Purchase Order

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 make certain 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 a convenient 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 you data entry time and increase your invoicing accuracy.

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


SPECIFICATIONS (MAXIMUM LIMITS)

• 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

*Limited only by disk space.
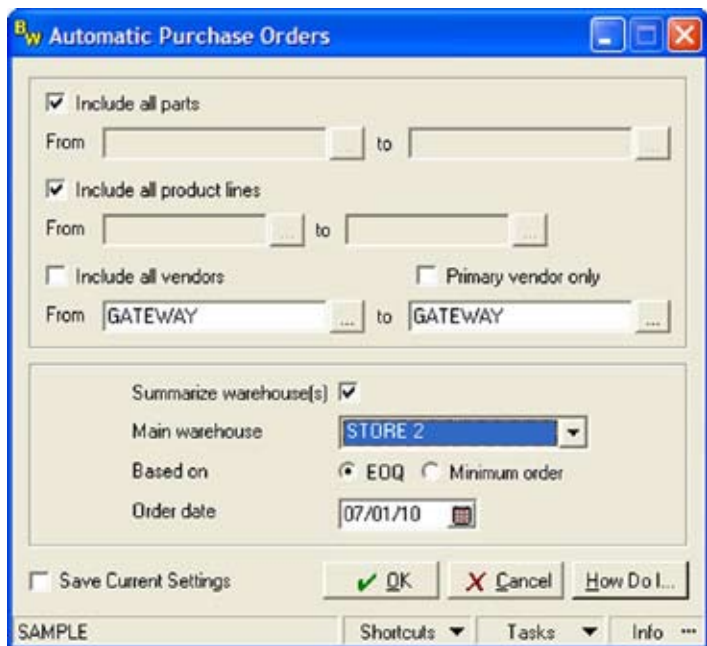
General Features

- 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.

- Supports drop-ship orders to customers or vendors and permits the selection of a saved ship-to address to expedite data entry.

- Permits entire purchase orders to be canceled or deleted or specific line items can be deleted while leaving the rest of the purchase order intact.

- Saves you time by letting you add accounts payable vendors and inventory parts 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 and can even simultaneously maintain multiple 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.

- Records and tracks purchase orders by warehouse or location.

- Eliminates time wasted running lengthy reports to access specific information on a particular purchase order. The Purchase Order Inquiry option provides highly detailed information, including product images.

- Saves time by sending purchase orders using e-mail, ensuring timely delivery of key inventory items.

- Performs Part and Vendor Inquiries on the fly during Purchase Order Entry, particularly helpful during price negotiation.

- 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.

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 a line-item cost to be overridden during Purchase Order Receipts.

- Saves time and increases invoice accuracy by automatically posting Accounts Payable invoices when purchase orders are received.

Reporting Capabilities

- Keeps you informed by providing various reports concerning the status of a purchase order.

- Order Recommendation report lets you make informed purchasing decisions without overstocking slow-moving items.

- Clearly displays profit margin 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.

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

Bert Bellinson, President
Tangent Industries, Inc.

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