



**SAGE MAS 90    SAGE MAS 200**

**PURCHASE ORDER**

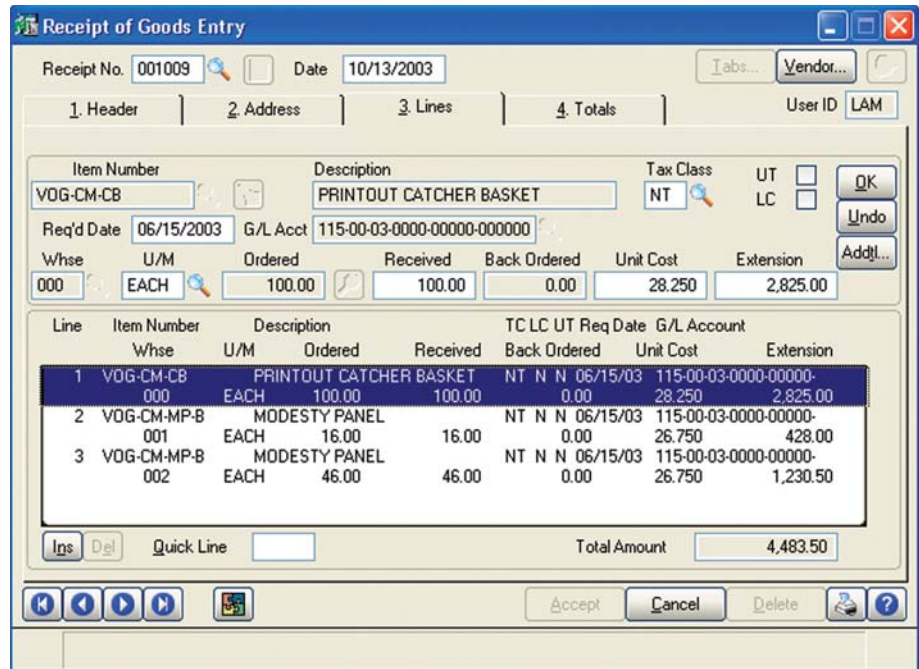
**REPORTS**

- 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



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.

