



# ORDER PROCESSING

Platinum Order Processing system creates and administers all orders. These orders may either be for clients or from suppliers. The Order Processing system is sold as a single module, but consists of two distinct areas.

Sales Ordering tracks Customer orders, producing all documentation associated with this task from Order Confirmations through Picking Lists and Delivery Notes to the final Invoice. Sales Order processing will directly replace historic manual "back order" and "special order" systems.

Purchase Ordering mirrors Sales Ordering but is concerned with goods ordered from a Supplier. Documentation produced in these modules includes a printed Purchase Order and Goods Received Note. Orders within both Sales and Purchase Ordering systems can be simply manipulated and reported on. Each order may contain any number of order items for individual stock lines. Manipulation of the order can either be done at the order or item level. Platinum Order Processing modules are designed to link to many electronic ordering systems commonly in use and thus enable the possibility of completely paperless Order Processing. Modem connections are of course essential for this, and we can supply all hardware required. If the Platinum Order Processing modules are used in conjunction with our Stock Control software, features such as "Just In Time" ordering become easy. Not only can the system track current stock but it can project these stock levels into the future by examining outstanding orders and thus be used to head off crises before they occur. Whether you are using Sales Order Processing or Purchase Order processing there is an easy to use option to set up system defaults, configure reports required by order types and to configure the stationery types in use.

## PURCHASE ORDERING

### Order Amendments

- Attach a reference or order items for ease of searching.
- Order transfer facility.
- Access to main stock amendments.
- Direct access to process orders option.
- Hunt for orders by reference, order dates etc.
- Entry of new purchase accounts without leaving this option.
- A rapid order entry & amendment routine.
- Display of all orders by account to select order to amend.
- Choice of order types so as not to print unwanted documents.
- Optional automatically incremented order number.
- Stores delivery address, due date etc. for each order.
- Dual input modes, rapid or detailed.
- Screen display of order total value & status during data entry
- Multiple stock depot option

### Process Orders

- Simply produced orders, goods received notes, labels and other documentation
- All documents may be printed on plain, preprinted or custom stationery
- Facility to process entire orders or individual items
- Facility to process only part of an order item
- Printed orders if required
- Confirmation of receipt of order
- Facility to receive more or less than original order quantity
- Order Search & Range Facilities to show
- Only Orders of Interest

### Reports

- A Full Range of Standard Pre-Formatted Reports.
- "Just In Time" Reporting Is Simple.

### Stock Level Enquiries

- Simple check of stock level showing items ordered & on order in sales order processing.

### Reference Enquires

- Find status of all items for a specific client from both sales & purchase order processing.

### Order History

- Full history or orders for as long as is required
- Rapid enquiry by range of dates, accounts, stock lines etc.

### Re-ordering

- Any number of re-ordering formulae may be stored
- Complex formulae including brackets may be used
- Re-order formulae based on 36-month sales figures, stock level, total on order (sales order processing) & total on order (purchase order processing)
- Automatic ordering by supplier, stock group and range of stock codes

### Order Amendments

- Entry of new sales accounts without leaving this option.
- A rapid order entry & amendment routine.
- Display of all orders by account to select order to amend.
- Choice of order types so as not to print unwanted documents.
- Stores both internal and customer's order number.
- Stores delivery address due date etc. for each order.
- Dual input modes, rapid or detailed.
- Screen display of order total value & status during data entry.
- Multiple stock depot option.
- Attach a reference to orders for ease of searching.
- Order transfer facility.
- Access to main stock amendments.
- Direct access to process orders option.
- Hunt for orders by reference, order date etc.
- Record lost sales.
- Payment/deposit may be logged (credit cards etc).
- Link to purchase order processing for special orders.

### Reports

- Full range of standard reports.
- Report of overdue orders.
- Report of orders due in a given period.
- Report of orders in progress with the status of each item.
- All reports may be ranged to prevent wastage of time & paper.

### Order History

- Full history of orders for as long as is required.
- Rapid enquiry by range of dates, accounts, stock lines etc.
- Reports displayed for ease of use & speed.

### Stock Level Enquiries

- Simple check of stock level showing items ordered & on order in purchase order processing.

### Process Orders

- All documents may be printed on plain or pre-printed stationery.
- Facility to process entire orders or individual items.
- Facility to process only part of an order item.
- Print confirmation notes if required.
- Confirm order is completed if required.
- Print picking list if required (optionally sorted by weight).
- Print delivery notes if required (optionally priced).
- Order search & range facilities to show only orders of interest.

### Print Invoices

- Print individual or all accounts in a run.
- No paper wastage even for single invoices.
- Print on plain or pre-printed stationery.
- Immediate invoice or period storage.
- Discount by line & total invoice.
- Full till link & payment facilities.
- Easy to add additional items (e.g. carriage).
- Deposits may be allocated at time of invoice.
- Settlement discounts.
- Optionally limit the number of items per invoice.
- Facility to re-print invoices.
- Option to show outstanding "back orders" on invoices.

### Reference Enquires

- Find the status of all items for a specific client from both sales & purchase order processing.