SAGE 100

AUTO COMPLETE PURCHASE ORDERS OPERATING MANUAL

http://fayebsg.com/sage-auto-complete-purchase-orders/

Faye Business Systems Group
www.fayebsg.com | info@fayebsg.com
818-280-4820

Overview

Do you ever have trouble getting purchase orders removed from your Purchases Clearing Reports? For whatever reason, they stay in some form of backordered status and are not easily removed without a ton of manual entry and analysis. The **Auto Complete Purchase Orders (ACPO)** enhancement streamlines and automates the process of flagging purchase orders as complete so they are removed from Purchases Clearing Reports and Open Purchase Order Reports.
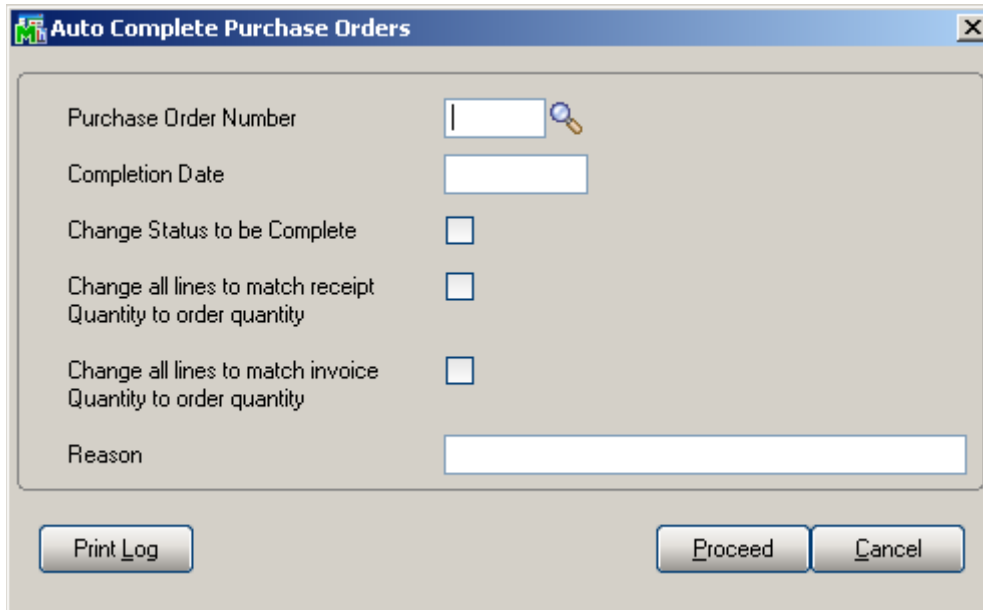
Key Features & Functions

- Automatically changes the status of purchase orders to complete

- Automatically makes line item receipt quantities equal to order quantities

- Keeps a log of completion entries

- Improves accuracy of purchase order reports

- Increases speed of reconciling purchase order data

Automatically Completing Purchase Orders
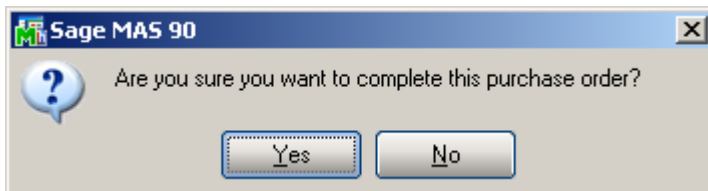
1.   Launch Sage 100.

2.   Select **Purchase Orders** from the *Sage 100 Modules Menu*.

3.   Select **Auto Complete Purchase Orders** from the *Purchase Order Main Menu.*

5.   Enter a Purchase Order Number, Completion Date, and Reason. Check where applicable:
        Change Status to be Complete, Change all lines to match receipt Quantity to order quantity,
        Change all lines to match invoice Quantity to order quantity.

6.   Press the **Proceed** button.

7.   The system will prompt "Are you sure you want to complete this purchase order?"

8.   Click **Yes**.

9.   Enter the next purchase order number or click **ESC** to exit the screen.

Automatically Completing Purchase Orders (continued)

9.   Click the **Print Log** button to review the log of completed purchase orders:

ABC Distribution and Service Corp.

Auto Complete Purchase Order Log

For Dates Entered to 12/31/99, Purchase Orders to ZZZZZZZ, User Codes to ZZZ, Completion Dates to 12/31/99

Date Entered	User Code	PO No.	Comp Date	Change Status (Y/N)	Adj Receipt Lines (Y/N)	Adj Invoice Lines (Y/N)	Reason
06/01/10	DF	0010002	05/20/10	Y	Y	N	Order Cancelled
06/01/10	DF	0010003	05/20/10	Y	N	N	Out of Business
06/01/10	DF	0010009	05/21/10	N	Y	Y	Action Code 05
06/01/10	DF	0010010	05/21/10	Y	Y	Y	Item Production discontinued
06/01/10	DF	0010012	05/22/10	Y	Y	Y	suitable replacement found
06/01/10	DF	0010013	05/25/10	Y	N	N	Item or items(s) no longer in need
06/01/10	DF	0010014	05/25/10	Y	N	Y	Parts could not be supplied in requried time
06/01/10	DF	0010018	05/26/10	N	Y	N	International shipping dispute
06/01/10	DF	0010022	05/25/10	Y	Y	N	Not applicable