



## AccountMate Software That Fits

In an increasingly competitive market, customers demand rapid response when placing orders for products and services. 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 module, you have the power of a complete order entry, customer and inventory management system at your fingertips so that you can provide your customers with prompt service upon demand. And 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 7 for LAN Sales Order Module

### Instant Access to Customer Information

Users have instant access to customer balances, past due totals, payment history on outstanding invoices, open credit, available credit, and year-to-date and accumulated-to-date sales totals while processing a sales quote or order. Year-to-date sales information is calculated based on a user-defined start date that is defined separately per customer for maximum flexibility.

Seq	Item #	Description	Order Qty	Kit...	Unit Price	Disc %
10	AEROCHAIR-A1	Aero A1 Conference Chair	4		320.00	15.00
20	PREFAB BKCASE KIT	Prefab 4-Shelf Bookcase (On-the-Fly Kit Item)	1	Custom	97.00	0.00
30	CONFERENCE TABLE A11	8' Walnut Conference Table	2		4,100.00	15.00

Item #	CONFERENCE TABLE A11	Warehouse	MAIN	Currency	USD
Description	8' Walnut Conference Table	In-process	0	Subtotal	9,577.00
Class	WOOD FURN.	In-transit	0	Discount	1,422.00
Prod Line	CENTURY	On-order	25	Freight	0.00
U of M	EACH	On-hand	30	Sales Tax	0.00
Unit Price	4,520.00	Booked	2	Adjustment	0.00
Weight	0.00	Available	28	Total	8,155.00

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 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 Card**—The Customer Ledger Card provides a snapshot of each customer's balance by displaying detailed information about sales and credit invoices, partial payments of outstanding invoices, invoice line item distribution, finance charges, taxes, freight and customer deposits.

**Average Days to Pay Information**—Users can view the average number of days it takes to collect receivables from a customer before processing a new order. Use this feature with the available credit information to evaluate the suitability of the credit terms granted to a customer.

### Comprehensive Inventory Information

Add a picture of the product to each inventory item record. Enter product notes in the accompanying inventory notepad. These powerful customer-service 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 screen.

### 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 attached 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 GL Account IDs for each sales tax entity. For more complex tax policies, users can also set minimum and maximum taxable and tax amounts, and 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 Sales Order module allows users to define whether transactions will be allowed for customers who exceed their credit limit. This setting is defined separately for different stages of the sales order process. Users will have the flexibility they need to authorize creation of sales orders for customers who exceed their credit limit although they may not want to allow shipments of orders to these same customers. This same validation can also be 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 their customer credit policies.

### 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 the system 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 order. This gives users the required flexibility to adjust the kit components to meet their customer's distinct preferences. Best of all, 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 also be cancelled 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 in order to facilitate sales analysis. They can also retrieve lost sales quotes or cancelled sales order transactions and convert them into a new quote or order.

### Shipping Sales Orders Is Easy

With the Sales Order module, users can see each item's open order quantity. Simply click a button to ship all the open order quantities or enter each shipment quantity manually. During shipment, the system validates the units that are on-hand and warns users if any shipment will result in 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 Prior to Shipment

The Sales Order module allows users to bill the customer before shipping the order. When integrated with the Accounts Receivable module, the pro-forma invoice used to bill a customer is easily converted into a regular AR invoice to facilitate application of deposits received on 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 a service.

## Mass Cancellation of Open Orders

Users can easily cancel open orders from a range of sales orders so that their inventory booked quantity reflects the actual outstanding sales orders only, thereby facilitating scheduling of purchases and/or material requirements planning. The Cancel SO Open Order function allows users to set parameters for canceling open orders. They can indicate one or a range of customer numbers, salesperson numbers, sales order numbers and/or order dates. Each qualified sales order record is displayed along with the line items and quantities that are not yet shipped. To cancel, simply mark the corresponding check box beside the sales order record. This saves a significant amount of time, since users do not have to individually access each sales order to cancel the open ordered items.

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

- Integration with the General Ledger module enables users to easily and permanently post accounting entries for sales order shipments to the General Ledger 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. This allows users to more effectively manage their customer base and inventory. Users can

generate invoices as soon as a shipment is made or combine multiple shipments into one invoice, providing the necessary 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 up selling these items.
- With the Inventory Control module, users can set up multiple warehouses and bins for inventory items and define various cost methods. Comprehensive inventory information is available during sales order processing. This module gives users the option to use bar codes when entering orders.
- For tracking and inventory-management purposes integration with the Lot Control module supports the assignment of lot numbers and expiration dates to an item's units.
- With the Kitting module, users can create kit items, define a formula for each, customize the standard kit formula, 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 inventory.

## Other Features

- Ability to change the warehouse assigned to unshipped sales order line items
- System warns against duplicate sales orders for the same customer on the same day
- Customers can have unlimited shipping and billing addresses
- Sales orders can be imported from other systems with user-defined import file layout
- Maintains unlimited data history that enables users to reprint any sales order or review it on-screen
- Inactive customer, salesperson and inventory setting prevent further use in transactions

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