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### Year-to-Date News

- ▶ Time to upgrade Sage MAS 90 and Sage MAS 200 from v3.71 as support is phased out. We're here to help.
- ▶ Approaching year-end means planning now for new implementations and upgrades to scoop up tax benefits. Call us to see what you might need.
- ▶ Team Alliance merged with RJMA—uniting two of Oregon's most successful Sage Software Authorized Partners. See article on page four.

## Extended Solutions

See page 4 for more info!

## Sage MAS 90 Purchase Order Module

Every company buys products and services, even if they do not resell those products or use them in a manufacturing process. You purchase office supplies, computer hardware and software, office furniture, magazine subscriptions, and a host of other products. You also purchase services such as tax preparation, legal consulting, and temporary employment. All of these items can be handled more efficiently by using purchase orders. Let's look at the benefits offered by a purchase order system, and then some specific efficiencies and control the Sage MAS 90 ERP Purchase Order module can offer your company.



A purchase order system can streamline and organize your entire purchasing process.

### Why Use Purchase Orders?

#### Purchasing Efficiency

Every time you order goods or services you need to specify who you ordered from, the shipping method, date required, quantities ordered, and price per item. A purchase order system can streamline and organize the entire purchasing process. Purchase orders can add an important aspect of control to the acquisition process, providing a tangible record of the contract you have entered into with your vendors. They also can add efficiency by eliminating manual tasks—getting your products ordered and delivered faster.

#### Track Expenses

Creating a purchase order for every foreseen expense is an excellent way to get a handle on upcoming expenditures and project your cash flow requirements. Even relatively small purchases can quickly add up within a busy organization. Precise records of your expenditures also will come in handy at budget time.

#### Avoid Misunderstandings

Experience tells you that when a disagreement with a vendor arises, you are much better off if you have notes of conversations where such details as pricing, features, and shipping were discussed. In creat-

ing a purchase order, you have created a record of those notes. When the product arrives and it is not what you ordered, or when the invoice arrives and the price differs from the amount expected, you will be in a much stronger position if you have kept this record. If you provide the vendor with a copy of the purchase order when you initially place the order, you can preemptively head off many potential misunderstandings.

#### Monitor Stocking Levels

Running out of stock may cost you a sale. A good purchase order system can help you keep item quantities at optimal levels by allowing you to

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Compliments of:



# The Purchase Order Module CONTINUED

automatically generate purchase orders when your on-hand quantity falls below a set minimum level.

## Features And Functionality

Now let's take a look at some of the specific features and functionality of the Sage MAS 90 Purchase Order Module.

### Returns Processing

Return processing is easily handled in the Purchase Order module through **Return of Goods Entry**, allowing you to capably manage those returned items.

### Receipts And Invoicing

The Purchase Order module offers the flexibility to accommodate partial receipt and invoicing situations, keeping your purchase order open until receipt and invoicing activity is complete. Your items may or may not arrive with an invoice, and the Sage MAS 90 Purchase Order module accommodates both scenarios. When you enter an invoice number during receipt entry, Sage MAS 90 will create the invoice in the Accounts Payable module and make the appropriate postings during the receipt journal updates.

### Material Requisitions Add Control

When your company is the vendor and your staff members are the customers, use **Material Requisitions**. Using this type of purchase order, you can efficiently chronicle the product and service requests of your staff. When the sales department needs a box of paper or the marketing department needs a floor mat, have them create a requisition.

You also can use requisitions to better coordinate the purchases for a single project or event. Use them to track all the new computer equipment you're planning to order, for example. Simply enter all the details of all the items you wish to order, regardless of the vendor you will ultimately purchase from. Items from that requisition are then issued out of inventory to the appropriate expense accounts.

### Purchases Clearing Account

Often a shipment of parts arrives without an accompanying invoice. The invoice may arrive

several days, or even weeks, later. Until then, there is an accounting discrepancy. You have on-hand inventory with an estimated cost (a debit to your inventory account), but no offsetting credit to the accounts payable account. Here's where the account for Purchases Clearing proves its worth. This account receives the credit posting when you perform a purchase order receipt. Then, when you receive the vendor's invoice, Purchases Clearing is debited and the Accounts Payable account is credited.

Sage MAS 90 includes several variations of the Purchases Clearing Report to allow you to more easily reconcile this important account.

### Non-Stock Items

You will likely have the occasion to purchase items that are not items stocked in your inventory. You can either create a new part number for these purchases or reference a non-stock item on the purchase order. Charges such as service fees also can be entered on your orders. In fact, the Purchase Order module can be used without the Inventory Management module, using these non-stock items instead of inventory items.

### Informative Inquiries And Reports

As is true of other Sage MAS 90 modules, the Purchase Order module offers a number of informative inquiry screens allowing you to quickly uncover the data needed. Easily view order data, receipt data, and returns by item or by vendor, and zero in on the precise answers.

Dozens of reports deliver timely data regarding your company's purchasing process. The **Open Purchase Order** report is an excellent way to determine how much money you will need to pay for items currently on order. Monitor this report frequently and use it with the **Cash Requirements** report for a complete picture of your company's upcoming obligations.

### Sales Orders To Purchase Orders

Much of your purchasing is in response to customer orders. Drop Ship Purchase Orders can be created for items intended to ship directly from the vendor to your customer. By integrating the Purchase Order and Sales Order modules, the customer number and address infor-

mation is automatically transferred into the purchase order you create. In addition, you can generate purchase orders from a selected range of sales orders. You get to determine if you'd like the items summarized onto the resulting purchase orders or would like them listed individually. For more options regarding the creation of purchase orders from sales orders, please see our article on page 4.

### Use Tax

The Purchase Order module allows you to flag individual lines as subject to Use Tax, thus expensing the tax to the inventory items appropriately.

### User Defined Fields

You may have established various user defined fields (UDFs) in the Inventory Management module for your items. The values in these UDFs can flow from the Inventory module into the purchase order lines and can be printed on forms and reports.


### Integration Across Modules

The Purchase Order module is integrated with the Sage MAS 90 Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, Inventory Management, Job Cost, Sales Order, and Work Order modules.

The Business Alerts module brings additional capabilities to your purchasing process. Using this module you can have Sage MAS 90 send you, your staff, and even your vendors notifications based on specific business events such as returned merchandise, purchase order approval, when an inventory item falls below a certain number, or if a purchase order is not received by its required date.

### A Strong Performer

If your company is already utilizing the Purchase Order module for the products you resell or manufacture, consider expanding the scope of its use to include all of the products and services you buy.

If your company is not yet utilizing the Purchase Order module, consider incorporating this strong performer into your company's tool set. 

# Sage MAS 90 Version 4.2 Preview

Sage MAS 90 Version 4.2 is nearly ready for release. While this version focuses on the Accounts Payable module, there are several other notable improvements. Here we give a quick overview of what you can look forward to.

## Accounts Payable Enhancements

The Accounts Payable module benefits significantly from the Version 4.2 release.

### New Business Framework

Version 4.2 will deliver the Accounts Payable module under the new Business Framework. You'll enjoy the dual grid entry screens, enhanced Memo Manager and Batch Manager, saved report settings, Crystal Reports reports and forms, and easy hyperlink navigation options, among many other enhancements.

### Accounts Payable Options

Several new options will be added in Version 4.2. New options include whether or not to allow batches to be renumbered and merged and whether to clear invoice payment selections after checks are printed. In addition, Version 4.2 adds an option to recalculate vendor 1099 history and the ability to retain 1099 history for multiple years, not just for the current and future year. You can streamline your display with the option not to display zero balance invoices.

### Data Entry Enhancements

The comments you enter on the lines tab during Invoice Data Entry will now appear on the Invoice Register and those line comments can be added to repetitive invoices.

You will be able to view credit card payments against accounts payable from the Checks tab, and this payment detail will specify which company credit card was used in the transaction.

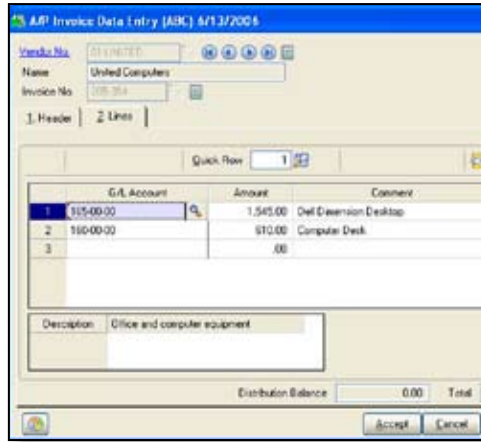
### Security Updates

Security is upgraded in Version 4.2, allowing you to assign users Create, Modify, or View only privileges. In addition, you can control various security events such as: access to private batches, edit of history and statistical data in **Vendor Maintenance**, purge of the **Vendor Audit** file, update of journals from preview, and user access to the **Remove Voided Checks** option.

### Reconciliation Simplified

To ease reconciliation issues, your Period-to-

Date and Year-to-Date numbers no longer depend on timely period-end processing. You can be assured of this data's accuracy regardless of when you close the period.



The comments you enter during the A/P Invoice Data Entry will now display on the Invoice Register.

### Manual Check Entry

Batch entry is added to Manual Check Entry for more flexibility and control. When you perform a check reversal, the discount amount goes back into the open invoice. The check number field is now alpha-numeric. New controls will not allow two invoices to be created on-the-fly with the same invoice number.

### Forms And Reports

An ANSI compliant form is added to Accounts Payable Checks, and an *As Of* aging date is included as a selection option on the Aging Report.

The AP Expense by GL report now can be sorted by Account Segment, and the Vendor Name is added as a selection option.

## Sage MAS 90 Fixed Assets

A special version of Sage FAS Asset Accounting will be available as a fully integrated module called Sage MAS 90 Fixed Assets.

If you are not familiar with the efficient control this fixed asset tracking solution provides, give us a call for details.

## Magnetic Media Goes Electronic

Magnetic Media Reporting is renamed Electron-

ic Reporting to reflect the fact that the federal government is no longer accepting magnetic or optical media for W2 and 1099 data. Beginning in 2006, electronic uploads are required.

## Business Insights Explorer

Business Insights Explorer debuts with Version 4.2—bundled with the Library Master module. Business Insights Explorer promises to be an invaluable inquiry and information tool, making drilling down and drilling around to find the data you need faster, easier, and more intuitive. It includes predefined views of your commonly used data and improves accessibility, intuitiveness, and flexibility for organizing, formatting, and querying your Sage MAS 90 data. We'll cover Business Insights Explorer in more depth in an upcoming issue.

## More Enhancements

### StarShip

A new version of StarShip, v9.7 will be supported under Sage MAS 90 Version 4.2. We'll cover the new features in an upcoming issue of this newsletter.

### ACT! Link

An updated ACT! Link for Version 4.1 will be available in July 2006. The ACT! Link integrates your ACT! by Sage contact management software with Sage MAS 90, empowering your sales team with full details of their customers' relationships with your organization. Let us know if you'd like more information.

### Payroll

A new ANSI compliant form will be added to Payroll Checks.

### Advanced Lookup Engine

In Version 4.2 you can resize the Advanced Lookup Engine screen to allow you to see more data without scrolling.

### Customizer

With Version 4.2, you'll be able to set default values for standard fields, configured by user and by company. Limit entry into those fields to options contained in a User Defined Table.

We'll keep you posted on more details of the Version 4.2 release as they become available. ☆

## Recent Changes At Team Alliance Translate Into Good News For Clients

Earlier this year, Robert J. Myers & Associates (RJMA) of the mid-Willamette Valley merged with Team Alliance of Portland. RJMA has been a major Sage Software Authorized Partner for over 20 years. The enhanced company offers sales, support and networking services to clients throughout the Northwest, emphasizing industry-leading accounting solutions like Sage MAS 90 and Sage MAS 200. The merge has resulted in fresh ideas and energy.

During the summer, we implemented Sage CRM SalesLogix in-house to support our customer service group. Since we now integrate this and other Sage Software products with Sage MAS 90 and Sage MAS 200, it made a lot of sense to use it ourselves for first-hand expertise.

We also updated our internal networking. While this might seem like a behind-the-scenes project, it actually has an enormous impact for our clients. We have increased our capacity to test client data before doing on-site software conversions and upgrades—saving time and money for all!

You'll also notice that our new communications system integrates messaging via voice, cell and pagers, for a more seamless relationship with your consultants, plus even better responsiveness than you've had in the past.

### Extended Solutions

In this story we highlight three of the many Extended Solutions for the Sage MAS 90 Purchase Order module. Two extend the capabilities of purchase orders created automatically from a sales order. The third solution adds purchase control by the customer ship-to state.

#### Create Purchase Order From Sales Order

Much of your purchasing is done in direct response to a customer order. Here's an Extended Solution that makes it quick and easy to create a new purchase order right from Sales Order Entry.

Extended Solution, **Auto Generate Purchase Orders From Sales Order Entry (SO-1489)** adds a *Create PO* button to the Totals tab in Sales Order Entry. It allows you to create purchase orders from Sales Order Entry without using a utility or manual data entry.

You can control whether users can create a purchase order for drop ship lines only or for all lines. If you wish, you can specify a Sales Order Detail UDF to hold the *Vendor Number* to be used as the purchase order is created. Other options allow you to enter a unit cost for drop ship items, and to transfer the Sales Order *Promise Date* to the Purchase Order *Required Date*.

#### Purchase Order Powerhouse

When you need to create large numbers of purchase orders from sales orders, and require specific control over how those orders are created, this next Extended Solution can fill that need.

Extended Solution, **Purchase Orders Created From Sales Orders (PO-1020)** has long been a popular Extended Solution. It allows you to create purchase orders for a range of sales orders, and includes dozens of options that can be configured to ensure those orders are created to your specifications. For example, you determine whether to transfer comment lines following an item to the purchase order, whether non-

stock items should be transferred and whether you'd like to write the vendor number, purchase order number, and unit cost from the purchase order back to the sales order.

An inquiry screen in Sales Order Entry lets you see which purchase orders were created in response to the sales order.

#### Purchase Control By State

Many distributors place restrictions on where their products can be sold. To accommodate such situations there is **Authorized Purchase Control By Customer Or State (SO-1271)**. This Extended Solution can be configured to behave in one of two ways. The first way is to prevent customers or orders that reference the specified Ship To state codes from purchasing individual items or from specific product lines. The second option allows only the specified customers or Ship To state codes to purchase specified individual items or items from specified product lines. This solution makes it easy to limit the sale of items by geographic area.

Each of the solutions featured above is available in Version 4.10. Call us for more information on these or any other Extended Solutions.

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