



# Sage Pro ERP

## Order Entry and Inventory Control

### Order Entry

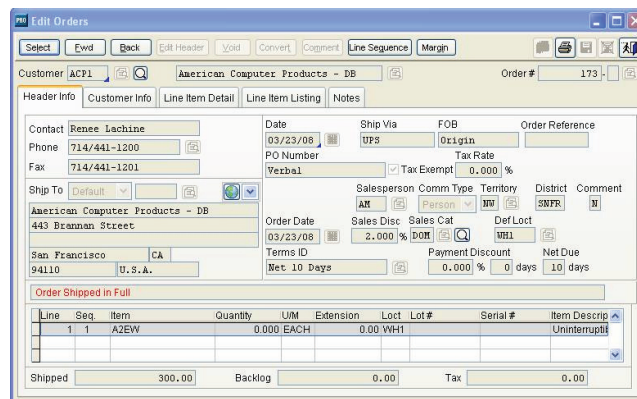
The Sage Pro Order Entry module generates, schedules, and maintains estimates, sales orders, and backlogs. Invoices can be created automatically when linked to Sage Pro Accounts Receivable or be batched together for consolidated shipping. Order Entry prints pick lists, UPS® C.O.D. tags and a wide variety of sales order analysis reports. The comprehensive Real-Time Business Status Report provides a broad range of status updates for open orders, period-to-date orders, uninvoiced shipments, and completed shipments. Order Entry integrates fully with Inventory Control and Accounts Receivable, so you always know your inventory levels and the status of your customer accounts.

### Maintaining Customers

- Supports multiple customer ship-to addresses with information such as tax rates, sales person, and district.
- Provides online lookup of customer or inventory codes and information.
- Add new customers or inventory items during sales order entry.
- Warns you when a customer's balance exceeds available credit during order entry.

### Entering and Managing Orders and Invoicing

- Generates and maintains recurring sales orders and bids.
- Supports Order Entry returns.
- Print Pick Tickets when saving Sales Orders.
- Unshipped or partially shipped line items can be edited.
- Creates orders from multiple inventory locations.
- Supports ordering and inventory tracking of individual serialized items, lotted items, stores, and bins during sales order entry or shipment.
- Allows automatic creation of purchase orders from within Order Entry.
- Sell items in different units of measure than you stock or purchase.
- Automatically allocates inventory as a sales order is entered.
- Order Reference field can be validated for duplicate customer purchase order numbers.
- Allows overshipment.



- Automatically route sales orders to reviewers for approval.
- Sales order printout options can include detailed information such as lot number, serial number, location, and line item notes.
- Commission calculations can be based upon salesperson or product line, and calculated on orders shipped or paid on flat sales amount or margins.
- Commission calculations can be automatically adjusted for returned items.
- Enter drop-ship line items, create purchase orders for drop-shipments, and track status of all drop-ship orders.
- Supports blanket orders with quantity-limited contract pricing.
- Supports tax tables and tax rates for tax calculation based on state, county, and city.
- Allows for as many as 26 different predesignated tax rates for different tax rate industries and VAT.
- Records notes to your customers.
- Warns you when inventory balance is insufficient to ship from inventory.
- Warns you when editing a sales order that is tied to a work order that has been either released or completed.
- Uses pricing schemes that can be defined for items, customers, or a combination of both.
- With appropriate privileges, users may override line-item prices.
- Cost, price, and margin percentage displays by individual line item or total invoice during Invoice Entry.
- Supports data entry in multiple modules at the same time, which allows processing of order entry and maintenance information simultaneously.
- Allows you to assign an advance payment as a deposit against an sales order.

## Processing Shipments

- Print multiple copies of packing slip, independent of Sales Order or invoice printing.
- Quick Ship feature allows you to ship multiple sales orders simultaneously.
- Orders can be printed, previewed, or shipped when entering new orders.

## Reporting

- Prints sales orders, C.O.D. tags, picking lists, and extensive backlog reports.
- Commission tiers allow for tracking against sales quotas based upon predefined sales goals.
- Displays or prints 24-month customer and 36-month item sales history, complete with graphs.
- Real-time Business Status Report provides immediate status for open orders, period-to-date orders, uninvoiced shipments, and completed shipments.

Each report can be customized from a matrix of user-selected options: Displayed, printed, exported to a spreadsheet, faxed, sent by e-mail, or saved on disk. Some of the reports included are:

- |                                      |                         |
|--------------------------------------|-------------------------|
| • Business Status                    | • Order Status          |
| • Comments                           | • Orders by Salesperson |
| • Commissions Due                    | • Picking Tickets       |
| • Customer File                      | • Recurring Orders      |
| • Customer Mailing and Folder Labels | • Sales Orders          |
| • Inventory File                     | • Sales Price List      |
| • Open Orders                        | • Shipments             |
| • Operations Summary                 | • Transactions          |
| • Order by Picking List              | • UPS C.O.D. Tags       |

## Document Routing for Order Entry (exclusively for Sage Pro 200)

Workflow and routing capabilities in the Order Entry module simplify your order handling process. Setup flexibility enables you to define how much or little control you want for each process. You can determine approval levels and limits, processes and routing, and configure routing to match the way you operate your business. You'll find that managing your workflow has never been easier.

- Automatically or manually route documents to reviewers for approvals, including sales order printing, sales order shipping, and RMA documents (when used with the new RMA module).
- Define your own sequence of processes for routing various document types.
- Use the routing tree for easy setup of workflow and routing processes, defined at the document or process level.
- Choose from two routing types—responsibility or command.
- Switch routing OFF or ON, at company and document-type levels.
- Specify your own approval limitation codes.
- Flag documents as approved, rejected, or hold for more information.
- Reroute documents on the fly.
- Send routing notifications using either ProAlert or the Executive Dashboard Message Center.
- Cancel routing automatically or manually when documents are voided.

## Inventory Control

The Sage Pro Inventory Control module automatically tracks inventory balances, serial numbers, lots (optional in Sage Pro 100), and product line information. The module's sophisticated tracking functionality ensures you always know your inventory costs, locations, and serial numbers. Plus, Inventory Control offers an extensive array of reports, enabling you to analyze and control your inventory easily. All balances are updated in real time for up-to-the-minute, on-screen access. Inventory Control integrates with Sage Pro Accounts Payable, Purchase Orders, Order Entry, and Accounts Receivable to deliver up-to-the-minute status of current balance, inventory value, period-to-date gross margin, billings, receipts, discounts, and cost of goods sold.

### Maintaining Inventory Items

- Tracks virtually unlimited inventory locations and two types of storage divisions within each location.
- Tracks and reports on user-defined stores and bins.
- Tracks costs at inventory locations.
- Tracks serial numbers and lot items when stored, ordered, and shipped (optional in Sage Pro100).
- Tracks and reports on user-defined inventory product lines.
- Perform inventory transfers across companies.
- Enjoy improved functionality for physical counts.
- Define units of measure for stock, purchase, and sell inventory factors.
- Supports different settings at the item level such as item type (asset, expense, inventory), taxable item, item class, miscellaneous code, commodity code, and more.
- Links to General Ledger by storing a unique set of default accounts for each item at each location.
- Supports data entry in multiple windows at the same time, which allows simultaneous processing of receipts and transfers.
- Rule tables validate data entry for inventory item class, stock location, unit of measure and more.
- Allows multiple suppliers for the same inventory item.
- Notes file provides information on each inventory item.
- Serial Number Audit Trail provides an audit trail for multiple receipts of the same item/serial number (optional module with Sage Pro 100).
- Inventory Items, Items at Location, and Items by Supplier have an Active/Inactive status indicator.
- Set up bar codes for Items, Location, Lot No., Serial No., Stores, and Bin.
- Support both numeric and alphanumeric bar codes.
- Store RFID.
- Update item ID data in Inventory Control, Accounts Receivable, and Sales Order when you scan item bar codes online.

### Item Forecasting

- Store maximum and minimum quantities and use in recommended purchase order.
- Item Forecasting Wizard can project the demand for an item individually and by group, and estimate a new order point and order quantity.
- ABC analysis allows categorization of inventory items according to their overall performance or value.



## Pricing and Cost Valuation

- Supports LIFO, FIFO, average weighted, and standard cost inventory valuation methods.
- Add inventory items to Price Groups in mass.
- Multiple price schedules can be created for items based on cost markup, price discount, or fixed price methods, with options for dollar amounts of percentages and for as many as six quantity breaks per price schedule (pricing promotions can expire automatically).
- Performs dollar or percentage mass cost and price changes to one or more groups of inventory items.
- Item cost is maintained by location; the average, standard, and last receipt cost for each item is stored at each location.
- Inventory price group function provides an easy-to-use template for complex pricing schedules to be applied to multiple inventory items rapidly.

## Landed Cost

- Define landed cost codes for Duty, Freight, and Insurance and associate them with a landed cost account.
- Set up landed cost estimates for inventory items using the landed cost codes.
- Estimates can be established by item or item and location, and can be calculated based on quantity, percentage, weight, or fixed allocations.
- Estimates can be set for each line during Purchase Order entry. These estimates can be either defaulted from landed cost settings or entered on the fly.
- Landed cost transfers allow you to roll up actual and estimated costs into the cost of the items before they are transferred to their stock location.
- Landed cost receipts inquiry display the cost details and allows you to drill down into source documents for the details.

## Cycle Counts

- Cycle counts ensure accurate inventory quantities by periodically checking designated high-cost and high-turnover items, without interrupting receipt or shipment entry activities.
- Simplify imports from files made with an RF scanner using the new Import Wizard during cycle counts.

## Reporting

- Take advantage of Where sold/Where used lot reporting.
- More user-defined filters available for Inventory Control reports.
- Provides 36-month inventory sales/usage history complete with graphs.
- View historical data on Item Inquiry screen for all periods
- Real-time Business Status Report provides immediate status of current balance, inventory value, period-to-date gross margin, billings, receipts, discounts, and cost of goods sold when used with Accounts Payable, Purchase Orders, Order Entry, and Accounts Receivable.
- Displays online sales history information for existing inventory items.
- As-of on-hand inventory reporting provides the ability to specify a prior date and produce the report as of that date.
- Print bar code labels for Items, Locations, Lot No., Serial No., Stores, and Bin.

Each report can be customized from a matrix of user-selected options: Displayed, printed, exported to a spreadsheet, faxed, sent by e-mail, or saved on disk. Some of the reports included are:

- Business Status
- General Ledger Link Codes
- Inventory Analysis
- Inventory File
- Inventory Journal
- Inventory Suppliers
- Inventory Transfers
- Inventory Worksheets
- Recommended Reorders
- Summary

## Return Merchandise Authorization (RMA)

Use the Sage Pro RMA module, to gain insight into the quality of the items that you sell, while gaining tighter control of goods returned and repaired. RMA also makes it easy to create and enforce return policies that are unique to your business, and it helps to ensure proper application of restocking fees when appropriate. Plus, it's easy to access all return information for reporting purposes.

- Control the routing approval process across multiple return types.
- Choose automatic or manual RMA numbering.
- Track returns by Items and Customer.
- Easily set up your allowable number of days for a return policy.
- Automatically track and enforce your return policies.
- Override allowable days for a return with privilege control.
- Define warranty parameters.
- Assign warranties to products or inventory items.
- Validate warranties against defined parameters.
- Allow authorized users to override warranty settings.
- Set up multiple warranty policies.
- Assign multiple warranties to any one item.
- Mark up item price for extended warranty during order and invoice entry.
- Set up policies for applying restocking fees.
- Define restocking fees by item, product line, and return reason.
- Automatically calculate and apply restocking fees during returns when your parameters are met.
- Allow authorized users to override restocking fees.
- Set up policies and acceptable return reasons.
- Apply return reasons through return policies.
- Associate restocking fees with specific return reasons.
- Automatically calculate and apply restocking fees based on return reason.
- Handle both refunds and repairs.
- Allows advanced replacements to ship as needed prior to actual receipt of return.



## Inquiries

- Look up invoices from Order Entry for quick processing.
- Drill down to documents from the RMA screen.
- Integrations with other Sage Pro modules
- Receive return items into various inventory locations, based on return reason.
- Keep track of repair status in conjunction with the Job Cost module.
- Monitor returns history.
- Easily identify trends for varying return reasons.

## Bills of Lading

Sage Pro Bills of Lading is a material transfer management system designed to assist businesses that move material between warehouse locations or require a bill of lading to document goods sent to their clients. The module integrates with Sage Pro Accounts Receivable, Inventory Control, and Order Entry modules to eliminate duplication of data.

- Allows printing of UPS and FedEx airbills.
- Prints Bills of Lading—short form.
- Easy-to-use interface to enter, ship, and receive transfers.
- Distributor Requirement report includes Purchase Orders, Order Entry, and Work Order allocations.
- Supports National Motor Freight Classifications (NMFC) codes.
- Supports case pack, cube amount, and unit weight freight settings.
- Optional use of Bills of Lading class codes.
- Supports unlimited carriers.
- Easily customize key terminology.
- Works with serial numbers and lots.
- Plans inventory transfers between physical warehouse locations.
- Enables entry of required shipment and receipt dates.
- Tracks inventory transfers between physical warehouse locations.

Key reports include:

- Airbills
- Bills of Lading
- Carrier Listing
- Distributor Requirement Planning
- Transfer Status

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