

Sage Enterprise Suite — Purchase Order

Web-Based Reporting

All Purchase Order reports can be generated and viewed through Microsoft Internet Explorer with our Web Reports module, at the same high level of security as with the module's standard output.

Reporting Features

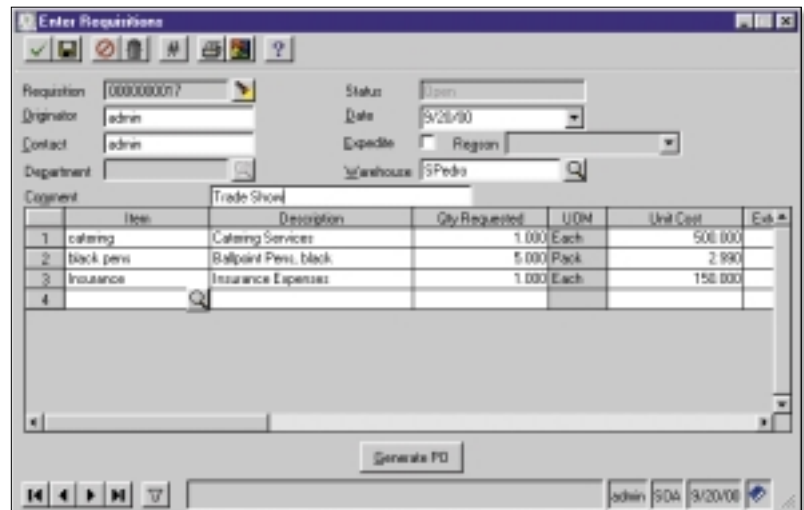
- Maintain custom form layouts for printed forms used throughout all Sage Enterprise Suite modules
- Tailor Purchase Order forms to your organization's design requirements
- Export all report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, HTML, RTF or 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 Journals
- Purchase Price Variance
- Change Orders
- Back Ordered Purchase Orders
- Expected Delivery
- Standard Cost Analysis
- Purchases Clearing
- Blanket Purchase Orders

Sage Enterprise Suite of Modules:

General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Financial Reporting, Web Reports, Fixed Assets, Multicurrency Management, Advanced Allocations, Consolidations, Advanced Budgeting, Purchase Order, Sales Order, eCustomer, Inventory Management, Inventory Replenishment, Human Resources, Manager and Employee Roles, Payroll, Customizer, Application Framework, Module Source Code

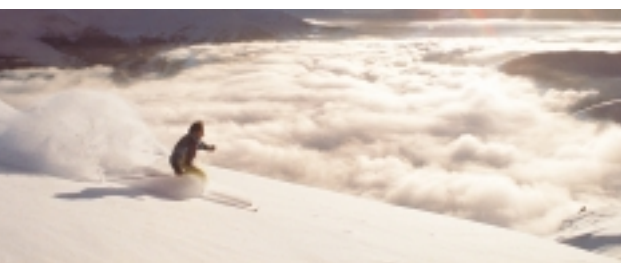


Increase Accuracy Throughout Your Purchasing Process

The Sage Enterprise Suite's Purchase Order module helps you save time and reduce administrative costs through more effective management of your purchasing process. This module is part of the Sage Enterprise distribution series, which has been designed with input from supply chain experts to meet the specific needs of large businesses who want to apply innovative inventory management in organizations with higher stock levels. Sage Enterprise Suite is a highly reliable, robust and integrated series of business applications that delivers a flexible, scalable and full-featured total e-business management solution.

Purchase Order provides you with the tools you need to simplify and streamline your purchasing process, while ensuring greater ordering accuracy. Because it allows authorized users to 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. Only minimal information is required to create a requisition, such as the date, originator's name, item description, quantity requested, and date required.

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 use the matching feature to compare the information on the purchase order with the invoice and the actual goods received. 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 Enterprise Suite — Purchase Order

System Implementation Options *Configure your system for purchases of both inventory and non-inventory items, and set up defaults, custom fields and tax classes.*

- Configure Purchase Order options to meet the specific needs of your organization
- Purchase both inventory and non-inventory items
- Perform three-way matching with user-defined tolerance codes
- Assign maximum authorization amounts to buyers
- Select whether you want to apply override segments for freight charges, purchases or sales tax
- Create four custom fields for the purchase order and two custom fields for the purchase order line, giving you additional reporting options
- Set up sales tax classes, codes and schedules for sales tax information tracking

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 PO line item, invoice automatically or manually, or use the Multicurrency Management module to create POs in any currency.*

- Establish contract and blanket purchase orders
- Copy data from a previous purchase order to a new one
- Choose whether you want to automatically select and copy purchase order lines to the voucher entry form
- Specify whether you want the system to automatically default to the voucher the quantities that remain open on the purchase order
- Control default tolerances for purchase orders and line items
- Integrate with the Sage Enterprise Multicurrency Management module for easy entry and processing of purchase orders in any specified currency
- Let the system automatically invoice items in full
- Automatically calculate the extended cost for the line
- Assign a different PO form to each purchase order
- Designate a different ship-to or shipping method for each line of a purchase order and automatically distribute the amount to the appropriate General Ledger account

Online Analysis and Drill-Downs *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
- Apply the system's extensive drill-down and drill-around capabilities to quickly and easily analyze purchasing information
- Provide *ad hoc* query capabilities without programming

Security *Limit access to confidential purchasing information and tasks to authorized users only.*

- Define specific groups of users who have access to the same companies, menus, tasks, and security events
- Use limited access permissions to restrict users' access to confidential information and tasks
- Provide security to control generation and issuance of purchase orders, change order processing, tolerance codes, and more

Three-way Matching *Provide tight control through the ability to compare purchase order information at the line item level, and permissions to take orders off hold or apply overrides.*

- Establish security permissions to reassign tolerance codes, take purchase orders off hold, or apply overrides
- Use Sage Enterprise to 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 amount, and early or late dates

Additional Functionality *Increase your productivity with the ability to set up landed costs, maintain a tight audit trail and create POs 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