Internal & External Communications

Your business forms are a very important part of your business. You rely on forms to communicate with your employees, your customers, and your suppliers. If your forms aren't right, your communication isn't right either. Using standard forms gives you the lowest cost, but what do you do if the standard forms don't meet your needs?

Benefits

- **Change the look of business forms**

- **Adapt forms printing to match non-standard forms - add additional data, change the positioning of data, and omit standard fields**

- **Have alternate form formats for different situations, such as a different invoice format for each location**

- **Get custom changes that stay compatible with future revisions**

Get SouthWare Forms, an optional adapter for SouthWare that lets you create alternate formats for the standard forms available from SouthWare products. You can add, change, move, or remove data from the standard forms to create multiple alternate formats for each form. You may then define the situations when an alternate format should be used. Best of all, these changes don't require source code changes and will be compatible with the future revisions you get from SouthWare.

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FEATURES & FUNCTIONALITY

CUSTOMIZATION OF MANY FORMS

- All invoices, including order entry, POS, service, and A/R Invoicing
- Order acknowledgment
- OE quotation
- OE cash receipt
- POS layaway
- Collections invoice reprint
- A/P check
- Payroll check
- A/R statement
- Inventory label
- Shipping label
- OE and SV picking ticket
- Purchase order
- Service order
- Rental contract

HANDLES COMMON CHANGES

- Move fields
- Remove unneeded fields
- Add fields from related files
- Change text

EASY MODIFY/TEST PROCESS

- Requires entry of changes only, not entire form
- Changes made in a text file
- Text file turned into custom form
- Interactive edit, validate, test, edit, etc. cycle for debugging

SELECTIVE USE OF CUSTOM FORMATS PER FORM

- Based on location, transaction operator, or terminal
- Option to override interactive printer special character string files
- Handle special printer instructions such as font changes

LOW COST CUSTOMIZATION

- No long-term maintenance - remains compatible with future revisions
- No source code required
- No special compilers required

SAMPLE SITUATIONS YOU'LL BE ABLE TO HANDLE INCLUDE:

- Changing invoice print to work with an existing supply of custom forms
- Changing the format of the service order to handle the requirements of the service department
- Modifying the picking ticket to meet different needs of each location
- Printing special messages in different printer fonts
- Printing additional quantities on the invoice
- Printing special info on purchase orders
- Printing user-defined customer data on statements
- Making quotations look different than an invoice
- Having a different form for order acknowledgments
- Printing payroll checks on a custom check form
- Defining a different format for faxed invoices than for printed invoices
- Printing quotes to a different interactive printer than invoices

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