

Sales Orders

Sales Orders generates, schedules, and maintains sales orders and sales order backlogs. Invoices are created automatically if linked to Accounts Receivable. Sales Orders prints pick lists, UPS C.O.D. tags, and a wide variety of sales order analysis reports.

Features of Sales Orders

- Prints sales orders, C.O.D. tags, picking lists, and extensive backlog reports
- Generates and maintains recurring sales orders, bid orders, and estimates
- Supports Sales Order returns
- Enables you to change unshipped line items after a partial shipment is entered
- Creates orders from multiple inventory locations
- Lets you issue and track items from lots you receive in Inventory Control and Purchase Orders
- Supports ordering and inventory tracking of individual serialized items during sales order entry or shipment
- Units of measure enable you to sell items in different units of measure than you stock or purchase
- Sales order printout options let you include detailed information, such as lot number, serial number, location, and line item notes
- Commission tiers allow for tracking against sales quotas based upon predefined sales goals
- Commission calculations can be based upon salesperson or product line and calculated on orders shipped or paid as well as on flat sales amount or margins
- Commission calculations may be automatically adjusted for returned items
- Lets you enter drop-ship line items, create purchase orders for drop-shipments, and track status of all drop-ship orders
- Supports blanket orders with individual sales orders released against the master order
- Displays or prints 24-month customer and 36-month item sales histories, complete with drafts
- Allows up to 26 different pre-designated tax rates for different tax rate industries and Value Added Tax (VAT)
- Includes laser printing technology to produce high-quality, low-cost sales orders and packing slips on plain paper
- Allows you to record a note to your customer
- Real-time Business Status Report™ provides immediate status for open orders, period-to-date orders, and shipments
- Provides on-line lookup of customer or inventory codes and information
- Enables you to add new customers or inventory items during sales order entry
- Warns you when a customer's balance exceeds available credit during order entry
- Warns you when inventory balance is insufficient to ship from inventory
- Allows you to change prices on a line-by-line basis
- Automatically generates an invoice if Accounts Receivable is installed

The logo for SBT, consisting of the letters 'S', 'B', and 'T' in a large, bold, white serif font, set against a red background.



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Standard Reports

Each report may be customized from a matrix of user selected options, displayed, printed, exported to a spreadsheet, faxed, emailed or saved on disk. Some of the reports included are:

- Business Status Report
- Comments Report
- Customer File
- Customer Mailing & Folder Labels
- Inventory File Report
- Open Orders
- Operations Summary
- Order by Picking List
- Orders by Salesperson
- Recurring Orders
- Sales Orders
- Sales Price List
- Shipments
- Transactions
- UPS C.O.D. Tags