

# Sage Accounting Solutions

## Data Sheet

### Sage Line 100 Purchase Order Processing

Manages the entire purchasing process, producing purchase orders with speed and efficiency.

The Sage Line 100 Purchase Order Processing module gives you control of the entire procedure, from creating a purchase order to checking goods received against purchase order and supplier invoice.

This process enables you to ensure that the correct goods are always received and paid for.



#### Sage Line 100 Purchase Order Processing

<b>Order authorisation.</b> A rule can be set up to require supervisor authorisation on orders.	✓
<b>Returns and credits.</b> Manage the return of goods to your suppliers, recording reasons if required.	✓
<b>Order comments.</b> Can be for internal use only, or can appear on supplier documentation.	✓
<b>Foreign currency orders.</b> Place orders in up to 100 currencies.	✓
<b>Order matching.</b> Checks that goods received match your purchase order and supplier invoice.	✓
<b>Multiple delivery addresses.</b> Accept orders to virtually unlimited delivery addresses.	✓
<b>Automatic accrual.</b> Ensures that management reports are accurate between receipt and invoicing of goods at period ends.	✓
<b>Preferred suppliers.</b> Flags attempted use of non-specified suppliers.	✓
<b>Consolidate purchase orders.</b> Reconcile multiple purchase orders to a single supplier invoice.	✓
<b>SSD (Intrastat) return.</b> Required entries for these returns are collected automatically.	✓
<b>Flexible report writer.</b> Allows for the tailoring of standard reports and the creation of custom reports.	✓
<b>Comprehensive, easy to use help system.</b>	✓
<b>Customisable.</b> Our developer community is able to customise Sage Line 100 to the specific requirements of your business.	✓

The Sage logo, consisting of the word "sage" in a lowercase, bold, sans-serif font.

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## Sage Line 100 Purchase Order Processing - Key Features and Benefits

### Purchase order details are easily accessible

Sage Line 100 has an intuitive user interface, which allows you to call up the full details of an existing purchase order quickly and easily. A simple enquiry will tell you such details as the number of items ordered, quantity received so far and the invoice status of the order.

### Integrates fully with other Line 100 modules

By working with the Stock and Sales Ledgers, the Purchase Order Processing module ensures that once goods are received they are available to your customers. As soon as the invoice is matched with goods received, all relevant information is updated automatically throughout the system, including stock pricing, supplier balances, VAT return and management reports.

### Process foreign currency orders

Sage Line 100 enables you to source goods worldwide, purchasing in up to 100 currencies.

### Advanced purchasing process management

From ensuring that only authorised personnel place orders, to rejecting unexpected or incorrect deliveries and highlighting any invoice discrepancies, Sage Line 100 controls the process every step of the way.

### Manage tasks simultaneously

The convenience of being able to execute a number of tasks simultaneously is just one of the many facets of Sage Line 100 that increases productivity and ease of use. For example, you can perform a stock enquiry while entering a purchase order.

### A comprehensive, easy to use help system

Whatever your purchasing needs, help is at hand from the included user guide and the online help facility.

### Flexible reporting

A range of standard reports can be run from Sage Line 100 Purchase Order Processing - for example, goods awaiting receipt and orders awaiting authorisation. You can also create new reports to suit your individual requirements.

### MINIMUM SYSTEM REQUIREMENTS

An IBM compatible Pentium processor (200MHz or greater) running one of the operating systems detailed below, with at least 64MB of memory (128MB for Windows 2000 Professional and XP); a hard disk with at least 150MB of free disk space after Windows has been installed; an SVGA or higher resolution video card and monitor supported by Windows running at 800x600 resolution.

### SUPPORTED OPERATING SYSTEMS

Microsoft Windows 98, ME, Microsoft Windows 2000, XP Professional or Microsoft Windows NT v4 with Service Pack 6.

For further information on any Sage accounting or business solution, contact your nearest Sage reseller or call us on

**0845 3000 900**

Calls charged at local rate  
Visit our website at [www.sage.co.uk](http://www.sage.co.uk)



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