

Purchase Orders Module

The Purchase Orders module combines easy-to-use purchase order entry with strong reporting to offer a complete purchasing solution.

Flexible Purchase Order Production

- I Utilize Item Codes to speed purchase order entry—Item codes facilitate the storage of item descriptions, standard quantities, pricing, and account coding.
- I Flexible Processing—Print a single purchase order on the fly or process multiple orders simultaneously as a batch.
- I Easily verify coding and check for available budget—Check for available budget with a single click to ensure funds are available before you issue a purchase order.
- I Extensive tracking capabilities—Assign buyers, track delivery dates, intended item recipients, requisition authorizing purchases, and more. Easily create user-defined fields to collect and report on the information needed for your organization's purchasing policies.
- I Have multiple locations or buildings? Drop-ship orders to an unlimited number of unique addresses and receive full or partial orders.
- I Flexible reporting—Create custom Purchasing reports or choose from numerous ready-to-use reports.

Fully Integrated With Other Sage MIP Fund Accounting Modules

- I Share Vendor information with the Accounts Payable module—Includes the option to maintain independent billing addresses.
- I Reduce data entry and improve reporting—When combined with the Encumbrances module, Purchase Orders allows seamless integration of order details from purchase order entry through invoicing or direct payment.
- I Avoid overspending—With the Budget module, check for available budget with a single click directly from the purchase order entry screen. Activate warnings or prevent entry when a purchase would create an over-budget situation.
- I Need to add your organization's logo or legal disclaimers? For full customization, add the Forms Designer module and create a custom layout for your printed Purchase Orders.