ACCPAC INTERNATIONAL

ACCPAC® Corporate Series™

Order Entry 4.1

HIGHLIGHTS

- Powerful order processing features, including future orders and quotes

- Extensive inquiry capabilities

- Full multicurrency support

- Integration with Inventory Control and Accounts Receivable modules

- Sales commission calculation and tracking

- Specify unlimited comments and instructions for each item on order

- Maintain backorder quantities

- Include sales from multiple inventory locations in a single order

- Upgrade from any prior version of ACCPAC® Plus™ Accounting or ACCPAC® for Windows

REPORTS

- Sales Statistics
- Salesperson Commissions
- Aged Orders
- Order Action
- Transaction List
- Sales History
- Posting Journals
- Salesperson Commission Rates
- Ship-Via Codes
- Miscellaneous Charges

- Options
- Templates

FORMS

- Invoices
- Order Confirmations
- Picking Slips
- Shipping Labels
- Credit Notes
- Quotes

Windows® 2000 Ready

Order Entry Handles All Your Order Entry, Invoicing, and Tracking Needs

Order Entry is a complete solution that enables you to enter orders and sales returns, print invoices, credit notes, order confirmations, picking slips, and shipping labels. You can track transaction details and sales information on screen and on 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.

Powerful Order Processing Features

- Enter active orders, future orders, standing orders, and quotes.

- Add new customers on the fly when you enter orders, or add the customer records later.

- Assign sales proportionally to as many as five salespeople.

- Use multiple payment schedules and other payment terms defined in Accounts Receivable.

- Edit and invoice partially shipped orders.

- Use password-controlled override of credit advisories.

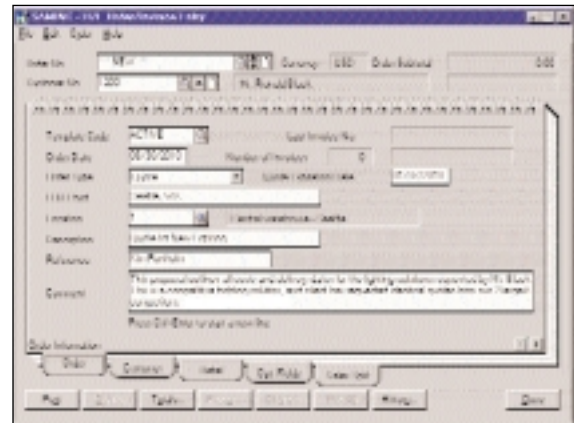Comprehensive order processing, including quotes, standing orders, and future orders.

- Print order confirmations, invoices, and credit notes as you enter them, or print them all later.

- Print picking slips for selected orders.

- Include serial numbers with order details.

- Recall invoice information when issuing credit notes.

- Print messages as long as 250 characters on order confirmations, picking slips, and invoices.

Powerful Order Processing Features

- Track manually entered orders or those entered through the Internet.

- Look up base, discounted, or marked-up sales prices by customer and item.

- Use prices with as many as six decimal places.

- Look up inventory item status, such as quantities on hand, purchase order, and available to ship on.

- Automatically ship all goods on an order.

- Include taxes in the selling price.

- Look up alternate items during order or invoice processing.

- Default to best selling price.

Extensive Inquiry Capabilities

- View sales history by customer or inventory item during order and invoice entry.

- Accumulate statistics and history by periods that you specify and retain that information for as long as you need it.

- Keep complete transaction history.

- Review current and historical transactions, orders, invoices, and credit notes.

- Let the primary salesperson review and reprint customer invoice and credit note transactions, orders, invoices, and credit notes.

Customize Order Entry to Your Business

- Define order templates with standard information to speed data entry.

- Set up any number of miscellaneous charges to speed invoicing.

- Define as many as eight optional fields for orders, invoices, and credit notes.

- Specify whole or fractional quantities on orders, if fractional quantities are used in your inventory.

- Enter order quantities using any unit of measure defined in your inventory.

- Use customer types on orders that correspond to as many as five markup or five discount price levels per item and price list defined in Inventory Control.

- Track sales commissions from each invoice, using as many as five commission rates, based on increasing sales amounts for each salesperson.

- Calculate commissions based on sales amount or margin.

Immediate and intuitive analysis throughout.

Multicurrency Support

- Enter orders and invoices in customer currency.

- Use support for the euro to enter transactions for EMU and non-EMU members.

- Enter prepayments in any currency.

- Print transaction lists and posting journals in customer currency or in your functional (home) currency.

Full Set of Reports and Standard Business Forms

- Print standard order confirmations, invoices, picking slips, credit notes, and shipping labels, or design your own forms and labels using the built-in report writer.

- Specify the number of labels for individual orders and invoices.

- Print management reports including:

  - Order, invoice, and credit note lists

  - Posting journals reports

  - Order action reports

  - Aged orders reports

  - Salesperson commission reports

  - Sales history reports (summary or detailed) by customer, item, or salesperson

  - Sales statistics

Integrated Solution

- Uses customer information kept by Accounts Receivable, including price list, customer type, tax group and tax status, and payment information.

- Automatically creates Accounts Receivable summary invoices for revenue and costs.

- Uses Inventory Control for quantity and cost tracking, centralized order processing for any number of locations, pricing, and inventory management.

- Uses Tax Services to handle all tax computations and reporting.

ACCPAC INTERNATIONAL

For more information about this and other ACCPAC® products, please contact us at 800.808.7000 or visit us at:

www.accpac.com