

SERIES 3

ACCOUNTING SOFTWARE
FOR WINDOWS™

REPORTS:

Reports may be printed, previewed, written to PDF files, or written to text files

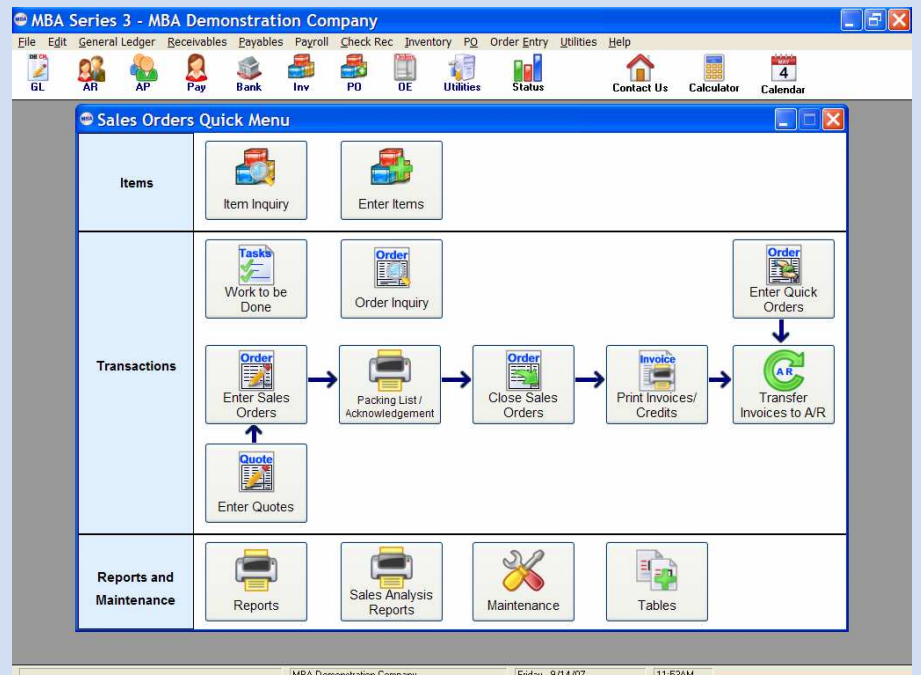
- Invoices/Credit Memos/Quotes
- Detail/Summary Sales Order
- Sales Order Worksheet
- Sales Order Log
- Sales Order Item and Price List
- Open/Closed Orders By SOE Items
- Under Committed Orders
- Customer Sales Analysis
- Sales Rep Sales Analysis
- SOE Item Sales Analysis
- Customer Profit Comparison
- Sales Rep Profit Comparison
- SOE Item Profit Comparison
- Product Code Profit Comparison
- Custom Shipping Address List
- Sales Rep List
- Packing List
- Preliminary Packing List
- Order Acknowledgements
- Preliminary Invoice Summary
- Quote Report
- Shipping Labels



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SALES ORDER ENTRY



The MBA Sales Order Entry module is a complete order processing and order management system. It tracks customer orders, manages back orders, generates quotes and invoices, and adjusts inventory accordingly. Invoice information is passed to the MBA Accounts Receivable which tracks outstanding receivables.

The customer record allows for multiple shipping addresses and a separate sales representative may be assigned to each shipping address.

The Order Inquiry procedure allows you to find/review the status of your sales orders by many different criteria.

Quick Orders may be entered and invoices printed that immediately update inventory. This can be used to handle point of sale transactions.

Reports help you track sales orders, sales commissions, under committed items, and analyze your sales and profits.

FEATURES

SERIES SALES ORDER ENTRY

ITEM INFORMATION	<ul style="list-style-type: none">• Item/part numbers can be 20 characters long with up to 150 characters of description• Multiple SOE items may be entered/sold for each Inventory item• Six price levels/quantity breaks are available for each SOE item• An Item Inquiry screen allows you to review the orders/quotes for your items• Notes can be entered for each Inventory item
SALES ORDERS	<ul style="list-style-type: none">• A Sales Order Inquiry screen allows you to review the status of all your orders, and they can be searched for by using one of eight sort orders• Quotations can be created (and reused) that become orders if accepted• Quick Orders may be entered and invoices printed that immediately update Inventory. This can be used for point of sale transactions.• Predefined freight tables automatically calculate the weight and freight charges for orders, but they can be overridden• Items/Customers can be added or looked up at the time of entering orders• Item availability is checked and inventory allocated at order entry time• Orders may be shipped complete or backordered• A universal multi-part form (laser or continuous feed) is used for invoices, packing lists, credit memos, quotations, and order acknowledgements• Items can be sold from multiple locations or warehouses on an order• An unlimited number of serialized items can be entered per detail line• Service items or non-stock items may be entered on orders• Invoices are printed and transferred to Accounts Receivable for customer billing
CUSTOMERS	<ul style="list-style-type: none">• Multiple ship-to customers can be entered for each A/R customer• Up to 12 discounts may be set up for each customer by item class code. They can be overridden at the time of order entry• Ship-to Customer Inquiry shows customer info and sales order info
REPORTING	<ul style="list-style-type: none">• Print, Preview, or write your reports to a PDF file• Detail item list, audit trails, price/cost, physical inventory, item transaction history, BOM requirements, and the item price list are just a few of the many reports that enable you to track the your item on-hand quantities, costs and pricing
TABLE LOOKUPS	<ul style="list-style-type: none">• Just a click of a button gives you a lookup of your item, customers, dates, etc. from within the data entry screens
IMPORT/EXPORT UTILITIES	<ul style="list-style-type: none">• Easily import/export your data using our new and powerful utilities