



**Vigilant for Basics Features**

## SALES ORDERS

If you are taking telephone or mail orders, Vigilant Sales Orders can be effectively used to take the order, print up a packing slip for the warehouse and expedite shipment.

Sales Orders uses the same customer and products as the Point of Sale or can be set up with separate inventory warehouse.

Features of Vigilant for Basics Sales Orders:

- Updates inventory, receivables and general ledger with each sale
- One-step invoicing and two-step with order entry
- Accepts exchanges and returns in order screen
- Ages receivables and checks credit limit on screen
- Accepts both cash and on-account customers
- Adds new customers 'on the fly' in order screen
- Look up windows for customers and products
- Enters non-stock items and comments in order screen
- Enters freight and miscellaneous charges in order screen
- Over-rides taxes, terms and sales representative
- Separate billing and unlimited shipping addresses
- Accepts US and Canadian customers
- Unlimited price discount matrix by item, product line and customer type
- Special pricing table for bids and contracts
- Accepts 'No Charge' and 'Included' pricing in order screen
- Line item and total discounts, credits, returns and down payments
- Sets up sales promotions in minutes
- Accepts returns with restocking charges
- On-screen item availability and substitute item
- Automatically creates and tracks back orders for unfilled items
- Prints and reprints customized invoices, credit notes, pick and pack slips and shipping labels