Sage 300 ERP

Purchase Order

Count on Sage 300 ERP Purchase Order

Sage 300 ERP (formerly Sage ERP Accpac) Purchase Order helps you streamline purchasing and receiving processes and provides the information you need to make insightful decisions and build better relationships with your vendors while cutting costs.
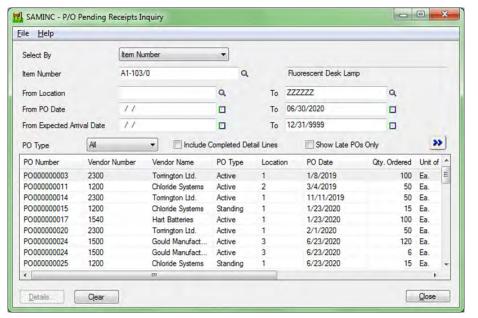
Your Challenge

Your accounting department has big-picture goals—and everyday tasks. It's a balancing act that doesn't always balance out, and they no longer have time to manage a manual purchasing process of reentering data into Accounts Payable. Currently, you are tracking purchases on paper and allowing staff members to purchase items individually, which means you are not taking advantage of volume discounts. Accounting is overwhelmed with calls from vendors and from internal staff asking questions on the status of purchases and payments—while bills of lading sit on desks, waiting to be entered in the system. You are manually tracking cash flow and are not sure what expenditures you are facing over the next few months, and you do not have an automated approval process in place. Customer deliveries are starting to suffer, as items are sitting in receiving but not in the system, so the orders can't be shipped. Your business has grown, and it's time to make some changes and introduce a more automated order purchasing process.

Your Solution

Sage 300 ERP Purchase Order gives you the power, flexibility, and control you need to keep your costs as low as possible. Immediate access to up-to-date inventory and account information empowers your purchasing team to develop key vendor relationships and get the best possible price on all purchases. Extensive vendor tracking, requisition, drop-ship, and receiving capabilities improve productivity, help you work with vendors effectively, and ultimately boost your bottom line. With the improved insight into stock levels, vendor details, and purchasing information, you can ensure the right products are in stock and get the best price, every time.

The Bottom Line

With Sage 300 ERP Purchase Order, you can maximize vendor relationships—and realize the cost benefits of dramatically streamlined processes while optimizing stock levels.

BENEFITS

Purchasing Management
Take control of inventory management and improve customer satisfaction while cutting costs, delivering more products on time, and optimizing your stock levels.

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Accurate Processing
Simplify the purchasing process by facilitating cost-efficient operations to keep management, employees, and, most importantly, your customers happy.

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Seamless Connectivity
Seamlessly connect with Sage 300 ERP modules to eliminate redundant data entry and automate your workflow. And Sage CRM is included at no additional charge to facilitate front- and back-office collaboration.

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Multicurrency Capabilities
Eliminate costly mistakes while transacting business in unlimited currencies with the ability to view and enter purchase orders in your vendors' currency.

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Comprehensive Reports and Inquiries
Transform your data to gain the insight you need to more effectively manage your business with flexible, customizable reporting.

PO Number	Vendor Number	Vendor Name	PO Type	Location	PO Date	Qty. Ordered	Unit of
PO000000003	2300	Torrington Ltd.	Active	1	1/8/2019	100	Ea.
PO000000011	1200	Chloride Systems	Active	2	3/4/2019	50	Ea.
PO000000014	2300	Torrington Ltd.	Active	1	11/11/2019	50	Ea.
PO000000015	1200	Chloride Systems	Standing	1	1/23/2020	15	Ea.
PO000000017	1540	Hart Batteries	Active	1	1/23/2020	100	Ea.
PO000000020	2300	Torrington Ltd.	Active	1	2/1/2020	50	Ea.
PO000000024	1500	Gould Manufact...	Active	3	6/23/2020	120	Ea.
PO000000024	1500	Gould Manufact...	Active	3	6/23/2020	6	Ea.
PO000000025	1200	Chloride Systems	Standing	1	6/23/2020	15	Ea.

Empower your purchasing staff with vital information when they need it! Purchase Order puts critical information at your fingertips, improving vendor relationships and maximizing your purchasing power.

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> "The dynamic flow of information—from purchasing to inventory to accounts payable—is very efficient and has allowed us to hold our staff level steady even during a period of significant growth."
>
> Robert Perlman
> President and Owner
> RTI Hotel Supply, Inc.

Small Investment. Big Return. Peace of Mind.

Discover the Sage 300 ERP technology difference! Get one unified solution on which to build your business—enabling more efficient processing, more productive people, and the ability to gain real insight into your business. Sage 300 ERP ensures your business is built on a solid foundation, providing superior architecture that gives you the power you need today with the flexibility to adapt tomorrow. Reap the rewards of a global reach solution with the breadth of functionality to support multientity and multinational organizations with the local touch needed for your business. Your newfound freedom of choice is supported by a collaborative ecosystem, ensuring success for the life of your business. And of course, with over 30 years of supporting businesses just like yours, Sage technology is proven, reliable, and experienced.

Features

Purchasing Management

Reduce repetitive data entry by creating templates of standard information or by automatically producing purchase orders from Inventory Control reorder information or from Order Entry backorders. Improve forecasting with the ability to enter active purchase orders, standing purchase orders, future purchase orders, and blanket purchase orders. Take control of costs with extensive costing capabilities—the system allows you to prorate additional charges by quantity, weight, or cost, or manually specify the cost. Use seven costing methods for the default item cost, Most Recent Cost, Standard Cost, Average Cost, Vendor Cost, Last Unit Cost, and two alternate amounts for added flexibility. Keep your data secure by restricting access to Purchase Orders windows, costs, and quantities on invoices and credit note adjustments.

Accurate Processing

Create one purchase order from multiple requisitions and select the requisition details by vendor number and Inventory Control vendor type. Quickly consolidate items from multiple purchase orders on a single receipt. Create purchase orders from requisitions, either by selecting details and vendors from requisitions when adding a single purchase order or by automatically creating a series of purchase orders from existing requisitions. Automatically receive all items on a purchase order at once or receive partial purchase orders, entering quantities only for received items. You can also automatically drop-ship items directly from the vendor to the customer.

Seamless Connectivity

Purchase Order eliminates redundant entry efforts by automatically updating Sage 300 ERP Inventory Control with quantities and costs, General Ledger with all transaction activity, and Sage CRM with all vendor information. And best yet, Sage 300 ERP includes a Sage CRM user at no additional cost. Sage CRM ensures your sales, marketing, and customer services resources are being used to maximum effect—even when they are on the road, as mobile functionality is built in. With this fully integrated solution you have access to current inventory and purchasing records, so your staff can make decisions with confidence and operate more efficiently.

Multicurrency Capabilities

Take control of the global marketplace with robust multicurrency capabilities, including instant conversion of foreign currencies to home currency and vice versa and calculation of gains and losses accrued through currency exchange. Providing purchase orders and requisitions in your vendors' currency makes it easy and convenient for them to do business with you.

Comprehensive Reports and Inquiries

You can easily print requisitions, purchase orders, receiving slips, returns, and mailing labels using standard Purchase Orders formats, or design custom forms and reports using SAP® Crystal Reports for Sage 300 ERP. In addition, you can print the purchase posting journal showing both the audit information for the requisitions that are created in Accounts Payable and any General Ledger entries created from posting the purchase. Extensive reporting and inquiry capabilities provide the insights you need to negotiate the best possible cost from your vendors and ensure the best possible delivery date. Easily accessible information equips your purchasing team with the big-picture insights into which requisitions they should purchase from a vendor based on vendor accuracy and which vendors to pay to maximize discounts and control costs. Standard report samples: Aged Purchase Orders, Payables Clearing Audit List, Posting Journals, Purchase History, Purchase Order Action, Purchase Statistics, Shippable Backorders, and more.

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