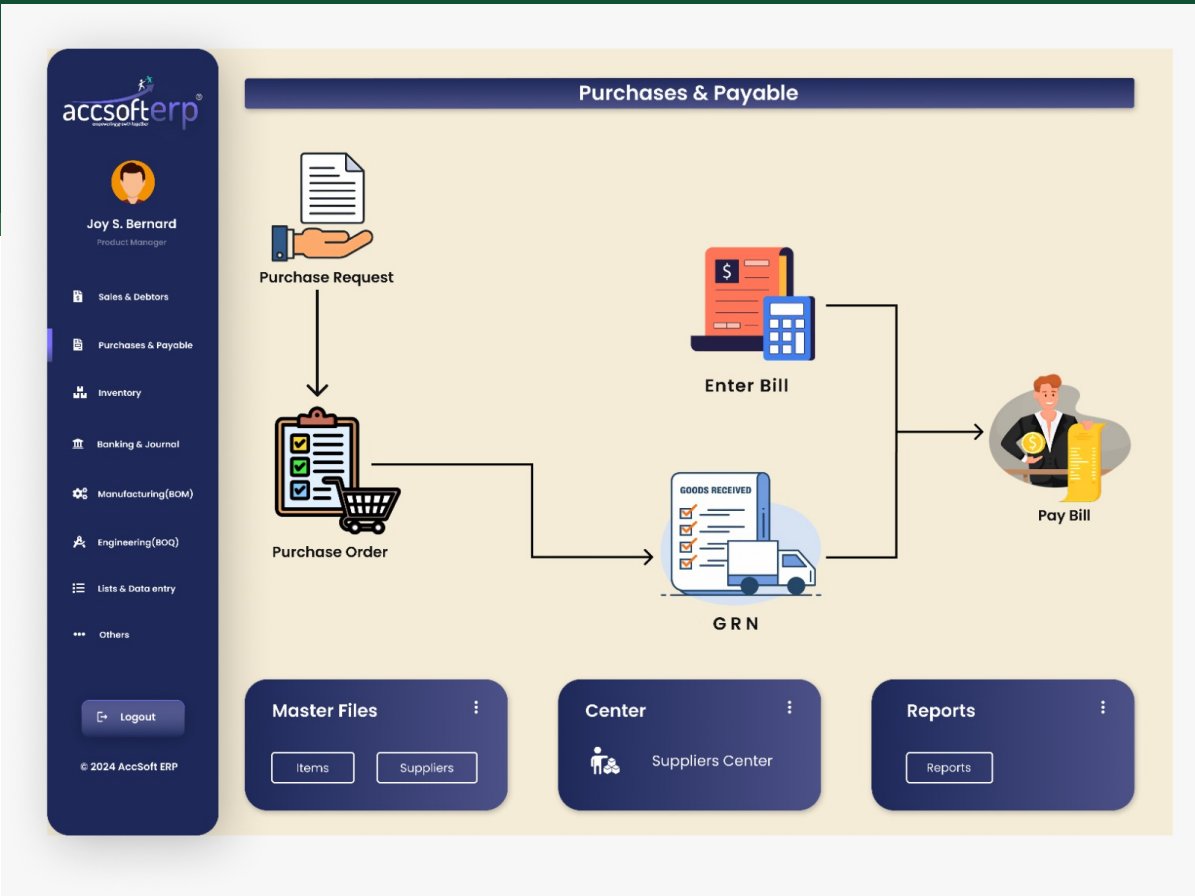


Purchases & Payables

Every purchase approved, received, billed and paid, in one connected flow

The Purchases & Payables module controls what your business buys and what it owes. Every document, from request to payment, passes through an approval level before it moves on, and each step is created from the one before it, so line items, taxes and supplier details never have to be re-typed.



Module dashboard: the five-step procure-to-pay workflow with Master Files, Suppliers Center and Reports

Approval on every document Requests, orders, GRNs, bills and payments each carry an approval level	Sales Order to PO Convert a customer order straight into a purchase order	VAT and SSCL built in Sri Lankan taxes calculated per line and summarised on each document	30+ reports Purchasing analysis, supplier balances, ageing and post-dated cheques
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The procure-to-pay workflow

Five documents, one chain. Each can be generated from the previous one, and each carries its own approval status so managers can see exactly where a purchase stands.

1	Purchase Request Departments or branches raise a request for the items they need. Nothing is ordered until the request is approved.
2	Purchase Order Convert an approved request into a PO with Select Quote, or create a PO directly from a Sales Order when buying to fulfil a customer order. The PO is then approved and sent to the supplier on your printed template.
3	GRN (Goods Received Note) Record what actually arrives against the PO. Receive All closes a fully delivered order in one step; partial deliveries are tracked line by line. GRN Credits handle returns and short shipments.
4	Enter Bill Post the supplier's invoice against the GRN. Amounts, taxes and accounts are already populated from the order and matched to what was received.
5	Pay Bill Approve and settle bills in full or in part by cash, bank transfer, cheque or post-dated cheque, and see payables update immediately.

Approval control on every document

Purchasing is where money leaves the business, so AccSoft ERP puts an approval level on every purchasing document, not just the request. User permissions decide who can approve at each stage, and every document shows its Approved / Closed status at a glance, so unauthorised or duplicate spending is stopped before it happens.

Document	What approval confirms
Purchase Request	The need is genuine and budgeted; only approved requests can become orders
Purchase Order	Supplier, price and terms are agreed before printing, emailing or receiving goods
GRN	Stock actually entered the warehouse in the quantity and condition recorded
Bill	The supplier invoice matches the order and receipt and is now payable
Payment	Funds are released only after a final sign-off

Key features

Purchase Requests

- Raised per supplier, location and Class (department, project or cost centre)
- Due date and expected delivery date on every request
- Approval level before conversion to a purchase order
- Copy and Copy to all for fast entry of repeat lines

Goods Received Notes and GRN Credits

- Receive against a PO in full or in part, across multiple deliveries
- GRN Credit notes for returns, damaged goods and short shipments
- Stock in Inventory updated the moment a GRN is approved

Multi-currency purchasing and payables

- Exchange rate captured on every document
- Buy in USD, EUR, INR or any currency and post to your base-currency ledger
- Supplier balances and ageing in base and original currency (MC reports)

Payments and post-dated cheques

- Pay one bill or many at once, in full or in part
- Bill-to-payment matching so every payment is traceable to the invoices it settled
- Post-dated cheque tracking with a PD Cheque In Hand report per supplier

Purchase Orders

- Create from an approved Purchase Request or directly from a Sales Order: ideal for back-to-back trading, made-to-order and drop-ship sales
- Supplier and Ship-To addresses filled and printed automatically
- Ordered, received, invoiced and closed quantities visible on every line
- Select Quote, Receive All, Show Quote, Temp Save and Copy controls
- Approved, Closed, To be Printed, To be Delivered and To be Emailed flags
- Multiple A4 print templates, including custom layouts

Sri Lankan tax handling, built in

- VAT and SSCL calculated per line and summarised on the document
- Amounts Inc VAT toggle for suppliers who quote tax-inclusive prices
- Supplier VAT number stored and printed on documents
- Gross, Discount, Net, SSCL, Tax and Total recalculated live as you type

Discounts, pricing, locations and classes

- Line-level discount % and discount amount
- Two custom fields per document header for project codes or references
- Memo and supplier message fields for notes and printed instructions
- Multi-location purchasing for head office, branches and warehouses
- Payment method, terms, due date, ship date and ship-via on every document
- Buyer / sales rep assignment for accountability

Purchase Order entry

The Purchase Order screen brings supplier details, delivery address, terms, line items, taxes and status flags together on one form. Received, quantity-invoiced and closed quantities are shown against every line, and the totals panel recalculates Gross, Discount, Net, SSCL, Tax and Total as you type.

Purchase Order

Supplier

Laboratory Equipment Company

AR Account

1200 - Trade Debtors

Class

Quick Books

Template

ACC Default SO (A4)

Supplier

Laboratory Equipment Company (Pvt) Ltd
No. 72, Mahavidhyala Mawatha.
Colombo - 13

Quo No

M 46572

Date

14-01-2025

Ship To

Location

Main

Sales Rep

PO No

Pay Method

Custom Field

(2) Two User

Custom Field

6500.00

Term

Due Date

14-01-2025

Ship Date

14-01-2025

Ship Via

Item	Description	Qty	Rate	Disc %	Tax	SSCL Amt	Tax Amt	Class	Amount	Disc Amt	Received	Qine	Close
1	Nokia 6233	2	2,500.00	0	18%	125.00	922.50		5,000.00	0.00	0	0	0
2	Samsung A32	1	30,500.00	0	18%	762.50	5,627.25		30,500.00	0.00	0	0	0
3	Huawei Mate	4	20,500.00	0	18%	2,050.00	15,129.00		82,000.00	0.00	0	0	0
4	Realme C75	1	6,500.00	0	18%	162.50	1,199.25		6,500.00	0.00	0	0	0
5	Nokia 6233	2	4,500.00	0	18%	225.00	1,660.50		9,000.00	0.00	0	0	0
6	Realme GT 6	6	2,500.00	0	18%	375.00	2,767.50		15,000.00	0.00	0	0	0

Select Quote

Receive All

Show Quote

Copy to all

Copy

Temp Save

☐ Approved
☐ Closed
☐ Amts Inc VAT
☐ To be Printed
☐ To be Delivered
☐ To be Emailed

Exchange Rate

1

Memo

Quick Books Service maintenance fee for the period

Supplier Mes

Save & Close

Save & New

Clear & New

Gross

148,000.00

Discount

0.00

Net

148,000.00

SSCL

3,700.00

Tax

27,306.00

Total

179,006.00

Purchase Order with six line items, 18% VAT and 2.5% SSCL per line, status flags and live totals

Purchase Request entry

Purchase Requests use the same familiar layout, with supplier, Ship-To, location, sales rep, terms, due and expected dates. The Approved flag must be set before the request can be converted into a Purchase Order.

Purchase Request

Supplier

test456

Class

Template

ACC Default Quo (A4)

Supplier

ert
12313
345

Quo No

Q73

Date

14-01-2025

Ship To

111
222

VAT No

Location

DCL HO

Sales Rep

Admin

Term

Due Date

15-01-2024

PO No

Pay Method

Custom Field

Custom Field

Expected

14-01-2025

Ship Via

Item	Description	Qty	Rate	Disc %	Tax	SSCL Amt	Tax Amt	Class	Amount	Disc Amt	Received	Qine	Close
1	Nokia 6233	2	2,500.00	0	18%	125.00	922.50		5,000.00	0.00	0	0	0
2	Samsung A32	1	30,500.00	0	18%	762.50	5,627.25		30,500.00	0.00	0	0	0
3	Huawei Mate	4	20,500.00	0	18%	2,050.00	15,129.00		82,000.00	0.00	0	0	0
4	Realme C75	1	6,500.00	0	18%	162.50	1,199.25		6,500.00	0.00	0	0	0
5	Nokia 6233	2	4,500.00	0	18%	225.00	1,660.50		9,000.00	0.00	0	0	0
6	Realme GT 6	6	2,500.00	0	18%	375.00	2,767.50		15,000.00	0.00	0	0	0

Copy to all

Copy

Exchange Rate

1

Approved

Closed

To be Printed

Amts Inc VAT

Memo

Supplier Mes

Save & Close

Save & New

Clear & New

Gross

148,000.00

Discount

0.00

Net

148,000.00

SSCL

3,700.00

Tax

27,306.00

Total

179,006.00

Approved Purchase Request ready for conversion to a Purchase Order

Master files and Suppliers Center

Items and Suppliers

- Items: one item master shared with Inventory and Sales, so costs, stock and selling prices stay in sync
- Suppliers: full profiles with contacts, addresses, VAT number, supplier type, default terms and account mapping

Suppliers Center

- Every request, order, GRN, bill and payment for a supplier on one screen
- Outstanding balance and ageing at a glance
- Drill down to any document from the supplier record

Reports

Over thirty ready-made reports, most available as a summary or drill-down detail, filterable by date range, supplier, location and Class, and exportable to Excel and PDF.

Purchasing reports (21)

Document status

- Purchase Request Details (Open)
- Purchase Order Summary (All) / Details (All)
- Purchase Order Summary (Open) / Details (Open)
- GRN Summary / GRN Details
- GRN Credit Details
- Enter Bill Details by Supplier

Purchase analysis

- Purchase by Item: Summary and Details
- Purchase by Supplier: Summary and Details
- Purchase by Supplier Type: Summary and Details
- Purchase by Location: Summary and Details

Cross-analysis

- Purchase by Item / Supplier
- Purchase by Item / Location
- Purchase by Supplier / Item
- Purchase by Supplier / Location

Suppliers & Payables reports (11)

Balances

- Supplier Balance Summary
- Supplier Balance Details
- Supplier Balance Details MC (multi-currency)

Ageing

- Supplier Ageing Summary / Summary MC
- Supplier Ageing Details / Details MC

Bills and payments

- Supplier Unpaid Bill Details
- Supplier Overdue Bills Details
- Bill vs Bill Payment
- PD Cheque In Hand (Supplier)

Why AccSoft ERP for purchasing?

Fully integrated	Purchases update stock in Inventory, post to the General Ledger in Banking & Journal, link to Sales Orders in Sales & Debtors, and feed Manufacturing (BOM) and Engineering (BOQ) material requirements, with no double entry.
Controlled spending	Approval levels on every document mean no order, receipt, bill or payment goes through unchecked.
Built for Sri Lanka	VAT, SSCL, post-dated cheques and local document formats are standard, not add-ons.
Familiar to QuickBooks users	Teams coming from QuickBooks find the layout and terminology immediately familiar, with the depth and control of a full ERP.
Proven since 1998	AccSoft Solutions has supported Sri Lankan businesses for over 25 years, with more than 5,000 installations.

Who uses this module

- Trading and distribution companies processing hundreds of supplier invoices a month
- Importers buying in foreign currency and managing multi-currency payables
- Manufacturers purchasing raw materials against production plans
- Construction and engineering firms purchasing against BOQs
- Back-to-back traders converting customer orders straight into purchase orders
- Multi-branch retailers centralising procurement with local approvals

Frequently asked questions

Which purchasing documents require approval?

All of them. Purchase requests, purchase orders, GRNs, bills and payments each carry an approval level, and user permissions control who can approve at each stage.

Can we create a purchase order from a sales order?

Yes. When you sell items you don't hold in stock, a customer's sales order can be converted directly into a purchase order to the supplier, with all lines carried across.

Does the system handle partial deliveries?

Yes. Each PO line tracks ordered, received and closed quantities. You can raise multiple GRNs against one order until it is fully received or manually closed.

How are VAT and SSCL calculated?

Tax is applied per line at the rate set for the item or supplier, and totals are shown separately on the document. An Amounts Inc VAT option handles tax-inclusive supplier pricing.

Can we buy in foreign currency?

Yes. Every document has an exchange rate field, amounts post to your base-currency ledger, and multi-currency (MC) balance and ageing reports show supplier positions in the original currency.

Can we track post-dated cheques issued to suppliers?

Yes. Post-dated cheques are recorded against bills and listed in the PD Cheque In Hand (Supplier) report until they clear.

See Purchases & Payables in action

Book a free demo and we will walk your purchasing team through the full request-to-payment cycle, including approvals and sales-order-to-PO conversion, using your own item and supplier data.

erp.lk | AccSoft Solutions (Pvt) Ltd, Colombo, Sri Lanka