

Sage 100 ERP Tips and Tricks:

Create Alias Item Codes to Print on Sales Orders and Purchase Orders (MAS90/200)

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It may be necessary to print the vendor's part number on the purchase order or the customer's part number on the sales order. To do this, set up alias item codes in the Inventory file.

Set up Alias Item Codes

Select Inventory Management Main menu > Item Maintenance.

In the Item Code field, select the item code that you are establishing the alias item code for.

At the More button, click the drop-down arrow and select Alias.

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	Available	In Shipping	On H
000	CENTRAL ...	2,677.00	11.00	.00	.00	.00	2,677.00	.00	
001	EAST WA...	986.00	.00	8.00	.00	8.00	978.00	.00	
002	WEST WA...	1,519.00	.00	12.00	10.00	22.00	1,497.00	.00	
098	SCRAP W...	1.00	.00	.00	.00	.00	1.00	.00	

In the Alias Item Maintenance window, in the Alias Item Code field, enter the alias item code.

In the Type field, select Vendor if you are setting up a vendor's part number and the associated vendor number. Select Customer if you are setting up a customer's part number and the associated customer number. Select General if the alias is not associated with a customer or vendor.

In the Description field, enter the description for the alias item code.

sage Alias Item Maintenance

Alias Item No. 12314-ASDA

Item Code 1001-HON-H252 HON 2 DRAWER LETTER FILE W/O LK

Type Customer

Customer No. 01-ABF American Business Futures

Description 2 DRAWER END UNIT|NO LOCK

Accept Cancel Delete

Click Accept.

Note: The alias item code for an item prints on an order using the Alias Item Listing during order entry. If the Alias Item Listing is not used during order entry, then the first alias item code for that item will print on the form. The purchase order and sales order forms must be modified to have the vendor/alias item code print. The vendor item code has a corresponding alias item code; therefore, the vendor/alias item field is used for both.

For more information or assistance with Sage 100 ERP (MAS 90/200), contact us now at info@llbgroup.com or **267.457.4700**.

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