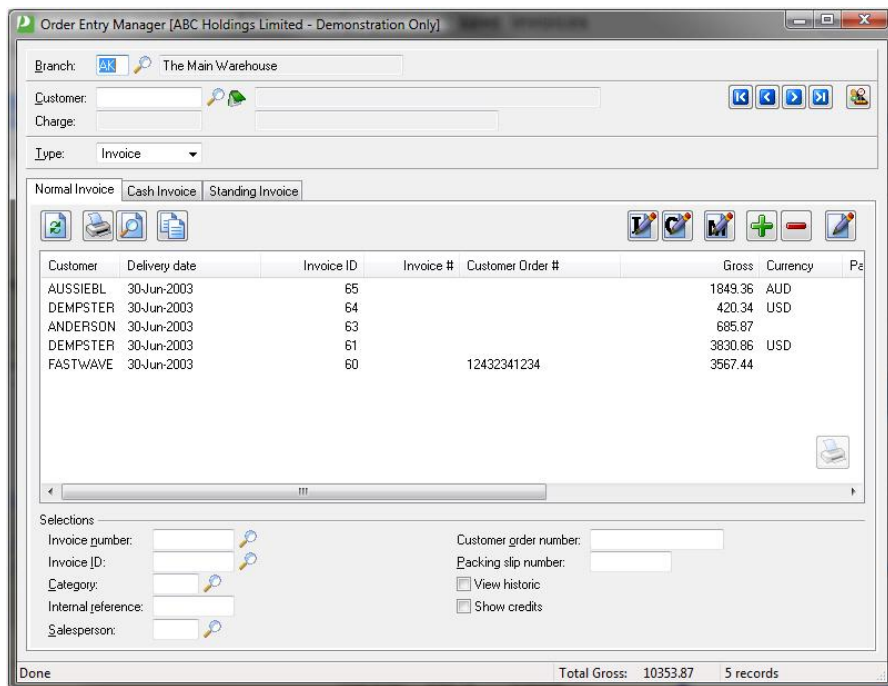


# Sales Order Entry

The Attaché PRO Sales Order Entry module performs an integral role in the management of your customer orders, from initial quote, to order and invoice process. Using Attaché Alex you can even fax or email the documentation direct to the customer without leaving your chair.

The flexibility of the Sales Order Entry interface allows you to enter a quote and convert it to an invoice upon approval. Alternatively, you can skip the quote process and simply enter an order or invoice. When entering an order, you have the option to print the corresponding packing slip as it is entered or at the end of the processing run. Time saving features like the ability to create a credit from an existing invoice or copy an existing invoice for one customer to another, letting your staff focus on your business rather than the paperwork.

In the case of cash sales, or if you need to invoice immediately, you can post invoices directly to the Accounts Receivable module. Alternatively, you can save invoices and post them later as a batch.



Sales Order Entry transaction manager screen

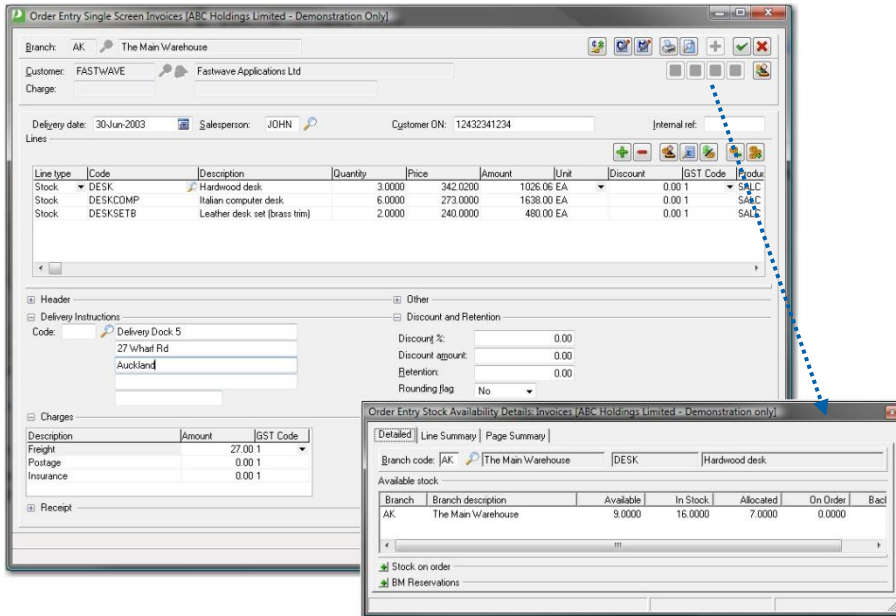
## Sales Order Entry

In Sales Order Entry, you can create standing orders or invoices for each customer and can use an existing order or invoice as a template. As orders are entered into the system, the available stock levels are verified. Items not available can be automatically placed on back order and fulfilled as stock comes to hand. Quotes, orders and invoices can be re-costed and / or edited if required. Invoices may be automatically created from complete or partially complete orders and can always be viewed at any time, whether current or historic.

The Sales Order Entry single entry screen (shown overleaf) allows you to enter an invoice, order or quote all on the one screen, leading to greater efficiency and allowing you to streamline your data entry process.

## Stock Availability

The stock availability screen, (shown below) provides verification of stock available by branch. User defaults allow you to choose whether this is automatically opened whenever you open an order allowing you to see not only the quantity in stock at each branch but also any purchases due as well as stock being manufactured via the Bill of Materials module. You can choose from three different views to display when the form is opened but still swap to any of the other views when you need to.



Single Screen order entry with Stock Available popup

Areas with the single screen order entry can be collapsed or expanded by simply clicking on the **+** icon to expand or the **-** icon to collapse. This way, sections of the screen that are not used can be hidden to speed up data entry and save valuable screen space.

## Features

- Process Quotes, Orders and Invoices in a consistent manner
- Print packing slips for partially and fully supplied lines
- Automatic fulfilment of back orders
- Security control over which users can perform what tasks such as raising credits
- Automatic Invoice generation
- Standard text maintenance for common invoice comments
- Comprehensive invoice, order and back order reports
- Product group analysis
- Tax analysis
- Support for retentions
- Text editor for narrative lines
- Discount by invoice
- Invoice rounding
- Bar code scanning facility (using alternative stock reference)
- User preferences allow you to work the way that suits you
- Our Network of report designers can design your own custom invoice report
- Fax or email documents direct from Attaché PRO by using the Alex document delivery system (charges apply)

General Ledger  
 Cashbook  
 Accounts Receivable  
 Accounts Payable  
 Inventory Control  
 Special Pricing  
 Fixed Assets  
 Bill of Materials  
 Sales Order Entry  
 Sales Analysis  
 Purchase Ordering  
 Purchase Analysis  
 Foreign Currency  
 Payroll  
 Alex  
 Report Designer  
 Data Transfer  
 FlexiData  
 ODBC  
 OLE DB  
 Archiver  
 Scheduling



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 Website [www.attachepro.com](http://www.attachepro.com)

## Module Integration

The Sales Order Entry module integrates to the Inventory Control, Accounts Receivable, Special Pricing, and the Alex document delivery system. Invoices generated with the PowerLink Job Costing system can be imported.