

## Contact Management

The Contact Management system is fully interfaces with the Order Entry and Accounts Receivable modules.

Contact Management records orders or quotes and prints invoices or quotes. Payments can be entered at time of order and residual balances are passed to the Accounts Receivable module

Contact Management can also be used to determine customer balances and other information.

Features of the Contact Management module include:

- Scheduling of appointments.

- Tracking of contact activities by customer.

- User definable fields.

- Order Entry with demand invoicing.

- Entry and printing of quotations.

- Easy switching from quote to order and vice versa.

- Verification of item numbers at entry time.

- Easy inquiry into customer balances and other information.

- Scrolling tables for easy lookup and viewing of information