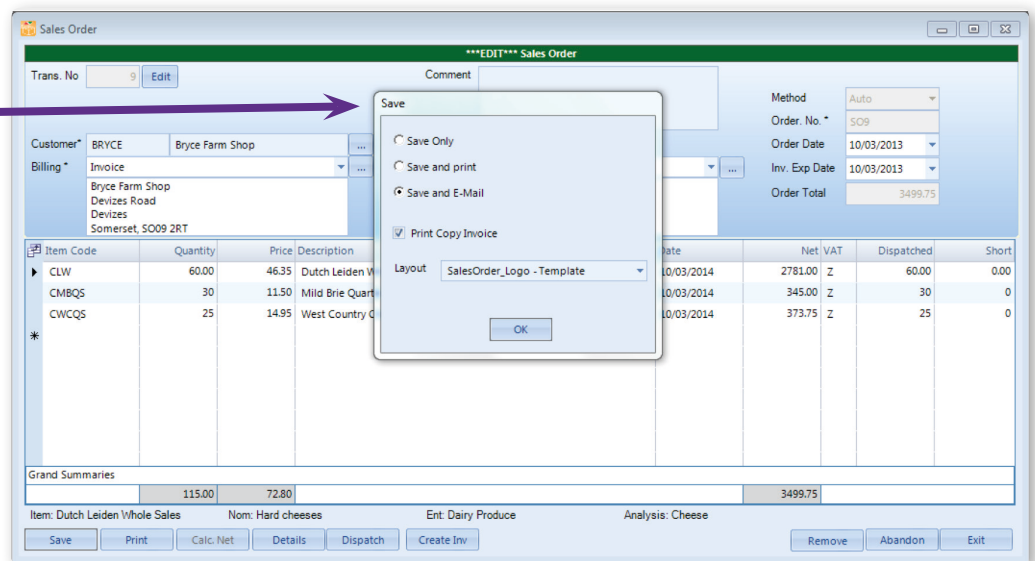


# SALES ORDER PROCESSING & PURCHASE ORDER PROCESSING MODULE



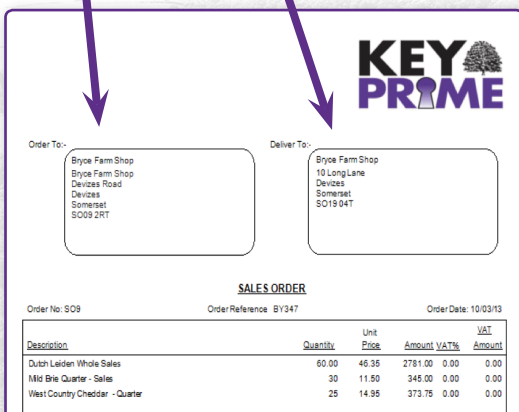
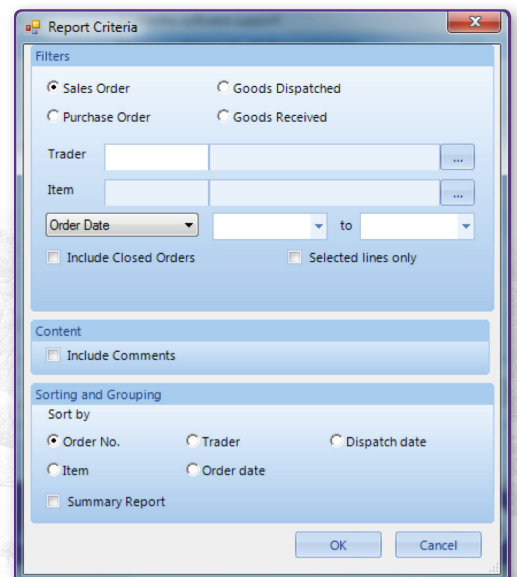
The fully integrated Sales Order & Purchase Order Processing Module (SOP/POP) for **KEYPrime Accounts**

- Create Sales or Purchase Orders in familiar data entry screens
- Print or email the orders immediately using a choice of stationery layouts

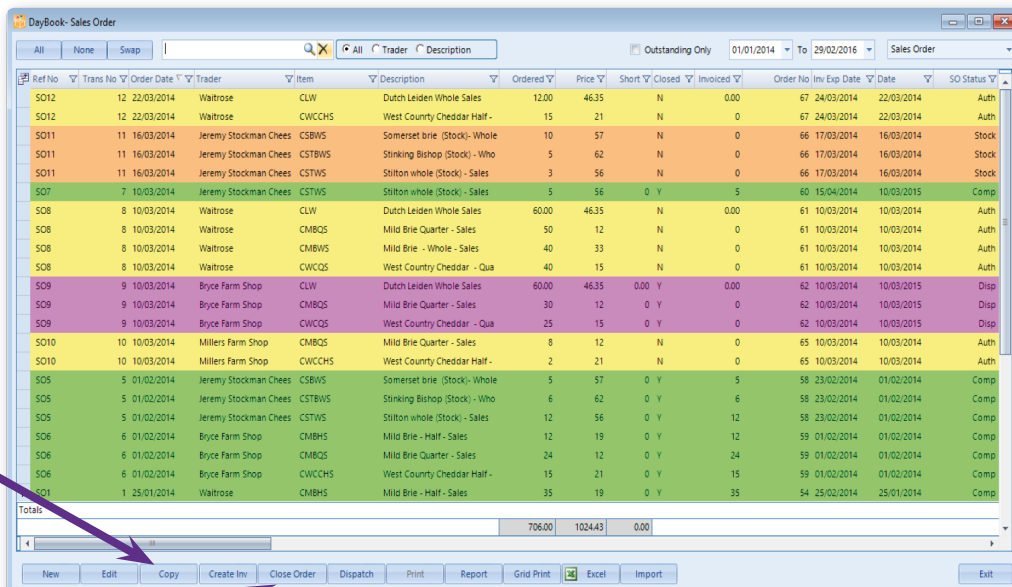


Choose separate billing and delivery addresses if required

User defined report criteria

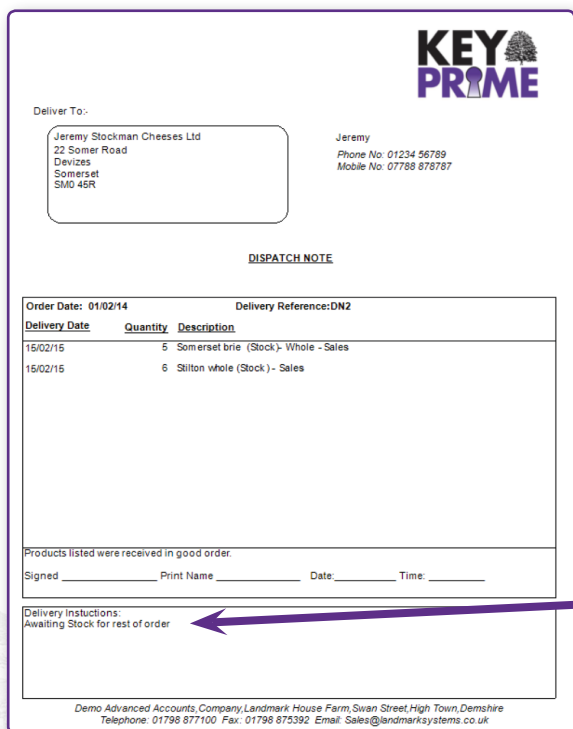


- Dedicated SOP/POP Daybook to track orders
- Ability to create a status for the order and assign a user defined colour
- Copy existing orders for speed of data entry



Ref No	Trans No	Order Date	Trader	Item	Description	Ordered	Price	Short	Closed	Invoiced	Order No	Inv Exp Date	Date	SO Status
SO12	12	22/03/2014	Waitrose	CLW	Dutch Leiden Whole Sales	12.00	46.35	N		0.00	67	24/03/2014	22/03/2014	Auth
SO12	12	22/03/2014	Waitrose	CWCCHS	West Country Cheddar Half -	15	21	N		0	67	24/03/2014	22/03/2014	Auth
SO11	11	16/03/2014	Jeremy Stockman Chees	CSBWS	Somerset brie (Stock) - Whole	10	57	N		0	66	17/03/2014	16/03/2014	Stock
SO11	11	16/03/2014	Jeremy Stockman Chees	CSTBWS	Stinking Bishop (Stock) - Who	5	62	N		0	66	17/03/2014	16/03/2014	Stock
SO11	11	16/03/2014	Jeremy Stockman Chees	CSTWS	Stilton whole (Stock) - Sales	3	56	N		0	66	17/03/2014	16/03/2014	Stock
SO7	7	10/03/2014	Jeremy Stockman Chees	CSTWS	Stilton whole (Stock) - Sales	5	56	0	Y	5	60	15/04/2014	10/03/2015	Comp
SO8	8	10/03/2014	Waitrose	CLW	Dutch Leiden Whole Sales	60.00	46.35	N		0.00	61	10/03/2014	10/03/2014	Auth
SO8	8	10/03/2014	Waitrose	CMBQS	Mild Brie Quarter - Sales	50	12	N		0	61	10/03/2014	10/03/2014	Auth
SO8	8	10/03/2014	Waitrose	CMBWS	Mild Brie - Whole - Sales	40	33	N		0	61	10/03/2014	10/03/2014	Auth
SO8	8	10/03/2014	Waitrose	CWCQS	West Country Cheddar - Qua	40	15	N		0	61	10/03/2014	10/03/2014	Auth
SO9	9	10/03/2014	Bryce Farm Shop	CLW	Dutch Leiden Whole Sales	60.00	46.35	0.00	Y	0.00	62	10/03/2014	10/03/2015	Disp
SO9	9	10/03/2014	Bryce Farm Shop	CMBQS	Mild Brie Quarter - Sales	30	12	0	Y	0	62	10/03/2014	10/03/2015	Disp
SO9	9	10/03/2014	Bryce Farm Shop	CWCQS	West Country Cheddar - Qua	25	15	0	Y	0	62	10/03/2014	10/03/2015	Disp
SO10	10	10/03/2014	Millers Farm Shop	CMBQS	Mild Brie Quarter - Sales	8	12	N		0	65	10/03/2014	10/03/2014	Auth
SO10	10	10/03/2014	Millers Farm Shop	CWCCHS	West Country Cheddar Half -	2	21	N		0	65	10/03/2014	10/03/2014	Auth
SO5	5	01/02/2014	Jeremy Stockman Chees	CSBWS	Somerset brie (Stock) - Whole	5	57	0	Y	5	58	23/02/2014	01/02/2014	Comp
SO5	5	01/02/2014	Jeremy Stockman Chees	CSTBWS	Stinking Bishop (Stock) - Who	6	62	0	Y	6	58	23/02/2014	01/02/2014	Comp
SO5	5	01/02/2014	Jeremy Stockman Chees	CSTWS	Stilton whole (Stock) - Sales	12	56	0	Y	12	58	23/02/2014	01/02/2014	Comp
SO6	6	01/02/2014	Bryce Farm Shop	CMBWS	Mild Brie - Half - Sales	12	19	0	Y	12	59	01/02/2014	01/02/2014	Comp
SO6	6	01/02/2014	Bryce Farm Shop	CMBQS	Mild Brie Quarter - Sales	24	12	0	Y	24	59	01/02/2014	01/02/2014	Comp
SO6	6	01/02/2014	Bryce Farm Shop	CWCCHS	West Country Cheddar Half -	15	21	0	Y	15	59	01/02/2014	01/02/2014	Comp
SO1	1	25/01/2014	Waitrose	CMBWS	Mild Brie - Half - Sales	35	19	0	Y	35	54	25/02/2014	25/01/2014	Comp

- Easily convert orders into invoices
- Add comments to each order



**KEY PRIME**

Deliver To:  
Jeremy Stockman Cheeses Ltd  
22 Somer Road  
Devizes  
Somerset  
SMO 45R

Jeremy  
Phone No: 01234 56789  
Mobile No: 07788 878787

**DISPATCH NOTE**

Order Date: 01/02/14      Delivery Reference: DN2

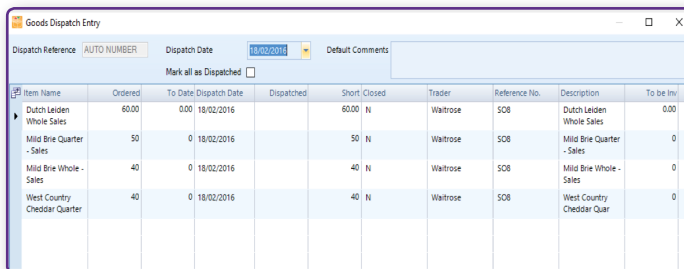
Delivery Date	Quantity	Description
15/02/15	5	Somerset brie (Stock) - Whole - Sales
15/02/15	6	Stilton whole (Stock) - Sales

Products listed were received in good order.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery Instructions:  
Awaiting Stock for rest of order

Demo Advanced Accounts Company/Landmark House Farm Swan Street, High Town, Demshire  
Telephone: 01798 877100 Fax: 01798 875392 Email: Sales@landmarksystems.co.uk



Item Name	Ordered	To Date	Dispatch Date	Dispatched	Short	Closed	Trader	Reference No.	Description	To be Inv
Dutch Leiden Whole Sales	60.00	0.00	18/02/2016		60.00	N	Waitrose	SO8	Dutch Leiden Whole Sales	0.00
Mild Brie Quarter - Sales	50	0	18/02/2016		50	N	Waitrose	SO8	Mild Brie Quarter - Sales	0
Mild Brie Whole - Sales	40	0	18/02/2016		40	N	Waitrose	SO8	Mild Brie Whole - Sales	0
West Country Cheddar Quarter	40	0	18/02/2016		40	N	Waitrose	SO8	West Country Cheddar Quar	0

- Create a delivery ticket that can specify instructions for the delivery
- Once the order is taken you can either dispatch all or choose what you want to deliver

## ADVANTAGES

- Replace manual, paper order sheets
- Ties the whole system together in one package
- Allows you to easily keep track of your orders and export to Excel
- Issue despatch notes and create a sales invoice at the touch of a button
- Customisable stationery for a professional image