SALES ORDER PROCESSING SETTINGS

DOCUMENT NUMBERING Tab

Orders and Returns

Automatically Generate Order and Return Numbers = True

Next Order Number = 5106
Next Return Number = 381

Show Order Number When Order is Confirmed = True

Quotations and Pro Forma

Quotations and Pro Formas are Automatically Genereated

Next Quotation Number = 30
Next Pro Forma Number = 120

Despatch Notes

Next Despatch Note Number 5517

ORDER ENTRY Tab

Order Line Entry

Allow Entry of:

- ⦿ Both Standard and Free Text Items = True
- ○ Standard Items Only = False
- ○ Free Text Items Only = False

Allow Amendment of:

- ☐ Analysis Codes = True
- ☐ Nominal Codes = True

Order Taken By

- ☐ Use the User's Logon Name as the Order Taker = True

Order Header Entry

Allow Amendment of:

- ☐ Analysis Codes = True

Payment with Order

- ☐ Allow Payment to be recorded During Full Order Entry = True
  - ☐ Invoice Payment with Order Immediately = False
  - ☐ Enable Card Processing = True

SALES ORDER PROCESSING SETTINGS

DEFAULT ACCOUNTS Tab

Revenue Nominal Account

Use Same Nomina Code as;

- ⦿ Stock Item Revenue Account = True
- ◯ Customer Account = False

- ☐ Use Same Cost Centre and Department as Customer Account = True

Issues and Stock Nominal Accounts

Use Same Cost Centre and Department as Revenue Account

- ☐ Stock Issues Account = False
- ▣ *Asset of Stock Account = N/A*

Cash Orders

- ☐ **Allow Cash Orders to be Taken = True**

Use the Account:

Account Ref:	CASH01
Short Name:	CASH SAL
Postcode:	

Prospects Quotation

- ☐ **Allow Quotations to be Entered for Prospects = True**

Use the Account:

Account Ref:	CASH01
Short Name:	CASH SAL
Postcode:	

SALES ORDER PROCESSING SETTINGS

Order Pricing

- ⦿ Order Prices Exclude Tax = True   ◯ Order Prices Include Tax = False

Stock Allocation

- ☐ Alocate Stock on Order Entry = True

Amend Picking List

- ☐ AllowPicking Lists to be Amended = False

Update Stock Quantities when

- ⦿ Order Despatch is Confirmed = True   ◯ Invoice Posted = False

- ☐ *Use Invoice Date on Stock History = False*

Order Line Despatching

Text Order Lines: Confirm with Goods Despatched / Received

Service/Labour Order Lines::   Confirm with Goods Despatched / Received

Cancelled Orders

- ☐ Record Details of Cancelled Orders for Future Analysis = False

Invoices and Credit Notes without Linked Payments

- ☐ Add Directly to Sales Ledger = True

SALES ORDER PROCESSING SETTINGS

Document Printing

☐ Print Picking Lists for Orders = True

    ◉ Manually Print Picling Lists = True

    ○ Automatically Print Picking List as Part of Order Entry Allocation = False

☐ Print Order Acknowledgements for Orders = False

☐ Print Despatch Notes when Order Despatch is Confirmed = True

Batch and Serial Number Printing

☐ *Print Numbers on Order Acknowlwdgements =*

☐ Print Numbers on Despatch Note = True

☐ Print Numbers on Invoices = True

Show Items on Documents

☐ Show Unallocated Items on Picking List = False

☐ Show Undespathed / Unallocated Items on Despatch Note = True

Invoice Printing

Print the following text on invoices that have been paid in full

Thank you for your payment - received with thanks

Print the following text on invoice lines for EU Zero Rated sales

Zero Rated Intra EC Supply

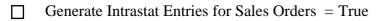**Text to be used on invoice/Credit Note when Reverse Charge is applied**

VAT Act 1994 Section 55A applies

☐ Apply Reverse Charge VAT rules when printing invoice = False

SALES ORDER PROCESSING SETTINGS

INTRASTATS Tab

Intrastat Declartions

☐   Generate Intrastat Entries for Sales Orders = True

Default Terms of Delivery

Default Nature of Transaction Code

Include Entries Based on:

○   Despatch / Receipt Date = False

◉   Invoice Date = True

☐   Include Terms of Delivery on Intrastat Entry = True

MANUFACTURING Tab

Works Order Linking

Flag Sales Order Lines as Linked: **Never**

Create Works Orders when Sales
Orders are Saved: **N/A with Link set as Never**

END of REPORT