

Manage quotes, complex pricing, special orders, drop ships, kits, and much, much more with one of the most powerful Sales Order Entry tools available today.

## The system that fits your bill

By allowing you to set parameter controls and codes to meet your operating requirements, Latitude's Sales Order module adapts to the way that you do business. Powerful, flexible, and easy to use, Latitude Sales Order provides multi-currency capabilities to help you compete in today's international marketplace.

Other features include contract price controls, ad hoc discount calculations, back order controls, kit processing, automatic links to Bill of Materials Production orders and unlimited suggested-next products per order line. Latitude's extensive price structures make it easy to process phone-in, written, or POS orders. The system also provides quotes, loaners, orders, recurring orders, invoices, returns, credit notes, refunds and reversals. Sales Order is on-line with Inventory Management, Service Work Order, and Accounts Receivable and is fully integrated with all other Latitude modules.

## Enter data as you get it

Unlike systems that force you to enter data in a predetermined sequence, Latitude's simple on-screen strip menu allows you to vary the order in which data is captured. For example, a customer may not provide a purchase order number until the cost of an item has been confirmed. If the transaction screen forces you to enter a purchase order number before proceeding, it will cause delays and errors.

Latitude Sales Order allows you to enter the data in any sequence you require, increasing both speed and accuracy. Latitude Sales Order also allows you to go back and edit data instead of canceling the order and beginning again. All necessary price and inventory calculations are executed whenever a significant data element is changed, guaranteeing correct price and stock levels.

- Use the unique "Scratch Pad" approach to transaction processing
- Accomplish all major functions through a single entry screen
- Identify the source of your sales through any number of possible classifications
- Process orders quickly, easily and efficiently
- Receive information on a wide range of subjects with the touch of a single help key
- Access any document through its "link" to other documents
- Create and produce virtually any number of document types containing whatever information you require
- Find items easily through the powerful use of synonyms
- Easily find items, customers, and job information by using powerful look-up features
- Maximize powerful shipping Zone Pricing capability

Available transaction options vary based on the nature of the document and the security level of the operator.

Latitude's unique security ensures the integrity of the system.

Quite frankly,  
it's one of the  
most robust  
and flexible  
suites of  
inventory  
management  
applications  
available.

### Additional help is one key away

Latitude Sales Order Processing offers a wide range of information to operators at the touch of the Help key. Security is provided at a variety of levels with the ability to add, change, view, or delete. Information available may include:

- Price changes with effective dates
- Volume discounts available
- Stock status
- A variety of notepads
- Alternates
- Other price levels
- Product costs
- Customer credit information
- Previous purchases
- Purchase orders and expected dates

### Multiple document types for all your needs

Latitude Sales Order supports all order-related documents, including:

- |                    |   |
|--------------------|---|
| • Quotes           | • Transfers                               |
| • Orders           | • Loaners                                 |
| • Recurring Orders | • Service Orders                          |
| • Credit Notes     | • Picking slips                           |
| • Refunds          | • Packing slips                           |
| • Reversals        | • Invoices                                |
| • Price adjustment | • Return Merchandise Authorizations (RMA) |

### Adaptable document formats fit your needs

With Latitude, there is no need to change your existing sales order forms. You may create and produce virtually any number of document types, both priced and non-priced, containing any information you require. Sales order forms can be specific by document type and by customer.

Any document linked to another can be immediately accessed from any other document in the set.

### "Suggested Next Products" complete the sale

By automatically prompting order entry personnel to suggest related items at the time of purchase, "Suggested Next" captures additional sales opportunities and enhances customer satisfaction. Items may be "on-sale" accessories or products such as batteries or parts that are necessary to complete the order. All "Suggested Next" items are presented on a scrolling list that supports tagging. You tag the products acceptable to the customer and these are automatically copied into the order.

### Action reports improve your productivity

Picking documents often go out to the warehouse area and are lost or damaged and never return to administration for invoicing, but with Latitude, reports on all documents in the system are maintained, and grouped into order stages. For example, a report of all orders that have been shipped but not invoiced gives you a valuable cross-reference on your invoicing procedures.