



Your business in mind.



## SAGE PRO

## Purchase Orders

### About Sage Software

Sage Software supports the needs, challenges, and dreams of more than 2.6 million small and mid-sized business customers in North America through easy-to-use, scalable, and customizable software and services. Our products support accounting, operations, customer relationship management, human resources, time tracking, merchant services, and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries. Sage Software is a subsidiary of The Sage Group plc, a leading international supplier of accounting and business management software and services. Sage, listed on the London Stock Exchange, now has 5.0 million customers and employs over 10,500 people worldwide.

### About Sage Pro ERP

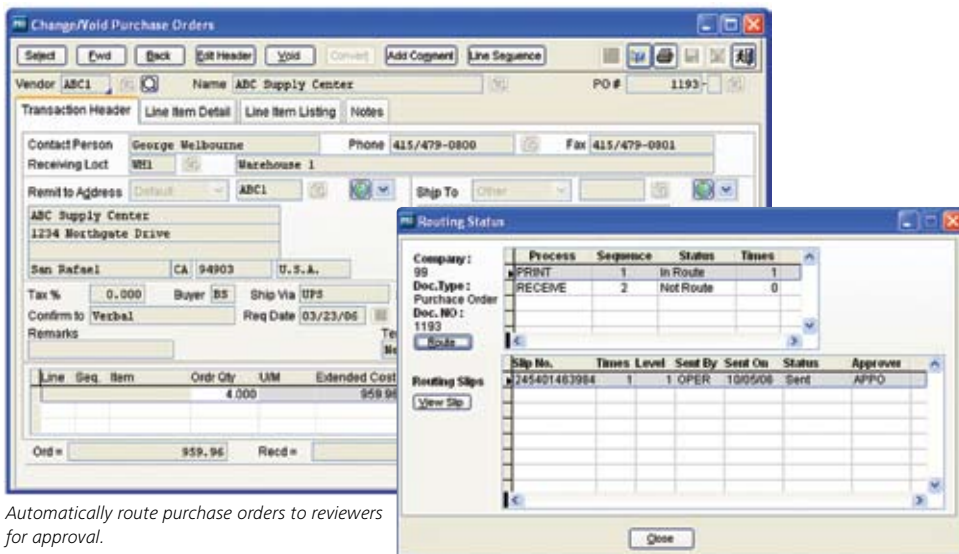
Sage Pro ERP is an award-winning accounting and manufacturing system that can be fully tailored to work the way you do. Proactive, growth-oriented businesses choose Sage Pro for its advanced customization tools, easy access to critical, real-time business information, and full integration with a complete suite of end-to-end business management solutions.

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Automatically route purchase orders to reviewers for approval.

### Purchase Orders

Sage Pro Purchase Orders is a complete purchase order processing system with real-time tracking, automatic updating of vendors and inventory account balances, and extensive reporting capabilities. This module enables you to expertly manage a broad array of vendor and inventory information, including purchases, balances, reordering, and much more. Purchase Orders integrates with Sage Pro Accounts Payable to deliver effective tracking of liabilities and invoice receipts.

### Features

#### Entering and Maintaining Purchase Orders

- Creates purchase orders and handles receiving.
- Supports blanket orders with individual purchase orders released against the master order.
- Generates recurring purchase orders, drop-ship orders, and special bids / quotes.
- Choose to ship a purchase order to a different address, including a customer, if you have Accounts Receivable or Order Entry.
- Print receiving documents when creating purchase orders.
- Unit of measure conversion allows purchase of items in different units of measure than you stock or sell.
- Records virtually unlimited notes and memos with any line item.
- Warns you when a vendor's balance exceeds available credit.
- Supports recurring purchase orders.
- Use standard comment text or create purchase order comments that are printed on the purchase order.
- Locates vendor records by full or partial phone numbers on pick lists.
- Allows cancellation of open quantities after a receipt is entered.
- New vendors and inventory items can be added during purchase order entry.
- Creates a Return Order when necessary and applies it to the original purchase order.
- Message Master option allows added capability to fax or send purchase orders by e-mail.



# Sage Pro

## Purchase Orders

### Receiving Purchase Orders

- Designate items to require inspection prior to receipt with report tracking for items pending or failing receipt.
- Tracks groups of items by the lot numbers entered when receiving items.
- Supports inventory tracking of individual items according to serial number.
- Provides schedules for material receipts.
- Receives partial drop shipment purchase orders.
- Updates vendor and inventory balances in real time.
- Receives purchase orders by item.
- Customer invoicing can be deferred when receiving drop ship purchase orders.

### Item Cost Levels

- Cost tiers for vendors can be set up by item based on volume quantities or vendor specials.

### Integration with Other Modules

- Works with Accounts Payable to track liabilities and invoice receipts.
- Allows multiple suppliers for each inventory item.
- Allows multiple remit-to addresses for vendors.
- Supports data entry in multiple modules at the same time, which allows processing of a purchase order and the corresponding sales order simultaneously.

### Reporting

- Provides reports for inventory reordering and backorders, and purchase order status by item, vendor, and buyer.
- Displays or prints 24-month vendor purchase history and vendor balances complete with graphs in Microsoft Excel.
- Real-time Business Status Report provides immediate status for open purchase orders, unbilled purchase orders, and period-to-date orders and receipts.

### Key Reports

Each report can be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent by e-mail, or saved on disk.

Some of the reports included are:

- Blanket Orders
- Business Status Report
- Drop Shipment Status
- Open Orders Report
- Pending/Completed Inspection Reports
- Purchase Order Receipts
- Purchase Orders
- Recommended Reorders
- Recurring Purchase Orders
- Status Report (by Purchase Order, Vendor, Item and Requisition number, and Request Date and Department)
- Vendor File Report
- Vendor Labels

### Document Routing for Purchase Order (exclusively for Sage Pro 200)

New workflow and routing capabilities in the Purchase Order module simplify your order handling process. When you leverage these powerful new features, the drudgery and monotony of tedious manual approvals and constant paper searches will be behind you forever. The best thing about the built-in routing is its unprecedented

flexibility. Setup flexibility enables you to define how much or little control you want for each process. You can determine approval levels and limits, processes and routing, and configure routing to match the way you operate your business. You'll find that managing your workflow has never been easier.

### Features

- Automatically or manually route documents to reviewers for approvals, including purchase order printing, and purchase order receiving.
- Define your own sequence of processes for routing various document types.
- Use the routing tree for easy setup of workflow and routing processes, defined at the document or process level.
- Choose from two routing types—responsibility or command.
- Switch routing OFF or ON, at company and document-type levels.
- Specify your own approval limitation codes.
- Flag documents as approved, rejected, or hold for more information.
- Re-route documents on the fly.
- Send routing notifications using either ProAlert or the Executive Dashboard Message Center.
- Cancel routing automatically or manually when documents are voided.

### Request for Quote (RFQ) (exclusively for Sage Pro 200)

Give your staff maximum flexibility while maintaining control over your quote creation process. Managed but flexible, the Request For Quote (RFQ) add-on module exclusively for Sage Pro 200 allows your staff to use the tools they're already familiar with, while managing the entire quote creation process using Sage Pro. Moreover, RFQs can be automatically generated using Microsoft Word mail merge. Simplify your quote and bid process from start to finish.

### Features

- Control the process of generating and updating RFQs.
- Easily compare quotes across multiple vendors.
- Create purchase order bids for the selected vendor.
- Automatically or manually convert the winning bid into an order for that vendor.
- Define RFQ entry and maintenance screens.
- Build your own entry and maintenance screens by setting up an automated process to request quotes from multiple vendors.
- Edit RFQs with responses from vendors.
- Take advantage of inquiries and drill-downs for easy comparisons.
- Compare quotes in total by vendor.
- Evaluate costs by individual item.
- Create PO Bids for selected vendors automatically.
- Enter part numbers from a selected vendor.
- Automatically generate entire orders from bids by vendor.
- Use the manual order generation process to pick selected vendor items from bids.

### Key Reports

- RFQ Summary
- RFQ Detail by Vendor
- RFQ Detail by Item