



**SAGE MAS 90    SAGE MAS 200**

**SALES ORDER**

**REPORTS**

- Open Orders by Promise Date
- Picking Sheets / Packing Lists
- Sales Invoices
- COD & Shipping Labels
- Backorder Report
- Monthly Sales Recap by Product Line
- Monthly Sales Recap by Warehouse
- Monthly Sales Recap by Warehouse/Product Line/Division
- Daily Sales Journal
- Daily Drop Ship / Shipment Report
- Daily Gross Profit Journal
- Daily Backorder Report
- Daily Sales Recap Reports
- Daily Transaction Register
- General Ledger Posting Recap
- Sales Order Recap
- Open Sales Order Report
- Open Orders by Item Report
- Tax Journal Summary & Detail Report
- Auto Generate Orders Register
- Sales Order/Quote History Report
- Customer Sales History Report
- Lot/Serial Number History Report
- Shipping History Report
- Open Orders by Job Report

**BUSINESS ALERTS**

Business Alerts is an additional module that monitors your Sage MAS 90 or 200 database and can send e-mail notifications to appropriate staff, customers, or vendors based on specific business events. Available predefined Sales Order alerts are:

- New sales order invoices are created with an e-mail automatically sent to the customer
- Sales orders are entered with totals exceeding a specified amount
- The open order amounts for a customer exceeds the specified dollar amount
- Sales order package tracking information is automatically sent to customers when the order ships

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	GLOB-V-3060-25W	2.00	.00	89.600	179.20	
2	GLOB-V-3096-25W	5.00	.00	110.730	553.63	
3	GLOB-V-3696-25W	4.00	.00	131.000	524.00	
4	PFS-007-CABLE	1,000.00	.00	.180	180.00	
5	PFS-007-CONN-F	10.00	.00	13.000	130.00	
6	PFS-007-CONN-M	15.00	.00	13.000	195.00	
7	VOG-CM-CASTERS	10.00	.00	20.460	204.60	
8	VOG-CM-MBP	2.00	.00	42.000	84.00	

  

Description	GLOBE FOLDING TABLE 30x60
Warehouse	001
U/M	EACH
Shipped	.00
PL	1

Total Amount: 4,739.95

When a customer calls to place an order, you need to have lots of information at your fingertips. With Sage MAS 90 and Sage MAS 200 ERP systems, you'll have the customer's mailing address and shipping addresses, and you'll know the availability of specific units in inventory or alternate items if those being ordered are out of stock. Additionally, you'll know item pricing, quantity pricing, specific customer pricing, costs, customer credit limits, credit card deposit information, and much more. The Sales Order module leverages an efficient dual-entry grid entry design that allows you to personalize your order entry screen while improving data process entry.

As customer orders are filled and completed, you need to invoice the orders and properly ship them. All original sales order information can be recalled, allowing you to enter exact quantities shipped and backordered. And, with the pick, pack and ship feature, your warehouse staff can identify the package in which each item is shipped, print a packing list, and enter carrier tracking numbers for customer service inquiries. You can have the system automatically generate invoices from a range of sales orders, and automatically print a Daily Backorder report. You can affix all finished shipping cartons with shipping labels and, if appropriate, COD tags that include billable freight.

You can design and print all quotations, sales orders, picking sheets, packing lists, invoices and statements using the built-in Crystal Reports® software. Logos and other graphics may be added to each form, and you can select the font size, color, and type for each data field on the form for a professional custom look.

When you integrate this module with the Inventory Management, Accounts Receivable, and Purchase Order modules, you have a powerful, flexible and easy-to-use distribution system. Adding e-Business Manager, Credit Card Processing, Bar Code, and StarShip modules brings unparalleled customer service capabilities to the mix.



# Sage MAS 90 and Sage MAS 200

## Sales Order

*"The Sales Order module is one of the most important to us. When an order comes in, our call center brings up the customer's information in seconds—amazing, given that we have more than 100,000 customers in our database."*

Lorraine St. John, Owner  
HerbaSway Laboratories

### FEATURES

<b>Personalized Data Entry</b>	The unique dual grid design allows you to select the fields you normally enter data into for your primary grid, with all other fields easily accessible in the secondary grid.
<b>Blanket Orders and Repeating Orders</b>	Large orders shipped over a period of time can be handled easily by issuing new orders against the blanket order to speed shipment and invoice processing. You can enter repeating orders once and recall them later for customers who regularly order the same items.
<b>Order History and Quotations</b>	Order and order history files can save orders after invoicing, save cancelled orders for "lost sale" analysis, and track sales order history. Quotations can be entered, printed, and later converted to standard orders.
<b>Promise Date Per Line Item</b>	A promise date is available on each line in Sales Order Entry, allowing you to enter a unique promise date for all or some of the items on a sales order. This date prints on the Open Sales Order report and Open Sales Order by Item report.
<b>Sales Kit Processing</b>	You can define sales kits using the Inventory Management module and use them during sales order entry and invoice data entry. Component items for a sales kit can be automatically exploded during data entry.
<b>Extended Item Descriptions and User-Defined Fields (UDFs) for Line Item</b>	Enter extended item descriptions for inventory items, miscellaneous items, and special items during sales order entry and invoice data entry. Create UDFs in sales orders, invoices, and history files. UDFs can flow from inventory items to sales order and purchase order lines, which is also retained in history.
<b>Alias Item Numbers</b>	You can store vendor and customer part numbers and easily call up the correct item from all your data entry points.
<b>Lot or Serial Numbers</b>	If an inventory item uses the lot or serial method of valuation, you can enter the lot or serial numbers as you are entering the invoice.
<b>Split Commissions</b>	You can split commission on any sales order or invoice among up to five separate salespersons, and apply commission overrides for sales managers.
<b>Alternate Items and Alternate Warehouse</b>	When entering orders for out-of-stock items, you can display a list of alternate items or alternate warehouses for selection during sales order entry and invoice data entry.
<b>Drop Ship Items</b>	You can create sales orders or invoices for drop shipment to customers. The Daily Drop Ship report recaps all items to be drop shipped, detailed by vendor and item.
<b>Customer Last Purchase History</b>	This customer service tool allows you to quickly access quantities and prices from past customer purchases.
<b>Non-Stock Items</b>	You can enter sales orders or invoices for special items not in your inventory, and also enter charges for miscellaneous non-inventory items.
<b>Drill Down</b>	Sales order invoices stored in the accounts receivable invoice history file can easily be found, viewed and printed from the General Ledger or Accounts Receivable modules with the click of a mouse using cross-module drill down. Lot or serial number information can also be viewed during drill downs.
<b>Gross Margin Checking and Display</b>	You can optionally show gross margins (price vs. cost) on screen to permit salespeople to see how much latitude is available for special pricing. Also, you can set a minimum margin below which password override is required.
<b>Pick, Pack and Ship</b>	Restrict warehouse workers to selected shipping tasks to maintain control over the shipping process. Track items by package, and print professional packing lists. You can even integrate with StarShip shipping software and tracking numbers, and transmit carrier manifests.
<b>Customer Relationship Management</b>	Sage Software offers several integrated CRM solutions for Sage MAS 90 and 200 customers.
<b>Job Cost Integration</b>	Customers using Job Cost with Sales Order can assign a job number to a sales order and assign specific cost codes and cost types to each line item on the order. Several setup configuration options let you tailor the interface to your needs. For example, you can choose whether or not to post costs from Sales Order to Job Cost, and whether an invoice should relieve Work In Process during the update.