

Sage 500 ERP

Purchase Order

Increase Accuracy Throughout Your Purchasing Process

The Sage 500 ERP (formerly Sage ERP MAS 500) Purchase Order module helps you save time, reduce costs, and automate processes through supply chain management tools. Purchase Order provides you with the functionality to simplify your purchasing and receiving processes while ensuring greater order accuracy. Because you can create a requisition quickly and easily without prior knowledge of your vendors or buying practices, the system enables you to enjoy the efficiency of flexible purchasing workflows. Purchase Order also tightly controls buyer's spending limits and provides complete audit tracking for maximum accountability.

When purchases are received, the system can automatically capture important vendor metrics. This includes information about correct item and quantities shipped, damaged goods, even labeling and packaging. This information is combined with delivery timing and cost variance data in a valuable Vendor Performance report. Purchase Order can also maximize warehouse efficiencies by guiding receiving personnel to designated preferred stock put-away bins.

A variety of system features uses the power of automation to minimize costly quantity and pricing errors, as well as errors in receipt of goods. You can create vouchers that automatically default from the related purchase order (PO). You can tie a purchase order to a sales order so that incoming products are correctly allocated to your priority customers. New options allow you to capitalize freight as well as allocate and override landed costs to pinpoint the entire cost of procurement. And you'll save time and maximize productivity by using the system's extensive drill-down and drill-around capabilities to track transactions step by step back to their origins.



BENEFITS

- Create requisitions using date, originator, item description, quantity, and date required, even if vendor information is unavailable.
- Assign different ship-to locations to each purchase order line item, invoice automatically or manually, or use the Multicurrency module to create purchase orders in any currency.
- Automate warehouse receiving processes while retaining accountability.
- Capture key vendor metrics to identify vendors that perform well and those that don't.
- Limit access to confidential purchasing information and tasks to authorized users.
- Obtain fast, easy business insights into purchasing information on any level.
- Increase productivity with the ability to set up landed costs, maintain a tight audit trail, and create purchase orders automatically based on inventory requirements.

The screenshot displays two overlapping windows from the Sage 500 ERP software. The top window is titled 'Enter Receipt Of Goods [Batch: PORG-0000065]'. It features a header section with the following fields: Type (Purchase), Receipt (0000000256), Purch Comp (SOA), Receipt Date (06/30/2008), Vendor (ACS), and Advanced Computer Solutions. Below the header is a table with columns for Landed Cost, Description, Cost Type, Allocated To, Allocation Method, Amount, Undistributed Amount, Third Party Vendor, and Comment. The bottom window is titled 'Enter Landed Cost' and shows a 'Landed Cost Detail' section with a table of items. The table has columns for Apply, Item, Description, PO, PO Line, UOM, Qty Received, Overrides, Est Amt, Unit Landed Cost, and Orig Unit Landed Cost. The 'Landed Cost' button in the right-hand pane is highlighted with a red box.

Landed Cost	Description	Cost Type	Allocated To	Allocation Method	Amount	Undistributed Amount	Third Party Vendor	Comment
Freight	Freight Zone 1	Freight	Receipt Line	Amount per Unit	7,750.00	0.00		

Apply	Item	Description	PO	PO Line	UOM	Qty Received	Overrides	Est Amt	Unit Landed Cost	Orig Unit Landed Cost	Pr
<input checked="" type="checkbox"/>	1.44 floppy	1.44 MB Floppy Drive	0000000173	1	Each	655.0000		6,550.00	10.0000	10.0000	
<input checked="" type="checkbox"/>	Supervault 3000S	594 GB Ultra3 SCSI Storage	0000000173	2	Each	80.0000		800.00	10.0000	10.0000	
<input checked="" type="checkbox"/>	ACS48 Spkr	Altec Lansing ACS48 20w Speakers	0000000173	3	Each	30.0000		300.00	10.0000	10.0000	
<input checked="" type="checkbox"/>	TrainingManuals	Complete Software Training Manuals	0000000173	4	Each	10.0000		100.00	10.0000	10.0000	

Purchase Requisitions

Create requisitions using date, originator, item description, quantity, and date required, even if vendor information is unavailable.

- Initiate a requisition of items or services for either ongoing business or internal use even if you have no prior knowledge of the company's vendors, items, or buying practices.
- Provide the ability to generate purchase orders from requisitions for authorized buyers only.

Purchase Order Processing

Assign different ship-to locations to each purchase order line item, invoice automatically or manually, or use the Multicurrency Management module to create purchase orders in any currency.

- Establish contract and blanket purchase orders.
- Copy data from a previous purchase order to a new one.
- Designate a different ship-to address or shipping method for each line of a purchase order and automatically distribute the amount to the appropriate general ledger account.
- Purchase both inventory and noninventory items.
- Create purchase orders across multiple companies.

Receiving

Automate warehouse processes while retaining accountability.

- Take possible delivery of items into designated put-away bins or to a quality-control area.
- Tie sales orders to purchase orders to assist in priority sales fulfillment when goods are received.
- Optionally transfer purchase order quantities to the receiving voucher or ensure accuracy through blind receiving.
- Perform unit conversion for matching purposes to reconcile differences between the invoice and the purchase order.
- Establish user-defined tolerance codes to compare quantities, unit costs, extended amounts, total purchase order amounts, and early or late dates.

Vendor Performance Tracking

Capture key vendor metrics to identify vendors that perform well and those that disappoint.

- Indicate unauthorized vendor substitutions, damages, and improper labeling or packaging when receiving goods.
- Automatically track on-time deliveries, fulfillment quantity performance, and cost variances.
- Differentiate these key metrics through the Vendor Performance Report.

Security

Limit access to confidential purchasing information and tasks to authorized users.

- Define specific groups of users who have access to the same companies, menus, tasks, and security events.
- Provide security to control generation and issuance of purchase orders, change order processing, tolerance codes, and more.
- Maintain an audit trail of purchase order changes through change order processing.
- Assign maximum authorization amounts to buyers.
- Control default tolerances for purchase orders and line items.

Business Insights

Obtain fast, easy access to purchasing information on any level.

- Easily access critical purchasing information, including PO summary, Payment Summary, Vendor Status, Vendor History, Voucher Summary, and Landed Costs.
- Organize, analyze, and graph purchase order and vendor history to gain deeper insights to costs, lead times, returns, and more.
- The Vendor Performance Report uses data captured during receipt of goods to benchmark vendors on a variety of purchasing criteria including packaging, quality, lead times, labeling, and more.
- Use the Alerts module to monitor Sage 500 ERP when purchase order items are late for delivery to a warehouse, when purchase order lines exceed replacement costs by a specific percentage, or when purchase orders are released that exceed a defined dollar amount.

Additional Functionality

Increase your productivity with the ability to set up landed costs, maintain a tight audit trail, and create purchase orders automatically based on inventory requirements.

- Set up a variety of landed cost types that may occur when purchasing items. Optionally, associate them with a vendor or item. Apply and/or override them during receipt of goods.
- Process vendor returns for credit or replacement.
- Maintain an audit trail of purchase order changes through change order processing.
- Automatically create purchase orders based on replenishment requirements from the Inventory Replenishment module or drop-ship requirements in the Sales Order module.
- Ensure accuracy through blind receiving.

Integrations

Increase system functionality by integration with other powerful Sage 500 ERP modules.

- Integrate with Project Accounting to assign costs to projects for project materials and automatic billing for materials.
- Automatically record and track fixed asset purchases when integrated with Sage Fixed Assets—Depreciation.
- Generate planned and actual POs through Material Requirements Planning.