



Your business in mind.



## SAGE MAS 500

## PURCHASE ORDER

### BUSINESS INSIGHTS

Sage MAS 500 takes inquiry, drill-down, monitoring, and data analysis to a whole new level with out-of-the-box business intelligence tools, including Business Insights Analyzer, Business Insights Explorer, Alerts, Crystal Reports®, Web Reports, and integration with desktop productivity tools.

### REPORTING FEATURES

- Maintain custom form layouts for printed forms.
- Tailor forms to your organization's design requirements.
- Export any report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, XML, PDF, HTML, RTF, or Microsoft Word.
- Output any report to the screen, a printer, or a variety of file formats.
- Create customized, presentation-quality reports through Crystal Reports software.

### REPORTS

- Open Purchase Orders
- Open Purchase Order Items
- Purchases Journal
- Purchase Price Variance
- Change Order
- Back Ordered Purchase Orders
- Expected Delivery
- Standard Cost Analysis
- Purchases Clearing
- Blanket Purchase Orders
- Vendor Performance
- Purchase Order Status
- Purchase Analysis
- Tagged Orders

### SAGE MAS 500 SOLUTIONS

- CRM and E-business
- Financials and Project Accounting
- Distribution and Manufacturing
- Human Resources and Payroll
- Customization and Integration
- Business Intelligence

Enter Requisitions

Requisition: 000000011      Status: Open

Originator: admin      Date: 06/05/2004

Contact: admin      Expedite:  Reason: Approved

Department: Sales      Warehouse: [Search]

Comment: Sales computer upgrade

Item	Qty Requested	UDM	Unit Cost	Extended Amt (USD)	Vendor	Request Date
1 GatewayP5	4.0000		430.0000	1,720.0000	ACS	06/05/2004
2 EthernetHub	1.0000		75.0000	75.0000	ACS	06/05/2004
3 Keyboard	1.0000		25.0000	25.0000	ACS	06/05/2004
4						

Generate PD

admin SQA 6/5/2004

### Increase Accuracy Throughout Your Purchasing Process

The Sage MAS 500 ERP 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 buyers' 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 use 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. You can tie a purchase order to a sales order so that incoming products are correctly allocated to your priority customers. 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.



# Sage MAS 500

## Purchase Order

*"[Sage MAS 500] PO and FAS are sister modules that save us an enormous amount of work. We now have about \$15 million in capital expenditures being tracked through the system. The modules give us additional information we never had before, so we can manage our assets more strategically."*

Eric Polozune  
Director of Financial Analysis  
US Cable Corp.

### 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 of the appropriate general ledger account.
- Purchase both inventory and non-inventory 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 conversions 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, and Voucher Summary.
- Organize, analyze, and graph purchase order and vendor history to gain deeper insights into 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 MAS 500 when purchase order items are late for delivery to a warehouse, when purchase order lines exceed replacement costs by a specified 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 estimates of landed costs that may occur when purchasing items, and associate them with a particular vendor or item.
- 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 integrating with other powerful Sage MAS 500 modules.

- Integrate with the Project Accounting module to assign costs to projects for project materials and automatic billing for materials.
- Automatically record and track fixed asset purchases when integrated with the FAS Asset Accounting module.
- Integrate manufacturing to assign a PO line to a specific work order.
- Generate planned and actual POs through Material Requirements Planning.