



AccountMate
SOFTWARE THAT FITS

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.

AccountMate Enterprise 2026 Sales Order Module

Instant Access to Customer Information

Readily Accessible Customer Summary Information

Customer transaction information can be quickly accessed with a click of a button while processing a sales quote or order. Information such as the customer's balance, past due total, open credit, available credit, open orders, sales orders on credit hold, un-invoiced shipments, and year-to-date (YTD) and accumulated-to-date (ATD) sales totals are readily available giving you an overview of the customer's current situation.

Item #	Specification	Warehouse	Request Date	Order Quantity	U of M	Unit Price	Kit	Discount %	Discount
8.5 X 11 COPY PAPER		MAIN	11/20/2023	3	REAM	20.90		0.00	0.00
HP ENVY JTS	15.6 inches, Silver, 500 gig	MAIN	11/20/2023	1	EACH	559.99		0.00	0.00
CONFATABLE1KIT		MAIN	11/20/2023	1	EACH	0.00	Custom	0.00	0.00
AEROCHAIR-A1		MAIN	11/20/2023	1	EACH	125.00		5.00	6.25

Item #	Description	Customer Item #	Revenue Code	Commission	Weight	In-process Quantity	In-transit Quantity	On-order Quantity	On-hand Quantity	Booked Quantity	Available Quantity
	Aero A1 Conference Chair		STDPROD	3	25.0000	0	0	40	28	39	-11

Subtotal	Discount	Freight	Sales Tax	Adjustment	Total
747.69	6.25	10.42	66.74	0.00	818.60

Sales Order – Line Items Page

Track and View YTD Sales

You 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. Year-to-date sales information is calculated based on total sales made to a customer within a user-defined year.

Customer Ledger Detail Analysis

Drill down to a screen that displays details of a customer's balance, showing the invoices, sales returns, prepayments, partial payments applied to outstanding invoices, applied customer credits or deposits, finance charges, invoice line items, and GL distribution accounts.

Activity Page

Record and track details about your interactions with the customer in the Activity page. Create an unlimited number of activity type records with unlimited activity code 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 specific orders. User access rights to view and/or update Activity page entries can be set per AccountMate user.



Archive Customers

Inactive customers that have no outstanding balance or pending orders can be archived without losing their transaction history. Archived customer records can be unarchived at any time thus eliminating the need to recreate data.

Monitor Customer Credit History

AccountMate keeps a record of each time 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 record and enter product notes in the accompanying inventory notepad. This information can be quickly accessed while processing customer quotes and orders. Inventory quantity information such as available quantity, on-hand quantity, booked quantity, on-order quantity, in-transit quantity, and in-process quantity is also visible on the sales order and sales quote screens.

Maintain a List of Substitute Items

Each inventory item can be assigned multiple substitute items that can be used to fill orders of items with insufficient on hand quantities. When recording sales orders or quotes, the Substitute icon will appear in the grid toolbar if the line item has substitute item records. You can select another item from a list of substitutes that is displayed if the item being ordered does not have enough units available.

Effective Dates for List Prices and Special Prices

You can set up unlimited list prices and special prices for each inventory record. Prices can be created in the company's home currency and/or in the foreign customer's currency. This makes it easier to set up competitive pricing in the customer's location. Each list price has a start date, while each special price has a start date and end date. The system compares the order date to the start date and (if applicable) end date to determine which price to use in the sales order. This gives you the flexibility to set up list prices and special prices ahead of time.

Record Your Customers' Item Numbers

You can easily cross-reference your customers' item numbers, descriptions, and units-of-measurement to your own using the Customer Inventory Maintenance function. If the customer record is set to use the customer item numbers during order entry, the item lookup will show both the company's item numbers and that of the customer. This makes it easier for the sales staff to identify the items specified on the customer's purchase orders and match them to the company's item numbers to ensure the correct items are entered in the sales order. This saves time and helps minimize mistakes.

Maintain Sales Tax Entities

Multiple sales tax entities can be set up and assigned to one or more sales tax codes. The tax amount can be calculated using a tax rate or tax bracket. If set up to use a tax rate, you can enter the tax percentage rate and select a tax basis (i.e., price/cost, fixed amount per unit, another tax, or price plus tax). If set up to use a tax bracket, you can define the ranges of taxable amounts and the corresponding tax amount for each range. You can also set minimum and maximum taxable and tax amounts and assign a rounding method. You can assign sales tax payable and sales tax cost GL Account IDs to each sales tax entity.



Unlimited Sales Tax Entities per Sales Tax Code

You can assign as many sales tax entities as you need to each sales tax code instead of being limited to three. This gives you more flexibility to configure the sales tax codes in such a way that will allow the system to correctly calculate the applicable tax for each sales transaction.

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. If prices are set up in the customer's currency code, AccountMate uses the corresponding foreign currency price list to populate the unit prices in the foreign customer's sales orders. Otherwise, AccountMate automatically translates the home currency selling price of items sold to customers into the corresponding foreign currencies. This eliminates the need to manually calculate the foreign price values.

Customer Credit Limit Validation

You have the option to permit transactions to be created for customers who exceed their credit limit. If this feature is activated, a warning will be displayed when you record a transaction that will exceed the customer's credit limit, but you have an option to proceed.

You can assign an effective date each time you update the customer's credit limit. This allows you to record future credit limit changes the moment they are approved.

Sometimes a customer may be granted a temporary credit increase. This amount is added to their current credit limit and is usually given to allow certain orders that have been pre-approved by management to go through the system. Just as with the credit limit, a temporary credit increase has an effective date, but it also has a valid until date.

During order entry, AccountMate compares the order date with the effective date of the customer's credit limit records and the effective date and valid until date of their temporary credit increase records to determine which ones will be used to calculate the customer's available credit. If the available credit is insufficient and AccountMate is not configured to allow credit limit to be exceeded, you will be given the option to turn the sales order into a sales quote.

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.

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 allows you to adapt the kit to each customer's preference or to replace kit components that are not available with an acceptable substitute. You have the option to use as the customized kit unit price the sum of the kit components' prices. The customized kit formula is tracked to facilitate sales order shipments.



Blanket Sales Orders

Set up and authorize customer orders for a pre-agreed quantity of inventory items within a specified period. 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 Order

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.

Bill Customers Before Shipment

Create an advance bill (i.e., proforma invoice) to bill the customer before shipping the sales order. You can even create multiple advance bills for each line item. Send the bill to your customer to confirm the sale and collect payment before the order is shipped. Shipping an SO line item with an advance bill turns the proforma invoice into a regular invoice and carries forward any payments previously applied to it.

Shipping Sales Orders is Easy

With the Sales Order module, you can see each item's booked quantity (i.e., open order). Click a button to ship all the open order quantities or enter the shipment quantity. During shipment, AccountMate checks the available units and warns if shipment will result in a negative on-hand quantity. A default bin is selected based on the quantity that is available in each bin. 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 select the serial number of the units to be shipped and print the 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 accurate inventory data.

Print, Export, and Email Documents from Transactions

Authorized users can preview, print, export and/or email the sales order or pick list after saving an order. They can also preview, print, export and/or email the packing slip or invoice after shipment. These options appear in the dialogue box that is displayed after successfully saving the transaction. They are also available on the transaction toolbar when viewing existing sales orders or quotes.



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 later. Lost sales quotes or cancelled sales orders can also be retrieved and copied into a new quote or order.

Contact Feature

You can create multiple contact records and set one as a primary contact for a customer. Multiple addresses, phone numbers, and e-mail addresses can be recorded for each contact record.

Automatically View Customer Notes Page

Set the system to automatically display the Notes screen when creating or amending customer transactions. This feature is set up per customer. The transaction's Notes screen is automatically displayed after the user enters the Customer # if there are entries in the Customer Maintenance Notes page. This allows sales staff to be immediately alerted if there are notes, important comments, or reminders about the customer and/or any customer-related transactions.

Integrated Credit Card Processing

This feature allows users to pre-authorize, pay, and manage customer credit card transactions anytime, anywhere, directly within AccountMate. This can be used in the Accounts Receivable (AR) module only, or in both AR and Sales Order (SO) modules. When activated in SO, the system validates the credit card information when creating sales quotes, approving sales quotes, or creating sales orders. Users also have the option to require pre-authorization of sales orders to ensure the credit card is sufficiently funded before shipping an order

Integration with Other Modules

- Integration with the General Ledger module allows you to post journal entries for sales order shipments. General Ledger's control account feature also allows you to limit the use of the accounts receivable and similar GL accounts to the Accounts Receivable/Sales Order modules only.
- 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 to effectively manage your customer base and inventory. You can generate an invoice 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.
- With the Inventory Control module, you can set up multiple warehouses and bins for inventory items. You can choose from these cost methods: Average, FIFO, LIFO, Lot Costing, Specific ID, and Standard Cost. You can also create list prices and special prices for each unit of measurement in which an item can be sold. Comprehensive inventory information is available during sales order processing. This module helps streamline data entry by allowing you to scan bar codes when entering or shipping orders.



- 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 specification type. You can assign up to five 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 numerous inventory records.
- This module integrates with the Lot Control module to let you see the lot numbers and expiration dates assigned to the lot-controlled items that are on hand. It also allows you to select the lot number of items that will be shipped.
- With the Kitting module, you can record orders for kit items and view the standard formula for each. You can further customize the kit formula on each sales order to meet the customer's requirements.
- With the Pricing Control module, you can define multi-level prices for different groups of customers and different groups of items. Multi-level prices can be configured using one of these price types: list price +/- percentage, list price +/- amount, cost base +/- percentage, cost base +/- amount, or fixed amount. You can also set up minimum price, customer-specific contract price, and pricing based on last invoice or sales order price for your inventory items. Most price records have a Start Date, and some also have an End Date. Pricing Control also provides the tools you need to perform a mass update of various inventory prices.

Other Features

- Can change the warehouse assigned to un-shipped sales order line items.
- Warns against duplicate sales orders for the same customer on the same date.
- Customers can have unlimited shipping and billing addresses.
- Specify users or group of users authorized to access and create transactions for certain customers preventing unapproved customer activities.
- Supports Canadian country tax.
- Preview and print documents after creating or amending certain transactions provides convenience in reviewing transactions.
- Ability to cancel outdated sales quotes and/or sales orders en masse.
- Maintains unlimited data history thereby allowing users to view old transactions or reprint any sales order or quote.
- Ability to attach supporting documents and files to SO transactions and customer records facilitates the company's efforts to go paperless.
- Authorized users can create sales orders or sales quotes directly from the Customer Maintenance function screen.
- Email recipients (i.e., To, Cc, Bcc) for certain reports can be set up in the customer record.
- Allows copying of data from Excel and pasting into the Line Items grid when creating sales quotes, sales orders, blanket sales orders, and recurring sales order templates.