

**Sage MAS90 and MAS200 ERP
Open Purchase Order Report**

The **Open Purchase Order Report** is a valuable management tool. When your Open Purchase Order file becomes cluttered with old or inaccurate data, this and other Purchase Order reports become less useful. A little cleanup of the data is all that is required to get data current.

Printing the Open PO Report by Order Status is a great way to start.

Status options include:

- New (*entered only*)
- Open (*entered and printed*)
- Back Orders (*at least one transaction has been posted to the PO*)
- Completed (*all items received and invoiced*).

Printing the Purchases Clearing Report by Item is also a good source of information.

***If you don't find the standard reports useful or easy to read,
let us customize a Crystal Report that better suits your needs.***

You must follow every P/O through until it has the status of COMPLETED. Purchase orders will remain in the Open P/O Master file indefinitely as long as the status is NEW, OPEN, or BACK.

Order Status	Completed ▾
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Purchase Orders are considered COMPLETE when ALL items on the purchase order reflect the same quantity RECEIVED & INVOICED as ORDERED.

- > In cases where the RECEIVED & INVOICED quantities are the same, but differ from the quantity ORDERED, you need to manually adjust the quantity ORDERED to *what was RECEIVED & INVOICED to complete the purchase order*.
- > Purchase Orders where the quantities differ from ORDERED, RECEIVED, and INVOICED will need to be individually reviewed to determine the proper correction.

Some things to consider are:

- Have all transactions for the P/O already been received and posted?
- Do you have an outstanding invoice or credit with that vendor?
- Did the vendor already get paid?
- Did the invoice get paid directly through Accounts Payable?
- Is the Unit of Measure Ordered the same as Received?
- Is your inventory count currently correct for that item?
- When was your last physical count?
- Are you still expecting back-ordered items to be received?



Once the "easy" purchase orders have been completed, and you have identified orders that are more complex, we can assist you in cleaning them up.

For more information refer to your MAS90 Help or call Marlatt Consulting for assistance.

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