

# Sage 100 ERP Tips and Tricks:

## Generate a PO from a Sales Order Entry (MAS90/200)

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The Purchase Order Module offers numerous methods to generate a purchase order. One of which is the ability to create a PO directly from the sales order entry screen.

## Create PO from Sales Order Entry

Make sure Purchase Order Setup Option's is set to "Enable Purchase Order Generation".

If you would like a user to be prompted automatically select "Prompt to Generate" as well.

During Sales Order Entry, if this check box is selected, the Generate PO button is enabled in Sales Order Entry to generate one or multiple purchase orders for the selected sales order.

Order Number: 0000202  
 Order Date: 10/3/2016  
 Order Type: Standard Order  
 Customer No.: 01-ABF  
 American Business Futures  
 Salesperson: 0100

Amount Subject to Discount: .00  
 Discount Rate: .000%  
 Discount Amount: .00

Deposit Payment Type: NONE  
 Check Number:   
 Deposit Amount: .00

Taxable Amount: .00  
 Non-Taxable Amount: .00

Commission Rate: 10.000%  
 Sales Tax Amount: .00  
 Order Total: .00

Ship Zone:   
 Ship Weight: 00000  
 Freight Amount: .00

A vendor number is required for any and all items that you wish a PO to be generated for. If the item has a primary vendor assigned to it in Item Maintenance, that vendor will automatically be entered, but can always be changed during sales order data entry.

	Item Code	Ordered	Back Ordered	Unit Price	Disc %	Extension
1	1001-HON-H252	5.00	.00	21.000	0.000	105.00
2		.00	.00	.000	0.000	.00

Alias Item Desc: Hon 2 drawer letter filing  
 Vendor Number: 01-AIRWAY  
 PO Number:   
 PO Req Date:   
 Total Amount: 105.00

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

## About the LLB Group, LLC

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