



Sage PFW ERP

Purchase Order

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.

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 the fully integrated Inventory module for 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, minimum/maximum 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 customers' changing needs to providing award-winning customer support, Sage is dedicated to surpassing expectations in all aspects of your business. Rest assured Sage PFW is supported by a nationwide network of specialists who are your resource for implementation, training, service, and support.

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.

MULTICURRENCY CAPABILITIES

Extensive multicurrency 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 TO BUSINESS-CRITICAL INFORMATION

Empower your staff with vital information when they need it! Universal Notes and Attachments put critical information at your fingertips, 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 manage your business more effectively.

Item Code	Description	Stock	Unit Price	Total
1000 BOTTLE	1000 BOTTLE FOR SAUCES	1000	1.00	1000.00
2000 BOTTLE	2000 BOTTLE FOR SAUCES	2000	1.00	2000.00
3000 BOTTLE	3000 BOTTLE FOR SAUCES	3000	1.00	3000.00
4000 BOTTLE	4000 BOTTLE FOR SAUCES	4000	1.00	4000.00
5000 BOTTLE	5000 BOTTLE FOR SAUCES	5000	1.00	5000.00
6000 BOTTLE	6000 BOTTLE FOR SAUCES	6000	1.00	6000.00
7000 BOTTLE	7000 BOTTLE FOR SAUCES	7000	1.00	7000.00
8000 BOTTLE	8000 BOTTLE FOR SAUCES	8000	1.00	8000.00
9000 BOTTLE	9000 BOTTLE FOR SAUCES	9000	1.00	9000.00
10000 BOTTLE	10000 BOTTLE FOR SAUCES	10000	1.00	10000.00



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 benefit your entire organization.

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. 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 to 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 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 the 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 can 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, Canceled, and Fully Received. Additionally, you can effectively drop ship orders directly from a vendor to your customer. These streamlined reordering options can 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 create purchase orders quickly and easily. 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.