



## SAGE BUSINESSWORKS

## PURCHASE ORDER

### SPECIFICATIONS

- Number of characters (alpha-numeric) in part number 20
- Number of vendors per part 3
- Maximum decimal places in part quantities 3
- Maximum decimal places for costs 4
- Maximum number of purchase orders Unlimited\*\*
- Number of characters in purchase order number 15
- Number of characters in purchase order description 30
- Maximum number of lines on purchase order 99
- Maximum number of months to keep history 60
- Number of characters in manufacturer's part number 20

### REPORTS

- Purchase Order (preprinted form)
- Purchase Order Report, Closed
- Purchase Order Report, Open
- Purchase Order Report, Past Due
- On Order Report
- Order Recommendation Report
- Inventory Low Stock Report
- Inventory Overstock Report
- Inventory Performance Report
- Business Graphics
- Receipts Transaction Register
- Receipt Adjustment Transaction Register
- Custom Reports
- Serialized Inventory Receipts Report

Managing inventory cycles and maintaining adequate stock levels can be complex processes without the right management tools. When used in conjunction with Accounts Payable, the Inventory Control module contains extensive purchase order features designed to help you maintain accurate inventory records and streamline your purchasing processes.

Built to save you time and ensure that you never run out of key items, purchase orders can be automatically generated when your on-hand quantity falls below a specified minimum level. Send purchase orders by e-mail to your vendors to ensure timely delivery of key inventory items. Numerous reports are available to help you make informed purchasing decisions including an Order Recommendation report. Receipt of goods will automatically adjust inventory quantities, producing a Back Order Fill report that can be printed in Order Entry, and aid you in making informed sales order fulfillment decisions. Furthermore, purchase order receipts can optionally produce an accounts payable invoice to save data entry time and increase invoicing accuracy.

Sage BusinessWorks Accounting offers proven features that help you gain a competitive edge. By taking advantage of the purchase order features, you'll always know what items are in high demand and the proper order quantity needed to satisfy your customers without tying up your cash flow on seasonal or low performing items.

\*Specifications denoted with an asterisk (\*) are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

\*\*Limited only by disk space.



# Sage BusinessWorks

## Purchase Order

*"The biggest benefit of adopting Sage BusinessWorks is that we now have a completely paperless operation."*

Bert Bellinson, President  
Tangent Industries, Inc.

### FEATURES

#### General Features

- Tracks purchase orders from entry to fulfillment, providing a complete detailed history for better purchasing decisions.
- Maintains purchase order history including ordered and received items, while automatically updating Inventory Control for precise inventory tracking.
- Allows detailed comments and non-stock items to be added to purchase orders, providing better communication with your vendor and facilitating more accurate purchase order receipts.
- Creates new purchase orders by copying a purchase order for a similar order on file for the same vendor or a different vendor.
- Ensures you have adequate stock on hand to meet your needs with the Automatic Purchase Order feature which generates purchase orders based on inventory stock levels.
- Creates one or more purchase orders from a Sales Order, improving productivity and order accuracy.
- Provides tracking of drop ship orders.
- Enables open purchase orders to be edited, line items to be canceled, and the order to be reprinted to accommodate your purchasing needs.
- Permits entire purchase orders to be canceled or deletion or specific line items can be deleted while leaving the rest of the purchase order intact.
- Ensures that you always have enough stock on hand to satisfy your customers' needs without overstocking. Purchase orders can be automatically generated for the primary vendor based upon order points that you define.
- Saves you time by enabling accounts payable vendors and inventory parts to be added on the fly during purchase order entry.
- Easily accommodates purchase order returns as well as the cost adjustment of items already received into inventory.
- Processes zero cost purchase orders to accommodate internal requisition of inventory items.
- Allows purchase order forms to be customized to meet your needs. Sage BusinessWorks can even simultaneously maintain various purchase order styles to accommodate the different needs of your larger vendors.
- Optionally prints the vendor's part number on the purchase order for more accurate inventory fulfillment.
- Tracks as much or as little purchase order information as desired. The Maintain Purchase Order option can be customized to exclude certain fields you may not use, expediting data entry.
- Records and tracks purchase orders by warehouse or location, providing more detailed records.
- Allows you to save time and avoid running lengthy reports when you need specific

information about a particular purchase order. The Purchase Order Inquiry option provides a wealth of information about the purchase order and is particularly useful when following up on the status of a purchase order with your vendor. The Purchase Order Inquiry can even display a picture of the part being ordered.

- Saves time by sending purchase orders using e-mail, ensuring timely delivery of key inventory items.
- Performs Vendor Inquiries as well as Part Inquiries on the fly during Purchase Order Entry. These convenient features are especially helpful when negotiating a price with your vendor.
- Automatically accesses vendor information in the Accounts Payable module, so you can use information you already have on file. In addition, the module lets you add new vendors on the fly so you can avoid entering the same information twice.

#### Purchase Order Receipts

- Sage BusinessWorks easily accommodates partial shipments during Purchase Order Receipts. Items not received can be left open or can be canceled on the fly, saving time.
- Easily corrects data entry errors by allowing the line item cost of an item to be overridden during Purchase Order Receipts.
- Saves time and increases invoice accuracy by automatically posting Accounts Payable invoices when purchase orders are received.
- Records notes for a vendor on the fly during Purchase Order Entry.

#### Reporting Capabilities

- Keeps you informed by providing various reports concerning the status of a purchase order.
- Allows you to make informed purchasing decisions without overstocking slow moving items with the Order Recommendation report.
- Clearly displays your profit margin for each item as well as purchase order information for your vendors on various inventory management reports.
- Aids you in creating straightforward reports with an intuitive, wizard-driven Custom Reports option that is automatically available with Inventory Control. Additional report writing tools are available for more complex reporting needs.
- Saves valuable time by allowing user-defined Report Groups to be set up to batch print a group of reports.

Packaged to provide your business the maximum amount of features at an affordable price, Purchase Order is automatically included with the Inventory Control module at no additional charge. For more information on how the Sage BusinessWorks Inventory Control module can help your business operate more smoothly, please review the Inventory Control specification sheet.