



**SAGE MAS 90    SAGE MAS 200**

**PURCHASE ORDER**

**REPORTS**

- Automatic Reorder Register
- Open Purchase Order Report
- Purchase Orders
- Open PO by Item Report
- Receipt of Goods Register
- Open PO by Job Report
- Receipt of Invoice Register
- Expected Delivery Report
- Daily Purchases Journal
- Expected Delivery Recap Report
- Purchase Order Back Order Fill Report
- Cash Requirements Report
- Variance Register
- Purchase Order Recap
- Daily Transaction Register
- Receipt History Report
- Return Orders
- Purchase History Report
- Return of Goods Register
- General Ledger Posting Recap
- Return Debit Memo Journal
- Purchase Clearing Reports
- Material Requisition Register

**BUSINESS ALERTS**

Business Alerts is an additional module that monitors your Sage MAS 90 or 200 database and can send e-mail notifications to appropriate staff, customers, or vendors based on specific business events. Available predefined Purchase Order alerts are:

- Returned merchandise
- Purchase Order approval
- Purchase Order not received by required date

Line	Item Number	Description	Whse	U/M	Ordered	Received	Back Ordered	Unit Cost	Extension
1	VOG-CM-CB 000	PRINTOUT CATCHER BASKET		EACH	100.00	100.00	0.00	28.250	2,825.00
2	VOG-CM-MP-B 001	MODESTY PANEL		EACH	16.00	16.00	0.00	26.750	428.00
3	VOG-CM-MP-B 002	MODESTY PANEL		EACH	46.00	46.00	0.00	26.750	1,230.50

Total Amount: 4,483.50

Every time you order goods from your vendors, contracts to buy and contracts to sell are created. The Purchase Order module for Sage MAS 90 and Sage MAS 200 ERP systems helps you keep accurate records of these very important transactions. With every order, you need to specify (and keep track of) shipping method, date required, and the name of the person with whom the order was placed. In addition, you need to confirm the quantities ordered and price per item. This module streamlines and organizes the entire purchasing process.

When your on-hand quantity falls below a specified minimum level, purchase orders can be automatically generated to ensure that you never run out of key items. You can process partial receipts, update your inventory records when goods are received, and monitor cost variances between goods received and goods invoiced.

When this module is integrated with the Accounts Payable, Inventory Management, and Sales Order modules, you will have a comprehensive, fully integrated purchasing system. Receipt of goods will automatically adjust inventory quantities and produce a Back Order Fill Report. Furthermore, invoices received will automatically update Accounts Payable records. With the implementation of the Purchase Order module, you will be able to make more informed purchasing decisions, and all of your purchasing and receiving information will be readily available as needed.



# Sage MAS 90 and Sage MAS 200

## Purchase Order

*"The Purchase Order module is the greatest thing I've ever seen. It has automated everything for us. ...I expect the system to save more than half of the time previously spent in PO management."*

Judy Pollard, Office Manager  
Pacific Coast Door and Millwork

### FEATURES

<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 or Blanket 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>Repeating Orders Material Requisition</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>Auto Generation 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 as part of the Daily Receipt Registers Update, once Purchase Order has been integrated with the Inventory Management module.
<b>Powerful Reports</b>	There are a variety of reporting options available in the Purchase Order module that allow you to analyze variance information, cash requirements, month-end reconciliation, and more.
<b>Alias Item Numbers</b>	Inventory alias item numbers can be accessed during Purchase Order Entry. 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>Non-Stock 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 non-inventory 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.
<b>Memo Pop-Up</b>	Selected vendor memos can be set to automatically pop up critical information that the operator can view during Purchase Order Entry.