

SALES ORDER PROCESSING

B E N E F I T S

Enhance employee productivity and streamline your distribution process with sales order and invoicing capabilities that help you enter and process orders quickly and accurately and give you more control over your business processes.

Enter

quotes, orders, back orders, invoices, and returns from one central location.

View

all details at the line item level, including unique ship-to addresses per line item.

Manage customers effectively

Build better customer relationships and increase your retention with invoicing and distribution capabilities that speed inquiries and reduce errors.

Increase office productivity

Improve employee effectiveness and speed through invoice entry in a single window, with the ability to view all orders, invoices, back orders, and returns in one location.

Get the information you need

Single-window order entry gives you the information you need instantly, customized to your business needs, with easy drill-down to deeper information.

Customize to your needs

Define tracking numbers, information fields, fulfilled quantities, and other order entry functions to fit your needs, not those of a different company on the other side of the country.

Increase sales success

Track and manage potential customers as prospects, separate from other clients, allowing you to expand your customer base and close more new sales.

Fully automate your invoicing

Expand your distribution capabilities and gain flexibility in reporting, order management, inventory control, and general ledger with seamless integration to other Microsoft® Business Solutions–Great Plains® applications.

The screenshot displays the 'Sales Transaction Entry' window in Microsoft Business Solutions: Great Plains. The window is titled 'Sales Transaction Entry' and shows a sales order for '3M Cleaning Solvent'. The order details include: Date: 08/01/2003, Batch ID: RUGBY, Customer ID: 10, Customer Name: Customer #2, Ship to Address: PRIMARY, and Customer PO Number: 12354. The order is for 1,000 units at a unit price of \$2.475, totaling \$2,475. The window also shows a 'Sales User-Defined Fields Entry' dialog box, which allows users to define custom fields for the order. The dialog box includes fields for Tracking Number, Birthday, Date Field 2, Priority, and several text fields.

Customize

data entry to fit your unique business needs with user-definable fields.



AVAILABLE WITH:



GREAT PLAINS



GREAT PLAINS STANDARD

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Invoicing

- Improve invoicing efficiency with quick and easy single-window entry for streamlined access to all vital information, as well as batch processing and easy return transaction processing.
- Set your own business rules and base your invoicing process on those rules, with options that include customized document posting, definable fields, and customer-level control.
- Keep the most important information in front of you while drilling down for more details; making inquiries across Microsoft Business Solutions–Great Plains applications; or bringing up customer payment, shipping, and billing information.

Sales Order Processing with Advanced Invoicing

- Control your sales in the way that works best for you with discount management, drop shipping, kit items, sales quantity status, and online tracking via hotlinks to UPS or FedEx sites.
- Tailor order entry to your specific needs with customizable order defaults, price overriding, special instructions, and line-item level control.
- Define, review, or change an unlimited number of process holds that can be assigned to your sales documents to help ensure proper procedures are followed at different stages of the sales cycle.
- Speed time to delivery through multiple ship-to addresses on an individual order. Send each line item on an order to a different site for that customer, saving order entry time and consolidating tasks for faster throughput.
- Avoid delays and costly errors by processing sales orders and authorize credit card payments without charging the card or recognizing revenue in your system until the order ships to the customer.
- Manage inventory shortages by allocating inventory from multiple sites for the same item, as well as options including substation, overriding, or selling the balance.
- Track and manage potential customers as prospects, separate from existing accounts.
- Create routine documents such as quotes, orders, and invoices, or more complex ones like sales analysis reports, in print or on-screen formats. Electronic search capabilities help ensure you find the information you need.
- Tailor the distribution process to your business practices with complete automated distribution capabilities available through seamless integration with other Great Plains Supply Chain Management applications, such as Advanced Distribution and Available to Promise.

Supply Chain Management components are sold separately and may not be available with all versions of Microsoft Business Solutions–Great Plains.