



insights for the life of your business™

## MAS 500

### WEB-BASED REPORTING

All Sales Order reports can be generated and viewed through Microsoft Internet Explorer with our Web Reports module, with the same high level of security as with the module's standard output.

### REPORTING FEATURES

- Maintain custom layouts for printed forms used throughout all MAS 500 modules.
- Tailor Sales Order forms to your organization's design requirements.
- Export all report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, HTML, RTF or Microsoft Word.
- Output any report to the screen, a printer or a variety of file formats.
- Create customized, presentation-quality reports through Crystal Reports software.

### REPORTS

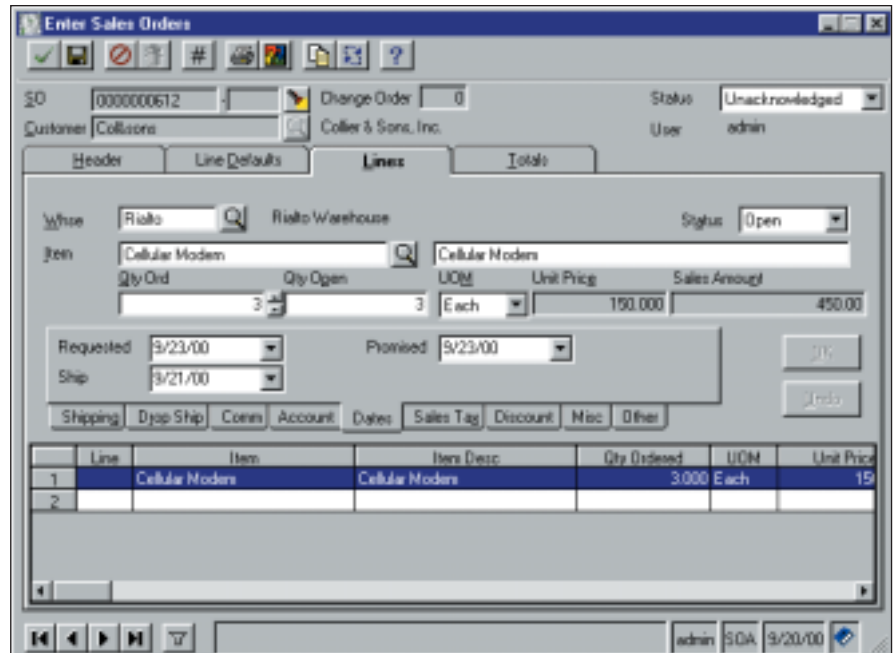
- Back Orders
- Blanket Orders
- Aged Orders
- Sales Orders
- Change Orders
- Sales Order Status
- Projected Sales
- Open Sales Order Items
- Expected Shipments
- Sales History
- Sales Order Profitability
- Sales Analysis
- Quote Expiration

### MAS 500 SOLUTIONS

- CRM and E-business
- Financials and Project Accounting
- Distribution and Manufacturing
- Human Resources and Payroll
- Customization



## SALES ORDER



### Enhance Customer Service and Productivity

The MAS 500 Sales Order module helps you maximize productivity and increase customer satisfaction by improving efficiency throughout the sales process. This module is an integral part of the MAS 500 distribution series, which has been designed with input from supply chain experts to meet the specific needs of businesses that stock, sell and ship products. MAS 500 is a highly reliable, robust and integrated series of business applications that delivers a flexible, scalable and full-featured total e-business management solution.

The Sales Order module puts vital customer and inventory information at your fingertips to help you keep your most critical business processes operating smoothly and efficiently. A set of powerful sales analysis tools takes the guesswork out of maintaining appropriate inventory levels, giving you critical data to help ensure that you have sufficient inventory to satisfy customers' expectations, while stocking the precise amount of each item to maximize profits and cash flow.

With its extensive drill-down and drill-around capabilities, Sales Order lets you track a transaction, step-by-step, back to its original source. It also tracks inventory item availability, pricing, lots, serial numbers, quantity pricing, specific customer pricing, costs, and customer credit limits. You can even establish a wide range of item or customer-specific information at the sales order line, including shipping information, drop shipment requirements, commission, account numbers, vital order dates, sales tax, and trade discount percentages.

With the MAS 500 Sales Order module, the most complex, out-of-the-ordinary tasks can be performed quickly and conveniently — saving you time, money and effort.

*continued on reverse*



## MAS 500 Sales Order

*“Sales orders and purchase orders integrate beautifully with one another in MAS 500. You can see straight away that this is an advanced product.”*

*Francis D’Mello, IT Manager  
TS+B*

### FEATURES:

#### System Implementation Options

Customize your entire sales function, including discounts, credit, taxes, commissions, kitting, and more.

- Assign trade discounts, payment term discounts and credit limits for each customer.
- Check customer credit limits during sales order entry.
- Create custom fields for the sales order and sales order line.
- Set up sales tax classes, codes and schedules.
- Establish multiple sales commission plans, including split commissions.
- Organize kits to operate like regular items, then explode them when generating pick lists and invoices.

#### Pricing

Command the flexibility to define your pricing structure and price your inventory items for maximum profitability.

- Define flexible unit pricing based on a combination of the item price schedule, customer-specific price lists, quantity ordered, and outstanding contracts.
- Originate and maintain a separate price list and trade discount percentage for individual customers.
- Set up item price schedules by warehouse, date range and currency.
- Automatically calculate and apply trade discounts, payment term discounts and sales taxes to the order.
- Provide price breaks based on quantity, weight, volume, average cost, replacement cost, and standard cost.

#### Sales Order Processing

Simplify and streamline workflow with some of the most powerful sales order processing tools in distribution software.

- Automatically convert all types of sales quotations — for both current customers and prospects — into standard sales orders.
- Enter and process sales orders in any currency.
- Create sales orders for the sale and tracking of inventory, non-inventory or special items.
- Establish shipment of individual line items to different locations on different dates, all on one sales order.
- Send order confirmations to customers.
- Invoice items in full.
- View the available and expected quantities of items and running totals online, during sales order entry.
- Look up sales order revisions and dates.
- Commit inventory during sales order entry.

- Attach reference codes, standardized comments or free-form comments to sales orders and sales order lines.
- Record returns and generate credit memos in accounts receivable, if appropriate.

#### Blanket Orders

Make it easy to set up, maintain and close blanket orders, reducing paperwork and maximizing efficiency.

- Use blanket orders to track and maintain customer contracts.
- Generate standard sales orders from a blanket order.
- Track releases against a blanket order.
- Support many types of contract situations.

#### Shipping Options

Create an efficient workflow in your shipping department.

- Select and print picking lists by date, warehouse, transportation carrier, shipping priority or other user-defined criteria.
- Choose individual orders or groups of orders to be picked.
- Generate standard shipping documents, such as bills of lading and shipping labels, in addition to packing lists.
- Track serial and lot information during the shipping process, in case a product recall or other event demands quick action.
- After shipment, use the system to relieve on-hand inventory, update any back order quantities and create an invoice.

#### Returns and RMAs

Control product returns and return merchandise authorizations (RMAs) with processes that are flexible enough to meet your needs.

- Determine if returns require an originating order.
- Include non-inventory items on returns.
- Automatically calculate freight, discounts, taxes and commissions.
- Determine if returns require an RMA to be accepted.
- Control the RMA process through expiration, pricing and costing options.
- Enable the partial return of kit items.

#### Sales Order Analysis

Improve customer service by providing quick and easy access to vital customer order information such as sales orders, change orders, shipments and returns — with the simple click of a mouse.

- Provide extensive ad hoc query capabilities without programming knowledge or familiarity with the underlying database.
- Analyze sales order, shipment and returns information based on user-defined selection criteria including customer, customer classification, date, amount, and more.