

Don't get PO'ed with POs See how to use the Purchase Order Module to not only handle the purchase order when acquiring new gear, but also control and track your rental and sales inventory spending.

PO Payment Methods-Select which ones are allowed to post to your A/P

Set a markup %: This can be associated with the vendor in the Vendor file or the item record on the asset tab.

- o This helps maintain your margin so you can make a profit.
- o The markup % will be based on cost and extra costs (shipping) together
- o The Item Markup report under Accounting Reports/Accounting Inventory Menu will show the percentage of markup you are currently getting. Negative markups are bad.

Items

Update your reorder Minimums and Maximums in the item record for your sales items and parts items that you want to maintain a constant quantity level. - This is found on the Options tab of the item record.

Where applicable enter the case qty for your sales item records for your sales and parts items. Also found on the options tab of the item record.

Be sure items are marked bulk or serialized appropriately. Including header records.

If you are multi store you should have sales headers set up on all sales and parts that might be at more than one locations. (If single store, Sales header records are only useful for tracking serialized sales items). They could be bulk headers (for spark plugs or sandpaper), or serialized headers (for chainsaws or mowers) depending on how you want to track the inventory being sold.

- o By adding the header item, when the item is received and it's a bulk item, it will automatically increase the quantity of the item from within the store you receive it.
- o By adding the header item, when the item is received and it's a serialized item, it will automatically create the next serialized item in numerical order by KEY.

General Ledger Accounts

- o Purchase Orders>Options>G/L Accounts
- o Vendor File A/P Link - is used for the Export PO to AP option and is the lookup value of the vendor in your Accounts Payable system. For example, if Denco is your A/P program as vendor number 6682, then enter that in this field. If this field is blank, then the vendor's name is used in the export.

PO security defaults can be set in system security and then customized on an employee level.

What's New for 2017:

1. You can now write a transfer contract from a pending or open purchase order. This will zero out the line item on the purchase order since you are now transferring it from another store and not ordering it. This will only work for sales items.
2. New ways to order under 'Items For Vendor': Min/Max, Dynamic Reorder, and Replenishment
3. 'Received' Box