



SAGE ACCPAC

Order Entry

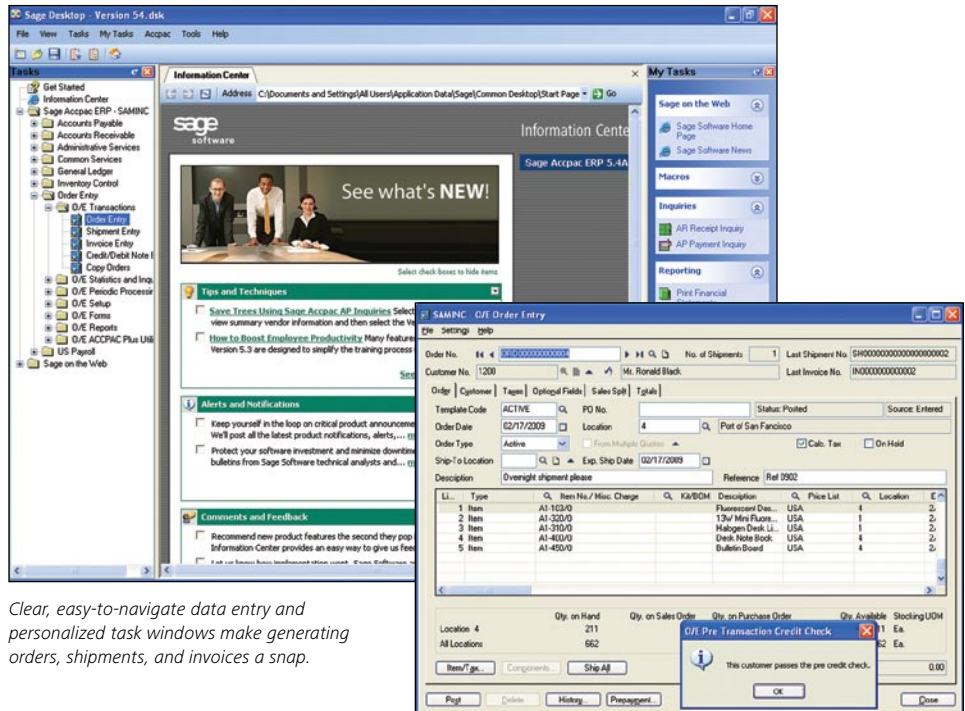
About Sage Software

Sage Software offers leading business management software and services that support the needs, challenges and dreams of more than 2.6 million customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports over 5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable, and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries.

About Sage Accpac ERP

Sage Accpac ERP is an award-winning accounting system built on world-class architecture. Designed for companies of all sizes, Sage Accpac runs on your choice of database—providing the foundation for an integrated suite of end-to-end business management applications. Sage Accpac delivers high performance, advanced functionality, and unmatched freedom of choice.

Visit us at www.sageaccpac.com or call 800-873-7282 today for more information about Sage Accpac ERP.



Clear, easy-to-navigate data entry and personalized task windows make generating orders, shipments, and invoices a snap.

The Sage Accpac Order Entry module allows you to enter orders and sales returns and print invoices, credit notes, order confirmations, picking slips, and shipping labels. You can track transaction details and sales information on-screen and in printed reports. Order Entry integrates fully with Inventory Control and Accounts Receivable, so you always know your inventory levels and the status of your customer accounts.

Features

Maintaining Customers

- Add new customers on the fly
- Default the inventory location from the customer's ship-to location so that goods are shipped from the nearest warehouse location.

Entering and Managing Invoices

- Assign sales proportionally to as many as five salespeople.
- Automatically determine available item quantities while entering orders.
- Copy orders or line item details from one customer to another.
- Easily customize order templates with standard information to speed data entry.
- Edit and invoice partially shipped orders.
- Enter active orders, future orders, standing orders, and quotes.
- Enter order quantities using any unit of measure.
- Separate orders, shipments, and invoices to individually control the duties of your personnel.
- Include multiple orders on a single shipment and multiple shipments on a single invoice.



Sage Accpac

Order Entry

- Include serial numbers or lot numbers with order details using optional Serialized Inventory or Lot Tracking functionality.
 - Look up customer pricing based on customer contract price, item base price, or discounted or marked-up sales prices.
 - Recall complete invoice information when issuing credit notes.
 - Review sales history by customer or inventory item during order and invoice entry.
 - Send partial shipments to those customers that allow them.
 - Set up any number of miscellaneous charges to speed invoicing.
 - Set up standard e-mail messages you can automatically send to your customers with their documents.
 - Ship items with or without first entering an order for those items.
 - Specify whole or fractional quantities on orders, if fractional quantities are used in your inventory.
 - Track sales commissions from each invoice using as many as five commission rates, based on increasing sales amounts for each salesperson.
 - Use customer types on orders that correspond to as many as five markup or discount price levels.
 - Use multiple payment schedules and other payment terms defined in Accounts Receivable.
 - Use password-controlled override of credit advisories.
 - Use prices with as many as six decimal places and include taxes in the selling price.
 - Check a customer's credit based on the pending transactions in both Accounts Receivable and Order Entry, the customer's current posted balance in Accounts Receivable, and any pertinent information contained in other integrated products.
 - Receive a warning if a credit note has been previously posted for an invoice.
 - Take advantage of the Inventory Control pricing features by weight, multiple units of measure, and current cost plus a specified percentage or amount.
 - Check the price of an item to ensure the price is not below a specified cost or below a specified margin.
 - Use only physical inventory locations when shipping items.
 - If a contract price has been set up for a customer, specify if you wish to use the lowest price regardless of the contract price.
 - Specify a discount for the entire order as well as for each order detail.
 - Specify item weight and weight unit of measure during order, shipment, and invoice Entry.
 - Prohibit non-sellable inventory items from being sold.
 - Determine the appropriate inventory item from customer-specific item numbers that are entered at the time of the order.
 - Automatically post Accounts Receivable batches created from Order Entry.
 - Take advantage of expanded credit card fields to store encrypted credit card data.
 - Calculate commissions based on sales amount or margin.
 - Increase sales force efficiency and strategic customer management through integration with Sage Accpac CRM.
- ### Posting
- Automatically post General Ledger journal entries batches created from Order Entry and determine which details are associated with each entry.
- ### Performing Inquiries
- View shipments and invoice number for orders and drill back to the appropriate document.
 - Drill down to each level of the order, shipment, and invoice process.
 - Inquire on sales orders by customer based on order status.
 - Inquire on invoices posted for a specified item number.
 - View item costs during order entry with appropriate rights.
 - Use pop-up inquiry windows during order, shipment, and invoice entry to view details on multiple-level bills of material.
- ### Reporting
- Print packing slips, order confirmation, and invoices for selected orders.
 - Review and reprint customer invoice and credit note transactions, orders, invoices, and credit notes by primary salesperson.
 - Send packing slips, order confirmations, and invoices by e-mail.
- ### Key Reports
- Aged Orders
 - Order Action
 - Posting Journals
 - Sales History
 - Sales Statistics
 - Salesperson Commissions