AccountMate 12 for SQL or Express
Sales Order Module

In an increasingly competitive marketplace, customers demand rapid response to their orders. Your ability to process these orders in a timely and effectual manner is essential to winning and retaining your customers' business.

AccountMate's Sales Order module delivers the power of a complete order entry, customer and inventory management system so that you can always provide your customers with prompt and accurate service.

When integrated with AccountMate's Accounts Receivable module, you get a complete billing-and-receivable system that will further enhance your ability to manage your customer base and inventory.
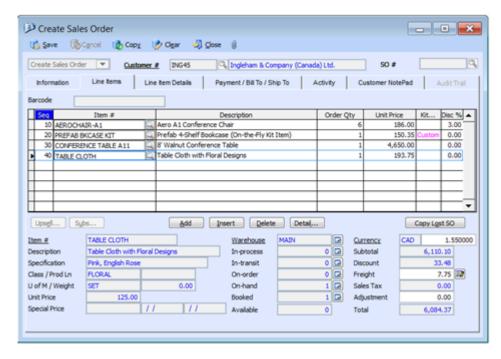
Instant Access to Customer Information

Readily Accessible Customer Summary Information

You have instant access to customer balances, past due totals, payment history on outstanding invoices, open credit, available credit, open orders and year-to-date (YTD) and accumulated-to-date (ATD) sales totals while processing a sales quote or order.

Track and View YTD Sales

You can view details of each customer's year-to-date sales to facilitate negotiations for more competitive pricing and credit terms or to process sales orders. Year-to-date sales information is calculated based on total sales made to a customer within a user-defined year.

Create Sales Order – Line Items Tab

Customer Ledger Card

Drill down to a screen that displays details of a customer's outstanding invoices and the related payment information, applied customer credits or deposits, invoice line items, finance charges, taxes and freight.

Activity Tab

Use the Activity tab to record and track details about your interactions with the customer. You can create an unlimited number of activity records with unlimited status values to represent different phases of each activity. Assign a sales order number to each activity entry that pertains to a specific customer order to make it easier to identify all communications about particular customer transactions. You can also grant access rights to various AccountMate users thereby allowing them to view and/or update Activity tab entries.

Automatically View NotePad Entries

Set the system to automatically display the NotePad tab when creating or amending customer transactions. The NotePad tab is automatically displayed after the user enters the Customer # as long as there are NotePad entries in the customer record.

Monitor Customer Credit History

AccountMate keeps a record of every time that a customer's credit limit is changed. This is available for authorized users to see in Customer Maintenance as well as the Customer Credit Limit and Discount Listing. This information can be useful during customer credit reviews.

Comprehensive Inventory Information

Add an image of the product to each inventory item record and enter product notes in the accompanying inventory notepad. These tools can be quickly accessed while processing customer orders. Inventory information such as on-hand quantities, on-order quantities, booked quantities, item classes and product lines is also visible on the sales order and quote screens.

Keep a List of Substitute Items

Each inventory item can be assigned multiple substitutes that can be used to fill orders if it has insufficient quantities on-hand. When entering orders, a Subs… button will appear if the line item has substitute item records. If the item being ordered does not have enough units available, you can select another item from a list of substitutes that is displayed on the screen.

Multi-level Pricing for Inventory Items

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

Maintain Sales Tax Entities

Multiple sales tax entities can be set up and assigned to one or more sales tax codes. You can designate a tax rate, set the status to active or inactive and assign sales tax payable and sales tax cost GL Account IDs to each sales tax entity. You can also set minimum and maximum taxable and tax amounts and assign a rounding method to tax entities that have more complex tax policies.

Built in Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to customers allowing you to bill them in their own currency. The system automatically translates the selling price of items sold to foreign customers into the corresponding foreign currencies so that you do not have to manually calculate the foreign price values.

Validation of Customer Credit Limit

The Sales Order module lets you choose whether transactions will be permitted for customers who exceed their credit limit. This setting is defined separately for each stage of the sales process giving you the flexibility to authorize the creation of sales orders for customers who exceed their credit limit but not allow shipments of orders to them. The same validation is performed when importing sales orders. You also have the option to include sales order shipments that are not yet invoiced during credit limit validation. All these give you the necessary tools to enforce your 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 items' 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.

Create Drop Ship Sales Orders and Quotes

You can create and import sales orders and quotes that are to be drop shipped. Designate which line items are to be shipped by the supplier directly to the customer by assigning a drop ship warehouse to these items. When printing pick lists for sales orders that have both drop ship and non-drop ship items, you can exclude drop ship line items to simplify the picking process.

Customize Kit Formula on Each Sales Order

When integrated with the Kitting module, you can reconfigure the composition of kit items on each sales order. This provides the required flexibility to adapt the kit to each customer's preference or to replace kit components that are not available with an acceptable substitute. You have an option to use as the customized kit unit price the sum of the kit components' prices. The customized kit formula is tracked to facilitate 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 be cancelled for the portion that is not shipped. In both scenarios, you have the option to keep a record of the portion that was not approved or not shipped and provide a reason for the lost sales opportunity. This information is available in a report and can be analyzed at a later time. Lost sales quotes or cancelled sales orders can also be retrieved and copied into a new quote or order.

Shipping Sales Orders is Easy

With the Sales Order module, it is possible to see each item's open order (i.e. booked) quantity. You can either click a button to ship all the open order quantities or manually enter each shipment quantity. During shipment, the system checks the available units and warns if shipment will result in a negative on-hand quantity. When shipping drop ship orders, the system validates the shipment quantity against the quantities received for the associated purchase orders to ensure that you do not ship more than what has been received.

A default bin is selected based on the quantity that is stored in each bin as well as the sequence order in which you assign the bins to each item. You can also ship the same line item from multiples bins.

When integrated with the Inventory Control module, you can scan the items' barcodes to speed up data entry and minimize user errors. You can specify one or a range of serial numbers of the serialized items to be shipped and print their serial numbers on the packing slip.

When integrated with the Lot Control module, you can choose which lot numbers to ship and print the lot numbers on the packing slip. When integrated with the Kitting module, you can choose which kits to ship and print the kit numbers and components on the packing slip. Shipments of on-the-fly kit items automatically reduce the total costs and quantities of their components to ensure the real-time and accurate update of inventory data.

Print, Export, Email Documents After Each Transaction

You can set AccountMate to allow authorized users to print, export, and email the sales order and/or pick list right after creating or amending a sales order or to print, export, and email the packing slip immediately after shipment. It also provides the ability to attach files to the email.

Bill Customers Before Shipment

You can bill the customer before shipping the order. When integrated with the Accounts Receivable module, you can apply deposits to advanced bills. The pro-forma invoice that was created to bill the customer in advance is easily converted into an accounts receivable invoice and carries forward any deposits previously applied to it.

Blanket Sales Orders

Set up and authorize customer orders for a pre-agreed quantity of inventory items within a specified period of time. This allows you to lock in any special price and/or discount offered to a customer. Blanket sales orders are automatically converted into sales orders when released and can be shipped as easily as regular sales orders. End dates can be established for each blanket sales order to set an expiration date for the contract.

Recurring Sales Orders

Multiple recurring sales order templates can be created 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. This saves valuable time and reduces data entry errors. You can use this feature to process standing orders for fixed quantities of an item or a service.

Track Items Sold Subject to Conditions

In some cases, a sales order is not deemed complete upon shipment until certain conditions are satisfied. For example, the sale of an appliance may require its installation. AccountMate lets you identify which line items are sold subject to conditions. If the conditions are met, you can record the customer's acceptance of the shipped items. If the conditions are not met, you can specify whether the customer will be returning the items or discarding them. Items that are being returned are treated as in-transit until you record their receipt in the system.

Mass Cancellation of Open Orders

You can easily cancel open orders from a range of sales orders so that your inventory's booked quantity reflects actual outstanding orders only. This "clean up" of old sales orders facilitates the scheduling of purchases and material requirements planning. This feature allows you to set parameters for canceling open orders. Select one or a range of customer numbers, salesperson numbers, sales order numbers and/or order dates. Each qualified sales order is displayed along with the line items and quantities that are not yet shipped. To cancel, just mark the check box for the sales order.

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 cancelled line items to the Lost Sales Quote file, you need to provide the reason for cancellation.

Integration with Other Modules

• Integration with the General Ledger module allows you to post journal entries for sales order shipments.

• Integration with the Accounts Receivable module allows you to invoice sales order shipments, record customer deposits for advanced bills and apply payments to invoices. This helps you effectively manage your customer base and inventory. You can generate invoices as soon as a shipment is made or combine multiple shipments into one invoice thus giving you the flexibility to tailor invoice generation to each customer's requirements.

• Integration with the Upsell Management module allows you to maintain a list of complementary or accessory items that can be sold along with other inventory items.

• Integration with the Customer Inventory Manager module lets you cross-reference the customer's item numbers, descriptions and units-of-measurement to your own inventory. You can also set up customer-specific contract prices.

• With the Inventory Control module, you can set up multiple warehouses and bins for inventory items and use cost methods other than Average. Comprehensive inventory information is available during sales order processing. Furthermore, this module helps streamline data entry by allowing you to scan bar codes when entering or shipping orders.

• The Pricing Control module removes the limit on the number of price code and/or order quantity prices you can set up per inventory item. You can set different minimum prices, basic prices and multi-level prices for each item specification and unit-of- measurement. You can also set pricing based on the last invoice or sales order price for the same inventory item.

• With the Inventory Specification module, you can maintain one inventory record for all variations of an item. Create your own specification types (e.g. size, color, make or model) and set up an unlimited number of specification codes (e.g. small, medium or large) for each type. You can assign up to two specification types per item. Inventory quantities, costs and prices are tracked at the inventory specification level which gives you the flexibility you need without the inconvenience of maintaining a large number of inventory item records.

• This integrates with the Lot Control module to let you see the lot numbers and expiration dates of the units that are on-hand and select the lots that will be shipped.

• With the Kitting module, you can record orders for kit items, view the standard formula for each and customize the formula on each sales order to meet the customer's requirements.

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Other Features

- Ability to change the warehouse assigned to un-shipped sales order line items.

- Warns against duplicate sales orders for the same customer.

- Customers can have unlimited shipping and billing addresses. You have an option to choose between using the original customer address or the suggested standardized address format when the USPS or TaxJar address validation feature is enabled.

- Option to specify whether the orders are for pick up by customers.

- Sales orders can be imported from other systems with a user-defined import file layout.

- Maintains unlimited data history thereby enabling users to reprint any sales order or review it on-screen.

- Inactive customer, salesperson and inventory setting prevents further use in transactions.

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

- Option to use the TaxJar sales tax calculation and reporting for companies using the United States country tax.

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