

MANAGE my sales and orders

with *InfoMaster* Sales Order and Invoicing (InfoSales)

INFOSALES IS THE COMPLETE SOLUTIONS FOR ALL YOUR ORDER ENTRY, BACKLOG TRACKING AND INVOICING NEEDS

InfoSales expertly handles all your order entry, backlog tracking, order fulfillment and invoicing needs regardless of the size and complexity of your business. It facilitates the entering of sales orders and prints order confirmation, tax invoices, proforma invoices, work orders, loan vouchers, credit notes, packing slips, and finance invoices.

You can track backlog, partial shipments, unprinted invoices, fulfilled orders and sales information on-screen and on printed reports. Use InfoSales to generate one invoice from multiple sales orders or multiple delivery orders easily. InfoSales is fully integrated with InfoMaster for Windows **InfoStock**, **InfoBuy**, **InfoDebtor**, **InfoCash** and **InfoProject**, so you always know your inventory availability levels and the status of your customer accounts in real time.

INCREASE YOUR EFFICIENCY AND PRODUCTIVITY

InfoSales is a Sales Order Tracking and Invoicing system designed for most industries that require tracking of undelivered customer orders, sales bookings and printing of sales invoices.

The system allows you to enter the orders as and when they are received regardless of whether stocks are available. A sales order confirmation voucher can be printed to serve as an acknowledgment to the customer. Proforma invoices, finance invoices, commercial invoices, loan vouchers and work orders can also be printed from the InfoSales system according to the needs of the customers.

Key Benefits

- Enables you to manage sales order data in real time, track projected gross profits, detect budget shortfalls, auto generate Purchase orders for items low in stock and make informed decisions for your business
- Comprehensive on-screen data presentation for macro/micro view of your backlog, partial shipment, fulfilled sales and business sales performance
- Improve your sales management process and customer accounting with functional reporting
- Seamless integration to all other InfoMaster Modules for increased productivity and efficiency

InfoSales is integrated to: -

- InfoStock
- InfoBuy
- InfoProject
- InfoDebtor
- InfoCash
- InfoLedger

S/O No.	Product Code	Product Description	Qty	UOM	Unit Price	Disc%	Total Amount	Status
1	0036AB	GORENKO 0636 HAND SHOWER (AUBLE)	10.00	PCS	30.00		300.00	SHOW
2	0036BJ	GORENKO 0636 HAND SHOWER (BLPOLANDY)	10.00	SET	30.00		300.00	SHOW
3	0011AB	GORENKO 0011 BEET SHOWER SET (AUBLE)	10.00	SET	50.00		500.00	SHOW
4	0011BJ	GORENKO 0011 BEET SHOWER SET (POLY)	10.00	SET	50.00		500.00	SHOW
5	1000AB	GORENKO 1000 SHOWER SET (AUBLE)	10.00	SET	85.00		850.00	SHOW
6	0036WH	GORENKO 0636 HAND SHOWER (WHITE)	30.00	SET	30.00		900.00	SHOW
7	0028BE	BOSSIN 208 SHOWER SET (BEIGE)	500.00	SET	55.00		27,500.00	SHOW
TOTAL:							39,000.00	

Sales Invoice Inquiry/Data Entry Screen

Mastering your information with *InfoMaster*

ENHANCED FEATURES FOR BETTER CONTROL

Orders can be released partially or fully as and when the goods are ready for shipment. While releasing the goods for D/O and invoice printing, the system will check for sufficient stock and credit limit to avoid unauthorized sales.

InfoSales accepts stocked items, non-stock items and non-operational items like service charges, etc. Sales orders can be amended at any time.

Upon order release, you may print both D/O and Invoice at the same time or at a later time. When an Invoice is printed without D/O, it is assumed that the D/O is not required. If a D/O is printed without Invoice, it allows you to print the Invoice at a later stage. Unprinted invoices can still be printed in the next fiscal month.

For control purposes, you are able to consolidate the invoice of different sales orders or delivery orders into one. This group invoice feature allows you to print one invoice at month's end to include all the delivery orders made during the month.

InfoSales is integrated to the InfoStock system. Each time a Sales order is entered, the stock availability will be reduced accordingly regardless whether the D/O or Invoice is printed. The reserve stock amount will also increase. The system allows you to edit and/or reprint a D/O or Invoice within the same month if required. If any changes are required to the invoice the subsequent month, a credit note can be printed.

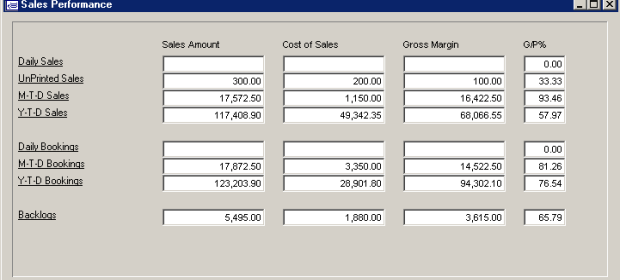
The system will also warn you if there is not enough stock for the sale, or if the customer's credit limit has exceeded and allows you to decide whether to continue billing. With the password check feature, the system will prompt you for a password whenever the overdue account is not settled or when the credit limit is exceeded. You will be allowed to continue to issue the invoice if the password is accepted otherwise no invoice can be raised.

All bills printed, cancelled and amended will be reflected in the A/R status immediately.

STRATEGIC INFORMATION FOR ENTIRE BUSINESS

Company management will have the visibility of sales operations and important company decisions can be made based on accurate sales, backlog and gross profit data.

InfoSales helps you to react more quickly to the changing sales climate and make strategic management decisions. This information can help you decide if you can take on more products, more inventory, more staff and the ultimately the overall bottom line you want for the company.



	Sales Amount	Cost of Sales	Gross Margin	GP%
Daily Sales				0.00
UnPrinted Sales	300.00	200.00	100.00	33.33
M-T-D Sales	17,572.50	1,150.00	16,422.50	93.46
Y-T-D Sales	117,406.90	49,342.35	68,066.55	57.97
Daily Bookings				0.00
M-T-D Bookings	17,872.50	3,350.00	14,522.50	81.26
Y-T-D Bookings	123,203.90	29,901.80	94,302.10	76.54
Backlogs	5,495.00	1,880.00	3,615.00	65.79

Base on the invoices for the month and its projected gross profit, you will be able to tell if there is enough sales to cover the budgets and overheads for the current period. If there is not enough, you can also zoom in on the backlog data to see if there is enough backlog and corresponding gross profit to add-on to the sales figure. Both the backlog and sales amounts will give you an accurate picture of the company's overall standing for the month and year.

InfoSales drill-down feature helps you to analyze the total figures and give you and idea of the items that are contributing to the total sales and backlog of the company.

For the sales person, InfoSales helps to keep track of both orphan and managed accounts and past sales histories of clients. This allows an efficient follow up so that business relationships can be either re-established or improved.

REPORTING and ANALYSIS

To afford better decision making, sales reports can be printed or viewed online. You can identify key accounts, gain insights into past and future sales activities and better manage preferred customer segments in your business.

Sales performance, backlog tracking, sales history by customer and product type and customer ranking are just some of the functions allowing you to size up and propel your business into the future.

Mastering your information with *InfoMaster*

Main Function	Description
MASTER	<ul style="list-style-type: none"> • Maintains a complete customer data base • Captures the full particulars of the customer • Maintains person contact/s of customer • Use as data base when searching for customers • Use as potential sales contact when marketing goods and services
TRANSACTION	<ul style="list-style-type: none"> • Controlling of authorized purchase and receiving of goods • Online S/O, D/O and invoice entry and tracking • Unlimited S/O, D/O, Invoice line entry • Editing/ cancellation/ Reprinting of S/O, D/O and Invoice • Prints Sales Order, Work Order, Loan Order, Proforma Invoice, Commercial Invoice, Finance Invoice, debit note and credit note • Batch printing of Invoice • Group printing of invoice (Multiple S/O or D/O in one invoice) • Full or partial order release • Multiple currency S/O, D/O and invoice entry and goods release • Retrieves sales price based on standard price, customer price or last selling price • Maintain different pricing for different customers • Immediate update of inventory upon goods issue • Immediate update of A/R status • Immediate update of Cash if payment received • Immediate Invoicing for items sold without S/O • Supports entry of stock item, non-stocked items and services in the same bill • Allows item discount, volume discount, and multiple pricing structures • Warnings issued when insufficient stock, selling price is lower than cost, credit limit exceeded or bad customer
INQUIRY	<ul style="list-style-type: none"> • Maintains a complete sales history • Tracking of backlog, partial release orders and complete invoices • Performance History shows a summary of sales, backlog, booking and unprinted sales for the month and year • Sales history tracking for this month, year, last year and past year • To know who, what, how much and when an item was sold for follow up sales and when a repeat order is required • To identify key sales accounts and ranking
REPORT	<ul style="list-style-type: none"> • Many reports to be printed as and when required • Backlog, Sales report, Sales G/L report, Sales Booking, Invoice Pending, Cancelled S/O, Cancelled D/O, Cancelled invoice, sales history report for current month, year, last year and past year • Inactive, new, blacklisted customer report • Printing by selection criteria • Full report preview before printing
OPTIONAL APPLICATIONS	<ul style="list-style-type: none"> • Integration to E-commerce application for online ordering (requires appropriate hardware, third party software and internet connectivity) • Thin client browser based access to InfoMaster System (requires appropriate hardware, licenses, third party software and internet connectivity)

To learn more about the InfoMaster for Windows Accounting/ ERP Application you can visit our website at www.ise.com.sg or call us at (65) 6747 5665.

INFOMASTER FOR WINDOWS SPECIALIZED FEATURES

Feature	Description
SALES ORDER ENTRY	<p>This function allows user to enter orders which are to be delivered at a later date regardless of the stock position. If stock is running low, a warning message will be displayed to alert the user to replenish stock. Once the order is entered, the items ordered will be placed under "Reserve" and the stock availability will be reduced accordingly. At the same time, the system will update the Sales booking records.</p> <p>The orders can be in any currency with the user editable exchange rate being logged. A Sales Order voucher will be printed at the end of the entry. The order can be printed as Loan Order, Proforma Invoice or Sales order depending on the needs. GST will be calculated automatically for local customers.</p> <p>Amendment to the order is allowed at any time regardless of whether the items are delivered. During order entry or amendment, the system will generates booking records to track the changes and for booking analysis purpose.</p>
SALES ORDER RELEASE	When the item is ready for shipment, this order release function will convert the order into a D/O and invoice. Either partial or full delivery is acceptable. User may select to print either D/O or Invoice or both after the order release.
IMMEDIATE INVOICING	This function caters for immediate sales situation, ie, Items to be sold and delivered immediately. The same function can also be used for Credit Note printing. If a credit note is printed, the system will prompt you for the invoice to be offset in order to update the A/R directly.
GROUP INVOICING	All D/Os which have no invoices printed can be grouped into a single bill. The grouping is done per customer basis.
BATCH INVOICING	This function allows you to print all unprinted sales in batch mode. The printing is done for all customers.
SALES ORDER EDIT & CANCELLATION	This function allows you to edit or cancel a sales order where needed. You will be able to delete an existing item or add new items to the sales order. However, if an item has been partially delivered, only the balanced quantity can be deleted.
INVOICE EDIT & CANCELLATION	This function allows you to edit or cancel an invoice within the same month. When an invoice is cancelled, it will be returned to Backlog, if it was originally released from backlog. Otherwise, the system will generate negative booking transaction to offset the previously generated booking.
PURCHASE ORDER GENERATION PER SALES ORDER	A sales order can be generated into a purchase order for back-to-back or JIT items. After the P/O is generated, it can be edited where necessary. Depending on the number of items and the supplier, a sales order may generate more than one P/O for a number of suppliers.
BATCH PURCHASE ORDER GENERATION FOR MULTIPLE SALES ORDER	If there is more than one sales order with the same item, they can be consolidated into a single Purchase Order.

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