



PURCHASE ORDER PROCESSING

MAS 90®

for:

Windows®

Client/Server for Windows NT®

Client/Server for UNIX® Systems

REPORTS

- Automatic Reorder Register
- Open Purchase Order Report
- Purchase Orders
- Open P.O. by Item Report
- Receipt of Goods Register
- Open P.O. by Job Report
- Receipt of Invoice Register
- Expected Delivery Report
- Daily Purchases Journal
- Expected Delivery Recap Report
- Purchase Order Back Order Fill Report
- Cash Requirements Report
- Variance Register
- Purchase Order Recap
- Daily Transaction Register
- Receipt History Report
- Return Orders
- Purchase History Report
- Return of Goods Register
- General Ledger Posting Recap
- Return Debit Memo Journal
- Purchase Clearing Reports
- Material Requisition Register



Every time you order goods from your vendors, a contract to buy and a contract to sell is created; the MAS 90® Purchase Order Processing module helps you keep accurate records of these very important transactions. With every order, you need to specify (and keep track of) shipping method, date required and the name of the person with whom the order was placed. In addition, you need to confirm the quantities ordered and price per item. This module streamlines and organizes the entire purchasing process.

When your on-hand quantity falls below a specified minimum level, purchase orders can be automatically generated, to ensure that you never run out of key items. You can process partial receipts, update your inventory records when goods are received and monitor cost variances between goods received and goods invoiced.

When this module is integrated with the MAS 90 Accounts Payable, Inventory Management and Sales Order Processing modules, you will have a comprehensive, fully integrated purchasing system. Receipt of goods will automatically adjust inventory quantities and produce a Back Order Fill Report. Furthermore, invoices received will automatically update Accounts Payable records. With the implementation of the Purchase Order Processing module, you will be able to make more informed purchasing decisions, and all of your purchasing and receiving information will be readily available as needed.

See reverse side for list of features

FEATURES

Automatic Reordering	Purchase orders can be automatically generated for inventory items whose on-hand quantity falls below a specified reorder level.
Drop Ship Orders/ Blanket Orders	Purchase orders can be created for items shipped directly from the vendor to the customer. When Purchase Order Processing is integrated with the MAS 90 Sales Order Processing module, the customer number and address information can be automatically retrieved.
Repeating Orders Material Requisition	Requests for goods for internal use can be processed with purchase orders, and material requisition orders can be printed.
Landed Cost Calculation	Landed cost information is entered in receipt of goods with an unlimited number of user-definable costs for each GL clearing account. You can select any allocation method for each type of cost including freight allocation. You can calculate landed costs using the same method you currently employ or based on the new volume field in the item masterfile.
Auto Generation of Purchase Orders from Sales Orders	Purchase orders can be automatically generated for a selected range of sales orders. You can control how the ordered items appear on the purchase order — either individually or summarized.
Receipt Labels	Receipt labels with bar codes can be printed for inventory items as part of the Daily Receipt Registers Update, once Purchase Order Processing has been integrated with the MAS 90 Inventory Management module.
Powerful Reports	There are a variety of reporting options available in the PO module which allow you to analyze variance information, cash requirements, month-end reconciliation and more.
Alias Item Numbers	Inventory alias item numbers can be accessed during Purchase Order Entry. When you select an alias item number, the corresponding part number from your inventory list is automatically selected.
Use Tax	Purchase Order allows you to flag individual lines as Use Tax, track the tax to pay on items purchased, then specify to expense the tax to inventory items.
Non-stock Items	Items can be entered on purchase orders which are not stocked in your inventory. Charges can also be entered for miscellaneous non-inventory items, such as service fees.
Vendor Price Levels	Price schedules for specific vendors, product lines or inventory items can be set up based on the standard cost or a specified discount method.
Expected Delivery Report	All deliveries expected within a range of dates are listed on this report.
Back Order Fill Report	All Sales Order Processing back orders which can be filled as a result of goods received are listed on this report.
Drill Down	When viewing an inventory item, you can drill down to lot/serial information from the receipt history inquiry.
Cost Override	A “cost override” flag may be set in inventory for each product line and item, thus enabling changes of costs of certain items during receipt of goods to be controlled. This feature can be password protected for added security.
User-Defined Fields (UDFs) for Line Items	UDFs can flow from inventory items to sales order and purchase order lines and can be printed on reports and forms. They can also be stored in history files.
Memo Pop-Up	Selected vendor memos can be set to automatically pop critical information into the operator’s view during Purchase Order entry.