



Sales Orders

The sales order features in Tencia allow users to manage the complete sales order cycle, from preparing quotes to issuing Debtor invoices. Tencia allows users to easily print invoices, packing slips and credit notes and integrates fully with Stock, Debtors, Purchase Orders and Bill of Materials, saving you time and reducing the possibility of errors.

- Easily convert quotes into orders, invoices and bills, handles future dated orders.
- Pop up screens for easy data entry and sales order creation.
- Perform inquiries using drag and drop features and Tencia's sorting and filtering functions to respond quickly to customer queries about the status of an order.
- View stock availability when creating orders.
- Ability to view a customer's sales order history including previous quantities and prices.
- Frequency code field which enables sales orders to be generated from quotes on a regular basis selected by the user, such as weekly or monthly.
- Automatic stock or backorder allocation when sales orders are entered.
- System allows direct release of orders and the creation of the invoice, together with the updating of the Debtors and Stock modules.
- Ability to create internal orders, which are orders from other branches within one company to generate a stock transfer.
- Return authority receipts that enable a customer to return goods previously delivered and sold, which generates a debtor credit note.
- Order shipment tracking on sales orders, internal orders and return authority receipts.
- Debtors balance and credit limits will be displayed at time of order entry.
- Automatic or manual release for backorders incorporating back order priorities.
- Ability to override sales price at time of entering the order.
- Multiple delivery addresses, and contact details can be entered per debtor.
- Ability to create new delivery addresses at time of entering order
- Sales order text facility by line or block.
- Optional facility to consolidate multiple orders onto one invoice.
- Caters for part order shipments and includes order margin checks.
- Sales orders with backorder lines can be transferred to create a purchase order.
- Ability to view historical purchase details, that is previous selling price for this debtor and stock code combination, at the time of quote or sales order entry.
- Automatic credit checking which places orders on "hold", plus credit checks on parent.
- EDI Sales Order upload facility
- Process standing orders as recurring orders based on a nominated frequency cycle.
- Bar code scanning feature for efficient order processing.

Sales Order reports include:

- Orders and quotations.
- Packing slips.
- Delivery Address lists
- Invoices.
- Quantities by order.
- Outstanding Orders by customer
- Quantities by stock code.
- Quantities by customer.
- Values by sales order.
- Values by stock code
- Values by customer.