
DTE Sales Order Entry



The **Inventory** application manages the items sold, **Accounts Receivable** maintains the customer preferences, billing, and default entry information, and **Down To Earth Sales Order Entry** links them all together as a completed process for your business.

Customer orders of stocked or non-stocked items are entered from either the **Counter** (where they are immediately considered “shipped”) or as a **Sales Order** to be pulled from your warehouse shelves and shipped later. **Confirmations** can optionally be printed to send to the customer and **Picking lists** produced for the warehouse to pull the order. Once the order is ready for the customer, the quantities are set as shipped (or partially shipped) via scanner, one line at a time, or by the entire order with a single ‘Hot-key.’

Invoices are produced, a pre-post register optionally printed, then the invoice posted to Sales Order history, Accounts Receivable to await payment. General Ledger distribution is also created and written to the Accounts Receivable distribution file to be interfaced at month end.

In addition, Down To Earth Sales Order Entry enables you to

- ✓ Optionally create Warehouse files to transfer to a local PC Warehouse Shipping Management DTE application The Warehouse application then interfaces with FedEx® and UPS® systems for the most efficient freight
- ✓ Reset shipped items entered as shipped in error or Re-print an invoice, even after it has been posted
- ✓ Automatically fill backorders for seasonally shipped items
- ✓ Inquire on and open order or posted invoice with numerous lookup options that includes an item’s processing status, outstanding orders for an item, backorders, or drop shipped, history by order number, etc

Both Inventory and Accounts Receivable provide important information for each order. The **Inventory Item** determines the description printed on the invoice, the sales, cost and inventory general ledger distribution accounts, if the item is serialized or taxable, your cost, and the customer’s price. Along with the Inventory, the **Name/Address, Customer Tab** identifies those customers exceeding their credit limit, the pricing level (one through five) for each customer, and the salesman, territory, terms, and tax code default values used in an order.

In addition to standard pricing and customer levels one through five, you can opt to utilize the extensive pricing structure. The **Special pricing** includes effective and expiration dates, priority pricing based on quantity or dollar, offering an exact price, discount, or markup, and for the options of

1 – Customer / item
2 – Customer / category

3 - Customer
4 – Item / location

5 – Category / location
6 – Class / item
7 – Territory / item

Item master quantities are updated in what is commonly referred to as ‘real time’ As the orders are entered, the item’s allocated quantities for items associated with the order are updated. When the quantities are set as shipped, the allocated quantities are adjusted back and the on hand/in stock quantities are reduced. By the time the invoice is ready to be printed, the quantities are adjusted to reflect the items on their way to the customer.
