/2004 |
| Supplier: [illegible] | 130 | 13.50 | 1755.00 | 03/10/2004 |
| Supplier: [illegible] | 85 | 21.50 | 1827.50 | 04/10/2004 |
| Supplier: [illegible] | 180 | 9.00 | 1620.00 | 05/10/2004 |
| Supplier: [illegible] | 65 | 30.50 | 1982.50 | 06/10/2004 |
| Supplier: [illegible] | 150 | 12.00 | 1800.00 | 07/10/2004 |
| Supplier: [illegible] | 95 | 18.80 | 1786.00 | 08/10/2004 |
| Supplier: [illegible] | 125 | 14.00 | 1750.00 | 09/10/2004 |
| Supplier: [illegible] | 80 | 23.50 | 1880.00 | 10/10/2004 |
| Supplier: [illegible] | 170 | 9.50 | 1615.00 | 11/10/2004 |
| Supplier: [illegible] | 70 | 31.00 | 2170.00 | 12/10/2004 |
| Supplier: [illegible] | 140 | 13.00 | 1820.00 | 01/10/2005 |
| Supplier: [illegible] | 90 | 20.00 | 1800.00 | 02/10/2005 |
| Supplier: [illegible] | 130 | 14.00 | 1820.00 | 03/10/2005 |
| Supplier: [illegible] | 85 | 22.00 | 1870.00 | 04/10/2005 |
| Supplier: [illegible] | 180 | 9.20 | 1656.00 | 05/10/2005 |
| Supplier: [illegible] | 65 | 31.50 | 2047.50 | 06/10/2005 |
| Supplier: [illegible] | 150 | 12.50 | 1875.00 | 07/10/2005 |
| Supplier: [illegible] | 95 | 19.20 | 1824.00 | 08/10/2005 |
| Supplier: [illegible] | 125 | 14.50 | 1812.50 | 09/10/2005 |
| Supplier: [illegible] | 80 | 24.00 | 1920.00 | 10/10/2005 |
| Supplier: [illegible] | 170 | 9.80 | 1666.00 | 11/10/2005 |
| Supplier: [illegible] | 70 | 32.00 | 2240.00 | 12/10/2005 |
| Supplier: [illegible] | 140 | 13.50 | 1890.00 | 01/10/2006 |
| Supplier: [illegible] | 90 | 20.50 | 1845.00 | 02/10/2006 |
| Supplier: [illegible] | 130 | 14.50 | 1885.00 | 03/10/2006 |
| Supplier: [illegible] | 85 | 22.50 | 1912.50 | 04/10/2006 |
| Supplier: [illegible] | 180 | 9.50 | 1710.00 | 05/10/2006 |
| Supplier: [illegible] | 65 | 32.50 | 2112.50 | 06/10/2006 |
| Supplier: [illegible] | 150 | 13.00 | 1950.00 | 07/10/2006 |
| Supplier: [illegible] | 95 | 19.80 | 1881.00 | 08/10/2006 |
| Supplier: [illegible] | 125 | 15.00 | 1875.00 | 09/10/2006 |
| Supplier: [illegible] | 80 | 24.50 | 1960.00 | 10/10/2006 |
| Supplier: [illegible] | 170 | 10.00 | 1700.00 | 11/10/2006 |
| Supplier: [illegible] | 70 | 33.00 | 2310.00 | 12/10/2006 |
| Supplier: [illegible] | 140 | 14.00 | 1960.00 | 01/10/2007 |
| Supplier: [illegible] | 90 | 21.00 | 1890.00 | 02/10/2007 |
| Supplier: [illegible] | 130 | 15.00 | 1950.00 | 03/10/2007 |
| Supplier: [illegible] | 85 | 23.00 | 1955.00 | 04/10/2007 |
| Supplier: [illegible] | 180 | 9.80 | 1764.00 | 05/10/2007 |
| Supplier: [illegible] | 65 | 33.50 | 2177.50 | 06/10/2007 |
| Supplier: [illegible] | 150 | 13.50 | 2025.00 | 07/10/2007 |
| Supplier: [illegible] | 95 | 20.20 | 1919.00 | 08/10/2007 |
| Supplier: [illegible] | 125 | 15.50 | 1937.50 | 09/10/2007 |
| Supplier: [illegible] | 80 | 25.00 | 2000.00 | 10/10/2007 |
| Supplier: [illegible] | 170 | 10.20 | 1734.00 | 11/10/2007 |
| Supplier: [illegible] | 70 | 34.00 | 2380.00 | 12/10/2007 |
| Supplier: [illegible] | 140 | 14.50 | 2030.00 | 01/10/2008 |
| Supplier: [illegible] | 90 | 21.50 | 1935.00 | 02/10/2008 |
| Supplier: [illegible] | 130 | 15.50 | 2015.00 | 03/10/2008 |
| Supplier: [illegible] | 85 | 23.50 | 1997.50 | 04/10/2008 |
| Supplier: [illegible] | 180 | 10.00 | 1800.00 | 05/10/2008 |
| Supplier: [illegible] | 65 | 34.50 | 2242.50 | 06/10/2008 |
| Supplier: [illegible] | 150 | 14.00 | 2100.00 | 07/10/2008 |
| Supplier: [illegible] | 95 | 20.80 | 1976.00 | 08/10/2008 |
| Supplier: [illegible] | 125 | 16.00 | 2000.00 | 09/10/2008 |
| Supplier: [illegible] | 80 | 25.50 | 2040.00 | 10/10/2008 |
| Supplier: [illegible] | 170 | 10.50 | 1785.00 | 11/10/2008 |
| Supplier: [illegible] | 70 | 35.00 | 2450.00 | 12/10/2008 |
| Supplier: [illegible] | 140 | 15.00 | 2100.00 | 01/10/2009 |
| Supplier: [illegible] | 90 | 22.00 | 1980.00 | 02/10/2009 |
| Supplier: [illegible] | 130 | 16.00 | 2080.00 | 03/10/2009 |
| Supplier: [illegible] | 85 | 24.00 | 2040.00 | 04/10/2009 |
| Supplier: [illegible] | 180 | 10.20 | 1836.00 | 05/10/2009 |
| Supplier: [illegible] | 65 | 35.50 | 2307.50 | 06/10/2009 |
| Supplier: [illegible] | 150 | 14.50 | 2175.00 | 07/10/2009 |
| Supplier: [illegible] | 95 | 21.20 | 2014.00 | 08/10/2009 |
| Supplier: [illegible] | 125 | 16.50 | 2062.50 | 09/10/2009 |
| Supplier: [illegible] | 80 | 26.00 | 2080.00 | 10/10/2009 |
| Supplier: [illegible] | 170 | 10.80 | 1836.00 | 11/10/2009 |
| Supplier: [illegible] | 70 | 36.00 | 2520.00 | 12/10/2009 |
| Supplier: [illegible] | 140 | 15.50 | 2170.00 | 01/10/2010 |
| Supplier: [illegible] | 90 | 22.50 | 2025.00 | 02/10/2010 |
| Supplier: [illegible] | 130 | 16.50 | 2145.00 | 03/10/2010 |
| Supplier: [illegible] | 85 | 24.50 | 2082.50 | 04/10/2010 |
| Supplier: [illegible] | 180 | 10.50 | 1890.00 | 05/10/2010 |
| Supplier: [illegible] | 65 | 36.50 | 2372.50 | 06/10/2010 |
| Supplier: [illegible] | 150 | 15.00 | 2250.00 | 07/10/2010 |
| Supplier: [illegible] | 95 | 21.80 | 2071.00 | 08/10/2010 |
| Supplier: [illegible] | 125 | 17.00 | 2125.00 | 09/10/2010 |
| Supplier: [illegible] | 80 | 26.50 | 2120.00 | 10/10/2010 |
| Supplier: [illegible] | 170 | 11.00 | 1870.00 | 11/10/2010 |
| Supplier: [illegible] | 70 | 37.00 | 2590.00 | 12/10/2010 |
| Supplier: [illegible] | 140 | 16.00 | 2240.00 | 01/10/2011 |
| Supplier: [illegible] | 90 | 23.00 | 2070.00 | 02/10/2011 |
| Supplier: [illegible] | 130 | 17.00 | 2210.00 | 03/10/2011 |
| Supplier: [illegible] | 85 | 25.00 | 2125.00 | 04/10/2011 |
| Supplier: [illegible] | 180 | 10.80 | 1944.00 | 05/10/2011 |
| Supplier: [illegible] | 65 | 37.50 | 2437.50 | 06/10/2011 |
| Supplier: [illegible] | 150 | 15.50 | 2325.00 | 07/10/2011 |
| Supplier: [illegible] | 95 | 22.20 | 2110.00 | 08/10/2011 |
| Supplier: [illegible] | 125 | 17.50 | 2187.50 | 09/10/2011 |
| Supplier: [illegible] | 80 | 27.00 | 2160.00 | 10/10/2011 |
| Supplier: [illegible] | 170 | 11.20 | 1904.00 | 11/10/2011 |
| Supplier: [illegible] | 70 | 38.00 | 2660.00 | 12/10/2011 |
| Supplier: [illegible] | 140 | 16.50 | 2310.00 | 01/10/2012 |
| Supplier: [illegible] | 90 | 23.50 | 2115.00 | 02/10/2012 |
| Supplier: [illegible] | 130 | 17.50 | 2275.00 | 03/10/2012 |
| Supplier: [illegible] | 85 | 25.50 | 2167.50 | 04/10/2012 |
| Supplier: [illegible] | 180 | 11.00 | 1980.00 | 05/10/2012 |
| Supplier: [illegible] | 65 | 38.50 | 2502.50 | 06/10/2012 |
| Supplier: [illegible] | 150 | 16.00 | 2400.00 | 07/10/2012 |
| Supplier: [illegible] | 95 | 22.80 | 2166.00 | 08/10/2012 |
| Supplier: [illegible] | 125 | 18.00 | 2250.00 | 09/10/2012 |
| Supplier: [illegible] | 80 | 27.50 | 2200.00 | 10/10/2012 |
| Supplier: [illegible] | 170 | 11.50 | 1955.00 | 11/10/2012 |
| Supplier: [illegible] | 70 | 39.00 | 2730.00 | 12/10/2012 |
| Supplier: [illegible] | 140 | 17.00 | 2380.00 | 01/10/2013 |
| Supplier: [illegible] | 90 | 24.00 | 2160.00 | 02/10/2013 |
| Supplier: [illegible] | 130 | 18.00 | 2340.00 | 03/10/2013 |
| Supplier: [illegible] | 85 | 26.00 | 2210.00 | 04/10/2013 |
| Supplier: [illegible] | 180 | 11.20 | 2016.00 | 05/10/2013 |
| Supplier: [illegible] | 65 | 39.50 | 2567.50 | 06/10/2013 |
| Supplier: [illegible] | 150 | 16.50 | 2475.00 | 07/10/2013 |
| Supplier: [illegible] | 95 | 23.20 | 2204.00 | 08/10/2013 |
| Supplier: [illegible] | 125 | 18.50 | 2312.50 | 09/10/2013 |
| Supplier: [illegible] | 80 | 28.00 | 2240.00 | 10/10/2013 |
| Supplier: [illegible] | 170 | 11.80 | 2006.00 | 11/10/2013 |
| Supplier: [illegible] | 70 | 40.00 | 2800.00 | 12/10/2013 |
| Supplier: [illegible] | 140 | 17.50 | 2450.00 | 01/10/2014 |
| Supplier: [illegible] | 90 | 24.50 | 2205.00 | 02/10/2014 |
| Supplier: [illegible] | 130 | 18.50 | 2405.00 | 03/10/2014 |
| Supplier: [illegible] | 85 | 26.50 | 2252.50 | 04/10/2014 |
| Supplier: [illegible] | 180 | 11.50 | 2070.00 | 05/10/2014 |
| Supplier: [illegible] | 65 | 40.50 | 2632.50 | 06/10/2014 |
| Supplier: [illegible] | 150 | 17.00 | 2550.00 | 07/10/2014 |
| Supplier: [illegible] | 95 | 23.80 | 2261.00 | 08/10/2014 |
| Supplier: [illegible] | 125 | 19.00 | 2375.00 | 09/10/2014 |
| Supplier: [illegible] | 80 | 28.50 | 2280.00 | 10/10/2014 |
| Supplier: [illegible] | 170 | 12.00 | 2040.00 | 11/10/2014 |
| Supplier: [illegible] | 70 | 41.00 | 2870.00 | 12/10/2014 |
| Supplier: [illegible] | 140 | 18.00 | 2520.00 | 01/10/2015 |
| Supplier: [illegible] | 90 | 25.00 | 2250.00 | 02/10/2015 |
| Supplier: [illegible] | 130 | 19.00 | 2470.00 | 03/10/2015 |
| Supplier: [illegible] | 85 | 27.00 | 2295.00 | 04/10/2015 |
| Supplier: [illegible] | 180 | 11.80 | 2124.00 | 05/10/2015 |
| Supplier: [illegible] | 65 | 41.50 | 2707.50 | 06/10/2015 |
| Supplier: [illegible] | 150 | 17.50 | 2625.00 | 07/10/2015 |
| Supplier: [illegible] | 95 | 24.20 | 2300.00 | 08/10/2015 |
| Supplier: [illegible] | 125 | 19.50 | 2437.50 | 09/10/2015 |
| Supplier: [illegible] | 80 | 29.00 | 2320.00 | 10/ |