

SALES ORDER PROCESSING

B E N E F I T S

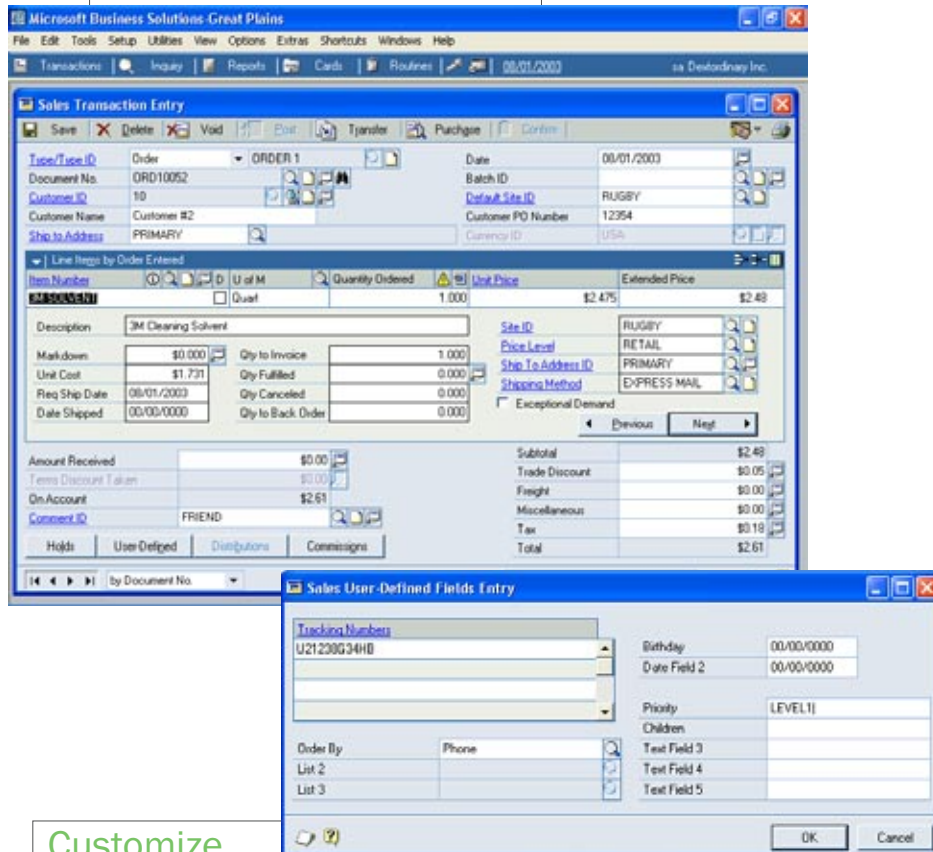
Enhance employee productivity and streamline your distribution process with sales order and invoicing capabilities that help you enter and process orders quickly and accurately and give you more control over your business processes.

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.



Customize

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

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.



SALES ORDER PROCESSING | FEATURES LIST

Invoicing

- Improve invoicing efficiency with single-window entry for streamlined access to all vital information, as well as batch processing and easy return transaction processing.
- Base your invoicing process on your own business 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 UPS and FedEx tracking.
- Tailor order entry to your specific needs with customizable order defaults, price overriding, special instructions, and control at the line-item level.
- Define, review, or change an unlimited number of process holds to sales documents.
- Save time and help ensure accuracy by transferring information from an existing sales order to a new sales order. 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 credit card authorizations without charging the card or recognizing revenue until the order ships.
- Manage inventory shortages by allocating inventory from multiple sites for the same item, as well as options including substitution, 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 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 modules are licensed separately and may not be available with all versions of Microsoft Business Solutions–Great Plains.