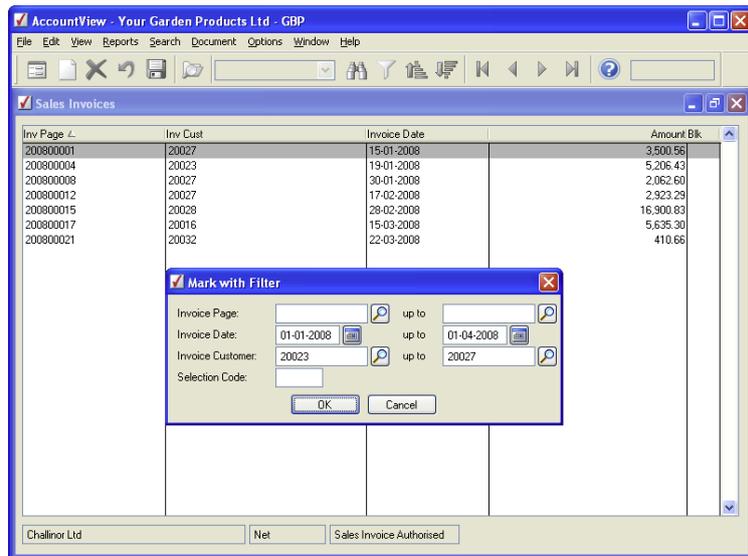## SALES ORDER PROCESSING I

Would you like to have your sales processing professionally organised, from order to sales invoice? If so, you can rely on the *Sales Order Processing I* module.

Do you want a fast way to inspect the sales orders that are to be invoiced, or perhaps those relating to a certain customer? With the *Sales Order Processing I* module, you simply define a filter – by invoice date, customer number and selection code, for example – and AccountView shows you the information you want. This is handy for selecting and processing the most important invoices when times get busy.
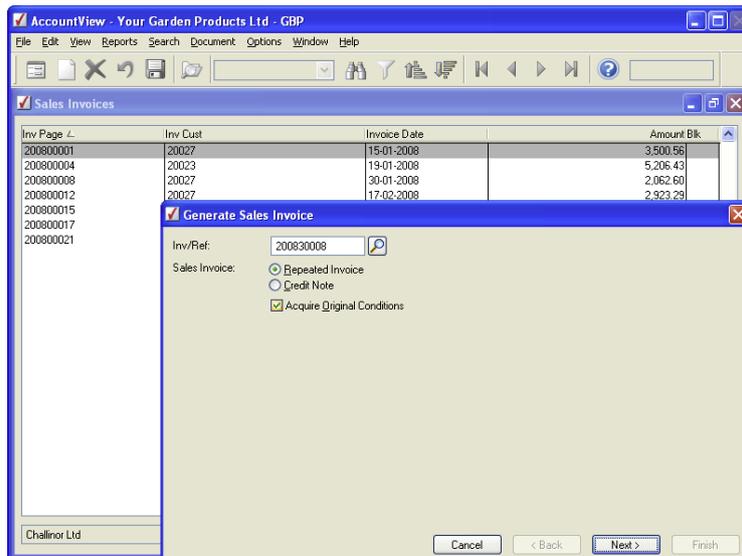
ERROR-FREE INVOICING
Just define the data for your customers, products and sales prices once. Then all you have to do is select the right details and your invoice is ready for sending in no time. What is more, you can be confident that VAT is correctly calculated and processed and that credit limits are checked automatically.

RECURRING SALES INVOICES
Save regularly recurring invoices so you can use them for repeat invoices at the touch of a button. You can also create credit notes instantly in the same way.

SALES ORDER PROCESSING I

Do you send the same invoices every month? With the *Sales Order Processing I* module, you can easily save recurring invoices and then use them again, time after time, for repeat invoices. You can even retain the original conditions! This makes sending recurring invoices a piece of cake.

ADVANTAGES

■ Complete integration with your financial accounting and stock control systems: after a sales invoice is printed, an outstanding item is automatically created and your stock quantities are immediately updated.

■ With large numbers of orders, you have extensive possibilities for filtering invoices – for example, by customer number, delivery date or selection code – so that when stocks are limited or times are busy, the most important orders can still be processed.

■ Complete product management system with revenue per product group.

FLEXIBLE LAYOUTS

You can either use the standard AccountView layouts for your invoices, or you can develop your own using the built-in layout program. In doing so, you are free to choose your fonts, images, lines, layout and multiple pages if you wish. For example, your invoice layout might include a letterhead, your business logo and a pre-printed payment slip. You can even use foreign layouts for your export activities and your international customers.

EFFECTIVE INVOICING

Take advantage of the facility to apply different conditions for individual invoices. On your invoices you can change descriptions, use day prices and special discounts, and make use of the free text space to give a detailed explanation. This also helps you to quickly and efficiently sell customised commodities and unusual products and services.