

# Sage 100 ERP

## Purchase Order

Sage 100 ERP (formerly Sage ERP MAS 90 and 200) Purchase Order streamlines your workflow with vendors and provides easy access to accurate records of all your important transactions. Optimize your processes by automating where appropriate and specify the key indicators for the appropriate actions to take. Specify shipping methods, required dates, contacts, reorder points, and more. Track details for every transaction, so you can confirm and validate with confidence.

When your on-hand quantity falls below a specified minimum level, Sage 100 ERP automatically generates a purchase order according to your specifications to the correct vendor to ensure that you never run out of key items. Process partial receipts, update your inventory records when goods are received, and monitor cost variances between goods received and goods invoiced.

When Purchase Order is used with Accounts Payable, Inventory Management, and Sales Order, your comprehensive purchasing system works the way you do. Receipt of goods automatically adjusts inventory quantities and produces a Back Order Fill Report. Furthermore, invoices received automatically update Accounts Payable records, and to ensure just-in-time fulfillment, you can automatically generate purchase orders for select groups of sales orders. With Purchase Order, you can make more informed purchasing decisions, and all of your purchasing and receiving information is readily available as needed.

|    | Item Code                     | Ordered | Back Ordered | Unit Cost | Extension |
|----|-------------------------------|---------|--------------|-----------|-----------|
| 4  | 8953                          | 22.0000 | .0000        | 51.0000   | 1,122.00  |
| 5  | 8971                          | 22.0000 | 22.0000      | 105.7830  | 2,327.23  |
| 6  | 8972                          | 40.0000 | 40.0000      | 205.9830  | 8,239.32  |
| 7  | 9264-1247-3547-ABCD-128345ABN | 50.0000 | .0000        | 575.0000  | 28,750.00 |
| 8  | 9264-1247-3547-ABCD-GHIJKLMNP | 60.0000 | .0000        | 544.5000  | 32,670.00 |
| 9  | D2000-C                       | 25.0000 | .0000        | 125.0000  | 3,125.00  |
| 10 |                               | .0000   | .0000        | .0000     | .00       |

  

|                 |                   |
|-----------------|-------------------|
| Description     | Bookcase, 7 shelf |
| Warehouse       | 000               |
| Unit of Measure | EACH              |
| Qty Received    | 50.0000           |

Total Amount 111,083.69

## BENEFITS

- Improve productivity using automatic reordering capabilities
- Optimize costs using drop-ship features
- Streamline workflow by autogenerating orders based on your reorder criteria
- Improve accuracy of shipping and landed costs
- Increase efficiencies with personalized dual grids for order entry
- Turn data into actionable knowledge using informative Variance, Cash Requirements, and Month End Reconciliation reports
- Leverage autogeneration of purchase orders from sales orders to work the way you do

## Features

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| <b>Automatic Reordering</b>                                | Purchase orders can be automatically generated for inventory items when on-hand quantities fall below specified reorder levels.  |
| <b>Drop-Ship Orders</b>                                    | Purchase orders can be created for items shipped directly from the vendor to the customer. When Purchase Order is integrated with the Sales Order module, the customer number and address information can be automatically retrieved.  |
| <b>Material Requisitions</b>                               | Requests for goods for internal use can be processed with purchase orders, and material requisition orders can be printed.   |
| <b>Landed Cost Calculation</b>                             | Landed cost information is entered in receipt of goods with an unlimited number of user-definable costs for each general ledger clearing account. You can select any allocation method for each type of cost, including freight allocation. You can calculate landed costs using the same method you currently employ or based on the volume field in the item file. |
| <b>Autogeneration of Purchase Orders from Sales Orders</b> | Purchase orders can be automatically generated for a selected range of sales orders. You can control how the ordered items appear on the purchase order—either individually or summarized.   |
| <b>Receipt Labels</b>                                      | Receipt labels with bar codes can be printed for inventory items prior to the Daily Receipt Registers Update when Purchase Order is used with the Inventory Management module.   |
| <b>Blanket and Repeating Orders</b>                        | Large orders shipped over an extended period of time are efficiently managed. To speed the process when you regularly order from the same vendor, easily establish a repeating order.  |
| <b>Alias Item Numbers</b>                                  | Inventory alias item numbers can be accessed throughout your system. When you select an alias item number, the corresponding part number from your inventory list is automatically selected.   |
| <b>Use Tax</b>   | Purchase Order allows you to flag individual lines as Use Tax, track the tax to pay on items purchased, then specify to expense the tax to inventory items.  |
| <b>Nonstock Items</b>                                      | Items that are not stocked in your inventory can be entered on purchase orders. Charges, such as service fees, can also be entered for miscellaneous noninventory items.   |
| <b>Vendor Price Levels</b>                                 | Price schedules for specific vendors, product lines, or inventory items can be set up based on the standard cost or a specified discount method.   |
| <b>Expected Delivery Report</b>                            | All deliveries expected within a range of dates are listed on this report.   |
| <b>Back Order Fill Report</b>                              | All Sales Order back orders, which can be filled as a result of goods received, are listed on this report.   |
| <b>Drill Down</b>  | When viewing an inventory item, you can drill down to lot and serial information from the receipt history inquiry.   |
| <b>Cost Override</b>                                       | A cost override flag may be set in inventory for each product line and item, thus enabling changes to costs of certain items during receipt of goods to be controlled. This feature can be password protected for added security.  |
| <b>User-Defined Fields for Line Items</b>                  | User-defined fields can flow from inventory items to sales order and purchase order lines and can be printed on reports and forms. They can also be stored in history files and can appear on standard purchase order reports.   |
| <b>Memo Manager</b>  | Selected vendor memos can be set to automatically pop up critical information, including attachments that can be viewed during Purchase Order Entry, and will flow throughout the system.  |