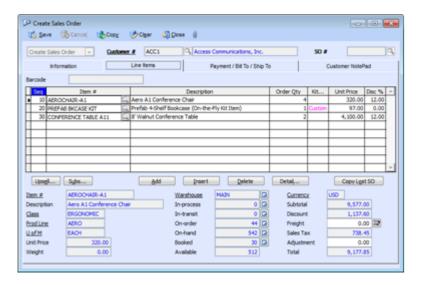# AccountMate 12 for LAN
Sales Order Module

In an increasingly competitive market, customers demand rapid responses when placing orders. Your ability to process these requests in a timely and effective manner is essential to earning and keeping your customers' business.

With AccountMate's Sales Order (SO) module, you have the power of a complete order entry, customer, and inventory management system so that you can provide your customers with prompt service upon demand. When integrated with AccountMate's Accounts Receivable (AR) module, you get a complete billing and receivables system that will further enhance your ability to manage your inventory and customer relationships.

Readily Accessible Customer Summary Information

Users have instant access to a customer's balance, total open orders, credit hold amount, sales quote totals, available credit, year-to-date (YTD), and accumulated-to-date (ATD) sales totals while processing a sales quote or order. YTD sales information is calculated based on a user-defined start date that can be configured separately per customer for maximum flexibility.

Create Sales Order – Line Items Tab

Enhanced Customer Maintenance Functions

Track and View YTD Sales—Users can view details of each customer's Year-to-Date (YTD) sales to facilitate negotiations for more competitive pricing and credit terms or to process sales orders. YTD sales information is calculated based on total sales to a customer within a user-defined year.

Customer Ledger Card—Click the Balance field's Detail Analysis button to view the Customer Ledger Card which provides a snapshot of each customer's balance by displaying detailed information about sales and credit invoices, partial payments, invoice line items, finance charges, taxes, freight and customer deposits

Customer Credit Limit—Each customer is assigned a credit limit that is verified whenever a sales quote or order is created. A temporary credit increase can be authorized when needed. It remains in effect until a user-defined expiration date. AccountMate tracks all changes made to the customer's credit limit and makes this information available to authorized users to facilitate customer credit reviews.

Comprehensive Inventory Information

Add a picture of the product to each inventory item record and enter product notes in the accompanying inventory notepad. These powerful customer-service tools can be quickly accessed while processing customer quotes and orders. Inventory information such as on-hand quantities, on-order quantities, booked quantities, item classes, and product lines is also available on the SO screen. Users who have the necessary access rights will be able to see the inventory cost when recording or amending customer quotes and orders.

Multiple Substitutes for Inventory Items

Each inventory item can be assigned multiple substitute items that can be used to fill orders for items that may have insufficient quantities on-hand.

Multi-level Pricing for Inventory Items

Users can set multi-level prices for inventory items. Different prices can be assigned to inventory items based on a customer's classification (i.e. price code) or based on the order quantity.

Maintain Sales Tax Entities

Multiple sales tax entities can be set up and assigned to one or more sales tax codes. Users can define a tax rate, active/inactive status, and separate sales tax payable and sales tax cost General Ledger (GL) Account IDs for each sales tax entity. For more complex tax policies, users can set minimum and maximum taxable and tax amounts, and select a rounding method.

Built-in Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to a customer, which will provide billing in the appropriate currency. This allows sales prices for items sold to foreign customers to be properly translated to the corresponding foreign currencies without the user having to manually calculate the foreign price values.

Validation of Customer Credit Limit

The SO module allows users to choose whether transactions will be allowed for customers who exceed their credit limit. This setting is configured separately for different stages of the sales order process so that users will have the flexibility to authorize the creation of sales orders for customers who have exceeded their credit limit but do not allow shipments of their orders to them. This same validation is also performed when importing sales orders. Users also have the option to include un-invoiced SO shipments during credit limit validation. This gives users the optimum flexibility to enforce the company's customer credit policies.

Credit Hold Option Helps Enforce Customer Credit Limits

You have the option to put sales orders on credit hold for customers who have exceeded their credit limit. Sales orders on credit hold are monitored separately from regular sales orders. Credit hold orders increase the inventory item's booked quantities so that the company knows the actual demand for its products; however, these orders cannot be shipped until they are released from their credit hold status.

Option to Save Sales Order as Quote When Credit Check Fails

During the creation of a sales order, if the customer exceeds the credit limit and AccountMate is configured not to allow the credit limit to be exceeded users have the option to convert the sales order into a quote.

Customize Kit Formula on Each Sales Order

AccountMate provides the ability to reconfigure the composition of kit items on each sales quote or order. The kit formula can be customized while creating or amending the transaction. This gives users the required flexibility to adjust the kit components to meet their customers' distinct preferences. The customized kit formula is tracked to facilitate order fulfillment and processing of customer returns.

Track Lost Sales Opportunities

Sales quotes can be approved and converted into orders for a portion of the order quantity. Sales orders can also be canceled after partial or no shipment. Users have the option to keep a record of the portion that was not approved or not shipped and assign a reason for the lost sales opportunity to facilitate sales analysis. They can also retrieve lost sales quotes or canceled sales order transactions and copy the line items into a new quote or order.

Shipping Sales Orders Is Easy

With the SO module, users can see each item's open order (i.e. booked) quantity. Simply click a button to ship all the open order quantities or manually enter each shipment quantity. During shipment, AccountMate validates the units that are on hand and warns users if the shipment will result in a negative on-hand quantity. When integrated with the Kitting module, shipments of on-the-fly kit items automatically reduce the total costs and quantities of their components to ensure real-time and accurate tracking of inventory data.

Advanced Billing Before Shipment

The SO module allows users to bill a customer before shipping the order. When integrated with the AR module, the proforma invoice used to bill a customer is easily converted into a regular AR invoice to facilitate the application of deposits received for the advance bill.

Recurring Sales Orders

Multiple recurring sales order templates can be set up for each customer. Sales orders can be set to recur at different intervals with a defined limit to the number of recurring cycles and/or a recurring end date. Users can generate several sales orders for multiple periods in one sitting. This saves valuable time and reduces data-entry errors. Use this feature to process standing orders for fixed quantities of an item or service.

Mass Cancellation of Open Orders

Users can easily cancel open orders from a range of sales orders so that the inventory booked quantity reflects the actual outstanding orders only, which facilitates the scheduling of purchases and/or material requirements planning. This feature allows users to set parameters for canceling open orders. Users can indicate one or a range of customer numbers, salesperson numbers, SO numbers, and/or order dates. Each qualified SO record is displayed along with the line items and quantities that are not yet shipped. To cancel, simply mark the check box beside the SO record.

Mass Cancellation of Open Quotes

You can easily cancel open quotes from a range of sales quotes. This feature allows you to set parameters for simultaneously canceling multiple open quotes. Select one or a range of customer numbers, salesperson numbers, order numbers, and/or quote dates. Each qualified open quote is displayed with the line items and quantities that are not converted to orders. To cancel, mark the check box for the quote. To save the canceled line items to the Lost Sales Quote file, you need to provide the reason for cancellation.

Integration with General Ledger, Accounts Receivable, Upsell Management, Inventory Control, Lot Control, and Kitting Modules

• Integration with the General Ledger module enables users to easily post accounting entries for sales order shipments in GL using the Period-End Closing function.

• Integration with the Accounts Receivable module allows users to record and track a sales transaction from order entry, through shipment and invoicing, to collection; thereby allowing users to more effectively manage the company's inventory and customer relationships. Users can generate invoices as soon as a shipment is made or combine multiple shipments into one invoice, thus providing the flexibility to tailor invoice generation to each customer's requirements.

• Integration with the Upsell Management module allows users To maintain a list of complementary or accessory items that can be sold along with other inventory items, track the sales of these items for commission purposes, and create a script that the sales team can use as a guide when upselling these items.

• With the Inventory Control module, users can set up multiple warehouses and bins for inventory items and assign various cost methods. Comprehensive inventory information is available during sales quotes and sales order processing. Furthermore, this module gives users the option to scan bar codes as a way to add line items.

• For tracking and inventory management purposes, integration with the Lot Control module supports the assignment of lot numbers to and tracks the expiration dates of an item's units.

• With the Kitting module, users can create kit items; define a formula for each; customize the standard kit formula in sales quotes and orders; set up and process on-the-fly kit items; and assign kit numbers to kit units built to facilitate the tracking and proper management of the company's inventory.

Other Features

• Automatically View NotePad Entries

• Ability to change the warehouse assigned to unshipped sales order line items

• Warns against duplicate sales quotes or orders for the same customer on the same day

• Customers can have unlimited shipping and billing addresses

• Sales orders can be imported from text or .csv files using a user-defined import file layout

• Maintains unlimited data history allowing users to reprint any sales order or review it on-screen

• Inactive customer, salesperson, and inventory settings prevent further use in transactions

• Print, export, and email document immediately after creating or amending sales orders, sales quotes, shipments, advanced billing, and advanced billing approval transactions.

• Option to overwrite the unit cost of an inventory item when creating sales orders and recurring sales order templates.

• Allows copying of data from Excel and pasting into the Line Items grid when creating sales orders, sales quotes, and recurring sales order templates.

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