

Company Preferences - Sales

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Sales

Under the Sales company preference, you will be able to manage various aspects of your sales order.

Special attention should be given to this section. It will determine if you wish to have multiple ship dates, if you want a customer PO to be unique or not allow partial shipment, price level rounding, and advance sales settings.

Under the **General** tab you can modify the following:

- Customer's PO number must be unique. When this is checked, Order Time will verify that the customer PO entered on a sales order is unique *to that customer*.
- Enable multiple promise dates. Allowing you to set up more than one promise date per line item on a sales order.
- By default do not allow partial shipments. Checking this will force all sales orders to ship complete meaning a Ship Doc's status cannot be changed to Shipped or Closed if there are open quantities on the related sales order. This setting can also be by sales order or by customer as well.

Prevent duplicate customer account numbers. If you use customer Account No., you can make

- sure they are unique.
- Copy customer Note to quote or sales order Memo. If you want the customer notes to be visible on sales order check this box.
- By default use the customer's primary contact for new sales orders
- Check credit limit when creating a sales order.
- When checking credit limits, use the accounting system's A/R balance (uncheck to use Order Time's customer ledger)

Admin » Company Preferences

Company Preferences

SaveReset

Section

General

Activities

Doc #s

Items

Inventory

Sales

Shipping

Payments

Purchasing

Receiving

Production

Lot / Serial #s

Repair Orders

Mobile

Mail and Calendar Integration

GeneralPrice Level RoundingAdvanced

Sales - General

☐ Customer PO number must be unique.

☒ Enable multiple promise dates.

☐ By default do not allow partial shipments

☐ Prevent duplicate customer account numbers.

☐ Copy customer Note to quote or sales order Memo

☐ By default use the customer's primary contact for new sales orders

☒ Check credit limit when creating a sales order. (Beta)

☐ When checking credit limits, use the accounting system's A/R balance (uncheck to use Order Time's customer ledger)

Price Level Rounding

When applying price levels, the results may result in more decimal points than desired. The following preferences provide settings to properly round the results.

- Rounding Direction (i.e. **Nearest, Up, Down**)
- Round to the nearest POINT DECIMAL (i.e. **.01,.1,1**)
- Add to price or deduct from a price. Use this when you always want your price to end in a certain digit. for example, if you want all prices to end with 0.99. Round up to the nearest whole number (1) and deduct -0.01.

The screenshot shows the 'Company Preferences' window with the 'Price Level Rounding' tab selected. On the left is a sidebar with a 'Section' menu containing: General, Activities, Doc #s, Items, Inventory, Sales (highlighted), Shipping, Payments, Purchasing, Receiving, Production, and Lot / Serial #s. The main content area has three tabs: General, Price Level Rounding (active), and Advanced. Under the 'Price Level Rounding' tab, the 'Sales - Price Level Rounding' section contains three settings: 'Rounding Direction' set to 'No Rounding', 'Round to the nearest' set to '.01', and 'Deduct from price' set to '0.01'. There are 'Save' and 'Reset' buttons in the top right corner.

Under the **Advanced** tab you can modify the following:

- Limit items for selling to items that have an item # listed for the current customer. Each Item has a tab called Customer Alias. This list can be used as a filter when selecting items to add to a sales order for a specific customer.
- Use last customer price (ignores pricing levels).
- Move attachments from quote to sales order on conversion.
- Apply price levels to Kit selections.
- Require Ship Method. An error will be shown when a Ship Method is not provided.
- Default Location. Set the default location for all customer docs.
- Enable Location lookup based on Shipping Regions
- Highlight line items with inventory deficiencies
- Enable charging additional fees on orders
- When adding an item to a quote or sales order, increment the quantity instead of adding a new line no.
- Validate Shipping Address
- Enable Allocation
 - Automatically allocate when status is changed to approved
- Disable Consignments
- Sales Order promise dates should be the date it is converted from a quote
- Allow recalculating pricing on Quotes & Sales Orders
- Load Can Make on Sales Order and Quote Line Items

Company Preferences

Save

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Section

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General

Price Level Rounding

Advanced

Sales - Advanced

☐ Limit items for selling to items that have an item # listed for the current customer

☐ Use last customer price (ignores pricing levels)

☐ When adding items to sales documents show all price level pricing, including price levels assigned to other customers.

☐ Move attachments from quote to sales order on conversion.

☐ Apply price levels to Kit selections.

☐ Enable generating vendor RPOs from quotes.

☐ Require Ship Method.

☒ Show kit selections on sales orders and quotes.

☒ Calculate tax rates based on zip codes instead of Item Sales Tax

☒ Round sales tax to the nearest penny. Uncheck to round down.

☐ When printing a form template with styles, show the variants as rows instead of in matrix format.

☐ Enable creating a transfer from a sales order.

Default Location

HQ

☐ Enable Location lookup based on Shipping Regions

☐ Highlight line items with inventory deficiencies

☒ Enable charging additional fees on orders

☐ When adding an item to a quote or sales order, increment the quantity instead of adding a new line no.

☐ Validate Shipping Address

☒ Enable Allocation

☐ Automatically allocate when status is changed to approved

☐ Disable Consignments

☐ Sales Order promise dates should be the date it is converted from a quote

☒ Allow recalculating pricing on Quotes & Sales Orders

☒ Load Can Make on Sales Order and Quote Line Items

Click **Save** when done.