

Purchasing Inventory

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

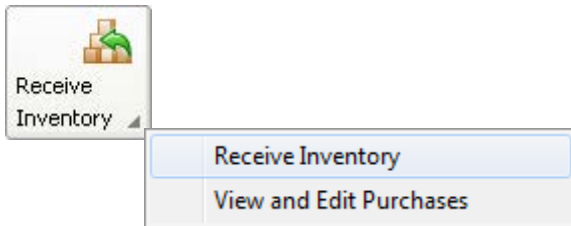
What is the difference between ordering and purchasing inventory?

If you've ordered products from a supplier or vendor but have not received the items, you'll want to enter a Purchase Order.

If you've purchased and received the products but haven't paid for them yet, you will want to enter a Purchase Invoice. This transaction will increase the quantities for these items in Sage 50.

How do I purchase or receive products in Sage 50?

Go to the Inventory & Services navigation area > Receive Inventory > Receive Inventory.



Remit to: [Abney and Son Contractors](#)
3280 Park Lane
Suite 2
Smyrna, GA 30080 USA

Ship to:
Bellwether Garden Supply
1505 Pavilion Place
Address Line 2
Norcross GA 30093-3203
USA

*Invoice date: Mar 15, 2015
*Due date: Apr 14, 2015
Invoice No.: P-11203
 Drop
 Wait

Customer SO No. Customer invoice No. Terms: 2% 10, Net 30 Day Ship via: None A/P account: 20000-00

Apply to Purchases: 193.58

Quantity	Item	U/M	Description	GL Account	Unit Price	Amount	Job
15.00	BOOK-11010	Each	ISBN: 0004455565445 BGS Gard	12000-00	5.20	78.00	
5.00	EQFF-13100	Each	Catalog # F00558: Fertilizer Pun	12000-00	15.99	79.95	
7.00	BOOK-11030	Each	ISBN:000788555445 BGS Vegeta	12000-00	5.09	35.63	

Other payments and credits: 0.00 193.58 Invoice total
Amount paid at purchase: 0.00 193.58 Net due

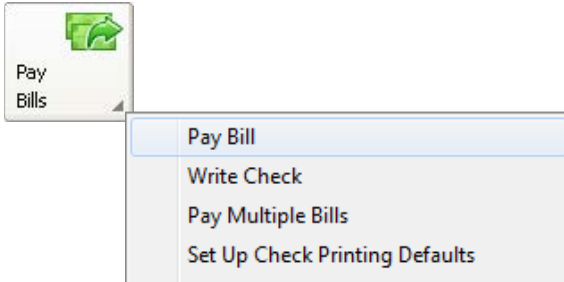
This should be your Accounts Payable account, so you can track how much money you owe.

Enter the items you have received.

If you've already made a payment, enter it here.

I'm ready to pay for my products. Where do I go?

Vendors & Purchases > Pay Bills > Pay Bill.



Bellwether Garden Supply Check/Reference No.: []

Vendor ID: ABNEY Date: [] Cash account: 0200-00

One Hundred Ninety-Three and 58/100 ***** Dollars \$ 193.58

Pay to the order of: Mail To: Abney and Son Contractors
3280 Park Lane
Suite 2
Smyrna GA 30080

Payment method: VISA

Memo: BEL005

Apply to Expenses: 0.00 Prep

Cash account balance: Uncalculated

Balance includes unposted transactions as of 3/15/15

Click the Invoice number to open and view the invoice details.

Enter the payment amount.

Sage 50 matches the payment amount to the invoice.

Invoice	Date	Amount Due	Description	Discount
B1000	Mar 31, 2015	75.00		
P-11203	Apr 14, 2015	193.58		193.58

Did you know?

- If you've received inventory but don't have the bill yet, select **Waiting on Bill** when entering the Purchase Invoice. Once you receive the bill from your vendor, you can uncheck **Waiting on Bill** and enter the invoice number.

*Invoice date: Mar 15, 2015

*Due date: []

Invoice No.: []

Drop ship

Waiting on bill

- If you need to add a new item from the Purchases/Receive Inventory window, double click in the Item ID field. Once you save the new item, you can finish entering your purchase invoice.

Quantity	Item	U/M
	+?	

For more info, visit: Sage.com
or contact us at 866-996-7243