



## SAGE PFW

## PURCHASE ORDER

### ■ CUSTOMIZATION

Sage PFW ERP is easily customized, not only within Purchase Order, but also throughout the solution to fit the widely varying needs of today's businesses.

### ■ MULTI-CURRENCY CAPABILITIES

Extensive multi-currency capabilities, including instant conversion of foreign currencies to home currency and vice versa, give you the competitive edge to succeed in the global marketplace.

### ■ ACCESS BUSINESS CRITICAL INFORMATION

Empower your staff with vital information when they need it! Universal Notes and Attachments put critical information at your finger tips, improving customer satisfaction and increasing productivity.

### ■ STREAMLINED INTEGRATION

Seamless integration with other Sage PFW modules eliminates redundant data entry and automates your workflow, creating a fully integrated purchasing system.

### ■ PURCHASING CONTROL AND MANAGEMENT

Efficiently manage your purchase order, shipping and receiving information with complete tracking of open and historical data.

### ■ ACCURATE ORDER PROCESSING

Automate tedious, time consuming purchasing tasks and take control of your purchasing process, by effectively eliminating costly mistakes.

### ■ INSIGHTFUL REPORTS AND DRILL-DOWN CAPABILITIES

Sage PFW transforms your data into the insights you need to more effectively manage your business.

| Line Type | Item Key  | Description                              | Crv | Location | Unit Cost   | Qty Ord | Qty Rem | Extension | Tax | Account          |
|-----------|-----------|--|-----|----------|-------------|---------|---------|-----------|-----|------------------|
| 1         | Inventory | HEIN-2063-M-4 Heinz Dyno Driver 3, Mer   |     | FLRDA    | 675.14000   | 25.00   | 25.00   | 16,878.50 |     | 5110-2000-010-DG |
| 2         | Comment   | Include head cover                       |     |          |             |         |         | 0.00      |     |                  |
| 3         | Inventory | HEIN-2061-M-4 Heinz Dyno Driver 1, Mer   |     | FLRDA    | 675.14000   | 25.00   | 25.00   | 16,878.50 |     | 5110-2000-010-DG |
| 4         | Inventory | HEIN-SSET-M-4 Heinz Title Starter Set, M |     | FLRDA    | 1,350.29000 | 50.00   | 50.00   | 67,514.50 |     | 5110-2000-010-DG |
| 5         | Inventory | HEIN-SSET-M-4 Heinz Title Starter Set, M |     | CALIF    | 1,350.29000 | 50.00   | 50.00   | 67,514.50 |     | 5110-1000-010-DG |
| 6         | Non-Inven | Expedite Order                           |     |          | 25.00000    | 1.00    | 1.00    | 25.00     |     | 6300-0000-040-DG |

  

| Item/Loc/Acct Key/Acct Desc/Curr/Project | Vendor/Class/Tax/Crv   | Subtotal   | Totals          | Project |
|--|------------------------|------------|-----------------|---------|
| Heinz Dyno Driver 3, Mer, Graphite, std  | HelmiA Heinz LTD.      | 168,811.00 | Subtotal        | 0.00    |
| Florida Warehouse                        | Cost of Sales (Canada) | 0.00       | Tax             |         |
| 5110-2000                                |                        | 0.00       | Non taxable Frt |         |
| COGS-Equipment EAST Direct               | Conv Factor of 6       | 168,811.00 | Open PO         |         |
| CANADIAN DOLLARS                         | Qty On Hand 280        |            | PO Total        |         |
|  | Qty Available 2875     |            |                 |         |

Efficiently managing your purchasing processes can help lower costs, expedite deliveries, enhance vendor relationships and improve your customer satisfaction when products are delivered on time. The Sage PFW ERP Purchase Order module is the best solution to help you achieve these goals.

You'll capitalize on quick, error-free ordering, streamlined receipt processing and a number of versatile tools that help you manage late deliveries, back orders, partial shipments and duplicate orders. Add-on our fully integrated Inventory module and you get a powerful tool that streamlines your purchasing process by automatically creating purchase orders to replenish your stock levels. This robust feature calculates replenishment quantities based on your specifications, including inventory availability, min/max stock, reorder points and more. Generated or manually entered purchase orders can be reviewed and edited prior to release, giving you the ability to control and track goods received and automatically create entries to recognize both normal and accrued receipts. The Sage PFW Purchase Order module sets you up for success.

From developing innovative products that anticipate our customers' changing needs to providing award-winning customer support, we are dedicated to surpassing expectations in all aspects of our business. Rest assured our software is supported by a nationwide network of specialists who are your resource for implementation, training, service and support. For more information about Sage PFW and reaching a higher level of performance and profitability, please contact your local business partners, or call us directly toll free at 1-888-473-5135. You may also visit our Web site at: [www.sagesoftware.com](http://www.sagesoftware.com) or e-mail us at: [sagepfwinfo@sage.com](mailto:sagepfwinfo@sage.com)



# Sage PFW

## Purchase Order

*"Purchase Order has been incredibly reliable. Given our size in the \$40 million range, we're processing a large volume of transactions. The system handles everything without a glitch."*

Robin Hindel  
Financial Analyst  
McDermott Technology, Inc

### FEATURES

#### Customization

Purchase Order can be easily customized to your business processes for maximum functionality and efficiency, ensuring consistent system use and reducing training requirements. Unique customization templates enable you to remove, rename, require or prevent entry, and set minimum/maximum numeric ranges for any entry field. Additionally, you can hide screen tabs that are not required in your business and even create your own field level help. These are just a few of the productivity boosting possibilities that will benefit your entire organization.

#### Multi-currency Capabilities

Take control of the global marketplace with robust multi-currency capabilities, including instant conversion of foreign currencies to home currency and vice versa and calculation of gains and losses accrued through currency exchange. For maximum versatility it also accommodates multiple bank accounts in an unlimited number of currencies. The Sage PFW Multi-Currency Manager module empowers you to transcend many of the operational challenges of global enterprise.

#### Access Business Critical Information

Proactively communicate with your vendors to improve on time deliveries, order accuracy and your overall relationship. Have vendor correspondence, contracts and e-mail documents easily accessible while you discuss purchase order information. Universal Notes and Attachments functionality provides the power to relay valuable information to your vendors and much more. Since this functionality is available throughout Sage PFW, the possibilities are virtually unlimited.

#### Streamlined Integration

Purchase Order eliminates redundant entry efforts by automatically updating Inventory with quantities and costs, Accounts Payable with voucher and payment information and Bank Book with check receipts. With this fully integrated solution, you will have access to current inventory and accounts payable records, so you can make purchasing decisions with insight and operate more efficiently. Seamlessly add vendors, process vouchers and view the whole picture concerning the status of an inventory item, including on-hand, committed to sales and committed to production quantities. With the addition of our Project Costing module, you can even track project costs at the line item level on purchased items.

#### Purchasing Control and Management

Maintain tight control over your purchasing process, ensuring that items arrive when needed, but not so early that carrying costs add up while extra inventory sits on your shelves. Sage PFW provides immediate access to critical information such as date required, date promised, originator and item comments that will improve your responsiveness to inquiries. Combine orders for common vendors by setting quantities, location, tax status, required date, ship date, requisition number and account codes for each line item. You can easily add or remove items from a current purchase order and automatically track the order status throughout the entire process—New, Printed, Posted, Adjusted, Cancelled and Fully Received. Additionally, you can effectively drop ship orders directly from a vendor to your customer. These streamlined reordering options will save your company valuable time and money and help you meet required receipt dates.

#### Accurate Order Processing

Effectively prevent errors in shipping and billing by creating detailed purchase orders and maintaining a full audit trail. You can reduce repetitive data entry with the use of default values from your vendor to quickly and easily create purchase orders. Further automate purchasing by using historical purchase orders as templates for new orders and optionally designate orders to recur at user specified cycle dates. Additional processing features include powerful data validation using visual red-flag alerts, automatic assignment of purchase order numbers using a flexible numbering convention, conversion of purchase units of measure and costs, and documentation of serial/lot details.

#### Insightful Reports and Drill-down Capabilities

Run a variety of industry-standard reports, or create custom reports to uncover the valuable insights behind the numbers. Get critical information on purchase orders, requisitions and expected deliveries and track and report historical purchases and receipts. Further explore your data using Financial Explorer to perform comprehensive inquiries and drill downs from anywhere in the system.

