#### SageERPAccpac



#### How can we help you?

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage ERP Accpac working smoothly for your business! Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage ERP Accpac.

- I'm setting up Sage ERP Accpac and need information or assistance
- I'm looking for instructions to complete a task within Sage ERP Accpac
- L think something is broken, or I'm getting error messages
- I'm looking for downloads, updates, or technical specifications
- I want to become a more skilled user of Sage ERP Accpac
- I want to share knowledge with other Sage ERP Accpac users
- I want to contact a Sage ERP Accpac representative



# What's New in Order Entry 6.0

Order Entry 6.0 includes the following new features and improvements:

# In Product Update 1:

•You can now return serialized and lotted items to a location other than the location from which the items were shipped. (Previously, if you shipped and invoiced an order that included serialized or lotted items, and then selected the invoice in Credit Note Entry and tried to change the ship-to location, serial and lot numbers for the items were cleared.)

#### •Changes to Support Payment Processing

Order Entry supports Payment Processing, a Sage ERP Accpac program that lets you process credit card payments from your customers. You use it with Sage Exchange, a secure paymentprocessing application that integrates Sage ERP Accpac with Sage Payment Solutions.

After you install Payment Processing and Sage ERP Accpac 6.0 Product Update 1, the following features are added to Order Entry:

- In Accounts Receivable, a new payment type ("SPS Credit Card") is added to the list of available selections on the Payment Codes setup form. In Order Entry, when you select a payment code that uses this payment type, you can pre-authorize or process a credit card prepayment for an order, shipment, or invoice.
- On the Order Entry, Shipment Entry, and Invoice Entry forms, you can click the Prepayment button to process or void a credit card prepayment. On the Prepayment form, when you select a payment code that uses the SPS Credit Card payment type and add a prepayment, Charge and Void buttons become available and allow you to process or void a credit card prepayment for an order, shipment, or invoice.
- On the Order Entry form, three new buttons Pre-authorize, Capture, and Void — allow you to pre-authorize, capture, or void a credit card prepayment.
- On the Shipment Entry form, a Capture button allows you to capture a pre-authorized credit card payment. If no pre-authorized credit card payment exists, a Prepayment button appears instead

and allows you to process a prepayment.

 On Order Entry forms where you can pre-authorize or process a credit card prepayment, a Processing Code field allows you to select a processing code, which specifies the bank, currency, and Sage Payment Solutions merchant account that will be used to process the transaction. (You set up processing codes in Common Services, under Payment Processing.)

### In the 6.0 Release:

#### •Changes in Processing to Respect New Fiscal Period Locks

Order Entry version 6.0 supports changes to Common Services' Fiscal Calendar.

Fiscal periods are now locked separately for each Sage ERP Accpac program, including Order Entry. Although this change does not affect the way you enter transactions, you should note the following points:

- The program checks the status of a fiscal period when you enter certain dates in Order Entry documents.
- Day End Processing (in Inventory Control) is not affected by locked fiscal periods.
- If the period is locked for Bank Services and the Locked Fiscal Period option is set to Error, you receive an error message when you add a receipt or print a refund cheque. (Otherwise, no warning or error appears.)

Day End Processing creates transactions for General Ledger, Accounts Receivable, and Project and Job Costing (depending on your system and settings) and updates costs, as usual. However, if a fiscal period is locked for a ledger receiving these transactions from Inventory Control, the transactions may fail to post in that other ledger.

# **Upgrading from an Earlier Version?**

- If you are upgrading from version 5.5, see <u>Changes in Order Entry 5.6</u>.
- If you are upgrading from version 5.4, also see <u>Changes in Order Entry 5.5</u>.
- If you are upgrading from version 5.3, also see <u>Changes in Order Entry 5.4</u>.

# Steps for Setting Up Order Entry

This topic lists the steps for setting up a new Order Entry system.

To print this topic, right-click on the help page, and select Print... from the popup menu that appears.

- Step 1: Gather your existing Order Entry data.
- Step 2: Add order entry accounts to your Chart of Accounts.
- Step 3: Add security information.
- Step 4: Choose Order Entry options.
- Step 5: Add setup records.
- Step 6: Enter outstanding orders (optional).
- Step 7: Enter sales statistics.
- Step 8: Design order entry forms.

#### See also

Setting Up Multicurrency Accounting in Order Entry

# Setting Up Multicurrency Accounting in Order Entry

If you use multicurrency accounting, you set up the currency information for your Order Entry system in Common Services and Accounts Receivable. When setting up Order Entry, you need only make sure the currencies in which you bill your customers have been added to the Currency forms in Common Services.

You need to add currency information only when:

- •Setting up a miscellaneous charge or entering a transaction for a customer who is not yet defined in Accounts Receivable. You specify the currency for the charge record or transaction by the tax group you select.
- •Changing the default exchange rate on a transaction. Order Entry displays the exchange rate that is entered in Common Services for the transaction date, but you can change to a rate that is specified in Common Services for another date or rate type.
- •**Recording a prepayment.** You can add prepayments in any currency you have defined for your Sage ERP Accpac system.

Some Order Entry reports can also include source and functionalcurrency (home-currency) information.

#### See also

Steps for setting up Order Entry

# Customize Order Entry with Unlimited Optional Fields

Order Entry supports Sage ERP Accpac Transaction Analysis and Optional Field Creator, a separately licensed package that you can purchase and use with any edition of Sage ERP Accpac.

Sage ERP Accpac lets you customize your accounting system by adding any number of fields to accounting records, accounting transactions, and transaction details. You can choose whether transaction fields flow through to other subledgers or to the general ledger.

Within Order Entry, you can specify unlimited optional fields for Miscellaneous Charges, Orders (header and detail), Shipments (header and detail), Invoices (header and detail), and for Credit/Debit Notes (header and detail).

The Copy Orders function also supports optional fields since it creates transactions.

Because several Order Entry reports let you select records by optional fields, you can easily analyze your data in ways that are especially relevant to your business.

#### Optional field information can be transferred to G/L

When you create general ledger transactions in Order Entry, the program passes the optional field values used in a transaction to General Ledger if:

- •The optional fields are the same as the optional fields assigned to the affected account in General Ledger.
- •The optional field settings specify that optional field information be passed to the type of account used in the transaction.

The values then appear in the General Ledger journal entry for the account, as well as in the Optional Fields report.

#### **Optional field settings**

To see the accounts that are affected when you post a certain kind of transaction, select an optional field you created for that type, then click

the Settings button. Note that different accounts are affected by transaction documents and transaction details.

# **Using the Optional Fields Setup Form**

Before adding optional fields for Order Entry, you must first define optional fields for Sage ERP Accpac using the Optional Fields form in Common Services.

Once you set up system-wide optional fields, you use the Optional Fields form in the O/E Setup folder to define optional fields for the following records and transactions:

- •Miscellaneous Charges.
- •Orders and order details. (You define optional fields separately for the complete transaction and for transaction details.)
- •Shipments and shipment details. (You define optional fields separately for the complete transaction and for transaction details.)
- •Invoices and invoice details. (You define optional fields separately for the complete transaction and for transaction details.)
- •Credit/debit notes and credit/debit note details. (You define optional fields separately for the complete transaction and for transaction details.)

The Copy Orders processing function also supports optional fields, since this function creates transactions.

For each optional field, you can specify a default value and indicate whether the optional field will be automatically inserted, depending on the type of field.

# **Security for Optional Fields**

If you use security with Order Entry, you need permission to add or change optional fields, as follows:

- •Setup Maintenance. This authorization lets you add or delete optional field setup records in the Optional Fields form.
- •Transaction Optional Fields. This authorization lets you add or

delete default optional fields for Orders, Shipments, Invoices, and Credit/Debit Notes.

Contact your administrator for security permission changes.

# **Global Locking for Optional Fields**

The Optional Fields setup form is globally locked. This means that while the O/E Optional Fields form is open, you cannot run other processes in Order Entry.

If other Order Entry forms are open, you cannot save changes in the O/E Optional Fields setup form. You can modify optional fields setup records only when all other users have left Order Entry, and all other Order Entry forms are closed.

# Validated Optional Fields

If an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services. (If the optional field allows blanks, you can leave the default value field blank.)

If the optional field does not use validation, you can select a value from Common Services, leave the field blank, or enter any value that is consistent with the type of field (yes/no, text, number, date, amount, and so on) and does not exceed the maximum number of characters permitted for the optional field.

Optional field values are restricted to the lengths that were defined in Common Services.

# **Auto Insert Option**

When you add optional fields to Order Entry (in the O/E Optional Fields setup form), you can choose to have them inserted automatically into the O/E record. This option is available for all records and transactions.

**Set to Yes** If Auto Insert is set to Yes, the optional field and default field value set for the field will automatically appear in the particular form to which you are adding the optional field.

Set to No If Auto Insert is set to No, the optional field will not appear by

default in the form to which you added the optional field. You will have to select it during data entry.

**Note:** You must have Transaction Optional Fields security access to add optional fields that have the Auto Insert option set to No.

# **Optional Field Settings**

If the optional fields specified for Order Entry transactions and transaction details match optional fields in General Ledger transactions, the O/E optional field data can automatically pass to General Ledger.

You can — and should — restrict the flow of information that is passed to General Ledger when you post transactions that use optional fields. The Optional Fields setup form lets you specify groups of accounts for which values for an optional field can be passed to G/L.

When defining an optional field for use with transactions, click the Settings button. A separate form opens, listing the groups of accounts that are affected when you post transactions of the type for which you are defining the optional field. Select from the list all the account groups for which you want to pass values to General Ledger when you post transactions that include the optional field.

*Important!*Note that while all account groups are initially selected for new optional fields, you need to consider carefully the purpose of the optional field you are defining. You should send values to General Ledger only for optional fields that require *financial analysis,* and only to accounts where they are required.

You do not need to send optional field information for analysis that is performed only in Order Entry. If you routinely send all the optional fields you use in Order Entry transactions, your General Ledger may become unwieldy, and you may also slow down processing considerably.

Once you define optional fields for Order Entry, you can assign them to particular records or use them in transactions.

# Adding/Deleting Optional Fields

**Adding** Users with security access to Setup Maintenance can add or delete optional fields in Optional Fields setup. The optional fields that can

be added are restricted to the optional fields defined in the Optional Fields setup form in Common Services.

**Deleting** If you attempt to delete an optional field, Order Entry will check the appropriate records and display an error message if the optional field you are deleting is being used. You must first delete the optional field from the appropriate records, or post the transactions.

# Assigning Security Authorizations for Order Entry Users

If your Sage ERP Accpac system requires user passwords and security profiles, the system administrator must assign security authorizations to users for Order Entry forms.

For information on activating security and setting up security groups, refer to the System Manager online Help (choose the Help menu on the Sage ERP Accpac desktop).

# **Changing Print Destination**

To change the print destination, you must have Change Print Destination security authorization, which is assigned from the permissions list in Administrative Services' Security Groups form.

# **Assigning Order Entry security**

The Security Groups form, in the Administrative Services folder, provides security assignments to perform Order Entry tasks, as follows:

- •Common Inquiry Print setup reports and view/print setup forms.
- •Setup Maintenance Print setup reports, modify setup options.
- •Setup Maintenance Print setup reports, modify setup options.
- •Setup Maintenance and Transaction Inquiry View statistics, print setup reports, modify setup options.
- •Setup Maintenance Print setup reports, modify setup options.
- •Setup Maintenance and Day End Processing (I/C) Print reports, modify setup options, view sales history and salesperson statistics.
- •Import Processing and Setup Maintenance Print setup reports, import setup options.
- •Transaction Inquiry View orders, print reports, view statistics.
- •Import Processing and Invoice Entry Import and add orders, view posted invoices.

- •Import Processing and Credit Note Entry Import and add credit notes, view posted credit notes.
- •Export Processing and Setup Maintenance Print setup reports, export setup options.
- •Export Processing and Invoice Entry Export orders, view posted invoices.
- •Export Processing, Setup Maintenance, and Transaction Inquiry — Export orders, print setup reports, view, export and print setup options, view posted invoices, view posted credit notes, view sales history and statistics.
- •Invoice Entry View and modify orders, view invoice statistics. Note: If you use Payment Processing, you must have Invoice Entry authorization in order to pre-authorize and process credit card transactions in Order Entry.
- •Invoice Printing Print invoices and salesperson commission rates report.
- •Invoice Entry and Receipt Entry (A/R) View statistics, modify orders, invoices and prepayments.
- •Credit Note Entry Enter credit notes, view credit note statistics.
- •Credit Note Printing Print credit notes and salesperson commission rates report.
- •History Clearing Clear history.
- •History Clearing and Day End Processing (I/C) Clear history, print reports, view, print, and edit sales statistics. Note: You can edit statistics only if the option, Allow Edit of Statistics, is selected in the O/E Options form
- •Order Confirmation Printing Print order confirmations, salesperson commission rates report.
- •Shipping Label Printing Print shipping labels.
- •Picking Slip Printing Print picking slips.
- •Quote Printing Print quotes.

- •Unit Price Override Change the unit price on orders, shipments, and invoices.
- •Dashboard View Order Entry dashboard.

#### See also

Steps for Setting Up Order Entry

### **E-Mail Messages Form**

The E-Mail Messages form is located in the O/E Setup folder. You can create messages to send with e-mailed order confirmations, quotes, invoices, and credit notes. You can use replacement symbols from your company database so that the e-mailed message will include customeror company-specific information.

Each message is identified with a unique 16-character message ID code. When you select Customer as the Delivery Method on the order Confirmation/Quote/Invoice/Credit Note forms, you can select the correct Message ID for the message you are sending.

## **To create e-mail messages**

- 1. Double-click the E-Mail Messages icon in the O/E Setup folder.
- 2.In the Message Type field, select Order Confirmation, Quote, Credit Note, or Invoice on the drop-down list. (The description appears automatically when you choose a type.)
- 3. In the Message ID field, enter a code, using up to 16 characters.
- 4.Enter a subject in the E-Mail Subject field. Note that you can use email replacement symbols (variable names) in this field. They will be replaced by data from your database when you send an e-mail message using this message ID.
- 5. Type your message, using replacement symbols if you wish.
- 6.Click Add or Save when you are satisfied with your message.

#### See also

Replacement symbols for e-mail messages

## Using the G/L Integration Form

Use the G/L Integration form to:

•Specify whether to add general ledger transactions to the G/L batch during posting or each time you run Day End Processing, or to create the transactions at a later date.

**Note:** This choice can have a large impact on the speed of processing transactions in Order Entry, especially if you are costing inventory during posting (in which case, you may want to create transactions at a later date).

- •Choose whether to create a separate G/L batch each time you create the G/L batch (and optionally automatically post the batch) or add new transactions to the existing batch. (This option applies only if you use Sage Accpac General Ledger with Order Entry at the same location.)
- •Choose whether to consolidate the G/L batch when you post, or always enter full transaction details in the batch.
- •Assign different source codes to general ledger transactions created by Order Entry and added to G/L batches. (New source codes are automatically added to G/L, but you will have to update G/L source journal profiles to include transactions on source journals.)
- •Select the information to appear in the Entry Description, Detail Description, and Detail Reference and Comment fields in G/L transactions arising from invoices and shipments. (This information appears for transactions in the G/L Transactions report.)
- •Look up the last Day End Number for which you have created general ledger batches.

Click the field list button or the link below for more information on selecting G/L integration options.

Transactions tab

# **Changing Settings**

You can change any of your choices on the G/L Integration page at any time. However, you should be aware that any changes you make will

apply only to general ledger transactions created after the change, and will not affect existing general ledger batches.

If you want to change from using the Create Batch form to produce your general ledger transactions to creating them during day-end processing, be sure to run Create Batch to process any outstanding transactions first, to avoid accidentally omitting transactions from your general ledger batches.

# **Before Using the G/L Integration Form**

Before changing any of the settings or other information in the G/L Integration form, make sure you understand the impact the options have on processing within Order Entry.

**Note:** You cannot change settings on the Integration tab of the G/L Integration form if other Order Entry forms are open, or other users are working with the Inventory Control database.

Make sure that no one else is using the Order Entry data and that no other Order Entry forms are open for the company before you save changes to the G/L Integration form.

# A/R integration option is set in the O/E Options form

Order Entry also lets you choose when to post Accounts Receivable batches arising from invoices posted in Order Entry.

To specify when to post A/R batches generated from Order Entry Invoices, credit notes and debit notes, use the option Post A/R Batches During Posting

or Day End Processing/On Request Using Create Batch Icon.

#### See also

O/E Options form Miscellaneous Charges Ship-Via Codes Steps for setting up Order Entry Templates Use this form to:

- •Add records to identify the miscellaneous charges (such as service charges) used in your Order Entry system.
- •Edit and delete existing miscellaneous charge records.

# **Multicurrency ledgers**

If you use multicurrency accounting, you need to specify a currency code for each miscellaneous charge. You can use the same miscellaneous charge code for charges in different currencies.

After adding or changing miscellaneous charge codes:

- Print the Miscellaneous Charges report to check the new record information and to update your printed records.
- •Print the <u>Transaction list</u> for orders (including the order details) to check that no orders use miscellaneous charges that you have deleted. Edit the orders if necessary.

# Integration with Project and Job Costing

Miscellaneous charges can have two different functions on job-related orders:

- •Let you add additional charges to customer orders for invoicing external charges such as freight (UPS or FedEx).
- •Let you record internal non-material transactions such as equipment, subcontractors, labor, etc.

To create miscellaneous charges for job-related orders, you must select the Allow For Jobs option on the Miscellaneous Charges form, and then specify:

•An <u>extended cost</u>.

For each project in PJC, you can choose to use this cost by default or use the contract cost.

•A miscellaneous charge expense account.

•A miscellaneous charge clearing account.

You can also choose by project in PJC whether to use the amount specified here for the miscellaneous charge or use a default billing rate for the contract.

Click here for tips on using forms in Order Entry.

#### See also

Adding miscellaneous charges Options form - overview Ship-Via Codes form Templates - form Using Order Entry with Project and Job Costing Steps for setting up Order Entry

# **Optional Fields Setup**

You must install Sage ERP Accpac Transaction Analysis and Optional Field Creator before you can add optional fields for Order Entry transactions.

Optional fields must be added first in Common Services, and then assigned to Order Entry transactions and forms.

You assign optional fields to Order Entry transactions and forms using the Order Entry Optional Fields setup form.

#### To assign optional fields:

- 1. Open the Optional Fields setup form located in the O/E Setup folder.
- 2. Select a type from the Optional Fields For list.
- 3.Click the Finder in the Optional Fields column. The Finder searches for optional fields created in Common Services.
- 4. Select an optional field, and click Select.
- 5.Using the Finder in the Default Value column, select a value that has been defined in Common Services for that optional field, or enter a value.
- 6.Switch the Auto Insert column to Yes if you want the optional field and value to appear automatically in the transaction form. (Note that, for users with security access, they can add optional fields to transactions even when this option is set to No.)
- 7.Click the Settings button to <a>Image: select the G/L accounts</a> and other subledgers that this optional field will be passed to.
- 8.Click Add. (Click Save if you added more optional fields and values to a type for which you had already assigned an optional field and value.)
- 9. Repeat for all the types for which you want optional fields.

When you open a transaction form, you see the optional field information if you chose Auto Insert. If you chose No in the Auto Insert field, you can still select an optional field in the transaction by adding them in the Optional Fields tab. You can also add optional fields for details in the Optional Field column in detail grids.

#### See also

Adding optional fields to orders Adding optional fields to shipments Adding optional fields to invoices Adding optional fields to credit/debit notes Assigning Optional Fields in the Copy Orders Form Adding/Deleting Optional Fields

### **Options Form** — Overview

You select options when you create your Order Entry ledger. Once you have set up your ledger, use this form when you need to change your selections.

Use this form to:

- •Specify the contact name, telephone number, and fax number for your Order Entry ledger. (Use the Company tab.)
- •Look up your choice for the Multicurrency option and select other options that determine how your Order Entry system operates. (Use the Processing tab.)
- •Specify the prefixes and next numbers to use when you let Order Entry automatically assign document numbers for orders, invoices, and credit notes.
- •For information on the settings for integrating Order Entry with the General Ledger program, see G/L Integration.

You choose the Options form from the O/E Setup folder.

# **Before using**

Before changing any of the settings or other information in the Options form, make sure you understand the impact the options have on processing within Order Entry.

Before saving changes to the Options form, make sure that no other Order Entry forms are open for your database on your computer or on any other computer on a network. You cannot change most of your choices in the Options form if other Order Entry forms are open, or other users are working with the Order Entry data.

# **Changing settings**

After setup, you can change any of the selections and information you entered on the Options form, with the following exception and restrictions:

- •You cannot change the choice for the Multicurrency option. You make the selection for this option in the Accounts Receivable Options form, and can change your choice only in Accounts Receivable. (Note that you cannot turn off the Multicurrency option once you have selected it and saved your changes to the Accounts Receivable Options form.)
- •You can change the type of year (fiscal or calendar) and period by which you accumulate item statistics (in the Enterprise and Corporate Editions), but you should do so only at fiscal or calendar year end.
- •If you change either method part way through a year, the statistics already accumulated will be incorrect or in the wrong period.

Click the links below for help using the corresponding tabs:

Company Processing Documents

Click here for tips on using forms in Order Entry.

#### See also

<u>G/L Integration</u> <u>Miscellaneous Charges</u> <u>Ship-Via Codes</u> <u>Templates</u> <u>Steps for setting up Order Entry</u>

### Ship-Via Codes Form — Overview

Use this form to:

- •Add ship-via codes to identify the shipping methods or carriers you use to deliver goods to customers (for example, courier, air mail, parcel post).
- •Edit and delete existing codes.

Click here for tips on using forms in Order Entry.

# After changing ship-via codes

- •Print the Ship-Via Codes report to check the new information and to update your printed records.
- •Print the Templates report to check that no Order Entry templates use ship-via codes that you deleted. Edit templates if necessary.
- •Print the Transaction list for orders (including the order information) to check that no orders use ship-via codes that you deleted. Edit the orders if necessary.

#### See also

Adding ship-via codes Deleting ship-via codes Editing ship-via codes Miscellaneous Charges Options Templates Steps for setting up Order Entry

### Templates Form — Overview

Use this tab to:

•Speed up and simplify order entry by setting up templates to provide default settings which appear when you add a new order or credit note.

For each template, you must specify the order type and customer type. The other information in a template is optional.

Click here for tips on using forms in Order Entry.

Click the links below for help on using the corresponding tabs:



# After adding or changing templates

Print the Templates report to check the new information and to update your printed records.

#### See also

Adding templates Deleting templates Editing templates Miscellaneous Charges Options Ship-Via Codes Steps for setting up Order Entry

### **Order Entry Folders**

The following list includes the name of each Order Entry icon that you can select from the Sage ERP Accpac Company desktop. Select one of the keywords below for more information on these icons.

#### **Forms folder**

Credit/Debit Notes Invoices Order Confirmations Picking Slips Quotes Shipping Labels

#### **Periodic Processing folder**

Clear History Create Batch

#### **Reports folder**

Aged Orders E-mail Messages **G/L** Integration **G/L Transactions Invoice Action Miscellaneous Charges Optional Fields** Options Order Action **Posting Journals** Sales History Sales Statistics Salesperson Commission Rates Salesperson Commissions Ship-Via Codes Templates **Transaction List** 

#### **Setup Folder**

E-Mail Messages G/L Integration Miscellaneous Charges Optional Fields Options Ship-Via Codes Templates

#### **Statistics and Inquiries Folder**

Current Orders Inquiry Pending Shipments Inquiry Sales History Sales Statistics Salesperson Inquiry

#### **Transactions Folder**

<u>Copy Orders</u> <u>Credit/Debit Note Entry — Overview</u> <u>Order Entry — Overview</u> <u>Invoice Entry — Overview</u> <u>Shipment Entry — Overview</u>

#### See also

Order Entry menu commands

# Changing Column Order in Data Entry forms

You can permanently or temporarily change the order in which columns appear on many Sage ERP Accpac forms.

For example, you can change the order of the Payment Entry detail columns to match the field order of a document from which you are entering data.

### To move a column



- 1.Point at the column heading.
- 2. Hold down the left mouse button
- 3. Move the column to its new location
- 4. Release the button.

# To restore your original settings

From the Sage ERP Accpac Desktop menu bar, select the icon for the form you changed, then click Object, Restore Defaults, then All Other Settings.

The columns will be in the original order the next time you open the form.

#### See also

# Changing Column Widths in Data Entry Forms

Double clicking on the division between columns resizes the column on the left to its minimum size based on the data it contains.

Li Type	🔍 Item No./Misc. Charge	🕂 🔍 Kit/BOI	M Description
1 Item	A1-103/0		Fluorescent Des
2 Item	A1-105/0		13W Mini Fluore

# To change the width of columns

- 1.Position the mouse pointer on the vertical line separating a column heading from the next heading to the right.
- 2.Drag the column to the right (to make the column wider) or to the left (to make it narrower).
- 3. When you reach the width you want, release the mouse button.

# To restore your original settings

From the Sage ERP Accpac Desktop menu bar, select the icon for the form you changed, then click Object, Restore Defaults, then All Other Settings.

The columns will be in the original order the next time you open the form.

#### See also

### Data Entry Tools and Shortcuts

Order Entry data entry forms contain many aids to data entry which you can activate by selecting a menu command, pressing a function key, or clicking an icon.

Select the icon or command listed below for which you want information:



#### See also

### File Menu

The File menu appears in most Order Entry forms. The File menu in each form contains some or all of the following commands:

Print	Prints the current report, list, or form.
Print Setup	Selects a printer and sets printing options.
Customize	Lets you hide or display fields depending on the user.
<u>Import</u>	Imports the data records you specify from other Sage ERP Accpac databases and from non-Sage ERP Accpac programs to Order Entry.
<u>Export</u>	Exports the data records you specify from Order Entry to other Sage ERP Accpac databases and non-Sage Accpac programs.
<u>Close</u>	Closes the current form.
<u>Save</u>	Saves the entries or changes you have made to the current form.

#### See also
## Help Menu

The Help menu contains the following commands.

#### Contents

Starts Help and displays the topics in Order Entry Help.

#### **Using Help**

Describes how to use Help.

#### About...

Displays version, mode, and copyright information about Order Entry.

#### See also

Order Entry Folders Order Entry menu commands

## Settings menu

A Settings menu appears on all transaction entry forms and on several report forms. For report settings, see <u>O/E Form and Report Settings</u>.

## **Transaction Entry Settings**

The Settings menu provides the following options on transaction entry forms:

#### Auto Clear

The Auto Clear option helps you to streamline data entry in transaction entry forms.

Select the Auto Clear option to start a new entry automatically when you add a transaction.

- •If this option is turned on, the program automatically clears all fields each time you post a transaction, and returns the cursor to the NEW field to let you start a new transaction.
- •If this option is turned off, the program leaves the transaction information on the screen after posting. Click the New button to start a new transaction.

## **O/E Form and Report Settings**

#### Save Settings As Defaults / Clear Saved Settings

This setting lets you save the current report settings as personal defaults or restore the program's original settings. It appears in the menu for Order Entry forms and for several Order Entry reports, including the Transaction List, Order Action Report, Aged Orders, Invoice Action, and Sales History.

To save the current settings as your personal defaults for the form, select the Save Settings As Defaults option.

To revert to the program's original settings, select the Clear Saved Settings option.

#### See also

Order Entry Folders Order Entry menu commands

#### Processing Orders, Shipments, and Invoices

Order Entry matches your company's order processing needs by providing three separate transaction entry forms for entering orders, shipments, and invoices.

For example:

•You can separate your order processing, shipping, and invoicing functions.

Or

•You can enter quotes, orders, shipments, and backorders on the Order Entry form and automatically create invoices for shipped quantities.

Or

•You can directly enter shipments and print invoices on the spot — without entering orders first .

See the following topics on this page:

Processing Orders and Quotes Processing Shipments Processing Invoices Job-Related Orders and Invoices

The information used in orders, shipments, and invoices is very similar, with the following exceptions:

- •Shipments and invoices contain *only* the items that you have shipped on an order or miscellaneous charges.
- •Payment details appear on the invoice, so if you specify a multiple payment schedule, you will confirm all of the payment details when you invoice the customer (such as the due dates).
- •If you use Payment Processing, you can process (and void) credit card prepayments from the Order Entry, Shipment Entry, and Invoice Entry forms. However, you can pre-authorize credit card transactions (and void pre-authorized credit card transactions) only from the Order Entry form.

When you select a shipment for invoicing in the Invoice Entry form, the details from the shipment are copied to the invoice you are entering.

## **Processing Orders and Quotes**

You enter orders and quotes using the <u>Order Entry form</u>. To save time, you can also use the <u>Copy Orders form</u> to copy the details of existing orders for a selected customer to a new order.

To add an order or a quote, you enter:

```
• Order and customer information.
```

- •Detail information for inventory *items* and *miscellaneous charges*.
- Optional field information.
- <u>Sales split information</u>.
- Exchange rates.
- Tax information .
- Prepayment information.

If you use Payment Processing, you can pre-authorize or process a credit card prepayment for an order. For more information, see Enter a Prepayment.

For information on verifying order totals, see:



Return to Top

## **Processing Shipments**

If you process shipments after entering orders, you record the shipment using the <u>Shipment Entry form</u>. You can enter any number of shipments for an order, until the order is fully shipped.

If you process shipments while entering orders, you can enter shipped quantities directly on the order.

Order Entry lets you process a single shipment document for one order number or for <u>multiple orders</u>, but you can ship items only until an order is fully shipped. (Details that are fully shipped are not available for future shipments.)

When you select an order for shipment on the Shipment Entry form, the details from the order are copied to the shipment transaction you are

entering.

If you use Payment Processing, you can process a credit card prepayment for a shipment, or capture a pre-authorized credit card payment for an order.

**Note:** If you use Payment Processing, you must capture or void all outstanding credit card pre-authorizations for any orders that are included in the shipment before you can post the shipment.

Shipment Entry lets you edit shipment transactions until the order is fully shipped. You can delete details, and you can edit most of the detail information for a shipment, except the item numbers and the quantities committed to the order. You can also enter a negative quantity on a shipment transaction. You cannot enter new detail lines, however.

To create an invoice automatically when you post a shipment, select the Create Invoice option on the Totals tab of the Shipment Entry form. Then, in the Invoice Number field that appears, either type an invoice number or accept the \*\*\*New\*\*\* entry to have the program assign the next sequential invoice number.

1 Return to Top

## **Processing Invoices**

You can create invoices automatically when you ship goods — either with the Order Entry form or the Shipment Entry form. You create the invoice by selecting the "Create Invoice" option on the Shipment tab or on the Totals tab when you create a shipment. You can print the invoice when you post the shipment.

You use the <u>Invoice Entry form</u> to process invoices for shipped items or miscellaneous charges if you create invoices as that separate function from shipping goods.

If you use Payment Processing, you can process a credit card prepayment for an invoice.

Order Entry lets you process a single invoice for one shipment or for <u>multiple</u> <u>shipments</u>, but only until the shipment is fully invoiced. (Details that are fully invoiced are not available for future invoices.)

For information on producing invoices, see:

- •Invoice an order
- Verifying invoice totals
- Return to Top

## Job-Related Orders, Shipments, and Invoices

If you use Sage ERP Accpac Project and Job Costing, you can create and process job-related orders that allocate inventory items, labor costs, and miscellaneous charges to particular contracts, projects, and categories that are tracked in the Project and Job Costing program.

#### **Quotes and new contracts**

Order Entry lets you create new contracts in PJC when you enter a new quote. New contracts can be based on existing contracts, so you can create template contracts containing standard items and costs. Amounts entered on quote detail lines will appear as original estimates in the Contract Maintenance form in Project and Job Costing.

When you change the order from Quote to Active, Order Entry will update Project and Job Costing line-by-line to change the status of each referenced project from Estimate to Open.

#### Service orders for existing contracts

You can also process orders and invoices in Order Entry for long-term contracts and let Project and Job Costing track all of the costs and revenues.

For example, you may have year-long service contracts but invoice clients for each service call. For each service call, you could activate a standing order with standard call details, change it as required, and then issue the invoice.

#### **Project Invoicing**

The Project invoicing option lets you invoice job-related orders in Order Entry or from Project and Job Costing.

• If you select the project invoicing option, all of the billing for this order will be handled by the Project and Job Costing program.

Order Entry will not create an invoice for this order, but will debit the Work in Progress account when you ship the order and pass all information to Project and Job Costing for it to process billings using the Create Billing Worksheet form.

**Negative shipments as credit notes:** Order Entry allows negative shipments if you are using project invoicing because you cannot post a credit note for job-related, project invoicing documents. Negative shipments provide credit note functionality for job-related project invoicing.

•If you do not select project invoicing, Order Entry invoices go to Accounts Receivable, where the cost of sales and revenues are posted together from A/R. Typically, service companies would invoice from Order Entry, and close the jobs when they post the invoices.

Lick here to see which projects can be invoiced in Order Entry.

#### Item details

You cannot mix job-related and non-job-related order details on the same order.

For job-related orders, you must specify the quantity purchased, as well as the contract, project, and category to which each item applies. The contract, project, category and resource (if applicable) must exist in Project and Job Costing.

More...

#### Miscellaneous charges

Miscellaneous charges perform two functions on job-related orders:

- •Allow you to invoice external charges, such as freight.
- •Record internal, non-material transactions, such as equipment use, subcontractors, or labor.

You must select the Allow For Jobs option on the Miscellaneous Charge setup form to use a miscellaneous charge on a job-related order.

More...

#### Multicurrency

If you are invoicing in Order Entry, O/E will pass functional cost amounts

and functional and source revenue amounts to Accounts Receivable.

If you are invoicing in Project and Job Costing (Project Invoicing is selected), Order Entry will pass both functional and source cost amounts and source revenue amounts to PJC. (Order Entry will calculate the source cost by using the document currency and date for exchange.)

#### Taxes

Although Project and Job Costing allows tax groups to be specified by project, if you are producing the invoice in Order Entry, the tax group specified for the order applies to all contracts and projects listed in the O/E document details. If you require different tax groups for different contracts and projects, they will have to be entered on separate orders.

Note that this doesn't apply if the document is set for Project Invoicing — the tax group of the project will be used to calculate the tax because the invoice will be generated in Project and Job Costing.



#### See

Using Order Entry with Project and Job Costing Setting Up Miscellaneous Charges Entering Item Details Entering Miscellaneous Charge Details Journal Entries Generated by Posted Transactions

#### See also

Invoice Entry form — overview Order Entry form — overview Shipment Entry form — overview Using Order Entry templates

## **Entering Prepayments**

You can enter as many prepayments as you wish to active orders, future orders, and shipments. You can also enter one prepayment for each invoice you produce. The prepayment information is printed on the transaction lists and the posting journals.

If you use Payment Processing, you can process a credit card prepayment for an order, shipment, or invoice. You can also preauthorize a credit card payment for an order, and then capture the payment when you ship the order. For more information, see Entering a Prepayment.

You can see the total prepayment amount on the Totals tab, and you can print prepayment details on the order, shipment, and invoice transaction lists and on the Invoice Posting Journal.

Once you enter and post a prepayment, you cannot change it in Order Entry. If you need to change the amount of the prepayment (or other information), you must adjust the receipt in Accounts Receivable.

## **Choosing the Accounts Receivable batch**

When you enter a prepayment, you can choose an existing Accounts Receivable receipt batch, or you create a new receipt batch to include the prepayment. If you choose an existing batch, Order Entry checks the batch status. If the batch is not available (for example, if it has been deleted or posted), Order Entry displays an error message.

If you create a new batch, Accounts Receivable assigns the batch number. You enter the description, date, and bank code.

## Choosing the deposit number

When you create a new receipt batch, you assign a deposit number to the batch. You cannot edit the number once you add the first receipt to a batch.

You can:

•Assign a new deposit number to the receipt batch. Click the New

button beside the Deposit Number field to let the program assign the next deposit number.

•Assign an existing deposit number to the batch. Use the Finder to select an existing deposit number (for example, to consolidate a number of receipt batches into one bank deposit).

If you leave the field blank, the program assigns the next deposit number when you add the first receipt to the batch.

## **Prepayments on invoices**

If you enter a prepayment for an invoice, the amount of the prepayment is displayed in the Totals tab before you post the invoice. The amount of the prepayment is included in the credit limit check for the customer, and it immediately reduces the amount due on the invoice you print from Order Entry. Note, however, that the amount is *not* added to the order prepayment amount kept with the order.

If you use Payment Processing, you can process a credit card prepayment for an invoice. For more information, see <u>Process a Credit Card</u> <u>Prepayment</u>.

## **Prepayments on orders and shipments**

If you are not invoicing the order or shipment, the prepayment total for the document is displayed on the Totals tab. The prepayment total is included in the credit limit check for the customer, but it does not reduce the amount of the next invoice you create. You can see the total prepayments to date on the Totals tab.

Prepayments on orders and shipments are matched to invoices in Accounts Receivable using the order number.

If you use Payment Processing, you can use Order Entry forms to preauthorize, capture, and process credit card payments as follows:

- •Use Order Entry to pre-authorize or process a credit card prepayment, or to capture a pre-authorized prepayment for an order.
- •Use Shipment Entry to capture a pre-authorized credit card payment, or to process a new credit card prepayment for a shipment.

•Use Invoice Entry to process a credit card prepayment for an invoice.

For more information, see <u>Process a Credit Card Prepayment</u> and <u>Pre-authorize a Credit Card</u> <u>Payment</u>.

## **Prepayments on job-related orders and invoices**

If you are entering a prepayment for a job-related order, shipment, or invoice, you must also distribute the prepayment to individual order/invoice detail lines.

Click the Jobs button on the Prepayments form to display the Prepayment Details form for job-related orders, shipments, and invoices. You can manually distribute the payment amount to job details, or you can let the program prorate payment amounts to details or allocate the payment starting with the first detail (top-down method).

#### See also

Enter a prepayment Process a credit card prepayment Pre-authorize a credit card payment Information entered with prepayments Multicurrency prepayments

### Pre-authorizing, Capturing, and Forcing Credit Card Payments

If you use Payment Processing, you pre-authorize a credit card payment when you want to verify that sufficient credit exists on a customer's credit card before processing a sale. When you create a pre-authorization, the cardholder's credit limit is reduced by the amount of the pre-authorization until the pre-authorization is captured or expires.

After pre-authorizing a payment, you can capture (process) the payment or void the pre-authorization. If the pre-authorization has expired recently (typically within 30 days), you may also be able to force a payment for the pre-authorized amount.

## **Pre-authorizing Payments**

On the O/E Order Entry form, you can click the Pre-authorize button to pre-authorize a credit card payment. For more information, see <u>Pre-authorize a</u> <u>Credit Card Payment</u>.

The amount of a pre-authorization does not need to match the amount captured in the final sale. The captured amount may be more (as when a restaurant customer adds a tip) or less (as when a service station customer swipes a credit card, and then purchases fuel that costs less than the amount pre-authorized for a fill-up).

**Important!** If it is likely that more than seven days will pass before an order is shipped, you should not pre-authorize a credit card payment for the order. If you do, the pre-authorization may expire, in which case your merchant service provider will charge a fee. (Credit card pre-authorization in Sage Payment Solutions expires after approximately seven days.)

## **Capturing Pre-authorized Payments**

You capture a pre-authorized credit card payment when you are ready to process payment for goods that you have shipped, or for goods or services that a customer has received.

On the O/E Order Entry and O/E Shipment Entry forms, you can click the Capture button to capture (process) a pre-authorized credit card payment. For more information, see <u>Capture a Pre-authorized Credit Card Payment</u>.

You can capture a pre-authorization only once. After you capture it, the pre-authorization is released in full, regardless of whether the amount captured matches the amount that was pre-authorized.

## **Forcing Payment for Expired Pre-authorizations**

If a pre-authorization has expired, you may be able to force a payment for the pre-authorized amount.

**Note:** Forced transactions may be subject to higher fees than regular transactions, depending on the terms of your agreement with your merchant service provider.

You can force a payment only if the pre-authorization has expired recently (typically within 30 days), and if you used a saved credit card for the pre-authorization (that is, you did not select the Enter A Card For One-Time Use option when processing the pre-authorization).

When you attempt to capture an expired pre-authorization, if the preauthorization meets the above criteria and can be forced, a message appears and gives you the option to force payment. If you cannot force payment, a message informs you that you must create a new preauthorization or prepayment.

## **Voiding Existing Pre-authorizations**

On the O/E Order Entry form, you can click the Void button to open the Pre-authorization form, and then click Void to void an existing preauthorization. For more information, see <u>Void a Credit Card Pre-authorization</u>.

Merchant service providers charge a fee for voiding a credit card preauthorization. However, this fee is lower than the fee that is charged if you do not void or capture a pre-authorization and allow it to expire. For this reason, we recommend that you void any pre-authorization that will not be captured.

#### See also

Enter a prepayment Process a credit card prepayment Pre-authorize a credit card payment Capture a pre-authorized credit card payment Void a credit card pre-authorization

#### Processing Credit/Debit Notes

Use the <u>Credit/Debit Note Entry form</u> to enter credit notes and debit notes.

You can enter credit notes to credit a customer's account for returned merchandise, damaged items, or price reductions, to correct an error on an invoice, or to post a debit or a credit for a miscellaneous charge.

All Order Entry credit notes and debit notes affect sales amounts. If you do not want to affect any Order Entry or Inventory Control amounts or statistics, enter the credit note in Accounts Receivable.

You can credit an entire invoice, part of an invoice, create a debit note or a credit note for a nonexistent or cleared invoice, Or for an existing invoice.

**Note:** You cannot post a credit note for job-related, project invoicing documents. Because of this, Order Entry lets you enter negative shipments to provide credit note functionality for job-related project invoicing.

For each detail line to be credited on the invoice, you select the credit type:

- Items returned to inventory
- Damaged items
- Price adjustment (increases or decreases)

For more information on producing credit notes, see:

#### See also

Assign Lot Numbers or Serial Numbers to an O/E Debit Note Assign Lot Numbers or Serial Numbers to an OE Credit Note Credit/Debit Note Entry - Overview Day End Processing

#### Using Order Entry with Project and Job Costing

Order Entry provides sales order integration with Project and Job Costing.

You can create an order and specify the job (contract, project, category, and resource, if applicable) to which each order detail applies.

- •If an order is job-related, all detail lines on the order must be job-related.
- •Orders can list material details—items from inventory used on the job —and they can list miscellaneous charges, which can be labor, subcontracting charges, or charges such as shipping and handling.

This topic discusses the following aspects of Project and Job Costing integration:

Project Invoicing Quotes and estimates Order detail lines Miscellaneous charges Taxes Prepayments Accounts Receivable integration Purchase orders created from job-related sales orders Double-recording item costs or miscellaneous charges Determining prices Cost of kitting items in job-related orders Doing project invoicing with non-existing customers See also

## **Project invoicing**

Order Entry lets you handle the complete order processing cycle in Order Entry, or create the order in Order Entry and manage the billing and invoicing in Project and Job Costing (called *Project Invoicing*).

•Service providers normally invoice directly from Order Entry.

A series of service calls can apply to a single project, or you can create new projects for each call. Order Entry lets you create new contracts on-the-fly when you create new quotes. The details for each new contract can be copied from an existing template.

Click here to see which contract/project types can be invoiced in Order Entry.

•Companies with more lengthy or complex projects, such as construction companies, normally use project invoicing, and will likely process additional costs through the Accounts Payable program.

Posting the shipment in Order Entry completes the transactions for O/E. The transaction is sent to Project and Job Costing, where it calculates the extended billing amount and the cost portion of the order.

You can then process the billings for the transaction using Project and Job Costing's Create Billing Worksheet.

One of the most important processing decisions is how you are going to invoice orders/jobs.

Also note:

- •If the invoice needs to be created in Project and Job Costing, Order Entry will complete the order when you post the shipment, and prevent you from invoicing in Order Entry.
- •If you delay invoicing in Order Entry, the transaction will be sent to Project and Job Costing as unbilled, and you will have to create the invoice in Project and Job Costing or bill from Accounts Receivable.

#### **Retainage accounting**

You can choose retainage accounting if you are creating the invoice in Order Entry. If you creating the invoice in Project and Job Costing, you

cannot select retainage accounting in O/E, because you will be determining invoice amounts in PJC.

## **Quotes and estimates**

Contracts created from Order Entry quotes start as estimates in Project and Job Costing, and all Order Entry detail line amounts that you add will update contract estimate amounts when you post the quote in Order Entry. (The contract can have an Open status, but the project status *must* be Estimate.)

When you change the order type to Active and post the order, Order Entry changes the project status to Open for each project to which you posted a detail.

## Order detail lines

Each detail line on a job-related order must be applied to an existing cost category in an open contract and project.

Item details assign inventory items to jobs, so the category cost type to which they apply must have a material cost class.

Miscellaneous charge detail lines let you assign costs for all other cost classes — labor, equipment, subcontractor, overhead, and miscellaneous cost.

#### Setting up the Project and Job Costing side includes:

•Deciding how you are going to invoice customers—in Order Entry or in Job Costing.

Click here to see which contract/project types can be invoiced in Order Entry.

- •Set up contracts and projects.
- You can set up template jobs that you can copy for each new order using the New Contract Wizard in Order Entry. (See Using the New Contract Wizard.)

Or

You can set up jobs that are used by groups of orders.

- For each project:
  - Choose whether the default cost for miscellaneous charges comes from the miscellaneous charge record or from the contract.
  - For accrual-basis or billings and costs projects, choose whether the billing rate comes from the contract billing rate, from the customer price list, or from a price list specified for the project.
- •Adding the cost categories and the employee resources, equipment, subcontractors, overhead, miscellaneous costs, and materials.

#### Setting up Order Entry includes:

•Adding miscellaneous charges for employee resources, equipment,

subcontractors, and miscellaneous costs that you want to include on job-related orders.

•Selecting the Allow For Jobs option on job-related miscellaneous charges.

## **Miscellaneous charges**

Miscellaneous charges perform several functions on job-related orders:

- •They let you record internal non-material transactions such as equipment, subcontractors, labor, etc.
- •They let you add charges to customer orders for invoicing external charges such as freight (UPS or FedEx).

To create miscellaneous charges for job-related orders, you must select the Allow For Jobs option on the Miscellaneous Charges form in Order Entry, and then specify:

•An <u>extended cost</u>.

For each project in PJC, you can choose to use this cost by default or use the contract cost.

- •A miscellaneous charge expense account.
- •A miscellaneous charge clearing account.

Miscellaneous charges can be assigned to categories with any cost type except material. You must use item detail lines on orders for material cost types.

Note that you can choose by project in Project and Job Costing whether to use the amount specified in Order Entry for the miscellaneous charge or use a default billing rate specified for the contract in PJC.



# Taxes

Although Project and Job Costing allows tax groups to be specified by project, if you are producing the invoice in Order Entry, the tax group specified for the order applies to all contracts and projects listed in the O/E document details. If you require different tax groups for different contracts and projects, they will have to be entered on separate orders.

Note that this doesn't apply if the document is set for Project Invoicing — the tax group of the project will be used to calculate the tax because the invoice will be generated in Project and Job Costing.

## Prepayments

When you record job-related prepayments, you also distribute the payment amount to the details on the order.

Order Entry lets you automatically prorate payment amounts to individual details or do a "top-down" distribution, starting at the first job-related detail, or you can edit the payment distribution amounts yourself.

## **Accounts Receivable integration**

If you are invoicing orders in Order Entry, Day End Processing will send Order Entry invoices to Accounts Receivable, where the costs and revenue are posted together in Accounts Receivable.

When Order Entry creates the invoice, it does not use the Work in Progress account and Billings accounts to post the costs and revenue; instead, it uses the Cost of Sales and Revenue accounts defined in the project or the category.

The Order Entry invoices posted in Accounts Receivable are treated like a billing worksheet in PJC, where the cost transactions are marked as billed and will not appear on the Aged WIP Report.

See Journal Entries Generated by Posted Transactions.



# Purchase orders created from job-related sales orders

If you are creating Purchase Orders from orders entered in the Order Entry program and the details are job-related, Purchase Orders will remove the job-related fields when it creates the PO. It does this to prevent Receipt Entry from using the Work In Progress account and overstating WIP, which has already been debited with the order.

The entry for the receipt posted by Purchase Orders looks like this:

G/L Account	Debit	Credit
Inventory Control	Х	
Payables Control		Х

# Double-counting item costs or miscellaneous charges

Processing errors can arise when you bill customers for external charges — services or goods that are actually provided by a third party and that you receive in Purchase Orders or record in Accounts Payable.

If you are processing goods or services for a job through several accounting programs, you must decide which programs are going to record the costs and assign them to jobs.

For example, if you enter a job-related PO in Purchase Orders, and assign items to a specific contract, project, category, and resource (if applicable), and then create a customer order in Order Entry and assign the same items to the same contract, project, category, and resource, the work in progress account will be overstated, (costs recorded twice) and so will Contract Maintenance.

Similarly, if you enter a job-related order in Order Entry that includes a shipping miscellaneous charge, and then process an A/P invoice for the same charge and treat it as a job-related invoice, you will record charges twice for the job.

If you are invoicing in Project and Job Costing, it might make more sense to omit the miscellaneous charge on the order in Order Entry and record the transaction in Accounts Payable. The shipping charge for the job will then be picked up on the billing worksheet and included on the invoice created in Accounts Receivable.

In any case, you have to decide when and how you want to transfer costs to jobs, and then set up the procedures for processing those costs.

# **Determining prices**

How the price is determined depends on the project style, project type and accounting method.

For the following projects and accounting methods:

- > Time and Materials projects using the Billings and Costs or Accrual-Basis accounting methods
- > Time and Materials projects using the Completed Project accounting method
- > Fixed Price projects using the Billings and Costs or Accrual-Basis accounting methods

You set the default source for the price using the Default Billing Rate field on the Project tab in Contract Maintenance.

- •Select Use Customer Price List to use the price list assigned to the customer.
- •Select Use Specified Price List to use a price list assigned to the project.
- •Select Billing Rate to use the price specified in the contract:
- If the project is a standard project, the billing rate assigned to the item (material) resource (and customer) will be used as the default unit price.
- If the project is a basic project, the billing rate assigned to the material category (and customer) will be used as the default unit price.

If you are entering job-related orders or shipments where:

• The Default Order UOM = Pricing Unit (set in the O/E Options form).

and

• The Default Billing Rate = Billing Rate (set for the project in Project and Job Costing).

Order Entry will default the unit of measure from the current price list, and then re-calculate the unit price based on the billing rate specified in PJC Contract Maintenance.

#### Also note:

•For Time and Materials projects using the Billings and Costs or Accrual-Basis accounting methods

The project is billed at the category and resource level for standard projects and the category level for basic projects, and you can create the invoice in Order Entry or in Project and Job Costing.

•For Time and Materials projects using the Completed Project accounting method

You cannot invoice from Order Entry. Posting the shipment in Order Entry completes the transactions for O/E, and the transaction is sent to Project and Job Costing.

•For Fixed Price projects using the Billings and Costs or Accrual-Basis accounting methods

Invoices may be created in Order Entry or billing may be deferred to Project and Job Costing to process using the Create Billing Worksheet.

#### For all other Fixed Price and Cost Plus projects:

- •Posting the shipment completes the transactions for Order Entry and sends the transaction to Project and Job Costing. once the project is set to Complete, the PJC Billing Worksheet will process all the transactions and create an invoice for the accumulated costs.
- •You can process the billings for the transaction using Project and Job Costing's Create Billing Worksheet, or you can manually enter invoices in Accounts Receivable.
- •The unit price is set to zero and only the costs are processed.
- With Fixed Price because the price is set to a fixed price amount for the project.
- With Cost Plus because the cost is calculated when you post a shipment and perform inventory costing using the costing method assigned to the inventory items in Inventory Control.
- > Fixed Price projects using the Completed Project accounting

#### method

- •Once the project is set to Complete, the PJC Billing Worksheet can process all the transactions and create an invoice for the accumulated costs up to the Fixed Price Amount.
- > Fixed Price projects using the Project Percentage Complete accounting method
- •Billing is determined on a project completion basis using the current estimated costs and the actual costs and not on the purchase of individual items.
- > Cost Plus projects using Billings and Costs or Accrual-Basis accounting method
- •The unit price is set to zero and only the cost portion of the order is processed. The price is determined for billing in PJC using the actual cost of items according to the costing methods assigned in Inventory Control (and calculated by shipping and Day End Processing).

#### > Cost Plus projects using Total Cost Percentage Complete and Category Percentage Complete accounting methods

•The percentage of completion calculation is done during the Create Billing Worksheet process in Project and Job Costing. The amount to be billed is determined on a project or category percentage completion basis using the current estimated costs and the actual costs and not on the purchase of individual items.

#### > Cost Plus projects using Labor Hours Percentage Complete accounting methods

- •The customer is billed at the project level. The percentage complete is determined using the current estimated and actual quantity (labor hours) for each category within the project as well as the cost plus percentage for the category.
- > Cost Plus projects using Completed Project accounting methods
- •Billing occurs when the project status is set to Completed and is calculated using the Create Billing Worksheet in Project and Job Costing.

## Cost of kitting items in job-related orders

Kitting items are treated differently in Project and Job Costing than they are in Order Entry.

*In Order Entry,* a kitting item is a collection of separate items, where revenue is recognized at the master level, but costs are recognized for each item in the kit.

*In Project and Job Costing,* however, a kitting item is treated as a single item for both revenues and costs.

This means that for job-related orders:

- •Order entry adds the cost of all kit components to create a single cost for Project and Job Costing, so PJC can recognize one revenue amount and one cost amount.
- •If you match transactions from Inventory Control with those from Project and Job Costing, I/C will provide G/L with a string of component cost entries, whereas PJC will provide G/L with a single master cost.

# Doing project invoicing with non-existing customers

If you create an order or shipment for a non-existing customer and you select the project invoicing option, you will not be able to add order or shipment details unless the default template includes a tax group. (The tax group is not editable if you choose project invoicing, and it will be blank unless it is specified in the template.)



#### See also

Journal Entries Generated by Posted Transactions Setting Up Miscellaneous Charges Setting Up Project and Job Costing Integration Transaction Processing Using the New Contract Wizard G/L Accounts Used by Order Entry
### Serial/Lot Numbers Allocation / Generation Form

If you have a license to use Serialized Inventory and Lot Tracking, you can allocate serial numbers and lot numbers to items that you sell and to items that you return to inventory.

While serial numbers and lot numbers are maintained in Inventory Control, you can use the O/E Order Entry, O/E Shipment Entry, Invoice Entry, and O/E Debit/Credit Note Entry forms to allocate these numbers to items. Also, when invoicing for a quantity that is different from the quantity you shipped, you can allocate numbers using the Invoice Entry form.

The Serial/Lot Numbers Allocation form appears when you enter a quantity for a serialized or lotted item in the Order Entry, Shipment Entry, Invoice Entry, and Credit/Debit Note Entry forms, and then press the Tab key or click the Zoom ( ) button. It lets you assign serial numbers and lot numbers to items that you sell in Order Entry.

Qty. Shipped is the default field for opening the allocation form. If you want to open the form from the Qty. Ordered field, you need to select the options to do so in Inventory Control. (If your system uses security, you must have Inventory Control Setup Maintenance authorization to change these options.)

The Serial/Lot Numbers Generation form appears when you enter a quantity in a credit note for a serialized or lotted item. It lets you identify existing serial numbers and lot numbers, or generate new numbers, for an item that you are returning to inventory. (You cannot assign lot numbers or serial numbers for Damaged Item or Price Adjustment credit types.)

The forms can display one or both of the following tabs, depending on whether the item is serialized or lotted, or both. For information on these tabs, click the following links:

Serial/Lot Numbers Allocation / Generation - Serials Tab

Serial/Lot Numbers Allocation / Generation - Lots Tab

Assign Lot Numbers or Serial Numbers to an O/E Credit Note Assign Lot Numbers or Serial Numbers to an O/E Debit Note Assign Lot Numbers or Serial Numbers to an O/E Order Assign Lot Numbers or Serial Numbers to an O/E Invoice Assign Lot Numbers or Serial Numbers to an O/E Shipment Understanding Serialized Inventory and Lot Tracking

# Order Entry Form — Overview

Before you start

Use the Order Entry form to:

- •Enter, edit, and post orders, including active, standing, and future orders, and quotes.
- •Enter prepayments for orders.
- •Enter quantities shipped, and create an invoice for shipped quantities.
- •Print quotes, order confirmations, receipts (for prepayments), and invoices (if created for shipped quantities) immediately after posting.
- •Import and export orders.
- •Assign serial numbers and/or lot numbers if you have a license to use <u>Sage ERP Accpac Serialized Inventory and Lot Tracking</u>.
- •If you use Payment Processing, pre-authorize credit card payments, and process credit card prepayments.

You can also use the Shipment Entry form to ship posted orders and the <u>Invoice Entry form</u> to invoice shipments if you separate the order entry, shipping, and invoicing tasks.

For information about a tab, click the corresponding link, below:

Orde	er	<u>Customer</u>	Taxes	<u>Retainage</u>
Opti	onal Fields	<u>Sales Split</u>	Rates	<u>Totals</u>

For help on particular tasks, choose one of the following topics:



Double-click the Order Entry icon in the O/E Transactions folder to add or edit orders.

Use the buttons on the form to:

- Post the displayed order or invoice.
- •View history for the order.
- •Enter a prepayment for the order.
- If you use Payment Processing, pre-authorize, capture, or void a credit card prepayment.
- •Delete the displayed order.
- •Open the detail <u>Items/Taxes form</u>.
- <u>Close</u> the Order Entry form or a "zoomed" form.

To get help on fields in the Order Entry form, click the Field List button at the top of this Help page.

To find out about other forms you can open from Order Entry, choose from the following:

- <u>Customer Bill-To Address</u>
- <u>Customer Ship-To Address</u>
- Item Detail Form
- Serial/Lot Numbers Allocation
- Pre-authorization form

### See also

<u>Credit/Debit Note Entry — overview</u> <u>Printing Order Entry forms</u> <u>Using the New Contract Wizard</u>

### Credit/Debit Note Entry — Overview

Use the Credit/Debit Note Entry form to:

- •Credit customer accounts for returned merchandise, damaged items, and price adjustments.
- •Debit customer accounts for price adjustments and for additional merchandise sent to the customer, if it was not included on an invoice.
- •Post a debit or credit for a miscellaneous charge.
- •Import and export debit notes and credit notes you created in another Sage ERP Accpac Order Entry database or in a non-Sage ERP Accpac program.
- •Assign serial numbers and/or lot numbers to items you remove from or return to inventory, if you have a license to use <u>Serialized Inventory and Lot</u> <u>Tracking</u>.

#### Note:

- •You can process credit note transactions for items that have been set as Inactive in Inventory Control only if you are referencing an existing invoice.
- •You cannot post a credit note for job-related, project invoicing documents. Because of this, Order Entry lets you enter negative shipments to provide credit note functionality for job-related project invoicing.

To get help on any field in the Credit/Debit Note Entry form, choose the Field List button (above).

Eor help on particular tasks, click here, and choose from the list that appears

#### Before you start

### To start entering a credit note or a debit note:

- 1. Click the New button.
- 2. Enter or select the Customer Number.
- 3. Enter or select the invoice that you are adjusting.

### Use the buttons at the bottom of the form to:

Field List

- •Post the displayed credit note or debit note.
- •View sales history for a customer or for an item.
- •Close the Credit/Debit Note Entry form, the "zoomed" detail form, or a popup form.

Click here for tips on using forms in Order Entry.

Click the following links for information about tabs in the Credit/Debit Note Entry form:

Credit Note/Debit Note	Customer	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	<u>Rates</u>	<u>Totals</u>

#### See also

Order/Invoice Entry form — overview Printing invoices

### Shipment Entry Form — Overview

Use the Shipment Entry form to:

- •Enter and post shipments for existing orders or without entering orders first.
- •Add miscellaneous charges to existing orders.
- •Create invoices automatically for posted shipments.
- •Print picking slips and invoices (if you created an invoice) immediately after posting shipments.
- •Import and export shipments.
- •Assign serial numbers and/or lot numbers if you have installed and activated <u>Sage ERP Accpac Serialized Inventory and Lot Tracking</u>.
- •If you use Payment Processing, capture or void credit card prepayments for orders.

#### Note:

- •You can skip the order process and enter items directly on a shipment and automatically create the invoice. On a new shipment, enter the customer number, and then add the item details. (Do not specify an order number.)
- •You can recall and edit a shipment until you invoice it or until the order is fully shipped.

For information about a tab, click the corresponding link, below:

<u>Shipment</u>	Customer	Taxes	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	Rates	<u>Totals</u>

For help on the History and Prepayment buttons that appear on the Shipment Entry form, click the following links:

History... Prepayment...

For help on particular tasks, choose one of the following topics:

- Assign Lot Numbers or Serial Numbers to an O/E Shipment
- <u>Change payment terms</u>
- Change tax information

- Edit currency exchange rates
- Edit sales splits
- Enter taxes manually
- Import shipments
- •<u>Invoice a shipment</u>
- Print invoices
- <u>Ship an Order</u>
- If you use Payment Processing, process, capture, or void a credit card prepayment.

Double-click the Shipment Entry icon in the O/E Transactions folder to add or edit shipments.

For help on the Shipment Entry popup forms, choose from the following:

- <u>Customer Bill-To Address</u>
- <u>Customer Ship-To Address</u>
- Item Detail Form

Use the buttons on the form to:

- •Post the displayed order or invoice.
- •Open the detail form (Item/Tax...).
- •Close the Invoice Entry form or a "zoomed" form.
- Process or void a credit card prepayment, or capture a pre-authorized credit card payment.

For help on fields and buttons in the Invoice Entry form, click the Field List button at the top of this Help page.

#### See also

Credit/Debit Note Entry - overview

### Invoice Entry Form — Overview

Use the Invoice Entry form to:

- •Enter and post invoices.
- •Enter prepayments for invoices.
- •Export invoices.
- •Print receipts (for prepayments) and invoices immediately after posting.
- If you use Payment Processing, process or void a credit card prepayment for an invoice.

For information about a tab, click the corresponding link, below:

Invoice	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	<u>Rates</u>	<u>Totals</u>

For help on the buttons that appear on the Invoice Entry form, click the following links:

History... Prepayment...

For help on particular tasks, choose one of the following topics:

- •Assign Lot Numbers or Serial Numbers to an O/E Invoice
- Change payment terms
- Change tax information
- Edit currency exchange rates
- Edit sales splits
- Enter a prepayment
- Enter taxes manually
- Export invoices
- Invoice a shipment
- Print invoices

- Process a credit card prepayment
- •<u>Void a credit card prepayment</u>

Double-click the Invoice Entry icon in the O/E Transactions folder to add or edit orders and to create invoices.

For help on the Invoice Entry popup forms (not the <u>Serialized Inventory</u> popups), choose from the following:

- <u>Customer Bill-To Address</u>
- <u>Customer Ship-To Address</u>
- Item / Taxes Form

Use the buttons on the form to:

- Post the displayed order or invoice.
- •Open the detail form (Item/Tax...).
- •Close the Invoice Entry form or a "zoomed" form.

To get help on fields and buttons in the Invoice Entry form, click the Field List button at the top of this Help page.

#### See also

<u>Credit/Debit Note Entry — overview</u> <u>Viewing Posted Invoices</u>

# Copy Orders

The Copy Orders form lets you select an existing order, or a range of orders, on which to base a new order. The details from the existing orders, including item numbers, quantities ordered, pricing, and other information, appear as defaults for the new order.

You can select the details you want to use in the new order, and you can change the price list, location, ship date, quantity ordered, unit of measure, and unit price for any detail line.

#### Note:

- •You cannot add new detail lines to an order.
- •You cannot create a new order with items that required price approval on an original order. If any item on an original order required price approval during processing, Order Entry displays an error message when you click the Go button.
- Price checks are set in Inventory Control price lists for particular items, price lists, and Sage ERP Accpac user IDs.
- If you change item prices after copying items, the Price Approval field displays "Yes" if price checks are in effect for the item, and the price you enter is outside the boundaries allowed.
- •You cannot select different item codes for the detail lines.
- If you are copying job-related orders:
- You cannot change the contract, project, or category.
- You cannot create a job-related order from a job-related quote.
- You cannot copy details from other order types to a quote if there are open job details. Normally, to create new job-related quotes, you set up a template quote and copy it each time you create a quote.

You can:

- •Decide whether to copy or not copy a detail line.
- •Change the location, quantity, and price for an item/miscellaneous

### charge.

Unit cost and costing unit

To create an order from an existing order, or orders.

### **View Posted Transactions**

- Overview
  To look up posted transactions using the transaction entry forms:
  To look up posted transactions using the Current Orders In To look up current orders by customer using the Current Orders Inquiry form:
- Discrete section of the section of t
- To look up invoices and credit notes by salesperson using the Salesperson Inquiry form:
- Drilling down to O/E transactions from Accounts Receivable and General Ledger

Related topics

# **Current Orders Inquiry**

This form lets you view all the posted sales orders for a selected customer, and view orders based on order date, order type, and order status.

# To inquire on sales orders

- 1. Choose Current Orders Inquiry from the O/E Statistics and Inquiries folder.
- 2. In the Customer Number field, enter the number for the customer whose orders you want to review.
- 3. To limit the display to orders that meet certain criteria, specify a range of order numbers, order dates, and expected ship dates.
- 4.Select the type of orders (Active, Future, Standing, or Quote) you are inquiring on. You can also choose All if you wish to include all the types of orders in the display.
- 5.Select the status of orders you are inquiring on (Posted, Quote/Confirmation Printed, Picking Slip Printed, Never Invoiced, Partially Invoiced, Never Shipped, Partially Shipped, Complete, or On Hold). You can also choose All.

Note that if you shipped goods from an order and printed the picking slip after posting from the Order Entry form, the print status of the shipment will be set to "Picking Slip Printed," but the print status of the order will not be changed.

To update the status for orders, post the order but do not print the picking slip. Instead, go to the O/E Forms folder, choose Picking Slips, select the form you want, and change the Select By field to Order Number. Print the picking slip, and the status will be correctly updated.

6.Click the Go button (>>).

The program fills in the detail grid with information from the selected orders.

7. To view all the details of one of the orders, select the order line and

click the Details button, or double-click the order line on the detail grid.

The program displays the original order in the Order Entry form.

You can view all the order information in the Order Entry form, including sales history for a selected item, but you cannot change the order.

# **Pending Shipments Inquiry**

This form lets you review items that are expected to ship within a given time period (for example, in the next 7 days) and whether sufficient stock is available for the shipments.

The inquiry ignores orders that are on hold, and you can limit the inquiry to specific order types and to specific locations.

The inquiry also shows if open purchase orders exist for each item on order, and allows you to zoom into existing POs to check the quantities on order and the expected arrival dates.

# To inquire on pending shipments

- 1. Choose Pending Shipments Inquiry from the O/E Statistics and Inquiries folder.
- 2.In the Expected Shipment Date fields, leave the From field blank to include all orders with outstanding items, and enter the end date for the inquiry in the To field.
- 3. To view orders for a specific customer, enter the customer number in the From and To fields.
- 4. To view orders for a range of one or more items, enter the starting and ending item numbers in the From and To Item Number fields.
- 5.Select a range of locations, or skip the Location fields to display all locations.
- 6.Select the types of orders that you want to review (All, Active, Future, or Standing).
- 7.Click the Go button (>>).

The program fills in the detail grid with information from the selected orders.

8. To view all the details of one of the orders, double-click the order line on the detail grid, or select the line and click the Details button.

The program displays the unshipped order details from the original order.

9. To check POs for the items on order, highlight the item detail line, and, if the On PO field says "Yes", double-click the On PO field or click the column heading Drilldown button.

The program displays purchase order information for the item, including the PO number, quantity ordered, and expected arrival date.

### Sales History Form — Overview

If your Order Entry system uses the  $\frac{\text{Keep Sales History}}{\text{Sales History}}$  option, you can use this form to:

- •Review all sales and returns of items for the fiscal or calendar years and periods for which you keep history.
- Print the Sales History report.

To open this form from the Sage ERP Accpac desktop, you choose the Sales History icon from the O/E Statistics and Inquiries folder.

To check sales history for a selected item or customer while using the Order Entry, Shipment Entry, Credit Note/Debit Note Entry, or Invoice Entry forms, click the History button on the transaction entry form.

### **Before using**

- •Select the Keep Sales History option in the O/E Options form. (Note that you will be able to view sales history for transactions entered *after* you select this option.)
- •Specify the type of year and period by which to accumulate sales history.

#### To review sales history

To print sales history for a range of item numbers, customer numbers, and reporting periods, print the <u>Sales History</u> report.

#### See also

<u>Clear History form</u> <u>Keep Transaction History option</u> <u>Sales Statistics form</u> <u>Saving sales information for reporting</u> <u>Saving transaction history for reporting</u>

### Sales Statistics Form — Overview

Use this form to:

- •Look up sales statistics for the invoices, debit notes, and credit notes that have been posted in your Order Entry system during the year and period you specify.
- •Enter or edit sales, invoice, debit note, and credit note statistics from your previous order entry system during setup of Sage ERP Accpac Order Entry.
- Print the Sales Statistics report.

If your Order Entry system uses the option to keep statistics, the program keeps sales statistics from your posted orders, invoices, debit notes, and credit notes. You can review the statistics as far back as the oldest year for which you keep this information by printing the Sales Statistics report.

### Before adding or editing sales statistics

- •Select the options to  $_{\underline{\mathsf{Keep Statistics}}}$  and  $_{\underline{\mathsf{Allow Edit Of Statistics}}}$  in the O/E Options form.
- •Select the type of year and period to accumulate statistics by in the O/E Options form.

To add statistics

To review sales statistics

# To print sales statistics for a range of item numbers, customer numbers, and reporting periods, print the <u>Sales Statistics</u> report.

### See also

Accumulating sales statistics for reporting Keep Sales Statistics option Sales History form Saving transaction history for reporting

### Salesperson Inquiry — Overview

Use the Salesperson Inquiry form to review sales data (invoices and credit notes) according to salesperson and customer. Sales data is available if you choose the Keep Sales History Option.

After you select a salesperson and customer number, then click Go, you can double-click a detail line or click the Details button to view and print a copy of the document.

To get help on any field in the Salesperson Inquiry form, click the Field List button (above).

Click here for tips on using forms in Order Entry.

### Clear History Form — Overview

The Clear History form removes obsolete data from your Order Entry system. You can clear the following information:

- •Transaction history (all the information from completed orders, invoices, credit notes, and debit notes).
- •Sales history (item and customer sales by period).
- •Sales statistics (totals and high and low amounts by period).
- •Salesperson commission data (commissions accumulated since the last time data was cleared).
- •Printed posting journals (transactions from invoices and credit notes which will be posted by Accounts Receivable to general ledger accounts, listed by day end number).

You can clear one or more types of data at the same time.

### To use the Clear History form

- 1.Select the types of records you wish to clear.
- 2. Specify the ranges for each type of record.
- 3. Type the dates or fiscal year and period for which to clear.
- 4.Click Process.

### See also

Sales History form Sales Statistics form Saving transaction information for reporting

# Day End Processing

When you post Order Entry transactions, the program immediately:

- •Updates item quantities in Sage ERP Accpac Inventory Control.
- •Adds any prepayments to an Accounts Receivable receipt batch.

# Additional Tasks During Posting or Day End Processing

Costing options specified in Inventory Control determine whether the following additional tasks take place in "real time" (during posting) or during Day End Processing:

- •Update of item costs in Inventory Control.
- •Creation of audit records or general ledger transactions.
- •Update of sales statistics and customer accounts in Accounts Receivable.

**Warning!** The time required to complete day-end processing varies according to your computer and the number of transactions you entered since the last time you ran Day End Processing. We recommend that you run Day End Processing overnight, or when you do not need to use your computer for other tasks.

# If You Cost Items During Day End Processing ...

If Inventory Control uses the options Cost Items During Day End Processing or Create Subledger Transactions And Audit Info During Day End Processing, you must run Day End Processing in Inventory Control to finish updating Order Entry, General Ledger, Inventory Control, and Accounts Receivable.

To keep your audit trail and reports up to date, you should run Day End Processing as part of your daily routine.

You can run Day End Processing as many times a day as you want. Day End Processing processes all transactions posted since the last time you ran Day End Processing.

# **Locked Fiscal Periods**

Note that if a fiscal period is locked for General Ledger but not for Order Entry, you can create batches for General Ledger during posting, during Day End Processing, or using the Create G/L Batch icon (depending on Order Entry's G/L Integration settings). When you try to post transactions to a locked period in General Ledger, however, the transactions will be placed in an error batch. You can avoid this situation if you create and post General Ledger batches for outstanding Order Entry transactions *before* locking the period for General Ledger.

Similarly, you can create transactions for Accounts Receivable from Order Entry transactions, but you cannot post them to a period that is locked for Accounts Receivable.

### See also

After running Day End Processing Before running Day End Processing Tasks performed by Day End Processing

### Create Batch Form — Overview

Use the Create Batch form to:

•Produce a batch of general ledger transactions from posted shipments (or append to an existing general ledger batch) and optionally post them automatically.

You can use this form to produce G/L batches only if you selected On Request Using Create G/L Batch Icon for the <u>Create G/L Transactions</u> option in the G/L Integration form.

•Post a batch of invoices in Accounts Receivable from invoices or credit/debit notes posted in Order Entry.

You can use this form to post A/R invoices created by Order Entry only if you selected On Request Using Create Batch Icon for the Post A/R Batches option on the Processing tab of the O/E Options form.

# **Locked Fiscal Periods**

Note that if a fiscal period is locked for General Ledger but not for Order Entry, you can create batches for General Ledger during posting, during Day End Processing, or using the Create G/L Batch icon (depending on Order Entry's G/L Integration settings). When you try to post transactions to a locked period in General Ledger, however, the transactions will be placed in an error batch. You can avoid this situation if you create and post General Ledger batches for outstanding Order Entry transactions *before* locking the period for General Ledger.

Similarly, you can create transactions for Accounts Receivable from Order Entry transactions, but you cannot post them to a period that is locked for Accounts Receivable.

**If you do not use Sage ERP Accpac General Ledger,** or if your Sage ERP Accpac General Ledger system is at another location, Order Entry appends its general ledger transactions to a file called *oegltran.csv*, which can be imported by a Sage ERP Accpac General Ledger at another site, or transferred to another general ledger that you use. The file is in a Comma Separated Values (CSV) format, and is created in the same directory as your company database.

Note that if you do not use Sage ERP Accpac General Ledger in the same database as Order Entry, all general ledger transactions are placed in the same CSV file, and that each time Order Entry creates transactions it asks whether to add to the file, or replace it.

### Before you begin

- •Select the On Request Using The Create G/L Batch Icon and other general ledger options on the Integration tab of the Options form.
- Run Day End Processing in to update the company's Order Entry data.
- •Print the <u>G/L Transactions</u> report, then file it with your audit trail reports. (You must print the report before using the Create G/L Batch form. When you create general ledger transactions, the data for the G/L Transactions report is deleted from Order Entry.)

### To create the general ledger batch

- 1. Choose the Create Batch icon from the Periodic Processing folder.
- 2.Specify the day-end number up to which to create general ledger transactions. (You create the transactions for all outstanding day-end numbers up to and including the number you specify.)

3.Click Process.

### After using

•Post the batches in Sage Accpac General Ledger, if you use it.

Order Entry will automatically post the batch in the General Ledger program if you selected "Creating and Posting a New Batch" for the Create G/L Transactions option in the G/L Integration form.

•If you use a different general ledger, import the CSV batch file into your general ledger, then delete the file.

Or,

Using the G/L Transactions report, transfer the entries to your general ledger manually, then delete the CSV batch file.

### See also

<u>Clear history</u> <u>Periodic processing</u>

# **Reporting Order Entry Data**

Order Entry prints a variety of reports to help you manage your sales orders. Printed reports also serve as a source of backup information in case any of the data gets damaged on your computer.

This topic contains an overview of Order Entry's reports. For more information refer to the online help for <u>each report</u>.

# **Printing Reports**

There are several ways to print reports in Order Entry. You can:

- <u>Print directly from the program to the printer</u>, to obtain permanent copies of the information.
- Print the information on your screen, for quick review.
- Print to a file for printing later, importing into another program, or transferring to a diskette.
- Print to an e-mail to send a report to an electronic mail recipient.

Order Entry reports can be printed on laser printers with  $8\frac{1}{2}$ " x 11" paper, A4-sized paper, or dot matrix printers. (The Posting Journal can also be printed on  $8\frac{1}{2}$ "x14" paper.)

# **Setup reports**

You can print reports showing the information entered to define each of the records you create when setting up or updating your Order Entry system.

- <u>Options</u>
- <u>G/L Integration</u>
- <u>Optional fields</u>
- <u>Miscellaneous charges</u>
- <u>Ship-via codes</u>
- •<u>E-mail messages</u>
- •<u>Templates</u>

Any time you add, delete, or change any of these records, you should print and file the corresponding reports, to keep your printed records up to date.

# Sales analysis and transaction reports

Order Entry provides reports you can use to analyze sales orders. There are also reports about the Order Entry transactions you post (invoices and credit notes), and the journal entries created for the general ledger from these transactions.

- <u>Transaction lists</u>
- <u>G/L Transactions</u>
- Sales history
- Order action
- Invoice action
- <u>Sales statistics</u>
- Aged orders
- <u>Salesperson commissions</u>
- Posting journals

# **Printing Forms**

Finally, Order Entry provides you with the standard forms you need to process sales orders and invoice customers:

- Order confirmations
- •<u>Invoices</u>
- <u>Receipts</u>
- Picking slips
- Credit notes
- Shipping labels
- •<u>Quotes</u>

### See also

Order Entry reports

# **Order Entry Reports**

Order Entry Reports are divided into two categories:

- •Reports provide you with orde
- •Forms include quotes, order confirmations, invoices, picking slips, credit notes, and shipping labels.

If you have a multicurrency ledger, some of these reports can also include source and functional-currency information.

# Reports

Aged Orders E-mail Messages **G/L** Integration **G/L** Transactions **Invoice** Action Miscellaneous Charges **Optional Fields** Options **Order Action** Posting Journals Sales History Sales Statistics Salesperson Commissions Ship-Via Codes **Templates** Transaction List

# Forms

Credit/Debit Notes Invoices Order Confirmations Picking Slips Quotes Receipts Shipping Labels

### See also

Including Optional Field Information on Reports Reporting Order Entry Data When Print Destination is File When Print Destination is Printer When Print Destination is Preview When Print Destination is E-mail

# Printing When Preview is the Print Destination

To print to the screen (display a report on your monitor), choose Print Destination from the File menu on the company desktop. Choose Preview.

When you print to any destination, a report's status is updated to Printed.

#### See also

Order Entry reports Printing when Printer is the print destination Printing when File is the print destination Printing when E-mail is the print destination

# Printing When Printer is the Print Destination

To print to a printer, choose Print Destination from the File menu on the company desktop. Choose Printer, then choose Save.

When you print to any destination, a report's status is updated to Printed.

#### See also

Order Entry reports Printing when Preview is the print destination Printing when File is the print destination Printing when E-mail is the print destination

# Printing When File is the Print Destination

To print to a file, choose Print Destination from the File menu on the company desktop.

Choose File, then enter the drive, directory, and filename, or use the Browse button to scroll through the list of directories and files to select the file you want to use.

You can enter the name of a non-existent file or directory to be created by the system when you print.

When you print to any destination, a report's status is updated to Printed.

### See also

Order Entry reports Printing when Printer is the print destination Printing when Preview is the print destination Printing when E-mail is the print destination

# Printing When E-Mail is the Print Destination

To print to an e-mail message, choose Print Destination from the File menu on the company desktop. Choose E-mail, then choose OK.

When you print to any destination, a report's status is updated to Printed.

#### See also

Order Entry reports Printing when Printer is the print destination Printing when Preview is the print destination Printing when File is the print destination Printing when Schedule is the print destination

# Credit/Debit Notes — Printing

Sage ERP Accpac Order Entry lets you print copies of the details of sales returns and other credits and debits posted to customer accounts using the Credit/Debit Notes report form.

Order Entry comes with two sample formats for printing credit notes and debit notes: one for preprinted forms, and another that prints the entire credit note or debit note on blank paper. You can use the sample formats or change them to suit your company's requirements.

# **Keeping Transaction History**

If you do not use the option to keep transaction history, Order Entry deletes information for printed credit notes when you run Day End Processing in Inventory Control — so you must print the credit notes and debit notes you need before running Day End Processing.

# How to print credit notes or debit notes

1.Open Order Entry > O/E Forms > Credit/Debit Notes.

Or

Print the credit note or debit note from the Credit/Debit Note Entry form immediately after posting. (Order Entry asks whether you want to print when it displays the "Posting completed" message.)

2. From the Document Type list, select Credit Note or Debit Note.

3.In the Use Credit (or Debit) Note field, select the report format you want to use:

• OECRN01.RPT— Credit/debit note for laser printers (plain paper version)

- OECRN02.RPT— Credit/debit note (for preprinted forms)
- 4.Select all or a range of credit notes or debit notes using the From [Credit/Debit] Note No. and To [Credit/Debit] Note No. fields.

5. Choose the Delivery Method.

• Select Print Destination to print to your usual print destination.

• Select Customer to use the delivery method specified in each customer record (such as e-mail).

If you choose Customer as the delivery method, select the ID for the e-mail message you want to send with credit/debit notes for customers that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new email message for credit/debit notes, click the Zoom button for the Message ID field.

- 6.Select Include Credit/Debit Notes Already Printed to print all credit or debit notes in the range, or leave the option clear to print only those credit or debit notes that have not been printed.
- 7.Select Print Serial/Lot Numbers to print the serial numbers or lot numbers that have been assigned to the items on the Credit/Debit Notes. (You can select this option only if you have a license for Serialized Inventory and Lot Tracking.)
- 8.Do not select the Custom Form option unless you are using a customized credit/debit note form that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print form.)
- 9. Select Print Kit Component Items if you want to print all of the components in kit assemblies on the credit/debit note.
- 10.Select Print Bills of Material Component Items if you want to print all of the components in assemblies that are manufactured from bills of material on the credit/debit note.
- 11. Select Retainage to include retainage amounts on the printed credit notes or debit notes. (This option is available only if you use Sage ERP Accpac Project and Job Costing and if Accounts Receivable uses retainage accounting.)
- 12.Click Print.

You can also choose the Align button when printing to a printer. Use this button to print a sample copy of the credit note to check that preprinted forms are correctly inserted in the printer so that the credit note information will be printed in the right places. For more information on the contents of this report, see Credit/Debit notes --

features.

### See also

Order Entry reports Printing to a file Printing to a printer Printing to the screen Printing to an e-mail
## Invoices — Printing

An invoice is a detailed bill for all items purchased and shipped by Order Entry.

Sage ERP Accpac Order Entry comes with two sample 8½" x 11" datapiped formats for invoices: one for preprinted forms, and one that prints the entire credit note or debit note on blank paper. Two non-datapiped formats are also available. You can use the sample formats or change them to suit your company's requirement.

**Note:** An additional invoice form, OEINV03.RPT, is used for Internet inquiries using iConnect Sales Orders - Order Inquiry.

# **Keeping Transaction History**

If you do not use the option to keep transaction history, Order Entry deletes information for printed invoices when you run Day End Processing in Inventory Control — so you will not be able to reprint invoices.

# How to print invoices

You can use the Invoices icon to print a range of invoices, or you can print an invoice from the Order/Invoice Entry form immediately after posting it.

1.If you are printing a single invoice from Invoice Entry, Order Entry asks if you want to print the invoice when it displays the "Posting completed" message. Click Yes.

To print a range of invoices, choose the Invoices icon from the  $\mbox{O/E}$  Forms folder.

2. In the Use Invoice field, select the invoice format you want to use.

- OEINV01.RPTInvoice for laser printer (plain paper version)
- OEINV02.RPTInvoice (for preprinted forms)
- OEINV04.RPT Invoice for laser printer plain paper version (nondatapiped)

- OEINV05.RPT Invoice for preprinted forms (non-datapiped).
- 3.If you are using the Invoices icon, use the From Invoice and To Invoice fields to specify a range of invoices, or accept the default entries to print all of them..

4. Select the delivery method from the list.

- Select Print Destination to print to your usual print destination.
- Select Customer to use the delivery method specified in each customer record (such as e-mail).

If you choose Customer as the delivery method, select the ID for the e-mail message you want to send with invoices for customers that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new email message for invoices, click the Zoom button for the Message ID field.

- 5. If you are using the Invoices icon, select Include Invoices Already Printed to print all invoices in the range, or leave the option unchecked to print only those invoices that have not been printed.
- 6.Select Deprint Serial/Lot Numbers to print the serial numbers or lot numbers that have been assigned to the items on the invoices.
- 7. Specify whether you need shipping labels for the invoices.
- 8. Specify whether to include backordered items on invoices.
- 9.Do not select the Custom Form option unless you are using a customized invoice that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print form.)
- 10.Select Print Kit Component Items if you want to print all of the components in kit assemblies on the invoice.
- 11. Select Print Bills of Material Component Items if you want to print all of the components in assemblies that are manufactured from bills of material on the invoice.
- 12.Select Retainage to include retainage amounts on the printed invoices. (This option is available only if you use Sage ERP Accpac Project and Job Costing and if Accounts Receivable uses retainage

accounting.)

13.Click the Print button.

You can also click the Align button when printing to a printer. Use this button to print a sample copy of the invoice to check that preprinted forms are correctly inserted in the printer so that the invoice information will be printed in the right places.

Note that you must print invoices before they can be cleared.

# Unit Price column may not match data entry screen

The Unit Price column printed on invoices is calculated by dividing the extended price by the quantity shipped — whether pricing by quantity or by weight. When pricing by weight (and when the order unit of measure is not the pricing unit of measure), the printed unit price may not match the unit price on the transaction entry forms.

#### See also

# Order Confirmations — Printing

Before completing and invoicing an order, you can print and send customers an order confirmation which acknowledges receipt of the order and confirms the contents.

You can print confirmations for all orders or for a range of order numbers. For the selected orders, you can:

- •Print only the order confirmations that have not been printed yet, or also print new copies of those that were printed previously.
- •Print serial numbers and lot numbers for serialized and lotted items, if you use Serialized Inventory and Lot Tracking (separately licensed). For each detail line, the order confirmation lists the serial and/or lot number for each of the items ordered.
- •Indicate whether shipping labels are required for the order.

Sage ERP Accpac Order Entry includes two sample forms for order confirmations: OECONF01.RPT for printing on blank paper and OECONF02.RPT for preprinted forms. You should set up and test these forms before you begin entering transactions.

**Note:** An additional form, OECONF03.RPT, is used for Internet orders entered through iConnect Sales Orders – Order Entry.

## How to print a range of order confirmations

1. Choose Order Confirmations from the Forms folder.

2. Select the report format you want to use to print the report:

- OECONF01.RPT Order confirmation for laser printers (plain paper version).
- OECONF02.RPT Order confirmation (for preprinted forms).
- 3.Use the From and To Order Number fields to specify a range of orders, or accept the default range (all orders).

4. Select the Delivery method.

• Select Print Destination to print to your usual print destination

- Select Customer to use the delivery method specified in the customer record (for example, the customer's e-mail address).
- 5.If you selected Customer as the delivery method, select the ID for the e-mail message to send to customers whose delivery method is e-mail, or accept the default ID.

6. Specify print options for the order confirmations. You can select:

- Include Confirmations Already Printed if you want to print new copies of order confirmations that you printed before.
- Print Serial/Lot Numbers to print the serial numbers or lot numbers assigned to serialized or lotted items. (You can select this option if you have a license to use Serialized Inventory and Lot Tracking.)
- Require Shipping Labels if you want to print shipping labels for marked order confirmations only. (When you print shipping labels, you can print labels for the order confirmations that were marked as requiring them.)

Note that you can print shipping labels only if you entered a number on the Totals tab for each order.

- Custom Form *only* if you have a special order confirmation form that does not use the report selection criteria sent by this print form.
- Print Kit Component Items to print all of the components in kit assemblies on the order confirmation.
- Print Bills of Material Component Items to print all of the components in assemblies that are manufactured from bills of material on the order confirmation.
- Print On Hold Orders to print all orders, whether or not they are on hold.

7.Click the Print button.

If you are printing the order confirmation on a printer (and not sending the form by e-mail), you can click the Align button to print a sample copy of the confirmation to check whether the order information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

# Printing a single order confirmation from Order Entry

You can also print an order confirmation from the Order Entry form immediately after posting. (Order Entry asks whether you want to print the order confirmation when it displays the "Posting completed" message.)

For more information on the contents of this report, see <u>Order confirmations</u> — <u>features</u>.

#### See also

# Picking Slips — Printing

You can print picking slips to send to the warehouse or shipping department. Warehouse staff use picking slips to locate items and check the availability of inventory.

You can:

- •Sort items on picking slips by picking sequence (user-defined), item number, or order line number.
- •Select all or a range of orders for which to print picking slips.
- •Select a range of locations for which to print picking slips.
- •Limit printing to those that have not been printed, or print all picking slips in the range you selected.
- •Print serial numbers and lot numbers, for items that use these numbers and have had serial/lot numbers assigned to them. For each detail line, the picking slip lists the serial/lot number for each of the items ordered.

Sage ERP Accpac Order Entry includes sample forms you may be able to use to print picking slips. You should set up and test these forms before you begin entering transactions.

You can also print picking slips immediately after posting shipments by choosing Yes when asked if you want to print on the Posting Completed confirmation form.

For more information on the contents of this report, see <u>Picking slips - features</u>.

# How to print picking slips

1. Choose Picking Slips in the Forms folder.

- 2.In the Use Slip field, select the report that corresponds to the picking slip you want to print. The report file last used appears by default.
- If you are going to select one or more orders for picking, choose one of the following reports:
- OEPICKORDER1 A picking slip for laser printers (plain paper version).

- OEPICKORDER2 A picking slip (for preprinted forms).
- If you are going to select one or more shipments for picking, choose one of the following reports:
- OEPICKSHIPMENT1 A picking slip for laser printers (plain paper version).
- OEPICKSHIPMENT2 A picking slip (for preprinted forms).
- 3.In the Sort By field, specify whether to list item details by picking sequence, item number, or order or shipment line number.
- 4.Use the From and To [Order or Shipment] Number fields to specify the range of orders or shipments for which to print picking slips.
- 5. In the Print By field, specify whether to print picking slips for the location specified in the document header or for the locations specified for the item details.

If you print by header locations, the program will print one picking slip for each order or shipment when the location specified in the header is within the From Location/To Location range.

If you print by detail locations, the program will print a separate picking slip for each location listed in the item details of each order or shipment, provided that the location falls within the From Location/To Location range that you specify next.

- 6. Specify the range of locations for which you want to print picking slips.
- 7. Select additional options, as follows:
- Select Include Picking Slips Already Printed if you want to reprint some picking slips that you printed before.
- Select Print Serial/Lot Numbers to include serial numbers or lot numbers assigned to serialized or lotted items. (You can select this option if you have a license for Serialized Inventory and Lot Tracking.)
- Select Require Shipping Labels, D if the picking slips require shipping labels.
- Specify whether to print components for kits and/or for bills of material.

8. Click the Print button.

When printing to a printer, you can first click the Align button to print a sample copy of the picking slip. Check the sample to ensure that preprinted forms are correctly inserted in the printer, so that information for the picking slip will be printed in the right places.

#### See also

#### Quotes — Printing

If you wish to provide a quote for a customer, you can enter an order, select Quote as the order type, then enter the details for the quote and print a copy of the information for the customer.

You can print a single quote Immediately after posting the quote, or you can print one or more quotes using the Quotes form in the O/E Forms folder.

Select all or a range of orders for which to print quotes (orders with Quote selected as the order type). You can print all quotes from the orders in the range you selected by selecting Include Quotes Already Printed, or limit printing to those that have not been printed by not checking this option.

Sage ERP Accpac Order Entry includes two sample forms you may be able to use to print quotes:

•OEQUOT01.RPT — A quote for laser printers (plain paper version).

•OEQUOT02.RPT — A quote for preprinted forms.

You should set up and test these forms before you begin entering transactions.

## How to print a range of quotes

1. Choose Quotes from the Forms folder.

2.Select a range of orders.

3. Choose the Delivery method.

- Select Print Destination to print to your usual print destination
- Choose Customer to use the delivery method specified in the customer record (for example, the customer's e-mail address).
- 4.If you are e-mailing the quote to a customer whose delivery method is e-mail, select the ID for the message to send with the quote, or accept the default ID.

5. Select the print options for the quotes.

- Select Custom Form *only* if you have a special quote form that does not use the report selection criteria sent by this print form.
- Select Print Kit Component Items to print all of the components in kit assemblies on the quote form.
- Select Print Bills of Material Component Items to print all of the components in assemblies that are manufactured from bills of material on the quote form.

6.Click the Print button.

If you are printing the quote on a printer (rather than sending the form by e-mail), you can also click the Align button to print a sample copy of the quote to check that the order information prints in the right places on preprinted forms. If the information does not line up correctly, ensure that you have inserted the forms correctly in the printer.

## Printing a single quote from the Order/Invoice Entry form

You can print each quote separately from the Order/Invoice Entry form immediately after posting it. (Order Entry asks whether you want to print the quotes when it displays the "Posting completed" message.)

For more information on the contents of this report, see <u>Quotes – features</u>.

#### See also

## Receipts — Printing

Order Entry lets you print receipts to let you confirm your receipt of a customer prepayment at the time you post an order or an invoice in Order Entry.

You can print one or more receipt confirmations for receipts after posting an order or invoice, or you can go to the Accounts Receivable Receipts form in the A/R Transaction Reports folder to print receipts. For example, if you always print receipts after posting, you may just have to make sure that you aren't reprinting receipts to print a receipt for the prepayment that you just entered.

**Note:** Receipts are saved in Receipt batches in the Accounts Receivable program. Order Entry and Invoice Entry use the Receipt printing program in the Accounts Receivable program to print the prepayment receipt confirmation.

Accounts Receivable comes with a sample form for laser printers that you can use to print receipts on plain paper: ARRCPT.RPT. You can use this sample form as is, or change it to suit your company's requirements.

For information on the contents of this report, see <u>Receipts – Features</u>.

## How to print receipts

- 1. To print a single receipt for a prepayment when you post an order or invoice, select the Prepayment Receipt Confirmation checkbox on the posting confirmation form.
- 2. Make selections in the following fields:

**Detail or Summary.** Select a detail or summary receipt depending on the amount of information that you want to include with receipts.

**Reprint Previously Printed Receipts.** Select this option to reprint receipts you printed before. Do not select this option if you want to print only receipts that you have not yet printed.

**Delivery Method.** Select Print Destination (to print the invoices to the current print destination) or Customer (to use the delivery method specified in each customer record).

**E-mail Message ID/Fax Message ID.** These fields appear when you select Customer as the print destination. Select the code for the receipt message you want to accompany e-mailed or faxed receipts.

**Select By.** Choose how you want to select the receipt that you are printing:

**Batch/Entry Number.** Select a range of receipt batch numbers for which to print invoices. The number of the current batch is displayed by default when you print from the Receipt Entry form.

**Customer/Document Number.** Select a range of customers and document numbers for which to print receipt confirmations.

**Customer/Check/Receipt Number.** Select a range of customers and check /receipt numbers for which to print receipt confirmations.

If you do not select a range of document or check/receipt numbers, the program prints receipt confirmation for all the documents or check/receipts for the customer or A/R Receipt batch numbers you specify.

If you print several document types at once, the program first sorts the document numbers alphabetically, then numerically, to determine which documents belong in the range you specify.

3.Click 🗈 Print.

#### See also

Order Entry reports

# Shipping Labels — Printing

You can print shipping labels to attach to shipments and invoices sent from your warehouse or shipping department.

The number of labels printed for each shipment or invoice is the number specified for the shipment or invoice on the Totals tab of the Shipment Entry or Invoice Entry form.

You can print labels for all or a range of shipments or invoices, printing labels for every shipment or invoice in the range, or limiting printing to labels you have not printed already. You can also print labels for all shipments or invoices, or only for shipments or invoices you marked as requiring shipping labels when you printed order confirmations, picking slips, and invoices.

# When to print

Print labels when assembling orders for shipping.

# How to print

- 1. Choose Shipping Labels in the Forms folder.
- 2.Choose the type of label you want to use. Order Entry comes with two label formats that you may be able to use:
- OELABEL.RPT Shipping label: 1<sup>1</sup>/<sub>2</sub>" x 4" sheet labels for a laser printer (14 labels on a page)
- OELABELD.RPT Shipping label: 1<sup>1</sup>/<sub>2</sub>" x 3<sup>3</sup>/<sub>4</sub>" tractor feed labels
- 3. Choose whether to print labels for a range of invoices, orders, or shipments.
- 4. Specify the range of invoices, orders, or shipments.
- 5. Choose whether you want to reprint previously printed labels.
- 6.Choose whether you want to print labels for all shipments or invoices or print labels only for those invoices, orders, or shipments that you marked as requiring labels.
- 7.Click Print.

For more information on the contents of this report, see <u>Shipping labels - features</u>.

#### See also

# Aged Orders Report — Printing

Print the Aged Orders report to list all incomplete orders and their relative ages in the system.

You can list all or a range of orders by order number, customer number, or currency (in a multicurrency system). You can select three aging categories. A fourth column prints orders that have been outstanding for more than the number of days in the last aging category.

**Note:** You need Transaction Inquiry security authorization to view this report.

# When to print

Print the report periodically to identify orders which have not been filled.

# How to print

Choose Aged Orders in the Reports folder, then specify the following information:

•The date as of which you want orders aged.

All orders older than the Aged As Of date fall into one of the aging periods. Orders which are more recent than the Aged As Of date (and up to the Cutoff Date) appear in the Current column.

- •The Cutoff Date (the date of the most recent order you want listed). The report does not list orders with a document date later than this date. If you do not want to list any current orders, enter the same date in the Aged As Of and Cutoff Date fields.
- •The sorting order for the report: by order number, customer number, or currency code.
- •Ranges of order numbers, customer numbers, and currencies to include on the report.
- •Number of days in each report aging period. The default aging periods are defined in the Options form.
- •Whether to print amounts in the customer currency or in the functional

currency (multicurrency ledgers).

•Extra information to include: contact name and phone number, invoice information, or space for comments.

For more information on the contents of this report, see <u>Aged Orders report</u> — <u>features</u>.

#### See also

Order Entry reports Printing to a file Printing to a printer Printing to the screen Printing to an e-mail

## E-Mail Messages Report — Printing

Print the E-Mail Messages report to see a list of all the e-mail messages you have set up for your Order Entry system.

## When to print

Print and file the report when you send an e-mail message.

## How to print

Double-click the E-Mail Messages icon in the O/E Reports folder, or choose File, Print from the E-Mail Messages setup form, then choose the Print button.

For more information on the contents of this report, see **<u>E-Mail report — features</u>**.

#### See also

Order Entry reports Printing to an e-mail Printing to a file Printing to a printer Printing to the screen

## G/L Integration Report — Printing

The G/L Integration report lists the G/L transaction and batch creation options and other information you entered in the G/L Integration form to specify how your Order Entry system sends transactions to General Ledger.

For more information on the contents of this report, see <u>G/L Intregration – Features</u>.

## When to print

Print the report before and after changing options.

## To print the G/L Integration report

- 1.Double-click the G/L Integration icon in the Setup Reports folder, or choose File, Print from the G/L Integration form.
- 2. To begin printing, click the Print button.

If you are printing to a printer, Order Entry displays the Print Destination dialog box to let you confirm your printer selection and change the number of copies to print. Click OK if the settings are correct; otherwise, click Cancel or Setup.

If you are printing to a file, Order Entry displays the name of the file, so you can change it or cancel printing.

If you are printing to the screen (preview), Order Entry displays the report. You can then export it to a file or send it to the printer.

#### See also

## G/L Transactions Report — Printing

Print the G/L Transactions report to obtain a list of the general ledger journal entries created from shipments posted in Order Entry since the last time you created a general ledger batch.

Remember to run Day End Processing before you create the general ledger batch if you want to include the latest information in the report.

For information on the contents of this report, see <u>G/L Transactions Report — Features</u>.

# When to print

The option you selected for creating G/L entries (on the Integration tab of the G/L Integration form) determines whether and when you can print this report in Order Entry:

- •During Posting or Day End Processing. With this option, you can only view general ledger transactions from the General Ledger Program.
- •On Request Using Create Batch Icon. With this option, you can print the report in Order Entry *after* you post transactions or run Day End Processing (depending on when you cost inventory) but *before* you create G/L batches using the icon.

# To print the report

1. Choose the G/L Transactions icon from the O/E Reports folder.

2. Make selections in the following fields:

**Through Posting Sequence.** Enter a number in the Through Posting Sequence box. The latest posting sequence number is displayed, but you enter an earlier number, if you wish. The report lists all transactions for posting sequences up to and including the number you specify.

Report Format. Select Detail or Summary.

**Sort By.** If you choose the detailed report format, specify the order in which to list the transactions on the report. The choices are by general ledger Account Number, by Year/Period, and by Batch/Entry

Number.

**Currency.** If you use multicurrency accounting, specify whether to print amounts in each customer's currency or in the functional currency.

3.Click Print.

#### See also

## Invoice Action Report — Printing

Print the Invoice Action report to find out whether orders have been partially or fully invoiced, and to print the current amounts remaining to be invoiced.

**Note:** You need Transaction Inquiry security authorization to view this report.

For more information on the contents of this report, see <u>Invoice Action report</u> — <u>features</u>.

# When to print

When you need to review active orders to see what has been invoiced, or needs to be invoiced.

# How to print

- 1. Choose Invoice Action from the O/E Reports folder.
- 2. Specify whether to print a detail report or a summary report.
- 3.Specify the main selection method and sorting order for the report by order number or shipment number — and the range of order numbers or shipment numbers to include on the report.
- If you select by shipment, you choose the range of shipments and, optionally, a range of customers or a range of salespeople.
- If you select by order, you choose the range of orders and, optionally, a range of customers or a range of salespeople. However, you can also choose the status of the orders printed, which involves choosing from a variety of shipment statuses and invoicing statuses.
- 4. Specify the secondary sorting order by customer number or primary salesperson and the range of customer numbers or primary salespeople.
- 5. Select the range of order dates or shipment dates to include on the report (depending on whether you are selecting orders or shipments).

6.If you are selecting by order number, specify the Shipped and Invoiced statuses of the orders to include on the report.

You use the options in the Include Orders section to restrict the report to orders that are partially shipped or fully shipped, and that are not invoiced, partially invoiced, or fully invoiced. You can include any combination of statuses, but you must select at least one Shipped status and one Invoiced status to print the report.

- 7.If you have a multicurrency system, choose whether to print amounts in the customer currency or your functional currency.
- 8. If you are printing a detail report and you use Sage ERP Accpac Project and Job Costing, select the Include Job Details option if you want to print the contract, project, and category information for each detail.

#### See also

### Miscellaneous Charges Report — Printing

Print the Miscellaneous Charges report to obtain a list of the miscellaneous charges such as postage, shipping, handling, and restocking charges, that you use in your Order Entry system.

# When to print

Print the report when you add new miscellaneous charges or change existing charges information.

# How to print

Choose Miscellaneous Charges in the Reports folder, or choose File, Print from the Miscellaneous Charges form, then select:

- •The order in which you want the report printed (by miscellaneous charge or currency, if you have a multicurrency system).
- •The range of miscellaneous charge codes.
- •The range of currency codes, if you have a multicurrency system.
- •Whether you want to include the extended cost and job-related expense and clearing accounts for job-related miscellaneous charges.
- •Whether to include optional field information.

For more information on the contents of this report, see <u>Miscellaneous Charges</u> <u>report — features</u>.

#### See also

# **Optional Fields Report**

Print the Optional Fields report when you want to check your optional fields records.

# How to print

- 1.Double-click the Optional Fields icon in the O/E Reports folder, or choose File, Print from the Optional Fields setup form.
- 2.Choose the Show Settings option to print the settings for each optional field on the report. (The settings specify the accounts to which optional fields will be passed and whether optional fields will be passed to Project and Job Costing.)
- 3. Click Print.

# Information printed on the report

The Optional Field report displays the optional field code and description, as well as the default value and whether or not you want the value to be automatically inserted in a record.

#### See also

# **Options Report** — Printing

Print the Options report to list the information and options you entered when you set up your Order Entry system, or when you changed the information using the Options form.

## When to print

Print and file the report when you change company options for the order entry system.

# How to print

Choose Options in the Reports folder, or choose File, Print from the Options form, then click the Print button.

For more information on the contents of this report, see Options report - features.

#### See also

# Order Action Report — Printing

Print the Order Action report to obtain a list of your current orders, sorted by the order you require.

**Note:** You need Transaction Inquiry security authorization to view this report.

# When to print

When you need to review active orders to see what has been done with them, or needs to be done.

# How to print

Choose Order Action from the O/E Reports folder, then specify the following information:

- •The range of expected ship dates (for orders) to include on the report.
- •Whether to print a detail report or a summary report.
- •The source of orders: all, entered directly, or entered through the Internet
- •The types of orders to include: all orders, orders never invoiced, orders partially invoiced, orders never or partially invoiced, or orders on hold.
- •The print status of orders to include: all statuses, entered (nothing printed), confirmation printed, or picking slip printed.

Note that if you ship goods from an order and print the picking slip after posting from the Order Entry form, only the shipment will have the print status set to "Picking Slip Printed," not the order.

- •The item status of orders to include: completed with no shipments, incomplete, some items available for shipment, all items available for shipment, or items out of stock.
- •The sorting order for the report: by order number, customer number, or primary salesperson number.
- •Ranges of order numbers, customer numbers, or primary salesperson

numbers to include on the report.

- •Whether to print prices and total order amounts in the customer currency or in the functional currency (for detail reports in multicurrency ledgers only).
- •Whether to include job details (if you use the Project and Job Costing program).

For more information on the contents of this report, see <u>Order Action report</u> — <u>features</u>.

#### See also

## Posting Journals Report — Printing

Print the posting journals at the end of each day, as part of your day-end procedure and audit trail documentation. You can clear the posting file after printing the report to any destination.

# When to print

Print regularly (daily or weekly). This is the detailed record of all transactions arising from particular invoices and credit notes that will be posted to the general ledger from Accounts Receivable.

# How to print

- 1. Choose Posting Journals in the Reports folder.
- 2. Select Shipments, Invoices, or Credit/Debit Notes.
- 3. Specify the range of day-end numbers for which you are printing the report.
- 4.Use the Sort By field to specify the order in which you want the transactions to appear.
- 5. Choose whether to include:
- Salesperson splits,
- Tax summary from posted transactions,
- A/R audit information for invoices and credit/debit notes (showing the G/L transactions arising from the invoices and credit/debit notes),
- Tax reporting information if you also report taxes in another currency,
- Journals that have already been printed,
- Optional fields
- Job details
- Serial and lot numbers for serialized or lotted items, if you have a license for Serialized Inventory and Lot Tracking.

- 6.Choose the paper size  $8\frac{1}{2} \times 11^{\circ}$ , A4, or  $8\frac{1}{2} \times 14^{\circ}$  (except with credit/debit notes).
- 7.Click Print.

For more information on the contents of this report, see <u>Posting journals – features</u>.

#### See also

# Sales History Report — Printing

Print the Sales History report for use as a sales journal, to record sales staff performance by territory or location, and to indicate the strengths and weaknesses in company sales.

You can clear the sales history (using the Clear History form) after printing the report to any destination.

To be able to print the report, you must choose the Keep Sales History option on the Options form prior to running Day End Processing.

# When to print

Print the report after running Day End Processing, at the end of an accounting cycle, or any time you want to check on your sales performance.

# How to print

1. Choose Sales History from the Reports folder.

Or

On the Sales History form, click File, and then click Print.

- 2.From the Report Type list, select the type of report you want to print. You can select:
- o <u>Detail</u>
- o <u>Summary</u>
- o <u>Totals</u>
- 3. If you are printing a Detail report by item or customer and you want to include invoice details, serial and lot numbers, or kit components, select the Include Invoice Details option. Once you select the Include Invoice Details option, you can select the following additional options:
- Print Kit Components. (This option is located near the bottom of the form.)
- Include Serial/Lot Numbers. (This option is available if you use Serialized Inventory and Lot Tracking.)

4. Specify selection criteria, as follows:

**Select By.** Use the Select By field, and the From and To fields that follow the Select By field, to specify the time period for which to print sales history.

Sort By. Specify the order in which to print sales history.

**From / To** ranges. Depending on your choice for the Sort By field, additional fields may appear that let you specify ranges of customers, territories, salespersons, items, account sets, categories, and currencies (in a multicurrency system). If you use Serialized Inventory and Lot Tracking and you selected the option to include serial and lot numbers, you can also specify ranges of serial and lot numbers.

Specify ranges to restrict sales history to these ranges, or accept the default ranges to print sales history for all salespersons, customers, and items.

- 5. If you use multicurrency accounting, specify whether to print amounts in the customer's currency or your functional currency.
- 6.If you sorted the report by Primary Salesperson, you can select the option to print kit component items.

7.Click Print.

For more information on the contents of this report, see <u>Sales History report</u> — <u>features</u>.

#### See also

## Sales Statistics Report — Printing

Print the Sales Statistics report to list order entry statistics accumulated since you last cleared the sales statistics data for the period you specify. The report can help you understand and analyze the level of processing in your Order Entry system.

Note that to print this report, you must choose the Keep Sales Statistics option on the Options form before you run Day End Processing.

# When to print

Print the report when you want to check on the volume of orders, invoices, and credit notes you processed during a period.

# How to print

- 1. Choose Sales Statistics in the Reports folder, or choose File, Print from the Sales Statistics form.
- 2. Specify the range of years and periods for which to print the report.
- 3. If you use multicurrency accounting, specify whether to print amounts in customer currency or functional currency, choose the range of currency codes to include, and select whether to consolidate statistics for the range of currencies you specify.
- 4. Click Print.

For more information on the contents of this report, see <u>Sales Statistics report</u> — <u>features</u>.

#### See also

## Salesperson Commissions Report — Printing

Print the Salesperson Commissions report when you need a list of the sales commission earned since you last cleared commission data for each salesperson for whom you track commissions. You can print a detail or summary version of the report.

## Before Printing the Salesperson Commissions Report

For each salesperson whose commissions you want to track, the Paid Commissions option must be selected in the salesperson record (in Accounts Receivable) .

To be able to print this report, you must select the Track Commissions option on the Options form before you run Day End Processing.

After printing the report, you can clear the salesperson commission data to start a new commission period.

# When to print

After running Day End Processing, or any time you want to review commission data.

# How to print

- 1. Choose Salesperson Commissions from the O/E Reports folder.
- 2. In the Print field, specify whether to print a detail or summary report.
- 3.If you want to include a column that indicates the type of commission paid, select the Include Commission Type option.
- 4. In the Select By field, specify whether to select commissions by date or by year and fiscal period, and then use the From and To fields that follow to specify a range of dates or years and fiscal periods to include on the report.
- 5. Specify the range of salesperson codes you want to include on the report.

6. If you are printing a detail report, specify whether to sort the details by document number, document date, or customer number.

If you are sorting by customer number and you want to print subtotals for each customer, select the option Display Subtotals.

For more information on the contents of this report, see <u>Salesperson Commissions</u> report — features.

#### See also

## Ship-Via Codes Report — Printing

Print the Ship-Via Codes report to list the information entered to define the shipping methods used in your Order Entry system (for example, courier, air mail, parcel post).

## When to print

Print the report when you change ship-via information.

# How to print

- 1. Choose Ship-Via Codes in the Reports folder, or choose File, Print from the Ship-Via Codes form.
- 2. Specify the range of ship-via codes.
- 3. Click Print.

For more information on the contents of this report, see <u>Ship-Via Codes report</u> — <u>features</u>.

#### See also
## Templates Report — Printing

The Templates report lists the information entered to define the templates that are used in your Order Entry system. You can speed up and simplify order entry by setting up templates. Templates provide default information and settings when you add a new order or invoice.

## When to print

Print the report when you add or change templates.

## How to print

- 1. Choose Templates in the Reports folder, or choose File, Print from the Templates form.
- 2. Specify the range of template codes.
- 3. Click Print.

For more information on the contents of this report, see <u>Templates report – features</u>.

## See also

Order Entry reports When Print Destination is File When Print Destination is Printer When Print Destination is Preview When Print Destination is E-mail

## Transaction List Report — Printing

The order, invoice, shipment, and credit/debit note lists let you print detailed or summary listings of all current Order Entry transactions. You print a separate report for each type of transaction.

You can sort the reports by transaction number or customer number, and you can specify a range of transaction numbers, customer numbers, and currency codes (if you have a multicurrency system) to include in the report.

If you are printing orders, you can select active orders, future orders, standing orders, or quotes, and you can include orders which have only been entered, orders for which a confirmation has been printed, orders for which a picking slip has been printed, orders never invoiced, orders partially invoiced, completed orders, and orders on hold.

**Note:** You need Transaction Inquiry security authorization to view this report.

## When to print

Print these reports for full or partial information on current or past transactions (if you keep transaction history).

**Keep Transaction History option.** If you do not keep transaction history, Order Entry deletes transaction information when you run Day End Processing in Inventory Control.

Day End Processing deletes order information when orders are completed and deletes invoice and credit note information after you have printed invoices and credit notes.

## How to print

- 1. Double-click the Transaction List icon in the Reports folder.
- 2.In the Print field, select the type of transaction (orders, shipments, invoices, credit/debit notes).
- 3. Select the report type (detail or summary).
- 4. Select sort order (by transaction number or customer number).

- 5. Select the range of transaction numbers, customer numbers, and currencies (if you have a multicurrency system).
- 6.Select the information you want to include in the report. For example, if you selected Order in the Print field, you can choose to include some or all of the following information:
  - Order information
  - Order details
  - Addresses
  - Tax reporting information
  - Salespersons
  - Prepayments
  - Optional fields
  - Job details
  - Retainage details (if you are including job details)
  - Serial and lot numbers (if you have a license to use Serialized Inventory and Lot Tracking).
  - Order type (active, standing, future, quote)
  - Status (posted, never shipped, on hold, etc.)
  - Source (entered, Internet)

#### 7.Click Print.

For more information on the contents of this report, see <u>Transaction List – features</u>.

#### See also

Order Entry reports When Print Destination is File When Print Destination is Printer When Print Destination is Preview When Print Destination is E-mail

## **Create and Activate a Quote**

#### Dverview

#### To create a quote:

1.Open Order Entry > O/E Transactions > Order Entry.

Click here for help on Order Entry fields.

2. Press the Tab key to accept \*\*\* NEW \*\*\* as the quote number (in the Order No. field).

Order Entry will assign a number when you post the quote. (If you do not want Order Entry to assign the order number, type the new number yourself.)

- 3. Type the customer number or select it from the Finder.
- 4. Select Quote as the order type.
- 5.Enter the expiration date. Order Entry displays a default expiration date based on the default number of days specified in the O/E Options form.

**Note:** If you do not change the quote to an order before the expiration date, Order Entry automatically removes the quote when you run Day End Processing. If you selected the option to Clear Expired Quotes and specified a number of days on the O/E Options form, Order Entry deletes the expired quote from the system the next time you run Day End Processing after the specified delay. If you do not select the option to Clear Expired Quotes, expired quotes will not be deleted.

6. Enter the details and other information for the quote.

See <u>Create a New Order</u> for full instructions on entering orders.

- 7.Click Post.
- Changing quotes to orders

Note: You can also change a quote into a standing or future order.

## **Create a New Contract in PJC for a Quote**

If you are creating a job-related quote in Order Entry, you can use the New Contract wizard to create a new contract in the Project and Job Costing program by copying an existing one.

Overview

#### To create a contract using the New Contract Wizard:

- 1. Start a new order in the Order Entry form.
- 2. Choose Quote as the Order Type.
- 3. Click the Contracts button at the bottom of the Order Entry form.

The Contracts button appears *after* you choose Quote as the Order Type.

- 4.Enter a new contract number (you can use the Contract Number tab to help you do this), and specify the number of the contract that you are copying to create this new contract.
- 5.Click the Contract Style tab, and choose whether you want to create a basic contract or a standard contract.
- 6.Click the Optional Fields tab and choose whether you want to copy the optional fields from the template contract, use the PJC default optional fields, or use no optional fields for this contract.
- 7. Click the Finish button to create the contract.

## **Create a Standing or Future Order**

#### Distance Interview

#### To create a standing order:

1.Open Order Entry > O/E Transactions > Order Entry.

Click here for help on Order Entry fields.

- 2.Press the Tab key to accept \*\*\* NEW \*\*\* as the order number (Order Entry will assign the order number when you post the order), or assign the number yourself.
- 3. Enter the customer number.
- 4. Select Standing as the order type.
- 5. Enter the details and other information for the order.

See <u>Create a New Order</u> for full instructions on entering orders.

6.Click Post.

#### To create a future order:

1.Open Order Entry > O/E Transactions > Order Entry.

Click here for help on Order Entry fields.

- 2.Press the Tab key to accept \*\*\* NEW \*\*\* as the order number (Order Entry will assign the order number when you post the order), or assign the number yourself.
- 3. Enter the customer number or select it from the Finder.
- 4.As the order date, type the date on which to activate the order.

**Note:** If you usually run Day End Processing at the end of the work day, future orders set to be activated on a certain day will not become active until the end of the day. To be sure a future order is ready to be processed on the correct date, assign a date earlier than the desired date for the order.

- 5. Select Future as the order type.
- 6. Enter the details and other information for the order.

See <u>Create a New Order</u> for full instructions on entering orders.

7.Click Post.

D To create an active or future order from a standing order

D <u>To activate a future order</u>

## **Create a New Order**

You can also use the Copy Orders form to create an order by copying the details from an existing order, or a range of orders, to a new order.

Before entering orders

#### To create a new order:

1.Open Order Entry > O/E Transactions > Order Entry.

Click here for help on Order Entry fields.

2.Press the Tab key to accept \*\*\* NEW \*\*\* in the Order No. field, and let Order Entry assign an order number when you post the order.

If you do not want Order Entry to assign the number automatically, you can type the new number yourself, and then press the Tab key.

3. Type the customer number or select it from the Finder.

You can also click:

The New button to add a new customer record in Accounts Receivable.

The Credit Check button to see whether you should continue with the order.

The Zoom button to check address and contact information.

To change customer information such as the tax code, price list, and payment terms, click the Customer tab, and then return to the Order tab.

- 4. E <u>Fill in the general order information fields on the Order tab.</u>
- 5. Tab into the detail entry grid (or click the grid) to start entering order details.
- a. If you need to start a new line, press the Insert key.
- b. If you need to change the detail type, double-click the Type field to switch to Item or Miscellaneous.
- c. Double-click the Item Number field, and then type the item number or select it using the Finder.

**Note:** If you are using a scanner, click in the Item Number field before scanning the bar code.

d. Use the Tab key to move through the columns on the form. (Some columns may not appear. Order Entry lets you hide columns and change the column order.)

Or

Click the Item/Tax button (or press F9) to display a separate detail entry form that lets you view all the fields for a detail without scrolling.

Note the following points when entering detail information:

- The Price List is determined by the customer account. You can change it.
- The Location defaults from the order header.
- You must enter a Quantity Ordered.
- If you are also shipping goods, enter the quantity being shipped. (If you are shipping the entire order immediately, you can use the Ship All button after entering item quantities.)
- If the item entered is serialized and/or lotted, when you enter the <u>guantity ordered or the quantity shipped</u>, and then press the Tab key, the <u>Serial/Lot Numbers Allocation form</u> appears. Use this form to <u>assign serial</u> <u>and/or lot numbers</u> to the item.

For information on other detail fields, see Order Entry fields.

e. If you need to add another detail, repeat this procedure.

6.Use the remaining tabs to finish entering order information, as follows:

- To assign or credit a salesperson for this order, use the Sales Split tab.
- To add optional field information for the order, use the Optional Fields tab.
- To change currency exchange rates in a multicurrency system, use the Rates tab.
- To add a prepayment to this order, use the Prepayment button.

• To check the totals for the order, click the Totals tab.

**Tip:** If you are shipping any goods, select the Create Invoice option on the Totals tab to create an invoice for the shipped quantities automatically.

- 7.If you use Payment Processing, you can <u>pre-authorize</u> or <u>process</u> a credit card prepayment for the order before posting it.
- 8. Click Post to post the order, as well as any shipment, prepayment, or invoice information.
- After posting an order

# **Copy Orders**

Dverview

#### To create a new order from one or more existing orders:

1.Open Order Entry > O/E Transactions > Copy Orders.

Click here for help on all Copy Orders fields.

- 2. In the From Customer Number field, type the code for the customer whose order details you want to copy for the new sales order.
- 3.In the To Customer Number field, type the code for the customer for whom you are creating the new order, or use the Finder or the navigation buttons to select it.
- 4.In the From Order Number and To Order Number fields, enter the range of existing "From Customer" orders to use as the basis for the new order.
- 5. If the customers are different and have different tax groups, enter or select the tax group for the To customer.
- 6. Specify the type of order that you are copying (Active, Future, Standing, or Quote).
- 7.If you use Project and Job Costing, choose whether you are copying job-related orders.

If job-related, specify whether you want to copy orders that use project invoicing.

**Note:** The program will select from the type of orders that you choose. For example, if you select job-related, but do not select project invoicing, the program will search for all orders within the customer and order ranges which are job-related but do not use project invoicing.

8.If the customers and the customer currencies are different, enter or select the price list for the To customer. (If the From and To customer is the same, the program copies the prices directly from the previous orders.)

**Note:** If the original order uses a currency with more decimal places

than the new order, the program will display an error message if the order contains miscellaneous charges.

- 9.Click the Go button (>>) to add the details from the existing orders to the new order.
- 10.In the Order Number field, type an order number if you wish to assign a number manually, or accept the \*\*\*New\*\*\* entry to let the program assign the next number in the order number sequence.
- 11. In the Order Date field, enter or choose the date for the order. The program automatically displays the session date as the order date.
- 12.If you need to put the order on hold for some reason, select the On Hold option.
- 13. Choose the type of order that you are creating (Active, Future, Standing, or Quote).
- 14. Enter a description and a reference for the order.
- 15.Use the detail grid on the Copy Orders form to edit the details as you require.

To delete a detail line, you simply click the detail line, then press the Delete key on your keyboard.

If Inventory Control permits the allocation of serial numbers or lot numbers using the Qty. Ordered field, and the detail is for a serialized or lotted item, I you can optionally allocate serial numbers and/or lot numbers for the order quantity you enter.

16.When you have finished entering information for the order, click the Create button to generate the order.

After copying an order, or orders

# **Change an Existing Sales Order**

Overview

### To change an existing sales order:

1.Use the Order Entry form to display the order that you want to edit.

- a. Open Order Entry > O/E Transactions > Order Entry.
- b. Type the number of the order you want to edit, or select it from the Finder.

Click here for help on Order Entry fields.

2.Enter the changes you need to make. You can change everything you entered originally, but the order number, customer number, and whether the order is job-related.

For example, you can add lines, delete lines (unless you have shipped quantities), change item quantities, change prices, add comments or instructions, etc.

3. Click Post to post the changes.

Note that if you by increase the quantity backordered on a shipment for a fully shipped order, the program then treats the order as incomplete.

## **Change Payment Terms**

Distance Interview

#### To change payment terms for a sales order, shipment, or invoice:

- 1. Display the order, shipment, or invoice whose terms you want to change.
- a. Open Order Entry > O/E Transactions > Order Entry, Shipment Entry, or Invoice Entry.
- b. Type the number of the transaction that you want to edit, or select it from the Finder.

**Note:** You cannot change the terms for a completed order, or for an invoiced shipment, or for a posted invoice.

<u>Click here for help on Order Entry fields.</u> <u>Click here for help on Shipment Entry fields.</u> <u>Click here for help on Invoice Entry fields.</u>

2.Click the Customer tab, then change the terms code, discount, or other payment terms as necessary.

3.Click Post.

# Change Customer or Detail Tax Information on Documents

Overview

# To change the customer tax group or tax class for a sales order, shipment, or invoice:

1. Display the order or shipment whose tax information you want to change.

You cannot change the tax information on a posted invoice. You must change it before posting.

- a. Open Order Entry > O/E Transactions > Order Entry or Shipment Entry.
- b. Type the number of the transaction that you want to edit, or select it from the Finder.

**Note:** You cannot change information for a completed order, or for an invoiced shipment, or for a posted invoice.

<u>Click here for help on Order Entry fields.</u> <u>Click here for help on Shipment Entry fields.</u> <u>Click here for help on Invoice Entry fields.</u>

- 2. To change the customer tax group (tax jurisdictions):
- a. Click the Customer tab.
- b. In the Tax Group field, type the new tax group code or select it using the Finder.
- 3. To change the customer tax class (whether the customer is subject to taxes):
- a. Click the taxes tab.
- b. In the Customer Tax Class field for each tax authority, enter the correct tax class for the customer.
- c. Enter a tax registration number if necessary.
- 4. To change the tax class for a detail item or miscellaneous charge (whether the item is taxable):

- a. Click the first tab for the document. (Depending on the type of document, this is the Order, Shipment, or Invoice tab.)
- b. Select the detail line for which you want to edit tax information (on the detail grid on the Document tab).
- c. Click the Item/Tax... button or press F9.
- d. In the tax grid at the bottom of the zoomed detail form, enter a different tax class, if a different one applies.
- e. Change the Tax Included setting, if necessary.

You can only change this setting if "Tax Included" is allowed by the Tax Authority in Tax Services.

f. Click Save, then Close.

For information about sales tax calculation, see <u>Calculating sales taxes</u>.

For information about entering taxes manually, see Enter taxes manually.

5. When finished entering or editing the document, click Post.

# Change Tax Amounts on Order Entry Documents

Overview

## To change the total tax amount for a document:

- 1. Click the Taxes tab on the Order Entry, Shipment Entry, Invoice Entry, or Credit/Debit Note Entry form.
- 2.Edit the tax class if necessary, then click the Calculate Tax button to see the results of the change.
- 3. To enter taxes manually, clear the Calculate Taxes option (in the topleft corner of the tab), and then enter new tax amounts. You can also change the tax base if applicable.

**Note:** You cannot edit taxes or see the Distribute Taxes button if the Calculate Taxes option is selected.

4.Click the Distribute Taxes button to automatically distribute the new tax total to the items on the order (you can also use the Distribute Taxes button on the first document tab).

## To change tax information for single items:

- 1.Click the Item/Tax... button on the first tab of the Order Entry, Shipment Entry, Invoice Entry, or Credit/Debit Note Entry form.
- 2. Change the tax class for an authority, or the tax included option, if necessary.

## Note:

- You cannot change the Tax Included setting unless the tax authority allows it. (Tax authorities are defined in Tax Services.)
- The tax amount will not be automatically recalculated until you close this window and move to another document tab.
- The tax amount will not be recalculated if you did not select the Calculate Tax option. If you want to recalculate the tax, you will have to select Calculate Tax, or use the Calculate Tax button on the Taxes tab.

#### To enter item tax amounts manually:

1.Clear the Calculate Taxes option, select the line for which you want to change tax amounts, and then click the Item/Taxes button to open the zoomed form to change tax amounts.

**Note:** You must uncheck the Calculate Taxes option before you click the Item/Tax... button. You can find the Calculate Taxes checkbox just above the detail entry grid on the first tab, or on the Taxes tab.

- 2. Enter the new tax base and tax amount for the detail line.
- 3. When you are finished, click Close.
- 4. To check tax amounts for the document, click the Taxes tab or click the Totals tab.

# Entering a Prepayment in Order Entry, Shipment Entry, or Invoice Entry

Overview

Before you start

#### To add a prepayment:

1. Click the Prepayment button to open the Prepayments form.

The Prepayment button appears on the Order Entry, Shipment Entry, and Invoice Entry forms.

<u>Click here for more help on Order / Shipment Prepayment fields.</u> <u>Click here for more help on Invoice Prepayment fields.</u>

2. In the Batch field, type the number of the receipt batch to which you want to add the prepayment, or use the Finder to select the receipt batch.

If creating a new batch, select the bank code and the currency (for a multicurrency system).

- 3.Select a deposit number, or click the New button if you are creating a new deposit.
- 4.If you use Payment Processing and want to process a credit card prepayment:
  - a.Select a payment code that uses the payment type SPS Credit Card.

**Tip:** Click the Finder (**(**) to see a list of payment codes and associated payment types.

The Processing Code field appears.

b.Select a processing code that will be used to process the credit card transaction.

**Note:** The bank and currency for the processing code you select must match the bank and currency for the current transaction.

5.Enter a number for the receipt — this could be a check number or it could be a confirmation or reference number for a credit card.

6.Use the calendar icon to choose the date of the receipt.

7. Enter the amount of the prepayment in the Receipt Amount field.

8. Click Add to add the prepayment.

If you use Payment Processing and you selected a payment code that uses the payment type SPS Credit Card, the Charge button becomes available.

9. If you want to process a credit card prepayment, click Charge and use the Process Credit Card form to process the credit card prepayment.

10.Post the prepayment.

**Note:** To cancel a prepayment before you have added it, click Close without first clicking Add.

## **Process a Credit Card Prepayment**

#### Dverview

Before you start

## To process a credit card prepayment:

1. In Order Entry, Shipment Entry, or Invoice Entry, enter and add a prepayment.

**Note:** You must select a payment code that uses the payment type SPS Credit Card, and you must select a processing code for the transaction.

After you add the prepayment, the Charge button becomes available.

2.Click Charge.

The Process Credit Card form appears.

- 3.Select a saved credit card or enter details for a new credit card:
  - •To select a saved credit card, use the Finder (<).
  - •To enter details for a new card and save the card in the customer record, click New ( ) and then add the card details in the Credit Card Information form.
  - •To enter details for a new credit card that **will not** be saved in the customer record, select Enter a Card for One-Time Use.
- 4. Enter or review billing details. These may be different from the information in the Sage ERP Accpac customer record. For example, the customer may be using a company credit card, or may be authorized to use a card on behalf of the primary cardholder.
- 5.Review totals. For some transactions, you can edit the amount in the Subtotal and Taxes fields. When you edit one of these fields, the amount in the other field is calculated automatically by subtracting the amount you entered from the total.
- 6.Click Process Payment.

The Sage Payment Solutions browser form appears.

7.Enter credit card details.

■ Tips for entering credit card details

8. Click Submit.

Sage Payment Solutions processes the payment. The browser form closes, and transaction details and a status message appear on the Process Credit Card form.

- 9.On the Process Credit Card form, review transaction details and status.
- 10. Close the Process Credit Card form.

## **Void a Credit Card Prepayment**

#### Dverview

Before you start

#### To void a credit card prepayment:

1.On the Order Entry, Shipment Entry, or Invoice Entry form, select a document for which a Sage Payment Solutions credit card prepayment has been processed.

**Note:** You can void a prepayment in Order Entry only if the document has not been posted. If the document has been posted, you must void the prepayment in A/R Receipt Entry.

- 2. Click Prepayment to open the Prepayments form.
- 3. Click Void.

The Process Credit Card form appears and displays details for the transaction.

- 4. Click Void Sale.
  - If the payment has not been settled in Sage Payment Solutions, it is voided.
  - If the payment has been settled in Sage Payment Solutions, an error message informs you that it cannot be voided. If you want to refund the payment, you can process a refund on the A/R Refund Entry form.

5. Close the Process Credit Card form.

## **Pre-authorize a Credit Card Payment**

#### Overview

Before you start

#### To pre-authorize a credit card payment:

- 1.Open Order Entry > Transactions > Order Entry.
- 2.Create or select an order for which you want to pre-authorize a credit card payment.
- 3. Click the Pre-authorize button.

The O/E Pre-authorization form appears. The Pre-authorization Amount field displays the order total (including taxes).

4. Verify that the Payment Code field displays the correct payment code, or select a payment code that uses the payment type SPS Credit Card.

**Tip:** Click the Finder (**a**) to see a list of payment codes and associated payment types.

5. Verify that the Processing Code field displays the correct processing code, or select a processing code.

The bank code associated with the processing code appears in the Bank Code field..

**Note:** The bank and currency for the processing code you select must match the bank and currency for the transaction.

6.Enter remaining pre-authorization details, and then click Pre-authorize to open the Process Credit Card form.

The Process Credit Card form appears.

- 7.Select a saved credit card or enter details for a new credit card:
  - •To select a saved credit card, use the Finder (<).
  - •To enter details for a new card and save the card in the customer record, click New ( ) and then add the card details in the Credit Card Information form.

- •To enter details for a new credit card that **will not** be saved in the customer record, select Enter a Card for One-Time Use.
- 8.Enter or review billing details. These may be different from the information in the Sage ERP Accpac customer record. For example, the customer may be using a company credit card, or may be authorized to use a card on behalf of the primary cardholder.
- 9.Review totals. For some transactions, you can edit the amount in the Subtotal and Taxes fields. When you edit one of these fields, the amount in the other field is calculated automatically by subtracting the amount you entered from the total.
- 10. Click Process Pre-authorization.

The Sage Payment Solutions browser form appears.

11. On the Sage Payment Solutions browser form, enter credit card details.

■ Tips for entering credit card details

12.Click Submit.

Sage Payment Solutions processes the pre-authorization. The browser form closes, and transaction details and a status message appear on the Process Credit Card form.

- 13.On the Process Credit Card form, review pre-authorization details and status.
- 14. Close the Process Credit Card form.

After pre-authorizing the credit card payment, you can post the order, and then use the Shipment Entry form to capture the pre-authorization when the order is shipped.

## **Capture a Pre-authorized Credit Card Payment**

#### Distance Interview

Before you start

#### To capture a previously pre-authorized credit card prepayment:

1.Open O/E Order Entry or Shipment Entry and select an order for which a credit card payment has been pre-authorized.

**Note:** On the O/E Shipment Entry form, the Create Invoice option is selected by default. You must create an invoice when capturing a pre-authorized credit card payment from this form.

- 2.For each item that you are shipping, enter the quantity shipped in the Qty. Shipped field.
- 3. Click Capture.

The O/E Prepayments form appears.

**Note:** If you are using Shipment Entry, the receipt amount displays the invoice amount, rather than the pre-authorized amount.

4. Select a batch or create a new one.

**Note:** The bank code for the batch must match the bank code specified in the processing code used for the transaction.

5. Verify that the selected payment code matches the payment code for the pre-authorized credit card, and that the receipt amount is correct.

**Note:** When you capture a pre-authorized credit card payment, the amount captured can be different than the amount that was pre-authorized. For example, if a customer at a restaurant adds a tip, the amount captured will be greater than the amount that was pre-authorized.

6.Click Add.

The Charge button becomes available.

7.Click Charge.

The Process Credit Card form appears.

- 8.Review billing details and totals. For some transactions, you can edit the amount in the Taxes field in order to comply with Level 2 processing requirements. When you edit this amount, the amount in the Subtotal field is calculated automatically by subtracting the taxes you entered from the transaction total.
- 9. Click Process Payment.

Sage Payment Solutions processes the payment, and transaction details and a status message appear on the Process Credit Card form.

- 10. Close the Process Credit Card form.
- 11. Post the document.

## Void a Credit Card Pre-authorization

Dverview

Before you start

## To void a credit card pre-authorization:

- 1.Open Order Entry > Transactions > Order Entry and select an order for which a credit card pre-authorization exists.
- 2. Click Void button.

The O/E Pre-authorization form appears.

3. Click Void.

The Process Credit Card form appears.

4. Click Void Pre-authorization.

Sage Payment Solutions voids the pre-authorization, and a time stamp and status message appear on the Process Credit Card form to confirm that the pre-authorization has been voided.

5. Close the Process Credit Card form.

## **Cancel Backordered Quantities on a Sales Order**

Distance Interview

#### To cancel backordered quantities:

1.Use the Order Entry form to display the order that you want to edit.

- a. Open Order Entry > O/E Transactions > Order Entry.
- b. Type the number of the order you want to edit, or select it from the Finder.

Click here for help on Order Entry fields.

- 2. Choose the line that you want to cancel.
- 3.Set the Quantity Backordered to zero to mark the line as complete.

Order Entry will add the line amount (the Quantity Ordered) to the Sales Lost field on the Sales Statistics report.

4. Click Post to post the changes.

Note that if you by increase the quantity backordered on a shipment for a fully shipped order, the program then treats the order as incomplete.

## **Ship Orders and Items**

Overview

Choose the appropriate set of steps from the following choices. See the Overview above for more information.

▶ <u>To enter shipped quantities on the Order Entry form</u>

D To ship items for one or more orders using the Shipment Entry form

D To ship items using the Shipment Entry form without creating an order first

## **Invoice Shipments**

#### Overview

Distance invoice shipped goods automatically on the Order Entry or Shipment Entry form:

### To invoice one or more shipments using the Invoice Entry form:

1.Open Order Entry > O/E Transactions > Invoice Entry.

Click here for help on Invoice Entry fields.

2.Press the Tab key to accept \*\*\* NEW \*\*\* as the invoice number (in the Invoice No. field).

Order Entry will assign an invoice number when you post the invoice.

If you do not want Order Entry to assign the number automatically, you can type the new number yourself, and then press the Tab key.

- 3. Type the customer number or select it from the Finder.
- 4. *If you are invoicing only one shipment,* type the number of the shipment, or select the number using the Finder.

*If you are invoicing several shipments,* select the From Multiple Shipments option, then click the zoom ( ) button beside the option. On the Create Invoice From Shipments form that appears select the shipment numbers using the Finder, then click the Invoice button.

The program will display all of the information from the shipments that you selected, allowing you to edit the existing information or post the default invoice.

- 5. Check the D header information for the invoice to make sure that it is correct.
- 6. You can D edit invoice details right on the detail entry grid, or on the Items/Taxes form.
- 7.Click the Customer tab to check the payment terms, and to adjust any discounts or scheduled payments associated with the terms code.
- 8. If you are invoicing several shipments, click the Sales Split tab to check the allocation of the sale. If the shipments used various sales splits, you will have to change the allocation manually.
- 9.Click the Taxes tab to check the tax class and the tax registration number for the customer. If you are entering taxes manually, you can

adjust the tax base and tax amount, if necessary.

If the tax currency differs from the customer currency, you can enter a reporting tax amount or let the program calculate it automatically.

- 9. Click the Totals tab to check the totals for the invoice.
- 10.Click Post to post the invoice and assign the invoice number, if you let Order Entry assign your invoice numbers.

When posting is finished, the program will let you print the invoice.

# Enter a Return or Credit Note for an Existing Invoice

Overview

### Crediting existing invoices

1.Open Order Entry > O/E Transactions > Credit/Debit Note Entry.

Click here for help on Credit/Debit Note Entry fields.

2.Press the Tab key to accept \*\*\* NEW \*\*\* as the credit note number (in the Document No. field). The default document type is Credit Note.

If you do not want Order Entry to assign the number automatically, you can type the new number yourself, and then press the Tab key.

- 3. Type the customer number or select it from the Finder.
- 4. Type the invoice number or select it from the Finder. The invoice information is automatically displayed.

Verify that the invoice information is correct. You can change the entries in any fields other than the order number, invoice date, and job-related checkbox.

If you want, you can click the Drilldown button beside the Invoice Number field to view the invoice, and drill down from there to the shipment and original order.

5. Check and edit the Actual Return Date and Credit Note Date (if they differ from today's date).

6. Choose the action you want to take:

If all items on the invoice have been returned to inventory:

- Check the quantities on the item details to make sure that the number of items returned match the number on the invoice.
- Check the Totals tab before posting the return.

If this is a partial return or price adjustment, or if items are damaged, or if you need to add detail lines for the credit note, you will need to change detail lines in the detail grid on the Credit Note tab.

a. Tab into the detail entry grid (or click the grid) to start entering

credit note details. You may have to press the Insert key to start a new line.

- b. Double-click the Type field to switch between entering items or miscellaneous charges.
- c. If you are entering an Item detail, double-click the credit type field and choose whether:
  - Items are being returned to inventory.
  - Items are damaged (and not being returned to inventory).
  - The price is being adjusted.
- d. Double-click the Item Number field and enter an item number or a miscellaneous charge code. (If this is a job-related credit note, you have to enter the contract and job information before you can choose the item.)

You can also click the Item Number column heading to look up item numbers.

If you are using a scanner, click in the Item Number field before scanning the bar code.

- e. Use the tab key to move through the columns on the form. Or, you can click the Item/Tax... button or press F9 to display an entry form for adding items.
  - Some columns may not be displayed. Order Entry lets you hide columns and change the column order.
  - The Price List is determined by the customer account. You can change it.
  - The Location defaults from the Location in the top part of the tab.
  - For information on other detail fields, see <u>Credit Note Entry fields</u>.
- 7.Once you are finished editing the credit note detail lines, you should check the information on the remaining credit note tabs:
  - To assign or credit a salesperson for this credit note, click the Sales Split tab.

- To add optional field information to this credit note, click the Optional Fields tab.
- To change currency exchange rates in a multicurrency system, click the Rates tab.
- To check the totals for the credit note, or to add an extended comment, click the Totals tab.

8. Click Post to post the credit note.

Order Entry asks if you want to print the credit note after posting it. You can also print the credit note separately, from the O/E Forms folder.

## **Edit Credit Note Details**

1. In the detail grid on the Credit Note tab, select the line to be credited.

If you are not crediting an invoice in Order Entry, the first line is already selected. Also, if the invoice number does not exist in Order Entry, the program displays a unit cost for each item you specify, based on the item's costing method.

2. Select the type of credit:



If you do not want to affect any Order Entry or Inventory Control statistics, you should enter the credit note in Accounts Receivable.

- 3. If you need to check or change tax information for the items, see  $\frac{\text{change}}{\text{tax information}}$ .
- 4. Repeat steps 1 through 3 for each line to be credited.
- 5.Delete all lines that are not to be credited. To delete a line, select it and press Delete. If you are prompted to confirm the deletion, choose Yes.
- 6.Enter additional lines if needed. You can add lines for items or miscellaneous charges.
- 7. When you are satisfied with the information, follow the steps in the Verifying credit note totals topic.
- Related topics
### Enter a Return for a Cleared or Missing Invoice

#### Dverview

#### To credit an invoice that no longer exists in Order Entry:

1.Open Order Entry > O/E Transactions > Credit/Debit Note Entry.

Click here for help on Credit/Debit Note Entry fields.

2. Press the Tab key to accept \*\*\* NEW \*\*\* as the credit note number (in the Document No. field). The default document type is Credit Note.

If you do not want Order Entry to assign the number automatically, you can type the new number yourself, and then press the Tab key.

3. Type the customer number or select it from the Finder.

You can also click:

The Zoom button to check address and contact information.

To change customer information such as the tax code or price list, click the Customer tab, and then return to the Credit Note tab.

4. Type the number of the invoice. If you do not know the number, leave the Invoice Number field blank.

If the invoice still exists in Accounts Receivable, you must use the correct invoice number to properly credit the invoice. If you enter an invoice number that does not currently exist in Order Entry, the program uses the entries in the default template.

- 5. Fill in the general credit note information fields on the Credit Note tab.
- 6. Tab into the detail entry grid (or click the grid) to start entering credit note details. You may have to press the Insert key to start a new line.
- 7.Double-click the Type field to switch between entering items or miscellaneous charges.
- 8. If you are entering an Item detail, double-click the credit type field and choose whether:
  - Items are being returned to inventory.
  - Items are damaged (and not being returned to inventory).

- The price is being adjusted.
- 9.Double-click the Item Number field and enter an item number or a miscellaneous charge code. (If this is a job-related credit note, you have to enter the contract and job information before you can choose the item.)

You can also click the Item Number column heading to look up item numbers.

If you are using a scanner, click in the Item Number field before scanning the bar code.

- 10.Use the tab key to move through the columns on the form. Or, you can click the Item/Tax... button or press F9 to display an entry form for adding items.
  - Some columns may not be displayed. Order Entry lets you hide columns and change the column order.
  - The Price List is determined by the customer account. You can change it.
  - The Location defaults from the Location in the top part of the tab.
  - For information on other detail fields, see <u>Credit Note Entry fields</u>.
- 11. To assign or credit a salesperson for this credit note, click the Sales Split tab.
- 12. To add optional field information to this credit note, click the Optional Fields tab.
- 13. To change currency exchange rates in a multicurrency system, click the Rates tab.
- 14. To check the totals for the credit note, or to add an extended comment, click the Totals tab.
- 15. Click Post to post the credit note.

Order Entry asks if you want to print the credit note after posting it. You can also print the credit note separately, from the O/E Forms folder.

## Enter or Verify Credit Note (Debit Note) Totals

Before you post a credit note or a debit note, you should verify the document total. You can also change the debit note and credit note dates, if necessary, and specify whether the credit note or debit note includes the invoice discount (if one applied)

#### To enter or verify document totals:

1. Choose the Credit Note or Debit Note Totals tab.

Click here for help on Credit Note (Debit Note) Entry fields.

- 2.Use the Totals tab to:
  - Specify whether miscellaneous charges were discounted on the invoice, in addition to items.
- Enter a credit note discount percentage or fixed amount. This is the discount from the invoice which has to be subtracted from the amount of the credit note. The amount you enter is prorated to all the items on the credit note. If you discounted miscellaneous charges as well, the discount is also prorated to the miscellaneous charges.

The program displays the following information:

- Estimated weight for all items on the credit note (using the unit weights from Inventory Control item records).
- Number of detail lines on the credit note.
- Subtotal of all shipped items and miscellaneous charges on the credit note.
- Credit note amount, which is calculated as:
- Credit note subtotal (shipped items + misc. charges)
  - Discount
  - + Tax (if it is not included in item prices)

If item prices include tax, the amount of the included tax is displayed on the right side of the form. It does not affect the calculation of the credit note amount.

- 3. If you need to change tax information for the customer, see  $_{\underline{Change tax}}$  information.
- 4. When you are satisfied with the document and totals information, click Post to post the credit note or debit note.
- 5. Print the credit note or debit note.

# Assign Lot Numbers or Serial Numbers to a Debit Note

Overview

#### To assign serial numbers or lot numbers to a debit note:

- 1.Open Order Entry > O/E Transactions > Credit/Debit Note Entry.
- 2. Select Debit Note as the document type.
- 3. Select D Items Removed From Inventory as the debit type.
- 4. Select an invoice number, if necessary.

The program automatically fills in other fields with information from the invoice.

#### 5. For items that are not kitting items:

a. Enter a quantity in the Quantity column, and then click the Quantity column heading.

If you are editing an existing document, and you only want to change a serial number or lot number already assigned, select the item line, and then click the Quantity column heading.

The Serial/Lot Numbers form that appears includes a Serials tab if the item is serialized and/or a Lots tab if the item is lotted.

Click here for help on the fields on the Serial/Lot Numbers form.

- b. Use the Serials tab to assign serial numbers.
- C. Use the Lots tab to assign lot numbers.

The quantity of serial numbers or lot numbers you require appears in the Serial (or Lot) Number list. The quantity remaining to be allocated is reduced as you allocate numbers.

For kitting items, D click here for instructions on assigning numbers.

- 6.When the quantity of serial numbers and/or lot numbers remaining is zero, click Close to return to the Credit /Debit Note Entry form.
- 7.Enter any additional information required for the document, and then post the transaction, as usual.

<u>Related topics</u>

# Assign Lot Numbers or Serial Numbers to a Credit Note

Overview

#### To assign serial numbers or lot numbers to a credit note:

- 1.Open O/E Transactions > Credit/Debit Note Entry.
- 2. Select Credit Note as the document type.
- 3. Select D Items Returned To Inventory as the credit type.
- 4. Select the invoice number, if necessary.

The program automatically fills in other fields with information from the invoice.

**Note:** If the credit note refers to an invoice number, you cannot allocate serial numbers or lot numbers to details that existed on the invoice. However, you can allocate serial and lot numbers to new details that you add to the credit note. You can also delete serial and lot numbers from existing details.

5.Use the detail grid to enter item information, including the inventory location to which you are returning the item.

#### For items that are not kitting items:

a. Enter a quantity in the Quantity column, and then click the Quantity column heading.

If you are editing an existing document, and you only want to change a serial number or lot number already assigned, select the item line, and then click the Quantity column heading.

The Serial/Lot Numbers form that appears includes a Serials tab if the item is serialized and/or a Lots tab if the item is lotted.

Click here for help on the fields on the Serial/Lot Numbers form.

- b. Use the Serials tab to assign serial numbers.
- C. Use the Lots tab to assign lot numbers.

The quantity of serial numbers or lot numbers you require appears in the Serial (or Lot) Number list. The quantity remaining to be allocated is reduced as you allocate numbers.

For kitting items, D click here for instructions on assigning numbers.

- 6.When the quantity of serial numbers and/or lot numbers remaining is zero, click Close in the Serial/Lot Numbers form.
- 7.Enter any additional information required for the credit note, and then post the transaction, as usual.

# Assign Serial Numbers or Lot Numbers to an Order

Overview

#### To assign serial numbers and/or lot numbers to an order:

- 1.Open Order Entry > O/E Transactions > Order Entry.
- 2. Start a new order that includes a detail for a serialized or lotted item, or display an existing order.
- 3. Allocate serial numbers and lot numbers to the items.

#### For items that are not kitting items:

a. Enter a quantity for the item in the Qty. Ordered field (or accept the quantity, if it is correct), and then press Tab, or click the Zoom (

If Inventory Control uses the option to allocate serial numbers and/or lot numbers using the order quantity, the Serial/Lot Numbers Allocation form appears. (You must allocate serials numbers and/or lot numbers using the Qty. Ordered field before you can ship them using the Qty. Shipped field.)

b. If the Serial/Lot Number Allocation form does not appear, enter a quantity in the Qty. Shipped field, and then press the Tab key or click the Zoom (
) button to display the form.

The Serial/Lot Numbers form that appears includes a Serials tab if the item is serialized and/or a Lots tab if the item is lotted.

Click here for help on the fields on the Serial/Lot Numbers form.

Use the Serial/Lot Numbers Allocation form to allocate serial numbers and lot numbers, as follows:

- Use the Serials tab to assign serial numbers.
- Use the Lots tab to assign lot numbers.

The quantity of serial numbers or lot numbers you require appears in the Serial (or Lot) Number list. The quantity remaining to be allocated is reduced as you allocate numbers. c. When the quantity of serial numbers and/or lot numbers remaining is zero, click Close to return to the Order Entry form.

For kitting items, D click here for instructions on assigning numbers.

4. If you are shipping the items, now, and you have not already entered a quantity shipped, enter a quantity in the Qty. Shipped field, and then press Tab, or click the Zoom (

5.On the Serials/Lot Numbers Allocation form that appears:

• If Inventory Control does not use the option to allocate serial numbers for the quantity ordered, you must allocate the required serial numbers for the quantity shipped.

<u>To identify serial numbers</u>.

If you allocated serial numbers to the quantity ordered, you can view the serial numbers, but you cannot change them.

• If Inventory Control does not use the option to allocate lot numbers for the ordered quantity, allocate the required lot numbers for the quantity shipped.

To identify lot numbers.

If you allocated lot numbers to the quantity ordered, enter the quantities that you are shipping for each lot.

- 6. Click Close to return to the Order Entry form.
- 7.Fill in any additional information required for the order, and then click Post.

# Assign Lot Numbers or Serial Numbers to an O/E Shipment

Overview

#### To assign serial numbers or lot numbers to a shipment:

- 1.Open Order Entry > O/E Transactions > Shipment Entry.
- 2. Enter information for the shipment, as usual.

## 3.If you specified an order number and you are shipping all of the items on backorder:

- a. Click the Ship All button.
- b. For each serialized or lotted item (not kitting items):
- a. Select the item, and then click the Zoom button ( ) for the Qty. Shipped field.
- b. Use the Serial/Lot Numbers Allocation form to assign serial numbers and lot numbers, as required.

## If the item is a kitting item that contains serialized or lotted components:

- a. Select the item.
- b. Click the Components button.
- c. On the Kitting Components form that appears, select a serialized or lotted item, and then click the Zoom button for the Qty. Shipped field.
- d. Use the Serial/Lot Numbers Allocation form to assign serial numbers and lot numbers to each component .

## If you are not shipping all the items, or if you did not specify an order number, for each serialized or lotted item:

- a. Specify an inventory location for each item detail. (Because serial numbers and lot numbers are maintained by location, you must specify a location before you enter a quantity.)
- b. In the Quantity Shipped field, enter the quantity you are shipping,

and then click the Zoom button ( ) for the Qt.y. Shipped field.

- C. Use the Serial/Lot Numbers Allocation form to assign serial numbers and lot numbers, as required. Click here for help on the fields on the Serial/Lot Numbers Allocation form.
- 4. Click Close to return to the transaction entry form. .
- 5. Finish entering information for the shipment, as needed, and then click Post.

# Assign Lot Numbers or Serial Numbers to an O/E Invoice

Overview

#### To assign serial numbers or lot numbers to an invoice:

- 1.Open Order Entry > O/E Transactions > Invoice Entry.
- 2. Enter information for the invoice, as usual.

#### 3.For each serialized or lotted item (not kitting items):

- a. Select the item, and then click the Zoom button ( ) for the Qty. Invoiced field.
- b. Dise the Serial/Lot Numbers Allocation form to assign serial numbers and lot numbers, as required.

## If the item is a kitting item that contains serialized or lotted components:

- a. Select the item.
- b. Click the Components button.
- c. On the Kitting Components form that appears, select a serialized or lotted item, and then click the Zoom button for the Qty. invoiced field.
- d. Use the Serial/Lot Numbers Allocation form to assign serial numbers and lot numbers to each component .

Click here for help on the fields on the Serial/Lot Numbers Allocation form.

- 4. Click Close to return to the transaction entry form. .
- 5. Finish entering information for the invoice, as needed, and then click Post.

# Print Quotes, Order Confirmations, Picking Slips, and Invoices

You can print Order Entry forms using the choices in the O/E Forms folder, or you can print them immediately after posting the corresponding transaction.

What business forms come with Order Entry?

Before you start

#### To print Order Entry reports:

- 1.Open Order Entry > O/E Forms.
- 2. Choose the form that you want to print.
- 3. Press F1 when the print form appears for detailed information on report options.
- 4. To begin printing, click the Print button.

## Print an Order Confirmation Immediately After Posting

Before you start

#### To print a confirmation for an order you have just posted:

1. With the order displayed in the Order Entry form, click the Post button to post the order.

If you are shipping goods (and, optionally, producing an invoice) you can also print a picking slip and an invoice.

When Order Entry is finished posting the order, it displays a form which lists the order number and lets you choose which documents you want to print.

- 2.Select the order confirmation check box (and any other documents available documents that you want to print). Order Entry opens the Order Confirmations form and selects the order you just posted.
- 3.Complete the information as follows:
- **Use Confirmation.** Type the name of the order confirmation form you want to use. If you are not sure of the name, choose Browse, then select the form from the list that appears.
- **Delivery Method.** Choose how you want to send the order confirmation to your customer.
  - Select Print Destination to print to your usual print destination.
  - Select Customer to use the delivery method specified in each customer record in the Accounts Receivable program (such as e-mail).

If you choose Customer as the delivery method, select the ID for the e-mail message that you want to send with order confirmations for customers that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new email message for invoices, click the Zoom button for the Message ID field.

- **Print Serial/Lot Numbers.** This option is available if you use Serialized Inventory and Lot Tracking. You can select this option if any order items are serialized or lotted, and you want to include serial numbers and/or lot numbers on the order confirmation.
- **Require Shipping Labels.** Select this option if you want to print shipping labels for marked order confirmations only. (When you print shipping labels, you can print labels for the order confirmations that were marked as requiring them.)

Note that you can print shipping labels only if you entered a number on the Totals tab for each order.

- **Use Custom Form.** Do not select the Custom Form option unless you are using a customized confirmation form that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print form.)
- **Print Kit Component Items.** Select Print Kit Component Items if you want to print all of the components in kit assemblies on the confirmation.
- **Print Bills of Material Component Items.** Select Print Bills of Material Component Items if you want to print all of the components in assemblies that are manufactured from bills of material on the confirmation.
- **Print On Hold Orders.** Select this option if you want to print the confirmation for orders which are on hold.

4.Click Print.

If you are printing the order confirmation on a printer (and not sending the form by e-mail), you can click the Align button to print a sample copy of the confirmation to check that the order information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

What business forms come with Order Entry?

## **Print a Receipt Immediately After Posting**

Before you start

## To print a receipt immediately after posting an order, shipment, or invoice that included a prepayment:

1. Click the Post button on the order, shipment, or invoice.

When Order Entry is finished posting the transaction, select the Prepayment Receipt Confirmation checkbox on the posting confirmation form.

- 2.Order Entry opens the Receipt Printing form and selects the prepayment that you just posted.
- 3. Complete the information as follows:

**Detail or Summary.** Select a detail or summary receipt depending on the amount of information that you want to include with receipts.

**Reprint Previously Printed Receipts.** Select this option to reprint receipts you printed before. Do not select this option if you want to print only receipts that you have not yet printed.

**Delivery Method.** Select Print Destination (to print the invoices to the current print destination) or Customer (to use the delivery method specified in each customer record).

**E-mail Message ID/Fax Message ID.** These fields appear when you select Customer as the print destination. Select the code for the receipt message you want to accompany e-mailed or faxed receipts.

**Select By.** Choose how you want to select the receipt that you are printing:

**Batch/Entry Number.** Select a range of receipt batch numbers for which to print invoices. The number of the current batch is displayed by default when you print from the Receipt Entry form.

**Customer/Document Number.** Select a range of customers and document numbers for which to print receipt confirmations.

**Customer/Check/Receipt Number.** Select a range of customers and check /receipt numbers for which to print receipt

confirmations.

If you do not select a range of document or check/receipt numbers, the program prints receipt confirmation for all the documents or check/receipts for the customer or A/R Receipt batch numbers you specify.

If you print several document types at once, the program first sorts the document numbers alphabetically, then numerically, to determine which documents belong in the range you specify.

#### 4. Click Print.

If you are printing the receipt on a printer (and not sending the form by e-mail), you can click the Align button to print a sample copy of the receipt to check that the order information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

What business forms come with Order Entry?

## **Print an Invoice Immediately After Posting**

Before you start

#### To print an invoice immediately after posting it:

1. Click the Post button while the invoice is displayed.

When Order Entry is finished posting the invoice, it displays a form which it lists the invoice number and asks whether you want to print the invoice.

- 2.Select the Invoice checkbox, and click Yes to print the invoice. Order Entry opens the Invoice Printing form and selects the invoice you just posted.
- 3.Complete the information as follows:
  - **Use Invoice.** Select the name of the invoice form to use. If you are not sure of the name, choose Browse, then select the form from the list that appears.
  - **Delivery Method.** Choose how you want to send the invoice to your customer.
    - Select Print Destination to print to your usual print destination.
    - Select Customer to use the delivery method specified in each customer record in the Accounts Receivable program (such as e-mail).

If you choose Customer as the delivery method, select the ID for the e-mail message you want to send with invoices for customers that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new email message for invoices, click the Zoom button for the Message ID field.

- Print Serial/Lot Numbers.
- **Require Shipping Labels.** Select this option if you want to print shipping labels for marked invoices only. (When you print shipping labels, you can print labels for the invoices that were marked as requiring them.)

Note that you can print shipping labels only if you entered a number on the Totals tab for each invoice.

- **Include Backordered Items.** Select this option if you want to include backordered items on these invoices.
- **Use Custom Form.** Do not select the Custom Form option unless you are using a customized invoice that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print form.)
- **Print Kit Component Items.** Select Print Kit Component Items if you want to print all of the components in kit assemblies on the invoice.
- **Print Bills of Material Component Items.** Select Print Bills of Material Component Items if you want to print all of the components in assemblies that are manufactured from bills of material on the invoice.
- Retainage.
- 4.Click Print.

If you are printing the invoice on a printer (and not sending the form by e-mail), you can click the Align button to print a sample copy of the invoice to check that the information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

- What business forms come with Order Entry?
- Related topics

## **Print Order Confirmations for a Range of Orders**

Overview

Before you start

#### To print a range of confirmations:

1.Open Order Entry > O/E Forms > Order Confirmations.

2. Select the order confirmations to print as follows:

- **Use Confirmation.** Type the name of the order confirmation form you want to use. If you are not sure of the name, choose Browse, then select the form from the list that appears.
- **From Order Number / To Order Number.** Enter the first and last order numbers for which you want to print confirmations, or use the Finder to select a range of orders.
- **Delivery Method.** Choose how you want to send the order confirmation to your customer.
  - Select Print Destination to print to your usual print destination.
  - Select Customer to use the delivery method specified in each customer record in the Accounts Receivable program (such as e-mail).

If you choose Customer as the delivery method, select the ID for the e-mail message you want to send with order confirmation for customers that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new email message for invoices, click the Zoom button for the Message ID field.

- **Include Confirmations Already Printed.** Select this option if you want to print new copies of confirmations that you printed before.
- **Print Serial/Lot Numbers.** This option is available if you use Serialized Inventory and Lot Tracking. You can select this option if any order items are serialized or lotted, and you want to include serial numbers and/or lot numbers on the order confirmations.
- **Require Shipping Labels.** Select this option if you want to print

shipping labels for marked order confirmations only. (When you print shipping labels, you can print labels for the order confirmations that were marked as requiring them.)

Note that you can print shipping labels only if you entered a number on the Totals tab for each order.

- **Use Custom Form.** Do not select the Custom Form option unless you are using a customized confirmation form that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print form.)
- **Print Kit Component Items.** Select Print Kit Component Items if you want to print all of the components in kit assemblies on the confirmation.
- **Print Bills of Material Component Items.** Select Print Bills of Material Component Items if you want to print all of the components in assemblies that are manufactured from bills of material on the confirmation.
- **Print On Hold Orders.** Select this option if you want to print the confirmation for orders which are on hold.
- 3.Choose Print.

If you are printing the order confirmation on a printer (and not sending the form by e-mail), you can click the Align button to print a sample copy of the confirmation to check that the order information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

What business forms come with Order Entry?

### **Print a Range of Invoices**

You can print a range of invoices after they are posted and before they are cleared from Order Entry.

Before you start

#### To print a range of invoices:

1.Open Order Entry > O/E Forms > Invoices.

2. Select the invoices to print as follows:

- **Use Invoice.** Select the name of the invoice form to use. If you are not sure of the name, choose Browse, then select the form from the list that appears.
- **From Invoice Number / To Invoice Number.** Enter the first and last invoice numbers you want to print, or use the Finder to select the invoices.
- **Delivery Method.** Choose how you want to send the invoice to your customer.
  - Select Print Destination to print to your usual print destination.
  - Select Customer to use the delivery method specified in each customer record in the Accounts Receivable program (such as e-mail).

If you choose Customer as the delivery method, select the ID for the e-mail message you want to send with invoices for customers that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new email message for invoices, click the Zoom button for the Message ID field.

- **Include Invoices Already Printed.** Select this option if you want to print new copies of invoices you printed before.
- **Print Serial/Lot Numbers.** This option is available if you use Serialized Inventory and Lot Tracking. You can select this option if any items on these invoices are serialized or lotted, and you want to include serial numbers and/or lot numbers on the invoices.

• **Require Shipping Labels.** Select this option if you want to print shipping labels for marked invoices only. (When you print shipping labels, you can print labels for the invoices that were marked as requiring them.)

Note that you can print shipping labels only if you entered a number on the Totals tab for each invoice.

- **Include Backordered Items.** Select this option if you want to include backordered items on these invoices.
- **Use Custom Form.** Do not select the Custom Form option unless you are using a customized invoice that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print form.)
- **Print Kit Component Items.** Select Print Kit Component Items if you want to print all of the components in kit assemblies on the invoice.
- **Print Bills of Material Component Items.** Select Print Bills of Material Component Items if you want to print all of the components in assemblies that are manufactured from bills of material on the invoice.
- **Retainage.** The Retainage option is available if your Accounts Receivable system uses Retainage accounting. Select the option to include retainage information on the invoices.

#### 3.Choose Print.

If you are printing the invoice on a printer (and not sending the form by e-mail), you can click the Align button to print a sample copy of the invoice to check that the information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

- What business forms come with Order Entry?
- Related topics

## Print a Range of Credit Notes or Debit Notes

Overview

#### To print a range of credit notes or debit notes:

1.Open Order Entry > O/E Forms > Credit/Debit Notes.

2. Select the credit notes or debit notes to print as follows:

- **Document Type.** Select the name of the invoice form to use. If you are not sure of the name, choose Browse, then select the form from the list that appears.
- **Use Credit/Debit Notes.** Select the name of the credit or debit note form to use. If you are not sure of the name, choose Browse, then select the form from the list that appears.
- From Credit/Debit Note Number / To Credit/Debit Note Number. Enter the first and last credit or debit notes numbers you want to print, or use the Finder to select the credit/debit notes.
- **Delivery Method.** Choose how you want to send the credit or debit note to your customer.
  - Select Print Destination to print to your usual print destination.
  - Select Customer to use the delivery method specified in each customer record in the Accounts Receivable program (such as e-mail).

If you choose Customer as the delivery method, select the ID for the e-mail message you want to send with credit or debit notes for customers that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new email message for invoices, click the Zoom button for the Message ID field.

- **Include Credit/Debit Notes Already Printed.** Select this option if you want to print new copies of credit/debit notes that you printed before.
- **Print Serial/Lot Numbers.** This option is available if you use Serialized Inventory and Lot Tracking. You can select this option if

any items used in document details are serialized or lotted, and you want to include serial numbers and/or lot numbers on the credit note or debit note.

- Use Custom Form. Do not select the Custom Form option unless you are using a customized credit or debit note form that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print form.)
- **Print Kit Component Items.** Select Print Kit Component Items if you want to print all of the components in kit assemblies on the credit or debit notes.
- **Print Bills of Material Component Items.** Select Print Bills of Material Component Items if you want to print all of the components in assemblies that are manufactured from bills of material on the credit or debit notes.
- **Retainage.** The Retainage option is available if your Accounts Receivable system uses Retainage accounting. Select the option to include retainage information on the credit note or debit note.
- 3.Click Print.

If you are printing the credit/debit notes on a printer (and not sending the form by e-mail), you can click the Align button to print a sample copy of the credit/debit notes to check that the information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

## Look Up Sales History for an Item or a Customer

Distance Interview

#### To look up sales history for an item or a customer:

1.Open Order Entry > O/E Statistics and Inquiries > Sales History.

Click here for help on Sales History fields.

- 2. Specify the range of years and periods for which to display sales history.
- 3.In the Select By field, select:
  - Customer Number to view all of the items ordered or returned by a particular customer.
  - Item Number to view all of the customers who ordered or returned a particular item.
- 4. Type the item number or customer number for which to display history, or use the Finder to select the number.
- 5. If you use multicurrency accounting, specify whether to display amounts in your functional currency or in the customer's currency.
- 6.Click the Go button (>>).

If you displayed history for a customer number, the program lists all of the items used on invoices or returns for the customer for each year and period.

If you displayed history for an item number, the program lists all of the customers to which you sold item for each year and period.

7. To print a sales history report that uses your current selections:

- a. Click the Print button.
- b. On the Sales History Report form that appears, make any additional selections that you want, and then click Print.
- c. Click Close to return to the Sales History form.
- 8. To view transactions processed for a particular item or customer in a year and period, double-click the line for which you want more information, or select the line and then click the Details button.

#### The transactions appears in the **Sales History Detail** form.

Click here for help on Sales History detail fields.

- **To drill down to a particular invoice or return,** select the transaction on the Sales History Detail grid, and then click the Document button to display the document.
- **To view serial numbers or lot numbers** allocated in a transaction that included serialized or lotted items, select the transaction line on the grid, and then click the Serial/Lot Numbers button.

## **Look Up Sales Statistics**

Overview

#### To look up sales statistics:

1.Open Order Entry > O/E Statistics and Inquiries > Sales Statistics.

Click here for help on Sales Statistics fields.

- 2. Select the year, period, and currency for which you want to see sales statistics.
- 3. To print a Sales Statistics report that uses your selections:
- a. From the File menu, click Print.
- b. Change any selections, as you need.
- c. Click Print.
- d. Click Close to return to the Sales Statistics inquiry form.

## Look Up Transaction History in Inventory Control

The Inventory Control program lets you look up transactions created in Sage ERP Accpac Order Entry, Purchase Orders or Inventory Control.

#### To look up transactions:

- 1.Open Inventory Control > I/C Statistics and Inquiries > Transaction History Inquiry.
- 2. To change the fiscal year and period, select a new one from the dropdown list beside the As At Year/Period field.
- 3.Enter the beginning and ending item numbers, or select them using the Finders.
- 4.Enter the beginning and ending account set numbers, or select them using the Finders.
- 5. Enter the beginning and ending location numbers, or select them using the Finders.
- 6. When you are satisfied with your inquiry criteria, click the Go button.
- 7.A list of items matching your criteria is displayed. To view a list of recent transactions involving an item, select the item from the list and click the Details button.
- 8. The list includes the document number and other information about the transaction.
- 9. To drill down to the original document, highlight a transaction and click the Details button.

Sage ERP Accpac will display the original transaction unless it has been cleared from the database.

### **Perform Day-End Processing**

Run day-end processing as part of your daily routine, to keep your Inventory Control audit trail and reports up to date. You can run day-end processing as many times a day as you want.

What does Day-End Processing do?

Before you start

#### To perform day-end processing:

- 1.Open Inventory Control > I/C Periodic Processing > Day End Processing.
- 2.Click Process.
- 3. When the message appears to indicate that processing is complete, click the OK button or press Enter to close the message and the Day End Processing form.
- After using

## **Create G/L Transaction Batch**

Dverview

Before you start

#### To create a batch of G/L transactions:

- 1.Open Order Entry > O/E Periodic Processing > Create Batch.
- 2.Specify the day-end number through which to create general ledger transactions. (You create the transactions for all outstanding day-end numbers up to and including the number you specify.)
- 3.Optionally, select Post A/R Batch if you also want to post invoice transactions created by Order Entry in the Accounts Receivable program. (See the Overview notes.)

4. Click Process.

After using

## **Post Accounts Receivable Invoice Batch**

Overview

Before you start

#### To post a batch of invoices created by Order Entry in A/R:

- 1.Open Order Entry > O/E Periodic Processing > Create Batch.
- 2.Specify the day-end number through which to create general ledger transactions. (You create the transactions for all outstanding day-end numbers up to and including the number you specify.)
- 3.Select Post A/R Batch to post invoice transactions created by Order Entry in the Accounts Receivable program. (See the Overview notes.)

4. Click Process.

After using

## **Change Order Entry Processing Options**

Overview

Before you start

#### To change O/E processing options:

1.Open Order Entry > O/E Setup > Options.

Click here for help on all Options fields.

2. Click the Processing tab.

These are the options you can select or change on the Processing tab in the O/E Options form.

Accumulate By Allow Edit Of Statistics Allow Non-Existent Customers Apply Credit Note to Previously Credited Invoice Calculate Backorder Quantities Calculate Tax Reporting Amounts Automatically **Clear Expired Quotes** Commission By Sales/Margin **Credit Checks** Default Create Invoice Option To Default Order Unit Of Measure Default Order Weight Unit Of Measure **Default Quantity Committed** Default Quote Expiration Days Default Rate Type Default Template Code Functional Currency Include Other Pending Transactions in Credit Limit Check Include Pending A/R Transactions in Credit Limit Check Include Pending O/E Transactions in Credit Limit Check Keep Sales History Keep Sales Statistics Keep Transaction History **Multicurrency** Period Type Post A/R Batches During Posting.../On Request Using... **Track Commissions** 

#### Note:

• Use the I/C Options form in Inventory Control to change whether inventory is costed when posting Order Entry transactions or during day end processing.

Costing items and creating subledger transactions and audit information during posting will increase the time it takes to post transactions in Inventory Control, Order Entry, and Purchase Orders.

• If you change from updating costs during day end processing to updating costs during posting, you must first run day end to cost all outstanding posted O/E, I/C, and P/O transactions.

3. Click the Save button to save any changes to processing options.

After changing O/E Options

# Change Posting and Day End Processing Options

Note:

- •Day end processing options are set up in the Inventory Control program. These options also affect when the Order Entry program can post General Ledger and Accounts Receivable batches.
- •You cannot change day end processing options if any Inventory Control forms are open, or other users are working with Order Entry.

Overview

Before you start

## To change batch creation and posting options for A/R transactions created by Order Entry:

1.Open Order Entry > O/E Setup > Options.

Click here for help on all O/E Options.

- 2.Click the Processing tab.
- 3. Change the following option. Post A/R Batches During Posting or Day End Processing/On Request Using Create Batch Icon

**Note:** If you choose to post A/R batches when you post O/E transactions, and you cost inventory during transaction posting, Order Entry will create and post an A/R batch each time you post an invoice.

4. Click the Save button when you are finished.

## To change batch creation and posting options for G/L transactions created by Order Entry:

If you are now using the Create Batch form to create transactions, print a copy of the latest G/L Transactions report, then create any outstanding transactions *before* changing your choice for this option.

1.Open Order Entry > O/E Setup > G/L Integration.

Click here for help on all G/L Integration fields.

2. Change the appropriate option. <u>Create G/L Transactions</u> <u>Create G/L Transactions by</u>
Consolidate G/L Batches

3. Click the Save button when you are finished.

Make sure that no one else is using the Order Entry data and that no other Order Entry forms are open for the company before you save changes.

# To change day end processing options in the Inventory Control program:

- 1.Open Inventory Control > I/C Setup > Options.
- 2.Click the Costing tab.
- 3. Change the appropriate option. <u>Cost items during posting or Day End Processing</u> <u>Create Subledger Transactions and Audit Info. During (Posting / Day End Processing)</u>
- 4. Click the Save button when you are finished.

Make sure that no one else is using the Inventory Control data and that no other Inventory Control forms are open for the company before you save changes.

# To change batch creation and posting options for G/L transactions created by Inventory Control:

**Note:** Inventory Control generates G/L transactions from order shipments and returns.

1.Open Inventory Control > I/C Setup > G/L Integration.

2. Change the appropriate option.

Consolidate G/L Batches Create G/L Transactions Create G/L Transactions by

3. Click the Save button when you are finished.

Make sure that no one else is using the Inventory Control data and that no other Inventory Control forms are open for the company before you save changes.

- After changing Day End Processing and posting options
- Related topics

### **Change General Ledger Integration Options**

You cannot change settings on the Integration tab of the G/L Integration form if other Order Entry forms are open, or other users are working with the Order Entry database.

Make sure that no other Order Entry forms are open for the company before you save changes to the G/L Integration form.

Dverview

Before you start

#### **To change General Ledger integration options:**

- 1.Open Order Entry > O/E Setup > G/L Integration.
- 2. The Integration tab lets you change these options:

Create G/L Transactions Create G/L Transactions by Consolidate G/L Batches Transaction Type Source Ledger Source Type

3. Click the Transaction tab to change the information that appears with G/L transactions for the G/L Detail Comment, G/L Detail Description, G/L Detail Reference, and

G/L Entry Description.

The Entry grid lists each of the transactions produced by Order Entry, and displays the information that is currently included in G/L transactions produced from these O/E transactions.

- a. Double-click the transaction description or transaction detail information that you want to change.
- b. On the form that appears, highlight the information that you want to add to the transaction field, and use the Include and Exclude buttons to add or remove field information.

You can assign one or more pieces of information (segments) to each G/L transaction field, provided that the combined length of the segments and separators does not exceed 60 characters. Fields exceeding this limit will be truncated when you post the general ledger transactions.

c. Click Save to save the contents of the G/L transaction field.

- d. Choose a different field to edit, or click Close to return to the Transaction tab.
- 4. Click Save to save changes to the G/L Integration form.
- After changing G/L Integration Options
- Related topics

### **Change Customer Credit Check Options**

Distance Interview

Before you start

#### To change O/E processing options:

1.Open Order Entry > O/E Setup > Options.

Click here for help on all Options fields.

2. Click the Processing tab.

These are the credit check options you can select or change on the Processing tab in the O/E Options form.

Credit Checks Include Other Pending Transactions in Credit Limit Check Include Pending A/R Transactions in Credit Limit Check Include Pending O/E Transactions in Credit Limit Check

3. Click the Save button to save any changes to processing options.

After changing O/E Options

### Add Miscellaneous Charges

#### Overview

Before adding

#### To add miscellaneous charges:

1.Open Order Entry > O/E Setup > Miscellaneous Charges.

Click here for help on Miscellaneous Charges fields.

2. If you do not use multicurrency accounting, type the code you want to use in the Miscellaneous Charge Code field or select it using the previous/next buttons (I I III).

If the field is not clear, click the New icon next to the Miscellaneous Charges field, then type the code you want to use. (If you are displaying an existing miscellaneous charge, you can "copy" it to a new code by typing the new code over the displayed code, making any changes you need to the information, and adding the record.)

### If you use multicurrency accounting:

- a. Click the New icon in the button group on the right side of the form.
- b. Type the currency code or select it from the Finder.
- c. Type the code you want to use.
- 3. Type a description for the charge.
- 4. If the charge has a standard amount, type the amount.

# 6.If you use Project and Job Costing, and you are also using this charge for job-related orders:

- a. Select the Allow For Jobs option.
- b. Specify an account for recording the miscellaneous charge expense.
- c. Specify a <u>clearing account for the miscellaneous charge</u>.
- 7.If you use Optional Fields, click the Zoom button (,), choose the optional fields that apply to this charge, and (optionally) enter default

optional field information.

- 8. Select the tax authorities and sales tax classes that apply to the charge.
- 9.Click Save to add the charge.

# Add Optional Fields to Records and Transactions

Overview

Before you start

# To add optional fields to miscellaneous charges, transactions, and transaction details:

1.Open Order Entry > O/E Setup > Optional Fields.

Click here for help on all Optional Fields setup fields.

2. Select a record/transaction type from the Optional Fields For list.

Click here for more information.

- 3.Click in the optional field entry grid, and then press the Insert key on your keyboard to start a new line.
- 4.Click the Finder (or press F5) in the Optional Field column, then choose an existing optional field from the Finder list. (The description will appear automatically.)
- 5.Click the Finder in the Default Value column, then choose the value for the optional field selected in step 3.

6. Toggle in the Auto Insert column to:

- Choose Yes if you want to allow the optional field (and its default value) to appear in new records and transactions.
- Choose No if you do not want the optional field to appear automatically.
- 7.Click the Settings button to select the G/L accounts that this optional field will be included with for G/L transactions and transactions sent to other subledgers.

Click here for a list of G/L accounts for shipment, invoice, and credit/debit note transaction details.

Consider carefully the purpose of each optional field that you add.

For example, only send optional fields to General Ledger that are used for financial analysis, and only to the accounts where they are required. 8. Click the Close button to close the Settings form. Click the add button on the O/E Optional Fields form, and then click Close.

Make sure that no one else is using the Order Entry data and that no other Order Entry forms are open for the company before you save changes.

After adding optional fields to O/E

### Allow Editing of Sales Statistics

Overview

Before you start

#### To change O/E processing options:

1.Open Order Entry > O/E Setup > Options.

Click here for help on all Options fields.

- 2. Click the Processing tab.
- 3. Change the <u>Allow Edit Of Statistics</u> Option.
- 4. Click the Save button to save any changes to processing options.

After changing statistics

### **Edit Salesperson Commission Rates**

#### Overview

Note: You edit salesperson's commission rates in Accounts Receivable.

#### To edit salesperson commission rates

- 1.Open Accounts Receivable > A/R Setup > Salespersons.
- 2. Select the salesperson that you want to edit.
- 3.On the Commission tab, select the Paid Commissions check box if necessary.

You can turn the Commissions option on or off, or change any of the commission rate information.

- 4. Select the number of commission rates in the drop-down box.
- 5. Click Save to record the changes.

### **Print Shipping Labels**

Overview

Before you start

#### To print shipping labels:

- 1.Open Order Entry > O/E Forms > Shipping Labels.
- 2.Choose the type of label you want to use. Order Entry comes with two label formats that you may be able to use:
- OELABEL.RPT Shipping label: 1<sup>1</sup>/<sub>2</sub>" x 4" sheet labels for a laser printer (14 labels on a page)
- OELABELD.RPT Shipping label: 1<sup>1</sup>/<sub>2</sub>" x 3<sup>3</sup>/<sub>4</sub>" tractor feed labels
- 3. Choose whether to print labels for a range of invoices, orders, or shipments.
- 4. Specify the range of invoices, orders, or shipments.
- 5. Choose whether you want to reprint previously printed labels.
- 6.Choose whether you want to print labels for all shipments or invoices or print labels only for those invoices, orders, or shipments that you marked as requiring labels.
- 7.Click Print.

If you are printing to a printer, Order Entry displays the Print Destination dialog box to let you confirm your printer selection and change the number of copies to print. Click OK if the settings are correct; otherwise, click Cancel or Setup.

If you are printing to a file, Order Entry displays the name of the file so you can change it or cancel printing.

If you are printing to the screen (preview), Order Entry displays the report. If you want, you can then export it to a file or send it to the printer.

### **Print Reports to a Printer**

Sage ERP Accpac lets you print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** You must be assigned to a security group that has been assigned permission to change the print destination. (Otherwise, the only destination available will be to a physical printer.)

#### If your printer is already set up, follow these instructions to change the print destination back to Printer:

1. From the Sage Accpac Desktop menu, select File > Print Destination.

- 2. Select Printer as the print destination.
- 3.Click OK.

#### If you have not yet selected a printer for Sage ERP Accpac, follow these instructions to choose a default printer for printing all reports from Sage ERP Accpac.

- 1.On the Sage Accpac Desktop menu, select File > Page Setup.
- 2.Click the Printer button.
- 3. From the drop-down list, choose the printer that you want to use.

The printer list includes all printers that have been added to the Printers and Faxes list in Microsoft Windows.

- 4. Click the Properties button to change available settings for your particular printer.
- 5. Click OK to close the Properties form.
- 6. Click OK again to return to the Page Setup form.
- 7.Click the Print Destination button and check that the print destination is set to Printer.

If you are using a laser printer, you would normally select the Report Paper Size and Report Orientation options on the Print Destination form.

8. Click OK on the Print Destination form, and then click OK on the Page

### Setup form.

### Print Customer Forms Using an E-mail Delivery Method

Overview

**Note:** Sage Accpac ERP also lets you print any reports as an attachment to an e-mail message. See <u>Print Reports as an E-mail Attachment</u>.

#### To automatically e-mail business forms to customers:

- 1.In the Accounts Receivable, open A/R Customers > Customers.
- 2.For each customer record:
- a. Specify the customer's e-mail address on the Address tab.
- b. On the Contact tab, specify the contact's e-mail address if you use it.
- c. On the Processing tab, choose E-mail or Contact's E-mail as the delivery method.
- d. Save the customer record.
- 3. If you use ship-to locations, open A/R Customers > Ship-To Locations.
- 4.For each ship-to record:
- a. Specify the ship-to location e-mail address on the Address tab.
- b. On the Contact tab, specify the contact's e-mail address if you use it.
- c. Save the ship-to record.
- 5.Open Order Entry > O/E Setup > E-mail Messages.
- 6.Create the E-mail message that you want to accompany each business form that you send to customers.
- 7.Each time you print a form in Order Entry, choose Customer as the Delivery Method, and choose the e-mail message that you want to use with the business form (if you use more than one).

When you print using a customer delivery method

### **Select a Printer for Reports**

Sage ERP Accpac lets you choose a default printer for all reports that you print, and assign different printers to specific reports (such as invoices or labels).

#### To change the default printer for all reports:

- 1.On the Sage Accpac Desktop menu, select File > Page Setup.
- 2. Click the Printer button.
- 3. From the drop-down list, choose the printer that you want to use.

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

- 4. Click the Properties button to change available settings for your particular printer.
- 5. Click OK to close the Properties form.
- 6.Click OK again to return to the Page Setup form.
- 7.Click the Print Destination button and check that the print destination is set to Printer.

If you are using a laser printer, you would normally select the Report Paper Size and Report Orientation options on the Print Destination form.

8.Click OK on the Print Destination form, and then click OK on the Page Setup form.

#### To assign a specific report to a specific printer:

- 1. Open the report form which you want to assign to a printer.
- 2. From the menu on the report form, Select File > Print Setup.
- 3. Choose whether you want to choose the printer that is set as the Windows default printer, or choose a specific printer for this report.

**Note:** By default, the specific printer is the one chosen as the printer on the Page Setup form selected from the File menu on the Sage ERP Accpac Desktop.

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

- 4. Choose a paper source if you want to select a particular paper tray or paper stock for this report.
- 5. Click OK Page Setup page.
- ▶ <u>To clear the assigned printer for this report</u>
- Prompt for printer each time you prnt

E <u>Related topics</u>

### **Print Reports to the Screen**

Sage ERP Accpac lets you print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** You must be assigned to a security group that has been assigned permission to change the print destination. (Otherwise, the only destination available will be to a physical printer.)

#### To change the default print destination to Preview:

- 1. From the Sage Accpac Desktop menu, select File > Print Destination.
- 2. Select Preview to view a report on the screen.

You can also print from the Preview window by clicking the Printer button.

- 3.Click OK.
- Additional information regarding print destinations
- Related topics

### **Print Reports to a File**

#### 🗈 overview

### To change the default print destination to File:

- 1. From the Sage Accpac Desktop menu, select File > Print Destination.
- 2. Select File to save your report as a file in your usual print file folder.
- 3.Click OK.

When you print to a file, the report is assigned a unique name, for example, CS1000.TXT.

### **Print Reports as an E-mail Attachment**

Sage ERP Accpac lets you print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** This is not the same as using the e-mail delivery method for customer forms such as order confirmation and invoices. Order Entry also lets you send quotes, order confirmations, and invoices to customers using the delivery method specified in A/R customer records.

Click here for information on using the e-mail delivery method.

#### To change the default print destination to E-mail:

1. From the Sage Accpac Desktop menu, select File > Print Destination.

- 2.Select E-mail to create a file that can be attached to an e-mail.
- 3.Select either Adobe Acrobat (PDF) or Rich Text Format (RTF) as the file format for the e-mail attachment.

You can open PDF files with Adobe Acrobat Reader (available as a free download from the Adobe Software Web site).

You can open RTF files with most Windows and Linux word processing programs.

4. Click OK.

- When you print with an e-mail destination
- Related topics

### **Print Order Entry Reports**

What types of reports does Order Entry have?

Before you start

#### To print Order Entry reports:

1.Open Order Entry > O/E Reports.

Or

Open Order Entry > O/E Forms.

- 2. Choose the report that you want to print.
- 3. Press F1 when the print form appears for detailed information on report options.
- 4. To begin printing, click the Print button.

### **Print Salesperson Commission Rates**

#### Overview

You can print the Salesperson Commission Rates from the Accounts Receivable program.

#### To print salesperson commission rates:

- 1.Open Accounts Receivable > A/R Setup Reports > Salespersons.
  - Or, choose File > Print from the Salesperson Commission Rates form.
- 2. Choose Salesperson Profile as the Report Type.
- 3. Specify the range of salespeople that you want to appear on the report.
- 4. Select the option to Include Commission Rates.
- 5. Click the Print button.
- Related topics

### Save Personal Report Settings for Future Printing

Sage ERP Accpac lets you save report settings as defaults for printing Order Entry forms (such as invoices or labels) and for several Order Entry reports, including the Transaction List, Order Action Report, Aged Orders, Invoice Action, and Sales History reports.

#### To save current settings as defaults:

- 1.Open the Order Entry form or report for which you want to save printing settings.
- 2.Choose each of the settings on the print form that you want as a default setting.
- 3.Select Settings > Save Settings As Defaults from the report menu.

#### To clear saved settings:

- 1.Open the Order Entry form or report for which you want to reset printing settings.
- 2.Select Settings > Clear Saved Settings from the report menu.

### Glossary

1099 Form A/R Invoice Type Account Description Account Groups Account Number Segment Overrides Account Number Segments Account Number Structures Account Segment Account Set Account Status Account Types Accounting Equation Accounting Method Accounting Period Accounts Payable Accrual Accrual Carry-Over Date Accrual Method Accrual-Basis accounting method Accrued Expenses Activating taxes Activation Active Order Actual Fiscal Sets Adjustment Period Adjustments Advance All Users Allocated Tips Allocation Account Allow Posting to Previous Years Allow Provisional Posting Annual Maximum Annualization Assets Assign UI Profile IDs Audit Trail Authentication Method Automatic Reversal Backdated document Bad Debts Balance Sheet Base Account **Base Deductions** Base Earnings Base Hours Base Taxes Base Wage Multiplier **Basic Account Information** Basic Project style Batches Benefit Billing Type Billings And Costs accounting method Budget Fiscal Sets Calculation Base **Calculation Methods** Calculator Carrying Over Vacation, Sick, and Compensatory Time Accruals Carry-Over Cash Advance Cash Benefit Cash Flow Statement Cash Method Category Category Percentage Complete accounting method Ceiling Chart of Accounts Class Codes **Classified Statements** 

Clearing Exchange Gain or Loss Close to Segment / Account Closing Account Closing Period Closing the Books Common Stock Company Database Company Desktop Company Profile Compensatory Time Completed Project accounting method Consolidated Batch **Control Account** Control Account for Subledgers **Conversion Rate** Corporation Cost Accounting Cost Center Overrides Cost Center Segments Cost of Goods Manufactured Cost of Goods Sold Cost Plus project CPRS Credit Currencies Currency Rate Type **Currency Rates** Currency Table Current Assets **Current Liabilities** Custom (and Local) Taxes Customization Directory Customize User Interface Database Database ID Date Matching Debit Decimal Places for Quantity Deduction Default Closing Account Default Currency Default Hours Default Rate Type Default Source Code Defining a Source Journal Defining Meaningful Account Number Segments Delimiter Character Depreciation Detail and Consolidated Posting Options Detailed Batch Details Direct Labor Costs **Distribution Accounts** Distribution Code Distribution Set Dividend Drilldown Earning/Deduction Earning/Deduction Frequencies Earnings Edit Imported Entries Effective Date **Employee History** Employee Level Security Employee Selection List EMU Equity Euro Conversion Rates Euro Currency Euro Option Exchange Gain or Loss Exchange Rate Expense Reimbursement Expenses Exporting

Factory Overhead Federal and State Taxes Field **Financial Statements** Finder Fiscal Calendar Fiscal Periods Fiscal Sets Fiscal Year Fixed Assets **Fixed Price project** FOB Point Force Listing of Batches Foreign-currency Bank Functional Currency Functional Currency Code Functional-Currency Equivalent Future Order G/L Batch G/L Options -- Account tab G/L Options -- Company tab General Ledger Account Gross Pay Gross Profit on Sales History Imported Account Data Imported Batches Importing Income Income Statement Information in G/L Accounts Integration Access Pack Integrity Check Inventory Invoice Type Journal Journal Entry Labor Hours Percentage Complete accounting method LanPak Last Run Date Last Year Information Ledger Level Liabilities Local and Other Custom Taxes Lock Budget Sets (1-5) Long-Term Liabilities Lookup Table Macro Maintain Quantities Options Manual Check Matching Concept Menu Bar Miscellaneous Charge Multicurrency Accounting Multicurrency Bank Multicurrency Fiscal Sets Multicurrency G/L Accounts Multicurrency G/L Option Net Pay No Users Normal (Account) Balance Number of Fiscal Periods **Optional Fields** Original Invoice Override Segments **Overtime Rate Multiplier** Overtime Schedule **Owner Equity** Partnership Pay Factors Payroll Class Codes Payroll Distribution Accounts Period Minimum and Period Maximum Periods Per Year

Picking Slip Post in Specified/All Currencies Posting Posting Statistics Posting tab in G/L Options Preferred Stock Prepaid Expenses Price List Printing Scheduled Reports Printing Source Journal Definitions Profile ID Profit Profit and Loss Statement Profit Center Programs (Applications) Project Percentage Complete accounting method Project Type Provisional Fiscal Sets **Provisional Posting** Provisional Posting Journal Quantities in G/L Accounts Quantity Fiscal Sets Quarter With 4 Periods Quote Rate Operation Rate Type Rates Realization Realized Exchange Gain or Loss **Reallocation Account** Recognized Exchange Gain or Loss Reconcile (Bank) Record Record of Employment Recurring Transaction Remit-to Location **Repayment Deduction Reported Tips** Reporting Currency Restart Record Retainage Accounting Retainage Invoice Retained Earnings Revaluation **Revaluation Codes** Revenues Reversed Unrealized Exchange Gain or Loss Salary and Wages Salary and Wages Payable Account Sales Sales Table Sample Account Segments Schedule Code Schedule Reports Schedule Transactions Script Security Group Segment Codes Validation Selection List Service Years Services Session Date Settlement Rate Settling Transactions Shareholders Shareholders' Equity Shift Differential Rate Shift Differential Schedule Ship-Via Code Sick Time Sole Trader Source Codes Source Currency Source Document Source Journal Profiles

Source Journals and Consolidated Transactions Specific User Spread Standard Project style Standing Order Statement of Retained Earnings Status Stock Subsidiary Ledger Surtax Multiplier Suspense Account System Database Tax Authorities Tax Classes Tax Groups Tax Tables Template (employee setup) Time And Materials projects Timecards Tip Disbursement Total Cost Percentage Complete accounting method Transaction Rate Type Trial Balance Туре UI Profile ID UI Profile Maintenance Unrealized Exchange Gain or Loss User Authorization User Record Vacation Time Wage Bracket Table Wage Garnishment Web Desktop Withdrawal Workers' Compensation Code Worksheet Years of Fiscal Sets Years of Transaction Detail

### Changes in Order Entry 5.6

Order Entry version 5.6A included reporting enhancements, as well as integrated features for handling serialized and lotted items, which previously required separate Sage ERP Accpac programs.

### Take Advantage of Fully Integrated Serialized Inventory and Lot Tracking

Since version 5.6, serialized inventory and lot tracking features have been installed and fully integrated with Sage ERP Accpac Inventory Control. You require a license for Serialized Inventory and Lot Tracking to turn on these features in Sage ERP Accpac programs, but you no longer need to purchase and install Sage ERP Accpac Serialized Inventory and Lot Tracking programs separately.

All the icons for managing serial numbers and lot numbers are conveniently located in existing Inventory Control folders, where you expect to find them, rather than in separate Serialized Inventory and Lot Tracking folders.

We have also redesigned the forms you use to assign serial numbers and lot numbers in transactions. It is now much simpler to assign these numbers on orders, shipments, invoices, debit notes, and return credit notes in Order Entry!

For more information, see <u>Understanding Serialized Inventory and Lot Tracking</u>.

### **Including Serial Numbers and Lot Numbers on Reports**

The following Order Entry reports and forms now let you print serial numbers and lot numbers:

- <u>Credit/Debit Notes</u>
- •<u>Invoices</u>
- Order Confirmations
- Picking Slips
- Posting Journals
- Transaction List
- Sales History report

### **Improved Reports**

In addition to the improvements noted in the previous section, we have

enhanced the following reports:

- <u>Sales History Report</u>
- Salesperson Commissions Report
- <u>Invoice Action Report</u>
- <u>Sales History Report</u>
- <u>Sales Statistics Report</u>

### No Default Item Quantity for Debit Notes

Order Entry 5.6 no longer inserts a default item quantity for debit notes that are created from invoices.

### **Upgrading from an Earlier Version?**

- If you are upgrading directly from version 5.4, see <u>Changes in Order Entry 5.5</u>.
- If you are upgrading directly from version 5.3, see <u>Changes in Order Entry 5.4</u>.

### What's New in Order Entry 5.5

Order Entry 5.5 let you:

- •Enter job-related orders, shipments, invoices, credit notes, and debit notes in Order Entry, track projects in Project and Job Costing, and generate invoices in Order Entry or in Project and Job Costing.
- •Use the start and end dates entered on Inventory Control price lists.
- •Enter different document dates and posting dates for transactions.
- •Drilldown to transactions that are on sales order and purchase order when entering orders, shipments, invoices, and credit or debit notes.
- •Enter prepayments on shipments as well as on orders and invoices.
- •Check that duplicate orders are not being entered for customers (based on the customer's purchase order number).
- •Calculate backordered quantities based on customer options.
- •Cost inventory items during posting but delay creating transactions and audit information until you run Day End Processing.
- •Inquire on items that are expected to ship within a specified date range.
- •Create order entry templates with blank tax groups.
- •Specify the source type codes for G/L transactions.
- •Hide, show, or allow users to edit the unit cost/extended cost fields in credit/debit note entry.
- •Override the customer account set during order entry.
- •Send transaction entries to General Ledger from Credit/Debit Note Entry.
- •Create single, unconsolidated A/R invoice details from job-related invoice details and invoice details with optional fields.

Each of the unconsolidated A/R invoice lines will produce a G/L entry with sales account, cost of goods sold account, and clearing account details when posted in Accounts Receivable.

- •Create a single detail line for each kitting item listed on an invoice, instead of showing one line for each component of each kitting item when processing job-related invoice details or invoice details with optional fields.
- •Post transactions faster.

#### Also note:

- •You now set up salespeople and add commission information in the A/R Salespersons form, instead of setting up salespeople in A/R and then adding commission information in Order Entry. The A/R Salespersons report has also been changed to show commission information.
- •The program ships with a different set of picking slips: OEPICKORDER1, OEPICKORDER2, OEPICKSHIPMENT1, and OEPICKSHIPMENT2. It no longer includes OEPICK01 and OEPICK02.

If you are upgrading from version 5.3A, also see the topic <u>Changes in Order Entry</u> <u>5.4</u> to read about the features introduced in that version.

See the following topics for more details about version 5.5A features:

Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry **Enter Prepayments on Shipments** Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

### What's New in Order Entry 5.4

Order Entry 5.4 let you:

- •View shipment and invoice numbers on orders, order and invoice numbers on shipments, and shipment numbers on invoices.
- •Drill down through each level of an order, from orders to shipments and invoices, from shipments to orders and invoices, from invoices to shipments, and credit/debit notes to invoices.
- •Drill down to invoices posted for specific item numbers using the Transaction History Inquiry form in Inventory Control.
- •Inquire on sales orders by customer, based on order status.
- •Print an invoice action report to check whether orders have been partially or fully invoiced to ensure they are invoiced in a timely manner.
- •Copy orders from one customer to another using the Copy Orders form.
- •Specify discounts for entire orders as well as for each order detail.
- •Check customers' credit ratings based on:
- The total outstanding balance in Accounts Receivable.
- The total outstanding balance including pending transactions in Accounts Receivable and Order Entry.
- An outstanding balance that's overdue by a set number of days.
- •Trigger a warning or error if a credit note has previously been posted for an invoice.
- •Assign security rights to view item costs during order entry.
- •Specify item weight and weight unit of measure during order entry, shipment entry, and invoice entry.
- •Allow, warn, reject, or require approval when item prices fall below a specified cost or margin.
- Prohibit the sale of non-sellable items from Inventory Control.

- •Use new inventory pricing features, including pricing by weight, pricing by multiple units of measure, and pricing based on current cost plus a specified percentage or amount.
- •Default the inventory location based on the customer's ship-to location, so goods are shipped from the nearest warehouse. (Accounts Receivable now provides default locations for both the customer record and the ship-to location.)
- •Automatically determine the appropriate inventory item by using the customer item numbers that match your inventory. Customer item numbers are set up in Inventory Control.
- •Use the lowest price available to a customer, regardless of the contract price. (An option has been added to Inventory Control's Contract Pricing form that allows you to use the lowest price.)
- •Set the Picking Slip Printed status for only those orders for which a picking slip was printed.
- •Specify a tax reporting currency and automatically calculate taxes in source currency, functional currency, and tax reporting currency. (This feature provides support for legislation in several tax jurisdictions.)
- •In a multicurrency environment, update Accounts Receivable with source currency and functional currency amounts, thereby eliminate any rounding differences between Accounts Receivable and Order Entry.
- •Allow inquiry on multiple levels of bills of material in order, shipment, and invoice entry.
- •Use the G/L Integration form to choose the information that you want to transfer to General Ledger in the description, reference, and comment fields of General Ledger transactions arising from Order Entry transactions.

See the following topics for more details about version 5.4A features:
## Gathering Order Entry Data

After you activate your Sage ERP Accpac Order Entry data, you must add the data from your company's present ordering system to Order Entry.

First, gather all your current order entry records. These can be manual records or printed listings and reports from other accounting software, such as:

- •A list of the general ledger accounts used in your Order Entry system, including the revenue account to which miscellaneous charges are posted.
- •Lists of the codes and other information you will use to set up: shipvia codes, miscellaneous charges, templates.
- •Outstanding orders, including backorders, standing orders, future orders, and quotes.
- •Historical sales statistics for orders (optional).
- •Samples of your order confirmation, picking slip, shipping label, invoice, and credit note forms.
- If you use a multicurrency order entry ledger, a list of the source currencies in which you record transactions, and a list of current exchange rates.
- •You may be able to enter much of the order entry data by reading it directly from files created by another program. In Sage ERP Accpac this is called *importing*.

#### See also

Steps for Setting Up Order Entry

## Adding Order Entry Accounts

Add the revenue account to your general ledger to which amounts generated by miscellaneous charges are credited when you post invoices, and debited when you post credit notes.

All other general ledger accounts to which Order Entry data is posted are specified in other Sage ERP Accpac programs:

- •In **Accounts Receivable**, you specify the Receivables Control and Prepayment Liability accounts.
- •In **Inventory Control**, you specify the Sales, Returns, Cost Of Goods Sold, Cost Variance (if using standard or most recent costing), and Damaged Goods accounts for item categories, and the Shipment Clearing and Inventory Control accounts for account sets.
- •In Tax Services, you specify the Tax Liability accounts.

For information about these accounts, refer to the online help for each program (press F1 when a program form is open).

### See also

Steps for Setting Up Order Entry

## Choosing Order Entry Options

The options you choose on the O/E Options form determine how your Order Entry system operates and the types of data that it stores and displays. You can also use the form after setup to review your entries and, as needed, change most of them.

The O/E Options form contains the tabs listed below. For information about the options on a tab, click the name of the tab, then click the Field List button in the online Help that appears.

- •<u>Company</u>
- Processing
- <u>Documents</u>

### See also

<u>O/E Options form — Overview</u> <u>Choosing G/L Integration Options</u> <u>Steps for setting up Order Entry</u>

## Adding Order Entry Setup Records

Before you can process orders, invoices, and credit notes in Order Entry, you need to set up records for ship-via codes, miscellaneous charges, and e-mail messages. You can also define templates to speed up and simplify order entry, and add optional fields to be used in transactions. Using the Options form, you set up processing and G/L integration for transactions.

Choose icons from the Setup folder to set up:

- <u>E-mail messages</u>
- <u>G/L integration</u>
- Optional fields
- <u>Options</u>
- <u>Miscellaneous charges</u>
- <u>Ship-via codes</u>
- •<u>Templates</u>

## **Import Setup Records**

You can also import setup records for Order Entry.

### See also

Steps for Setting Up Order Entry

## Entering Outstanding Orders

When you set up Order Entry, you should enter all outstanding orders into the new system so you can track them effectively.

- •If you currently have a computerized order entry system, you may be able to use Order Entry's import utilities to transfer records directly into Sage ERP Accpac Order Entry.
- •If you are transferring orders from another Sage ERP Accpac Order Entry database, you can export them from the other database, edit them in a spreadsheet or other program to change codes, amounts, and other information, then import them into the new Order Entry system you are setting up.

For detailed information on importing and exporting, see the help for System Manager.

After importing, you should print the Transaction Lists for orders and invoices to verify the imported records.

## You can also enter orders individually

As an alternative, you can enter outstanding orders directly in Order Entry.

### See also

Importing Orders and Invoices Importing Returns and Credit Notes Steps for Setting Up Order Entry

## **Entering Sales Statistics**

Order Entry maintains sales statistics for the current year and for all the previous years for which you retain data.

## **Entering current-year sales statistics**

If you set up partway through a fiscal year, you need to <u>enter sales statistics</u> from previous periods of the current year if you want to view these statistics online or print reports which include them.

## **Entering previous-year sales statistics**

You can also enter any sales statistics from previous years that you want to view online or for which you want to print reports.

Once you are set up, Order Entry automatically updates statistical information each time you run day-end processing.

### See also

Accumulating sales statistics for reporting Steps for Setting Up Order Entry

## Designing Order Entry Forms

Sage ERP Accpac Order Entry includes sample formats you may be able to use with your laser or ink-jet printer "as is" or adapt to print on the forms you use for quotes, order confirmations, picking slips, shipping labels, invoices, and credit notes.

You can use these forms as is, adapt them to suit your needs, or design and create your own forms:

- •OECONF01.RPT order confirmation for laser printers
- •OECONF02.RPT order confirmation for pre-printed forms
- •OECONF03.RPT order confirmation for internet orders (used by iConnect Sales Orders Order Entry)
- •OEPICK01.RPT picking slip for laser printers
- •OEPICK02.RPT picking slip for pre-printed forms
- •OECRN01.RPT credit note for laser printers
- •OECRN02.RPT credit note for pre-printed forms
- •OEINV01.RPT invoice for laser printers
- •OEINV02.RPT invoice for pre-printed forms
- •OEINV03.RPT invoice for internet orders (used by iConnect Sales Orders Order Inquiry)
- •OEINV04.RPT invoice for laser printers (non-datapiped)
- •OEINV05.RPT invoice for pre-printed forms (non-datapiped)
- •OEQUOT01.RPT quote for laser printers
- •OEQUOT02.RPT quote for pre-printed forms.

There are two additional invoice formats, OEINV04 and OEINV05, that are similar to OEINV01 and OEINV02, but they are not datapiped. To use these non-datapiped forms, edit the OEINV01 and OEINV02 sections of OERPT.INI.

# **Editable Fields**

The fields you can include in Order Entry forms are listed in the online document, Forms.wri, that is installed in the ACCPAC\DOCS\OE5 "xAENG directory when you install Order Entry."

You can also <u>customize</u> the information that appears on invoices: invoice terms, comment/instructions, serial numbers, invoice prepayment information, item/location information, customer, and salesperson information.

## **Test Formats with Sample Data**

Before you process transactions, you should test your formats by printing the forms you use. The easiest way to test printing is to use the sample data that comes with Order Entry.

To print test copies from your own data, first add orders, invoices, and credit notes in the Order Entry form and the Returns/Credit Note Entry form, then choose the various forms icons in the Forms folder.

# **Create Your Own Forms**

If you want to customize forms using Crystal Reports, you must install Crystal Reports.

### See also

Steps for setting up Order Entry Setting up multicurrency accounting

# E-Mail Messages Field List

Description E-mail Subject Inactive Last Maintained Message ID Message Type

# G/L Integration Form Field List

## Integration tab

Consolidate G/L Batches Create G/L Transactions Create G/L Transactions by G/L Transactions Generated Through Day End Number

Transaction Type Source Ledger Source Type

# **Transactions tab**

<u>G/L Detail Comment</u> <u>G/L Detail Description</u> <u>G/L Detail Reference</u> <u>G/L Entry Description</u>

### G/L Integration — Transactions Tab

Use this form to:

- •Select the information to appear in the Entry Description, Detail Description, and Detail Reference and Comment fields in G/L transactions arising from invoices and shipments.
- •Look up the last Day End Number for which you have created general ledger batches.

Click the field list button or on of the links shown below for more information on selecting G/L integration options.

#### Integration tab

# **Changing Settings**

You can change any of your choices in the G/L Integration form at any time. However, you should be aware that any changes you make will apply only to general ledger transactions created after the change, and will not affect existing general ledger batches.

## Before using the G/L Integration form

Before changing any of the settings or other information in the G/L Integration form, make sure you understand the impact the options have on processing within Order Entry.

#### See also

Miscellaneous Charges Ship-Via Codes Steps for setting up Order Entry Templates

# Miscellaneous Charges Field List

Allow for Jobs Amount Authority and Authority Description Currency (multicurrency ledgers) Extended Cost Misc. Charge Clearing Account Misc. Charge Expense Account Misc. Charge Revenue Account Miscellaneous Charge Code and Description Optional Fields Sales Tax Class and Class Description

# **Optional Fields Form Field List**

#### Auto Insert

- Default Value and Description
  Optional Field and Description
  Optional Fields For
- Required
- Settings... button
- Value Set

## Inserting Optional Fields on Orders

#### Note:

- •Optional fields must be assigned to the order form (using the Optional Fields setup form) before you can insert them on orders.
- •Fields on the Optional Fields tab apply to the complete order.
- •Fields on the Optional Fields popup form for a single transaction detail apply only to the detail.
- •You require Transaction Optional Fields security access to insert or remove optional fields from O/E transactions.
- To insert an optional field for an order
- To insert an optional field for an order detail

If you use the same optional fields and values for invoices in Accounts Receivable (with *exactly* the same values), the optional field information from the Order Entry transaction appears with the transaction in Accounts Receivable.

## **Inserting Optional Fields in Shipments**

#### Note:

- •Optional fields must be assigned to the shipments form (using the Optional Fields setup form) before you can insert them on shipments.
- •Fields on the Optional Fields tab apply to the complete shipment.
- •Fields on the Optional Fields popup form for a single transaction detail apply only to the detail.
- •You require Transaction Optional Fields security access to insert or remove optional fields from O/E transactions.
- To insert an optional field on a shipment
- To insert an optional field on a shipment detail

If you use the same optional fields in Accounts Receivable as in Shipment Entry, the optional field information from the Order Entry transaction appears with the transaction in Accounts Receivable.

### Inserting Optional Fields on Invoices

#### Note:

- •Optional fields must be assigned to the invoice form (using the Optional Fields setup form) before you can insert them on invoices.
- •Fields on the Optional Fields tab apply to the complete invoice
- •Fields on the Optional Fields popup form for a single transaction detail apply only to the detail.
- •You require Transaction Optional Fields security access to insert or remove optional fields from O/E transactions.
- To insert an optional field for an invoice
- To insert an optional field for an invoice detail

If you use the same optional fields in Accounts Receivable (with *exactly* the same values), the optional field information from the Invoice Entry transaction appears with the transaction in Accounts Receivable. If you also assign the same field and value in General Ledger, the optional field data will flow through to General Ledger.

### Inserting Optional Fields on Credit/Debit Notes

#### Note:

- •Optional fields must be assigned to the credit/debit note form (using the Optional Fields setup form) before you can insert them on credit notes or debit notes.
- •Fields on the Optional Fields tab apply to the complete credit/debit note.
- •Fields on the Optional Fields popup form for a single transaction detail apply only to the detail.
- •You require Transaction Optional Fields security access to insert or remove optional fields from O/E transactions.

To insert an optional field for a credit note or debit note

To insert an optional field on a credit note or debit note detail

If you use the same optional fields in Accounts Receivable as in Credit/Debit Note Entry, the optional field information from the Order Entry transaction appears with the transaction in Accounts Receivable.

## Assigning Optional Fields in the Copy Orders Form

The optional fields and default optional field values defined for Orders in Optional Fields setup are used when you create an order by copying existing orders using the Copy Orders form.

- •The Orders setup optional fields that are flagged to be automatically inserted and the appropriate default optional field values automatically appear in Copy Orders.
- •If the optional fields defined for the customer match the optional fields defined for Orders, the optional field values for the customer are automatically defaulted.
- •If an optional field has been defined for Orders that does not exist for the customer, the default optional field value specified for the Orders optional field is defaulted.

### Copy Orders details grid

If one or more Order details optional fields are set to Yes, the Optional Fields indicator displays Yes. If optional fields have not been defined for Order details or if none are automatically inserted, the field displays No. The Optional Fields zoom form shows the optional fields set up for Order details. Any optional fields codes specified on the original order appear as default.

## Adding and Deleting Optional Fields

You use the Optional Fields form in the O/E Setup folder to add or delete optional fields.

You can add any optional fields for Order Entry that are defined in Common Services for use in Sage ERP Accpac.

If you attempt to delete an optional field that is used in Order Entry, the program displays an error message. You must first delete the optional field from the records that use it, or post any transactions that include it.

**Note:** If security is turned on for your Sage ERP Accpac system, you need Setup Maintenance authorization to add or delete optional fields.

# **Options Form Field List**

# Company tab

Contact Name Fax Number Telephone

### **Processing tab**

Accumulate By Allow Edit Of Statistics Allow Non-Existent Customers Apply Credit Note to Previously Credited Invoice **Calculate Backorder Quantities** Calculate Tax Reporting Amounts Automatically **Clear Expired Quotes** Commission By Sales/Margin Credit Checks **Default Create Invoice Option To** Default Order Unit Of Measure Default Order Weight Unit Of Measure Default Posting Date **Default Quantity Committed Default Quote Expiration Days Default Rate Type** Default Template Code **Functional Currency** Include Other Pending Transactions in Credit Limit Check Include Pending A/R Transactions in Credit Limit Check Include Pending O/E Transactions in Credit Limit Check Keep Sales History **Keep Sales Statistics** Keep Transaction History Multicurrency Period Type Post A/R Batches During Posting/Day End or On Request Using... **Track Commissions** 

## **Documents tab**

Aging Periods Document Type Length Next Number Prefix

## Options Form — Company Tab

Use this tab to change the contact name, telephone number, and fax number for the company's Order Entry administration.

Click the links below for help on using the corresponding tabs:



For an overview of the Options form, see Options form.

For information about integrating Order Entry with the General Ledger program, see <u>G/L Integration</u>.

### Company name and address

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company form in Common Services.

### Contact name and telephone and fax numbers for Order Entry

To change the contact name, telephone number, and fax number for the Order Entry administration, use the Company Options page of the Options form in the Setup form.

Depending on the choice of the Format Phone Numbers option in the Company Profile in Common Services, parentheses and hyphens may be inserted.

### See also

<u>Miscellaneous Charges</u> <u>Ship-Via Codes</u> <u>Steps for setting up Order Entry</u> <u>Templates</u>

### **Options Form** — **Processing Tab**

• <u>Calculates backorder quantities</u> automatically.

Displays the pricing unit or the stocking unit as the default order unit of measure in Order Entry forms.

Save@transaction and sales information for reporting.

Accumulates sales statistics

Allows editing of statistics.

Uses a default template for entering orders, invoices, and credit notes. (You cannot specify the default code until you have added templates in the Templates form).

Tracke commissions ON sales or margins.

Allows you to enter a default number of days for the expiration of quotes.

•Allows you the option to clear expired quotes after a delay you specify

Allows you the option to choose to post to non-existent customers.

For an overview of the Options form, see Options form.

Click these buttons for more help:



Click the links below for help on using the corresponding tabs:



### **Changing option selections**

After setup, you can change your choices for all Processing options, with the following exceptions and restrictions:

•You cannot change your choice about using the Multicurrency option in Order Entry. This choice is made for Order Entry in the Accounts Receivable Options form, and you can change it only in Accounts Receivable. (Note that you cannot turn off the Multicurrency option once you have selected it and saved your changes to the Accounts Receivable Options form.)

•You can change the type of year (fiscal or calendar) and period by which you accumulate item statistics (in the Enterprise and Corporate Editions), but you should do so only at fiscal or calendar year end.

If you change either method part way through a year, the statistics already accumulated will be incorrect or in the wrong period.

#### See also

<u>G/L Integration</u> <u>Miscellaneous Charges</u> <u>Ship-Via Codes</u> <u>Steps for setting up Order Entry</u> <u>Templates</u>

### Options Form — Documents Tab

Use this tab to:

- Specify the prefixes and next numbers to assign to quotes, orders, invoices, and credit notes if you use Order Entry to assign document numbers automatically. You can change these prefixes and next numbers at any time.
- Apply standard aging periods for the Aged Orders report.

Click these buttons for more help:

Click these buttons for more help:



Click the links below for help on using the corresponding tabs:

<u>Company</u>	Processing

#### See also

G/L Integration	
Miscellaneous Charges	
Ship-Via Codes	
Steps for setting up Order Entry	
Templates	

# Adding Ship-Via Codes

You add ship-via codes to identify the shipping methods or carriers you use to deliver goods to customers (for example, courier, air mail, parcel post).

Ship-via codes are optional. If you do not add them to Order Entry and specify them on orders, the Order/Invoice Entry form will display the ship-via description entered with A/R ship-to locations (if you specify a ship-to location for the order).

## To add a ship-via code

- 1. Choose Ship-Via Codes from the Setup form.
- 2. Type the code for the new record. If the Ship-Via Code field is not clear, click the New icon next to the field, or choose New from the Ship-Via menu, then type the code you want to use. (If you are displaying an existing ship-via record, you can "copy" it to a new code by typing the new code over the displayed code, making any changes you need to the information, and adding the record.)
- 3. Type the name, address, telephone number, and fax number, and an optional comment for the code.

4. Choose Add to add the record.

Click <u>Ship-Via Codes form</u> to return to the overview.

# **Deleting Ship-Via Codes**

Make sure that no current orders list this ship-via code. If you post an order or invoice with a code that no longer exists, Order Entry will post an error message, and you will have to change the ship-via code on the order before you can post it.

## To delete a ship-via code

- 1. Type the ship-via code, or use the Finder to select the code you want to delete.
- 2.Click the Delete button. If a message appears asking you to confirm the deletion, choose Yes.

Click <u>Ship-Via Codes form</u> to return to the overview.

# Editing Ship-Via Codes

You can change all the information in ship-via codes at any time, except the identifying codes.

## To edit a ship-via code

- 1. Type the ship-via code, or use the Finder to select the code you want to change.
- 2. Make the changes you need.
- 3. Choose Save to record the changes.

# **Effects of changes**

Changing the description of a ship-via code has no effect on current orders. To change the description in an order, you have to edit the order and choose the code again.

Click <u>Ship-Via Codes form</u> to return to the overview.

# **Templates Form Field List**

Template Code and description

#### Order tab

Comment Description FOB Point Location On Hold Order Type Reference

#### **Customer tab**

Customer Type Price List Ship-Via Code Tax Group Terms Territory

# Setting Up Templates

You can speed up and simplify order entry by setting up templates. Templates provide default settings which appear when you add a new order or credit note.

## Adding templates

You use the Templates form to add templates for your system. For each template, you specify the <u>order type</u> and <u>customer type</u>. The other information in a template is <u>optional</u>.

# Selecting a default template

After setting up your templates, select one as your default template on the Processing tab in the O/E Options form.

# **Multicurrency ledgers**

The currency of the tax group assigned to a template determines the currency of the template. You must use a template that matches the currency of your customer.

Templates are printed on the Templates report. You can edit templates as needed.

See also <u>Templates form</u> <u>Steps for Setting Up Order Entry</u>
#### Templates Form — Order Tab

Use this tab to:

- •Specify the order type for the template (Active, Future, Standing, Quote).
- See <u>Types of orders</u>.
- •Type an optional FOB (free-on-board) point for the template.
- •Assign a location code to the template.
- •Type an optional description, reference, and comment for the template.

The information you type on the Order Information page appears on the Order Information page in the Order/Invoice Entry form and the Credit Note Information page in the Credit/Debit Note Entry form when you select the template code for a new order.

Click these buttons for more help:

Finder	🔺 or 🗐	
<u>i maon</u>	-	<u>Drop-Down</u>
	<u>Zoom</u>	Lists

Click the link below for help using the Customer tab:



#### See also

Adding templates Deleting templates Editing templates Miscellaneous Charges form Options form — overview Ship-Via Codes form Steps for setting up Order Entry

#### Templates Form — Customer Tab

Use this tab to:

- •Specify a shipping method (ship-via code) for the template.
- •Assign the customer type.
- •Specify the default tax group.
- •Select a default price list and terms code.
- •Specify an optional territory code for the template.

Click these buttons for more help:

Inder
-------



Drop-Down Lists

Click the link below for help using the Order tab:



#### See also

Adding templates **Deleting templates** Editing templates **Miscellaneous Charges Form** Options form — overview Ship-Via Codes form Steps for setting up Order Entry

Zoom

### Adding Templates

Order Entry templates are optional. They supply default customer and order information for new orders and new credit notes.

### **Before adding templates**

Add the ship-via codes for the delivery methods and carriers you use.

### To add a template

- 1. Choose Templates from the Setup folder.
- 2. If the Template Code field is not clear, click the New icon next to the Template Code field, or choose New from the Template menu, then type the code you want to use. (If you are displaying an existing template, you can "copy" it to a new template code by typing the new code over the displayed code, making any changes you need to the information, and adding the record.)
- 3. Type a code for the template and an optional description.
- 4.Select the order type for the template and assign an optional FOB point and location, type an optional description, reference, and comment for the template.
- 5.Open the Customer tab and assign the customer type, as well as an optional tax group, ship-via code, price list, territory code, and terms code.
- 6.Click Add to add the template.

### After adding templates

Open the O/E Options form and select one of the templates you have added as the default template code. The entries in this template will appear when you add a new order. You can change the entries as needed.

Click <u>Templates form</u> to return to the overview.

### **Deleting Templates**

### Before deleting a template

Check that the template you are deleting is not the default template for entering orders. If it is, use the O/E Options form to change the default template code (or leave it blank).

### To delete a template

- 1. In the Template Code field, type the code for the template you want to delete, or use the Finder to select the template code.
- 2.Click the Delete button. If a message appears asking you to confirm the deletion, choose Yes.

Click <u>Templates form</u> to return to the overview.

### **Editing Templates**

You can change all the information in a template at any time, except the identifying code.

### To edit templates

- 1. In the Template Code field, type the code for the template you want to change, or use the Finder to select the template code.
- 2. Make the changes you need.
- 3. Choose Save to record the changes.

### **Effects of changes**

Changing the template has no effect on current orders. You will see the changes the next time you select the template for a new order.

Click <u>Templates form</u> to return to the overview.

### E-Mail Messages Report — Features

The E-Mail Messages report is a list of all the e-mail messages you have set up for your Order Entry system. .

#### Information printed on the report

The report includes, for each e-mail message:

- •The message type.
- •The message ID and description.
- •The subject.
- •The body of the message.
- •The last maintained date.
- •The Inactive date, if applicable.

#### See also

Order Entry Reports E-Mail Message Symbols

#### G/L Transactions Report — Features

The G/L Transactions report is a list of the general ledger transactions created from all shipments posted in Order Entry since the last time you created the general ledger batch.

To print this report, you must select On Request Using G/L Batch Icon for the Create G/L Transactions option in the O/E Options form. If you create transactions during day-end processing, you cannot print the G/L Transactions report.

You can print detailed or summary versions of the report.

In multicurrency systems, you can print amounts either in the functional currency or in the source (vendor) currencies in which you posted the transactions in Purchase Orders.

For instructions on printing the report, see <u>G/L Transactions Report — Printing</u>.

### Order Entry Menu Commands

The menu bar appears in all Order Entry forms immediately below the form title. The menu bar lists the available menus for the form.

A menu contains a list of commands, or actions, you can carry out in the form. All Order Entry forms have a File menu and a Help menu. The Order/Invoice Entry form also has a Settings menu.

For information about Order Entry menu commands, select one of the following menu names.

<u>File menu</u>

<u>Help menu</u>

Settings menu (Order/Invoice entry form only)

#### Print

Use this command to print reports, lists, and forms.

If you choose this command from a non-report form, it opens the corresponding report form so you can select report options, if applicable, then print the report.

#### See also

Order Entry reports When Print Destination is File When Print Destination is Printer When Print Destination is Preview When Print Destination is E-mail When Print Destination is Schedule Reporting Order Entry data

### Print Setup

Use this command to set up your printer. You can select the default printer or specify another from the list of installed printer names.

For more information about printer options, refer to your Windows documentation.

#### See also

Order Entry reports Printing to a file Printing to a printer Printing to the screen Printing to an e-mail Printing according to a schedule Reporting Order Entry data

### Customize

Use the Customize command in the File menu of an open form to hide fields for users assigned to a UI Profile ID for that form. When these fields are hidden, data that would normally appear in these fields cannot be printed.

For more information, see the Customize User Interfaces topic in the *System Manager* help.

#### Import

Use this command to transfer (import) data from non-Sage ERP Accpac programs to Order Entry.

For example, you could use a spreadsheet program to create miscellaneous charges for orders, then import the miscellaneous charges into Order Entry.

#### To import data, follow these general steps

- 1.Create the file you want to import. (You can create an import file template by exporting a few records of the type you want to import.)
- 2.Open the appropriate Order Entry window for the type of data you want to import. For example, to import orders, open the Orders and Invoices window.
- 3. Choose the Import command from the File menu.
- 4. Specify the file name and file type in the form that appears next.

If you previously created a template for importing, choose the Load Template button.

5. Choose the fields that you are importing. (You can save your choices as a template for the next time you import records.)

Note that you cannot import serial or lot numbers for kit components.

#### See also

Export

### Export

Use this command to transfer (export) data from Order Entry to non-Sage Accpac programs.

For example, you could export sales history data from Order Entry for use in a spreadsheet program or database program.

#### To export data, follow these general steps

- 1.Open the appropriate Order Entry form for the type of data you want to export. For example, to export sales history, open the Sales History form.
- 2. If necessary, create the records you wish to export.
- 3. Choose the Export command from the File menu.
- 4. In the form that appears, select the range of records you want to export, and the type of information.

Note that you cannot import or export serial or lot numbers for kit components.

5. Specify the file name and file type for the exported records.

#### See also

Import

### Close

Use this command to close the current form.

#### Shortcut keys: Alt + F4

#### Tips

- •To save the sizes and positions of open forms, make sure that Save Company Desktop Settings is selected in the Preferences dialog box on the company desktop before you exit Sage ERP Accpac.
- •To save the width and position of columns in a form, select Save Application Settings in the Preferences dialog box before you exit Sage ERP Accpac.

### Save

Use this command to save a new record or changes you have made to an existing record.

### **Entering Order and Customer Information**

For each order or invoice transaction, enter the following information on the Order and Customer tabs:

#### Order tab:

- •Order Number a number that is usually assigned by the program, although you can enter a number of your choice.
- •<u>Customer Number</u> the number you use to identify the customer. Click the credit check button to see if you should continue with the order.
- •<u>Template\_Code</u> identifies the default template from the Options form; you can select another template if you wish, or leave the field blank. For more information, see <u>Using Order Entry templates</u>.
- •PO Number the number of the customer's purchase order, if known.
- •Order Date the date of the order. The date you enter for a future order determines when the order will be activated by Day End Processing.
- •Location the code identifying the inventory location from which you are shipping items to fill the order (taken from the customer record). This location is the default location for the detail lines, although you can select different codes for order detail lines.
- <u>Order Type</u> select Active, Future, Standing, or Quote.
- •Multicurrency ledgers. If you use multicurrency accounting, you can assign a standing order only to a customer with the same currency as the standing order.
- •Quote Expiration Date the date the quote expires, if you select Quote as the order type. Order Entry automatically deletes the quote when you run Day End Processing on the expiration date.
- •From Multiple Quotes. Choose if creating an order from more than one quote, and then click the Zoom button to select the quotes. If you use this option, you must select quotes before adding any detail lines for the order.

- •Calc Tax select this checkbox if you want the program to automatically calculate tax on the order.
- •<u>On Hold</u> select this field if you need to put an order on hold.
- •<u>Ship-To Location</u> the code identifying the customer's shipping address. Order Entry uses the address in the customer record unless a primary ship-to address is identified in Accounts Receivable. If you select an existing ship-to location code (defined in Accounts Receivable), Order Entry displays the price list, territory, tax group, and sales split information stored for the ship-to location.
- Expected Ship Date the date on which you expect to ship the order.
- •**Description** optional, the description is displayed as the description for the invoice in Accounts Receivable.
- •Reference (optional).
- •Comment (for example, an announcement of a sale or special instructions for the order; optional). You can include the comment on printed order confirmations, picking slips, and invoices. For instructions, see the online document, "Customizing Printed Forms".

#### **Customer tab:**

- •Ship Via (identifies the carrier or delivery method; optional). The program displays the ship-via description from the customer record or ship-to location record (or if no ship-via is specified, from the ship-via code in the order template).
- •**Tracking Number** a waybill number for the whole order. You can also enter separate tracking numbers for item details if the order requires several shipments.
- •FOB Point (identifies the location at which the customer begins paying freight charges on the order; optional).
- •Territory (identifies the customer's sales territory code; optional).
- •<u>Customer Type</u> a code identifying the discount level for the customer (from the A/R customer record).
- •Price List (the code identifying the default price list from which prices

are displayed on detail lines). The price list comes from the A/R customer record. You can select different price lists for individual detail lines.

- Tax Group the code identifying the customer's tax group (from the A/R customer record).
- •<u>Terms</u> the code identifying the customer's payment terms for the order or invoice.

#### See also

Entering item details Entering miscellaneous charges

### **Entering Item Details**

For each inventory item detail select or enter:

- •Line Type an inventory item if entering item details. For information on miscellaneous charges, see Entering miscellaneous charge details.
- •Item Number of the item being ordered. The information in the Inventory Control item record is displayed: order unit, pricing unit, and unit price. The pricing unit and unit price are based on the customer's price list.
- •Kit/BOM if the item is a kit or assembly with more than one possible kit or BOM number, you can choose the particular kit/BOM for the detail line. (You can click the Components button with the line highlighted to check the components for the particular kit or BOM number.)
- •Description supplied by Inventory Control from the item record.
- •**Price List** from the customer record, but you can specify a different price list. If you enter a non-stock item, the price list can be blank.
- •Location the code entered on the Order tab, but you can select a different location. If you enter a non-stock item, the location can be blank.
- •Expected Ship Date the date you expect to ship the item. The default date is the expected ship date for the order.
- •Quantity Ordered the number of units ordered.
- Order Unit of Measure the unit of measure for the quantity being ordered.
- <u>Order Weight Unit of Measure</u> the unit of measure for the weight of the item being ordered.
- •**Price By** how the item is priced. You cannot edit this field. The item can either by priced by quantity or by weight.
- •**Pricing Unit of Measure** the unit of measure in which the item is priced. You cannot edit this field. If the item does not exist on the price list, Order Entry uses the stocking unit for the pricing unit.
- •<u>Unit Price</u> the suggested selling price for the item.

- •**Price Approval** if you set up price checks in Inventory Control, approval may be required for prices that vary by particular amounts or percentages. This field shows all approvals.
- •Quantity Shipped the quantity shipped or to be shipped on an active order.
- •Quantity Backordered the unshipped quantity, if you are not shipping the entire order.
- •Unit Weight from the item record in Inventory Control. If you are pricing by weight, the unit weight and extended weight determine the price. Otherwise, the weight is used only to determine the total order weight for estimating shipping costs. You can edit the unit weight.
- •Extended Weight the quantity shipped multiplied by the unit weight entered for the item in Inventory Control (or entered here). If you are pricing by weight, the extended weight determines the price.
- Extended Price the price calculated by the program for the detail line after you enter a quantity shipped.
- •Discount Percent/Amount for the detail line. You can also enter a discount for the order as a whole.
- •Discounted Extended Amount the extended amount less the discount.
- •Category supplied by Inventory Control from the item record, but you can specify a different category. The category determines the item's general ledger accounts for sales, cost of goods sold, and cost variance.
- •Unit Cost editable if the costing method for the item is userspecified.
- •Costing Unit of Measure displays the unit of measure if the costing method for the item is user-specified.
- •<u>Comments/Instructions</u> that are specific to this item; optional.
- •Ship Via, Description and Tracking Number the shipping carrier, along with a tracking number (such as the waybill number).
- •Shipped to Date for drilling down to previous shipment and invoice

transaction already added to this order.

- •Quantity Committed in Inventory Control. This field holds goods for the order and prevents over-committing of stock.
- •Manufacturers' Item Number inserted automatically here if entered in the item number field (for example, with bat code entry). Manufacturers' item numbers are defined in Inventory Control.
- •Customer Item Number inserted automatically here if entered in the item number field. (Customer item numbers are defined in Inventory Control.)
- •Non-Stock Clearing Account the account which you credit when you ship non-stock items to a customer.
- •**Optional Fields** fields that you have added to order detail lines using the Optional Fields form.
- •<u>Order Subtotal</u> the total value of items ordered, calculated by the program at the bottom right of the form.

#### Editing the tax distribution

To verify the tax distribution for the current item, choose the Item/Taxes button. You can change the tax class for the item, and specify whether tax is included in the price before returning to the detail grid on the Order tab.

If you are entering taxes manually (you did not select Calculate Tax for the order or invoice), you can enter or change the tax base and the tax amount.

For information about entering taxes manually, see Enter taxes manually.

For information about sales tax calculation, see Change tax information.

When you have finished adding an item line, the program recalculates the order subtotal and displays it at the bottom of the form.

#### Entering Miscellaneous Charge Details

When you select a miscellaneous charge, you see the description and amount defined for it. If you enter a different description for the charge than you entered for it in the Miscellaneous Charges form, the new name will appear on order confirmations, picking slips, invoices, and credit notes. This feature allows you to be very specific in describing miscellaneous charges to your customers.

**Tip:** When you apply charges to separate invoices — if you partially ship orders and produce partial invoices — all miscellaneous charges on an order will appear on the first partial invoice.

If you want to allocate a miscellaneous charge over several invoices, add a portion of the charge as a new detail each time you are ready to produce a partial invoice.

### **Editing the tax distribution**

To verify the tax distribution for the current miscellaneous charge detail line, choose the Distribution button on the Detail Information page. You can change the tax class and specify whether tax is included in the amount.

For information about sales tax calculation, see Calculating sales taxes.

When you have finished adding the miscellaneous charge line, the program recalculates the order subtotal. The miscellaneous charge amount is added to the order subtotal at the top of the form.

#### See also

Entering item details

### **Editing Sales Splits**

The salespeople assigned to the customer account in Accounts Receivable appear by default when you enter an order in the Order Entry form (unless you select a ship-to location, in which case, it provides the salespeople instead).

The first salesperson shown is the primary salesperson. (A number of reports list only the primary salesperson, while others allow you to sort information by primary salesperson.)

Order Entry uses the salesperson numbers to calculate commissions — and to assign responsibility for orders and invoices.

You can assign the order to other salespeople on the Sales Split tab. You can also change the percentage of the transaction total that is allocated to each salesperson on an order. The Percent Split column must total 100 (or 0 - zero - if you do not assign salespeople to the transaction).

#### To edit sales splits

- 1.Using the Order Entry form, add or display the order for which you want to edit sales splits.
- 2. Choose the Sales Split tab.
- 3.Add, edit, or delete sales splits, as follows:
- To add a sales split, type the salesperson number on a new line, then type the corresponding percentage allocation.
- To change the salesperson number, type the new number over it or select it from the Finder. If necessary, type a new percentage allocation over the displayed rate.
- To delete a sales split, highlight the line you want, then press the Delete key.
- 4. Make sure all percentages add up to 100.

5.Click Post.

#### See also

Change an order

Change payment terms Change tax information Create a new order Create and activate a quote Edit currency exchange rates Enter a prepayment

Enter a standing or future order Entering optional field information Importing orders and invoices Invoice an order Printing order confirmations and invoices

#### Edit Currency Exchange Rates on Orders

If you use multicurrency accounting, exchange rate information is displayed on the Rates tab of the Order Entry form when you enter orders for customers who do not use the functional currency.

Order Entry uses the order date on the Order tab as the default Order Rate Date on the Rates tab. If you change the rate date, Order Entry checks the rate tables for a date match, and updates the rate if necessary. (See the System Manager help for more information on how Sage ERP Accpac selects exchange rates.)

If you are producing an invoice, the Invoice Rate Date comes from the invoice date on the Totals tab (unless you change it). If you change the date, Order Entry checks the rate tables and changes the displayed exchange rate if necessary.

You can change the order rate date or invoice rate date on the Rates tab. You can also override the displayed exchange rates.

#### See also

Change an order Change payment terms Change tax information Create a new order Create and activate a quote Edit sales splits Enter a prepayment Enter a standing or future order Entering optional field information Importing orders and invoices Invoice an order Printing order confirmations and invoices

### Verifying Order Totals

Before posting an order, you can check the Totals tab to verify order totals, and to check the customer tax classes and payment terms.

The Totals tab displays the following information for orders:

- •Comments for the order.
- Subtotal of all items ordered.
- •Subtotal of all miscellaneous charges.
- •Detail and order discount amounts.
- •Tax on the order (price-included or excluded). For more information, see <u>Change tax information</u>.
- •Net amount of the order.
- •Estimated weight.
- •Total of prepayments.
- •Terms discount available.
- •Outstanding order amount.
- •Number of lines on the order.

You can enter the following information in the Totals tab:

- •Any comments, using up to 250 characters, that you want to include on printed order confirmations, picking slips, and invoices.
- •Any discount that applies to the order. You can also specify whether to discount miscellaneous charges.
- •The number of labels that you want to print for the order. When you print labels, you can print the number of labels specified for each order. For example, to print labels for order confirmations only:
- Specify 1 label on the Totals tab.
- Choose the Require Shipping Labels option when you print order confirmations.
- Choose Print Only Labels Marked As Required when you print

order labels. Order Entry will print labels for the printed order confirmations only.

#### See also

Posting orders Verifying invoice totals

### **From Multiple Orders**

This option lets you create a shipment based on several orders.

Note:

- •When you create a shipment from more than one order, all of the shipment header information (including the fields on the Optional Fields tab) will come from the first order that you select.
- •You cannot combine job-related and non-job-related orders in the same shipment.

#### To create a shipment from a number of orders

- 1.Click the Zoom button ( ) beside the From Multiple Orders field, or select the option, then press the F9 key.
- 2.In the Create Shipment From Orders form that opens, either type the numbers in the Order Number column or use the Finder to select the orders you wish to use one at a time.
- 3.When you have selected all the orders you are shipping, click the Ship button to add the order details to the shipment transaction.
- 4. Click the Close button to close the form when you have finished.

Once you add details from multiple orders, the Order Number field becomes unavailable and you cannot change the multiple orders option.

### Verifying Invoice Totals

Use the Totals tab on the Invoice Entry form to verify totals (including prepayment, tax, and discount information).

The invoice information that appears on the Totals tab includes:

- •A comment, (up to 250 characters), that can be included on the invoice.
- •The date on which you shipped the order.
- •Invoice subtotal (the subtotal of all items and miscellaneous charges on the order, shipment, or invoice).
- •Subtotals for inventory items and miscellaneous charges.
- •Discounts entered for item details.
- •Invoice discount percentage or fixed amount for the complete invoice. This is a discount for a volume purchase, for example, and not an early payment discount. If a discount is entered, it is prorated to all the items on the invoice. If miscellaneous charges are discounted as well, the discount is also prorated to the miscellaneous charges.
- •Whether invoice discounts also apply to miscellaneous charges (in addition to invoice items).
- •Taxes, both included and excluded.
- •Any prepayment you entered with the invoice.
- •Any terms discounts available.
- •Discount information that applies to the invoice.
- •Amount due, calculated as follows: Invoice subtotal (shipped items + misc. charges)
  - Invoice discount
  - + (Tax (if it is not included in item prices or charges)
- +/- Prepayment (for this invoice)

- Terms discount
- •Estimated weight for the total order or shipment (using the unit weight for items entered in Inventory Control or on the order detail lines).
- •The total of prepayments you entered with the original order. This total is displayed for information only. It does not affect the calculation of the amount due. When you apply the prepayment, later, in Accounts Receivable, the amount due on the invoice is reduced.
- •Number of detail lines on the invoice.
- •Number of labels for the invoice. This number controls the number of labels that will print when you print shipping labels for a range of invoices. See <u>Shipping Labels</u>.

If invoice item prices include taxes, Order Entry displays the tax amounts. It does not affect the calculation of the invoice amount due.

If you need to edit the customer's tax classes, you can do so on the Taxes tab. If you need to edit payment terms, use the Customer tab. For instructions, see <u>Change tax information</u> and <u>Change payment terms</u>.

#### See also

<u>Posting invoices</u> <u>Verifying order totals</u> <u>Verifying shipment totals</u>

### Setting Up Miscellaneous Charges

Miscellaneous charges are the charges added to invoices and credit notes for costs other than for items purchased and returned. For example, miscellaneous charges can include postage, shipping, handling, and restocking charges.

### Adding miscellaneous charges

Use the Miscellaneous Charges form to add miscellaneous charge records for your system.

For each miscellaneous charge, you can enter the amount of the charge and the general ledger revenue account to which the amount is posted. The account can be the same as your sales revenue account, or you can add a separate account for each miscellaneous charge or group of charges. If you leave the amount blank, you can enter it separately on orders, invoices, and credit notes.

When you select this option, the program displays several additional fields for entering an extended cost, a miscellaneous charge expense account, and a miscellaneous charge clearing account.

## **Multicurrency ledgers**

If you use multicurrency accounting, you need to assign a currency to the charge. To simplify data entry, you can use the same charge code for each of the currencies.

For each miscellaneous charge, you also need to specify the tax authorities that levy taxes on the charge, and the applicable tax classes.

Miscellaneous charges are printed on the Miscellaneous Charges report. You can edit the charge records as needed.

### **Costing information for miscellaneous charges**

Note that if you want to track costing information for miscellaneous charges, you need to set them up as non-stock inventory items in Inventory Control.

# Using miscellaneous charges with Project and Job Costing

To create miscellaneous charges for job-related orders, you must select the Allow For Jobs option on the Miscellaneous Charges form, and then specify:

•An <u>extended cost</u>.

For each project in PJC, you can choose to use this cost by default or use the contract cost.

- •A miscellaneous charge expense account.
- •A miscellaneous charge clearing account.

You can also choose by project in PJC whether to use the amount specified in Order Entry for the miscellaneous charge or use a default billing rate specified for the contract in PJC.

Miscellaneous charges can have two different functions on job-related orders:

- •Let you add charges to customer orders for invoicing external charges such as freight (UPS or FedEx).
- •Let you record internal non-material transactions such as equipment, subcontractors, labor, etc.

See <u>Journal Entries Generated by Posted Transactions</u> too see how miscellaneous charges appear in job-related transactions.

#### See also

<u>Miscellaneous Charges form</u> <u>Steps for Setting Up Order Entry</u> <u>G/L Accounts Used by Order Entry</u>
## Journal Entries Generated for Posted Transactions

This topic describes the journal entries that are created for your general ledger when you post invoice and receipt batches created in Accounts Receivable by Order Entry and when you process billings in Project and Job Costing.

It also describes the journal entries created for shipments posted in Order Entry.

You view and print the Accounts Receivable G/L Transactions report for all entries except shipments. Shipment transactions appear on the Order Entry G/L Transactions report.

This page contains the following sections:

Shipments Invoices Number of detail lines on A/R invoices Prepayments Credit notes Items returned to inventory Damaged items Price adjustment Shipping and invoicing kitting items Job-related transaction entries Shipping and invoicing in Order Entry Project invoicing in Project and Job Costing

# Shipments

Shipments are assigned source code OE-SH on the Order Entry G/L Transactions report.

Item quantities are removed from Inventory Control for posted shipments (either during day end processing or when you use the Create G/L Batch icon), as follows:

G/L Account	Debit	Credit
Shipment Clearing	Х	
Inventory Control		Х

Return to Top

## Invoices

Invoices are assigned source code OE-IN on the Accounts Receivable G/L Transactions report.

When you post an invoice, the program generates the following entries:

G/L Account	Debit	Credit
Receivables Control	Х	
Cost of Goods Sold (Item)	Х	
Shipment Clearing		Х
Tax Liability		Х
Sales		Х

If an item's costing method is the standard method or the most recent cost method, then the item's cost variance account is debited or credited with the difference between the standard or most recent cost, and the weighted average cost of the items shipped.

If you decrease the quantity shipped on an invoice, Order Entry creates an entry to adjust Inventory Control (either when you run Day End Processing or when you use the Create G/L Entries icon), as follows:

G/L Account	Debit	Credit
Inventory Control	Х	
Shipment Clearing		Х

The source code that appears on the G/L Transactions report for this entry is OE-IN.

Return to Top

## Number of detail lines on A/R invoices

The way that Order Entry creates detail lines in A/R invoices depends on whether or not you use detail optional fields or Sage ERP Accpac Project and Job Costing.

## Without optional fields or Project and Job Costing

If you do not use optional fields in Order Entry invoice details and in Accounts Receivable invoice details, and you are not posting job-related transactions, the Order Entry program creates A/R invoices with separate detail lines for sales, cost of goods sold, and shipment clearing entries (as in earlier versions of Order Entry).

All A/R invoice details are consolidated by G/L account, so if you use only one sales account, one cost of goods sold account, and one clearing account, you will see only three lines on an invoice.

Sales	Acct 4111	750.00
Cost of Goods Sold	Acct 5200	-500.00
Shipment Clearing	Acct 5900	500.00

## With optional fields or Project and Job Costing

If you use optional fields in Order Entry invoice details and in Accounts Receivable invoice details, or if you are posting job-related transactions, the Order Entry program now creates a single A/R invoice detail line for each Order Entry invoice detail line.

Each A/R invoice detail includes the entries for the revenue, inventory (shipment clearing), and cost of goods sold accounts, and there will be as many invoice detail lines as there were on the original O/E invoice. A/R invoice details are not consolidated.

Sales item 1	Acct 4111	250.00
	Acct	

Sales item 2	4111	250.00
Sales item 3	Acct 4111	250.00

Each of the unconsolidated A/R invoice lines will produce a G/L entry with sales account, cost of goods sold account, and clearing account details when posted in Accounts Receivable.



Return to Top

## Prepayments

Prepayments are assigned source code AR-PI on the G/L Transactions report.

Prepayments are added directly to Accounts Receivable receipt batches when you post an order, shipment, or invoice that has a prepayment. Prepayments debit the general ledger prepayment liability account and credit the customer's receivables control account.

# **Credit Notes**

Credit notes are assigned source code OE-CN on the Accounts Receivable G/L Transactions report.

Credit note transactions debit and credit general ledger accounts as shown in the following tables.

If an item's costing method is the standard method or the most recent cost method, then the item's cost variance account is debited or credited with the difference between the standard or most recent cost and the weighted average cost of the items shipped.

Return to Top

### Items returned to inventory

The following example records a credit note transaction for items returned to inventory. The first transaction is posted directly to G/L from Order Entry; the second one goes through Accounts Receivable.

G/L Account	Debit	Credit
Inventory Control	Х	
Credit/Debit Note Clearing		х
G/L Account	Debit	Credit
Sales Returns	Х	
Credit/Debit Note Clearing	х	
Tax Liability	Х	
Receivables Control		Х
Cost of Goods Sold		Х

#### Return to Top

### **Damaged items**

The Damaged Goods account is debited rather than the Sales Returns account.

G/L Account	Debit	Credit
Damaged Goods	Х	
Credit/Debit Note Clearing	X*	
Tax Liability	Х	
Receivables Control		Х
Cost of Goods Sold		X*

\* The Cr/Dr Note Clearing and the COGS entries will always be zero for damaged goods.

This transaction will appear differently in the A/R Invoice form depending on whether or not the transaction is job-related or uses optional fields.

- •If the transaction is job-related or uses optional fields, the invoice will list a single detail line for the damaged goods account.
- •If the transaction is not job-related and does not use optional fields, the invoice will list three lines—one for damaged goods, one for cost of goods sold, and one for Credit/Debit Note clearing—but only the damaged goods line will have an amount.

#### **Price adjustment**

G/L Account	Debit	Credit
Sales	Х	
Tax Liability	Х	
Receivables Control		Х

Return to Top

## Shipping and invoicing kitting items

As of Order Entry 5.5, A/R invoices created if you have Project and Job Costing or if you added optional fields to invoice details will show only one detail line for each kitting item listed on an invoice, instead of showing one line for each component of each kitting item. Order Entry handles the accounting for kitting items with the following G/L entries.

When you ship kitting items, Order Entry creates G/L entries for each of the components in the kitting item:

G/L Account	Debit	Credit
Shipment Clearing, component 1	х	
Inventory Control		Х
Shipment Clearing, component 2	х	
Inventory Control		Х

When you invoice a kitting item, Order Entry creates the following G/L entries to back out the components for the master item from the shipment clearing account:

G/L Account	Debit	Credit
Shipment Clearing, master item	Х	
Shipment Clearing, component 1		Х
Shipment Clearing, component 2		Х

The source code that appears on the G/L Transactions report for the shipment entry is OE-SH. The source code that appears on the G/L Transactions report for the invoice entry is OE-IN.

**Note:** *If you do not use optional fields in Order Entry invoice details and in Accounts Receivable invoice details, and if you do not use Project and Job Costing,* the Order Entry program creates shipment clearing lines for each component to the A/R invoice and will not create the G/L account entries shown above during invoicing.

Return to Top

## **Job-related transaction entries**

Job-related transactions can take two separate paths. You can invoice orders through Project and Job Costing (by choosing the Project Invoicing option) or you can create invoices in Order Entry.

# Shipping and invoicing in Order Entry

The following example shows the shipping and invoicing transactions for an order with one item and one miscellaneous charge. The miscellaneous charge is considered internal, because it's a handling charge and one of your employees is packaging the shipment. You can enter both the revenue and cost for the miscellaneous charge or only the revenue. Usually, you would enter the cost because you wanted to associate both the cost and revenue to the job and have labor and overhead calculated on the cost.

Туре	ltem No./ Misc. Charge	Qty.	Unit Cost	Billing Cost Type	Ext. Billing Amt.
Item	A1- 103/0	1	50.00	Billable	100.00
Misc.	HC		15.00		30.00

Shipment posting entry:

G/L Account	Debit	Credit
Shipment Clearing	50.00	
Misc. Charges Clearing	15.00	
Inventory Control		50.00
Shipping Expense		15.00

Invoice posting entry:

G/L Account	Debit	Credit
<b>Receivables</b> Control	146.90	
Cost of Goods Sold	71.50	
Revenue		130.00
Overhead Allocated		3.25
Labor Burden		3.25

GST (Fed sales tax)	9.10
PST (Prov/State sales tax)	7.80
Shipment Clearing	50.00
Misc. Charges Clearing	15.00

1 Return to Top

## **Project invoicing in Project and Job Costing**

The following example shows an item being shipped from Order Entry and invoiced through Project and Job Costing. It also show the entries for an additional shipping cost (FedEx) coming through Accounts Payable instead of through O/E.

The shipping cost is recorded in Accounts Payable, picked up by PJC when you run the Billing Worksheet, and, finally, included on the invoice created in Accounts Receivable.

Туре	ltem No.	Qty.	Unit Cost	Billing Cost Type	Ext. Billing Amt.
Item	A1- 103/0	1	50.00	Billable	100.00

Shipment posting entry:

G/L Account	Debit	Credit
Work In Progress	55.00	
Inventory Control		50.00
Overhead Burden		2.50
Labor Burden		2.50

Accounts Payable invoice entry for FedEx charge:

	<u>.</u>	
G/L Account	Debit	Credit
Work In Progress	16.50	
Work In Progress (Prov/State s. tax)	.90	
GST (Canadian Fed sales tax)	1.05	
A/P Invoice Posting		16.95
Overhead Allocated		.75
Labor Burden		.75

A/R invoice created from the billing worksheet:

G/L Account	Debit	Credit
<b>Receivables</b> Control	146.90	
Billings		130.00
GST (Canadian Fed sales tax)		9.10
PST (Prov/State sales tax)		7.80

#### Revenue recognition:

G/L Account	Debit	Credit
Billings	130.00	
Cost of Sales	72.40	
Revenue (Sales)		130.00
Work In Progress		72.40

#### Return to Top

#### See also

Using Order Entry with Project and Job Costing Setting Up Miscellaneous Charges Entering Item Details Entering Miscellaneous Charge Details G/L Accounts Used by Order Entry Invoice Entry form — overview Order Entry form — overview Shipment Entry form — overview Using Order Entry templates

## Using Order Entry Templates

Order Entry templates let you speed up and simplify order entry by providing default settings which appear when you start a new order or credit note.

You specify the following information for each template that you define.

### **Order information:**

- •Order Type
- •FOB Point
- •On Hold
- Location
- Description
- •Reference
- •Comment

## **Customer information:**

- •Ship-Via Code
- •Customer Type
- Price List
- Territory
- •Tax Group
- •Terms

You must specify the order type, customer type, and tax group in a template. The other information is optional. Note that the information in a number of the template fields can also come from other records. For example, the customer type, location, price list, territory, and tax group fields are in the customer and the ship-to location records.

**Default templates.** You can specify a default template on the Options form so a standard set of default customer and order settings appears for each new order or credit note you create. The default template provides initial settings, but these are overridden by settings from the customer

record — and from another template if you choose another one.

The following sequence of steps illustrates template use:

- 1. Choose New to create a new order. The default template settings appear for the new order.
- 2.Choose the customer number. The information in the customer record replaces the information from the default template.
- 3.Choose a different template to override the customer information. All the information from the new template replaces the current order information.

You could again choose the customer number to replace the information inserted in step 3 with the information from the customer record.

**Credit note settings come from invoices.** Most credit notes or returns refer to invoices, and use the invoice information by default. You can override the invoice information by choosing a different template (or by choosing the default template again). However, if your credit note does not reference an existing invoice, templates work the same way that they do for orders.

## **Information Entered with Prepayments**

With each prepayment, you enter:

- •Payment code (the codes that you set up in Accounts Receivable are displayed).
- •Check or receipt number. If you do not enter a check or receipt number, Order Entry assigns one when you save the prepayment, using the following format: Accounts Receivable batch number - entry number.
- •Receipt date (if it is not the batch date) and amount.
- •Rate type and exchange rate (in multicurrency ledgers when the prepayment is not in the company's functional currency).
- •If you use Payment Processing, a processing code that specifies the bank, currency, and merchant account that will be used when a credit card transaction is processed.

#### **Multicurrency Prepayments**

If you use multicurrency accounting, you also specify the currency of the prepayment. If you select an existing batch, the batch currency must match the prepayment currency.

If you select another batch with a different currency after saving a prepayment, the program clears the receipt amount. You must re-enter the information.

## **Crediting Part of an Invoice**

If you do not want to credit an entire invoice, or you need to alter the numbers or amounts on lines to be credited, use the detail-entry grid on the Order tab.

You can delete lines you do not want to credit, and add detail lines for items or miscellaneous charges to the invoice being credited.

## Using the New Contract Wizard

If you are creating a job-related quote in Order Entry, you can use the New Contract wizard to create a new contract in Project and Job Costing by copying an existing one.

The wizard copies the settings, projects, categories, and resources from the existing contract to the new contract. The wizard also lets you choose to use original or current estimates, actual revenues and costs, or no amounts from the existing contract as the default estimate for the new contract. You can also choose whether to use the same optional fields as the existing contract or the program default optional fields.

**Note:** When you add job-related detail lines to a quote, the detail lines must be applied to projects with an Estimate status. Quote amounts appear as estimates in the new contract.

### To use the New Contract Wizard:

- 1. Start a new order in the Order Entry form.
- 2. Choose Quote as the Order Type.
- 3. Click the Contracts button at the bottom of the Order Entry form.

The Contracts button appears *after* you choose Quote as the Order Type.

- 4.Enter a new contract number (you can use the Contract Number tab to help you do this), and specify the number of the contract that you are copying to create this new contract.
- 5.Click the Contract Style tab, and choose whether you want to create a basic contract or a standard contract.
- 6.Click the Optional Fields tab and choose whether you want to copy the optional fields from the template contract, use the PJC default optional fields, or use no optional fields for this contract.
- 7. Click the Finish button to create the contract.

### See also

Using Order Entry with Project and Job Costing Setting Up Project and Job Costing Integration Setting Up Miscellaneous Charges Transaction Processing

# Misc. Charge Clearing Account (job-related charges only)

Type the number of the general ledger clearing account to which the expense amounts of miscellaneous charges are posted when you ship goods, or select the code from the Finder if you use Sage ERP Accpac General Ledger.

The miscellaneous charge clearing account is similar to the shipment clearing account.

Order Entry debits the clearing account and credits the miscellaneous charge expense account when you ship goods (and run Day End Processing). It then credits the clearing account and debits cost of goods sold when you post the invoice.

## Setting Up Project and Job Costing Integration

If you use Order Entry and Project and Job Costing, you can enter jobrelated orders in Order Entry and track project costs in Project and Job Costing.

Note the following points about setting up Order Entry with Project and Job Costing:

•You must create jobs in Project and Job Costing before you can enter a job-related order in Order Entry.

You can enter a quote in Order Entry and create the contract details on the fly using the New Contract Wizard.

The New Contract Wizard also lets you copy an existing contract to make the new one. This means that you can create one or more contracts in Project and Job Costing that act as templates for all the new contracts created in Order Entry.

- •You specify on the Project tab of new contracts where the order gets default prices for items and miscellaneous charges.
- You can use the price list assigned to the customer, a price list specified on the Project tab of the contract, or use prices set up in Project and Job Costing's Contract Maintenance form.
- You can default costs from Inventory Control or from contract maintenance.
- If you want to use miscellaneous charges for job-related orders, you must choose the Use For Jobs option in the Miscellaneous Charges form and fill in the several additional fields.
- •Depending on the type of contract, you can create invoices in Order Entry and pass them to Accounts Receivable, or create invoices in Project and Job Costing (called *Project Invoicing*).

One of the most important processing decisions regarding job-related orders is how you are going to invoice orders and jobs, including how you will manage additional charges — especially those billed by third-party companies. See <u>Using Order Entry with Project and Job Costing</u> for full discussions of these issues.

The choice of Invoicing options depends on the project type and accounting method. 
Click here to see project type chart.

- If the invoice needs to be created in Project and Job Costing, Order Entry will complete the order when you post the shipment, and prevent you from invoicing in O/E.
- If you delay invoicing in Order Entry, the transaction will be sent to Project and Job Costing as unbilled, and you will have to create the invoice in PJC or bill from Accounts Receivable.

#### See also

Journal Entries Generated by Posted Transactions Setting Up Miscellaneous Charges Setting Up Templates Quotes Using Order Entry with Project and Job Costing G/L Accounts Used by Order Entry

## **Transaction Processing**

This topic presents a brief overview of how posting, day-end processing, and audit trails relate to transaction processing in Order Entry. The types of transactions in Order Entry are orders, invoices, and credit notes.

# **Online posting**

Order Entry uses *online* transaction processing rather than batch processing. This means that each transaction is posted when you enter it.

# **Posting updates quantities**

When you post transactions, Order Entry immediately updates item quantities in Inventory Control so you always know your inventory levels.

If you choose to cost inventory in I/C during posting, then posting also updates accounting and statistical information. Otherwise, everything else is done by Day End Processing.

# Day End updates everything else

Unless you choose to cost inventory in I/C during posting, you must run Day End Processing in Inventory Control to update Order Entry sales statistics, sales commissions, and audit information, and to create a batch of Accounts Receivable summary invoices and credit notes.

In addition, Day End Processing updates costing information, item and sales statistics, and audit information in Inventory Control with the posted transactions (unless you cost inventory during posting).

If necessary, you can run Day End Processing several times a day to keep this information more current.

# **Transaction lists**

You can print summary or detail listings of all orders, invoices, and credit notes *until the transactions are deleted from the Order Entry program.* 

# **Keeping transaction history**

If you selected the Keep Transaction History option in the Order Entry Options form, the program will keep this information until you remove it using the Clear History form. You can print transaction lists, reprint invoices and credit notes, and <u>view transactions</u> in the original transaction-entry forms and in the Salesperson Inquiry form until you clear transaction history.

If you do not keep transaction history, Order Entry will automatically delete completed transactions when you run Day End Processing. Order Entry considers the following transactions to be completed:

- •Orders with a Completed status.
- •Invoices and credit notes that you have printed.

This means that if you do not keep history, you cannot print a transaction list for completed orders (or printed invoices and credit notes) after you run Day End Processing.

Posting journals

You can print posting journals for invoices and credit notes after running Day End Processing in Inventory Control.

You can keep posting journals until you remove the information using the Clear History form. However, you cannot remove the information for a particular day-end sequence until you have printed the posting journals.

## **Day End Processing**

For information about day-end processing, see <u>Day End Processing</u>.

## G/L Accounts Used by Order Entry

This topic describes the general ledger accounts used by the Order Entry program and tells you where the account numbers are assigned.

This page contains the following sections:

Inventory Control account sets Inventory Control categories Miscellaneous charges Project and Job Costing accounts

## **Inventory Control account sets**

**Inventory Control account.** An asset account containing the total value of the inventory on hand (at actual cost). The account increases when you receive goods, and decreases when you ship goods.

The word "control" in the account name means that the account contains only totals, whereas the information stored by Inventory Control contains details on an item-by-item basis.

When you process all accounting entries correctly, the total cost of the inventory in the Inventory Control system equals the totals in the Inventory Control accounts in the general ledger.

**Payables Clearing account.** A suspense account to which Inventory Control posts the "other side" of the accounting entries for inventory you receive (and for previous receipts you return to suppliers).

Inventory Control normally generates credit entries to this account for inventory you receive; therefore, the account can be thought of as the accrued amount payable for goods received into inventory. Inventory Control debits this account when you enter receipt returns.

As you post the related vendor invoices in Sage ERP Accpac Accounts Payable, offsetting journal entries (debits) related to the inventory purchased are generated against the Payables Clearing account to clear the balance that is left in this account from posting the inventory receipt.

Adjustment Write-Off account. The account to which you post inventory adjustments and write-offs. Entries to this account are normally expenses (debits); therefore, the account number you specify should be in the expenses or cost of goods sold section of your general ledger.

**Assembly Cost Credit account.** The account to which you post the variable and fixed costs of assembling items. The program credits this account with the variable and fixed cost of assembly. You may want to create manual entries in the general ledger to redistribute the assembly cost credit to accounts such as labor costs.

**Non-stock Clearing account.** The account which you credit when you ship non-stock items, and debit when you enter shipment returns for non-

stock items.

You can use non-stock items to handle specially ordered items which you do not stock in your inventory, and to handle service charges that appear on invoices.

**Transfer Clearing account.** This account is used for the additional cost amount in the Transfer form.

**Shipment Clearing.** Debited instead of Cost of Goods sold when shipping goods from Order Entry.

The Shipment Clearing account is required because the shipment and invoicing functions in Order Entry are separated. The COGS account is debited when you invoice the shipment.

**Disassembly Expense.** Used if you specify an expense amount when you disassemble items that were previously assembled in Inventory Control.

**Physical Inventory Adjustment.** The expense account that balances the change in inventory value when you adjust inventory quantities after making a physical inventory count.

**Credit/Debit Note Clearing.** Debited instead of the I/C Control account or the Damaged Goods account in Order Entry returns sent to Accounts Receivable. The G/L transaction credits the clearing account instead of COGS and A/R Control.

The Credit/Debit Note Clearing account is required because the inventory return and credit note functions in Order Entry are separated, with one side of the transaction going through the Accounts Receivable program.

Return to Top

## **Inventory Control item categories**

For each category that you add in Inventory Control, you specify general ledger account numbers for the five following accounts (Sage ERP Accpac Order Entry uses the Sales account, Returns account, and Damaged Goods account — Inventory Control does not use them):

**Sales.** A revenue account which Order Entry credits with the revenue from goods sold.

**Returns.** A revenue contra account which Order Entry debits to record the reduction of revenue caused when previously sold goods are returned or credit notes are issued.

**Cost of Goods Sold.** An expense account which Inventory Control automatically debits with the cost of goods sold, and credits with the cost of goods returned.

**Cost Variance.** An expense account in which Inventory Control records the cost variance between the actual cost and either the standard cost (for items using the standard costing method) or the most recent cost (for items using the most recent costing method) of inventory items sold.

**Damaged Goods.** A revenue contra account that is debited instead of Sales Returns whenever goods are returned as damaged in Order Entry.

**Internal Usage.** The default expense or asset account that is debited when an item in this category is used internally. You can override this account when you enter transactions.

Return to Top

# **Miscellaneous charges**

You specify the following accounts when you add miscellaneous charges to Order Entry.

**Miscellaneous Charge Revenue.** The general ledger revenue account to which amounts entered as miscellaneous charges are posted.

**Miscellaneous Charge Expense.** For job-related orders, Order Entry credits the expense account and debits the miscellaneous charge clearing account when you ship goods and run Day End Processing. (When you post the invoice, it credits the clearing account and debits cost of goods sold.)

**Miscellaneous Charge Clearing.** For job-related orders, the miscellaneous charge clearing account is similar to the shipment clearing account.

Order Entry debits the clearing account and credits the miscellaneous charge expense account when you ship goods (and run Day End Processing). It then credits the clearing account and debits cost of goods sold when you post the invoice.

1 Return to Top

# **Project and Job Costing accounts**

If you are processing job-related orders with Project and Job Costing, the following accounts can appear on the item detail lines, depending on whether or not you are using project invoicing.

Order Entry will also send information to Accounts Receivable and Project and Job Costing for the Overhead Allocated and Labor Burden accounts. You specify those accounts on the Account tab for the category in Contract Maintenance, but you cannot edit those accounts in Order Entry.

**Revenue/Billing Account (orders).** If the sales order is job-related, and you did not select Project Invoicing, you also specify the Revenue/Billings account for each order detail.

The default account number comes from Project and Job Costing and is

used instead of the Sales Account specified for the item in the item category record.

**WIP Account (orders).** If the sales order is job-related, and you selected Project Invoicing, you also specify the Work In Progress account for each order detail.

The account number specified in Project and Job Costing will appear by default, but you can change it. (The level at which the WIP account is specified in Project and Job Costing depends on the project type and accounting method.)

**COGS (Cost of Goods Sold) Account.** If the order is job-related, and you did not select Project Invoicing, the program displays the default cost of goods sold account from Project and Job Costing for each order detail. You can change the account number.



#### See also

Using Order Entry with Project and Job Costing Setting Up Miscellaneous Charges Entering Item Details Entering Miscellaneous Charge Details Invoice Entry form — overview Order Entry form — overview Shipment Entry form — overview Using Order Entry templates

# Serial/Lot Number Allocation/Generation Form Field List–

For information about fields and buttons on the Serial/Lot Number Allocation form and on the Serial/Lot Number Generation form, click the following links:

Item Number (display only) Location (display only) Stock Date (display only)

### Serials tab

```
Allocated (display only)

Auto-Allocate From

Generated (display only)

Next Serial Number

Serial Number column

Shipped column

Oty Shipped (display only)

Remaining (display only)

Serial Nos. Required (display only)

Serials Shipped (display only)

Unit of Measure (display only)
```

### Lots tab

```
Allocated (display only)

Auto-Allocate From

Generated (display only)

Lot Number column

Lot Qty Required (display only)

Lots Shipped (display only)

Make [] Lots OR Each Lot Has []

Next Lot Number

Quantity Shipped column

Quantity Shipped column

Qty Shipped (display only)

Remaining (display only)

Unit of Measure (display only)
```

### Buttons

<u>Add</u> <u>Auto-Alloc</u>

Auto-Gen. <u>Clear All</u> <u>Close</u> <u>Ship All</u>

## Serial/Lot Numbers Allocation / Generation Form — Serials Tab

Use the Serials tab on the Serial/Lot Numbers Allocation form to assign serial numbers to serialized items when you enter orders, shipments, debit notes, and credit notes.

For help on the fields that appear on the Serials tab, click the Field List button at the top of this form.

For help on assigning serial numbers, click the link for the task you want to perform, below:

To assign serial numbers to an order

To assign serial numbers to a shipment

To assign serial numbers to a debit note

To assign serial numbers to a credit note

Click the following links for more information about the Serial/Lot Numbers Allocation / Generation Form:

• <u>Serial/Lot Numbers - Lots Tab</u>

Serial/Lot Numbers Allocation / Generation Form

#### See also

Understanding Serialized Inventory and Lot Tracking

## Serial/Lot Numbers Allocation/Generation Form — Lots Tab

You use the Lots tab on the Serial/Lot Numbers Allocation form to assign lot numbers to lotted items when you enter orders, shipments, debit notes, and credit notes.

For help on the fields that appear on the Lots tab, click the Field List button at the top of this form.

For help on assigning lot numbers, click the link for the task you want to perform, below:

To assign lot numbers to an order

<u>To assign lot numbers to a shipment</u>

To assign lot numbers to a debit note

To assign lot numbers to a credit note

Click the following links for more information about the Serial/Lot Numbers Allocation / Generation Form:

Serial/Lot Numbers - Serials Tab

Serial/Lot Numbers Allocation / Generation Form

#### See also

Understanding Serialized Inventory and Lot Tracking

# Understanding Serialized Inventory and Lot Tracking

If you have a license to use Serialized Inventory and Lot Tracking, you can assign serial numbers or lot numbers to items when you enter orders, shipments, invoices, debit notes, and credit notes in Order Entry.

You use the serial numbers and lot numbers to track items — from their receipt in inventory to their sale and shipment to customers.
## **Managing Serialized and Lotted Inventory**

Sage ERP Accpac Inventory Control maintains serial numbers and lot numbers by item and location, and it determines how you process serialized and lotted items in Order Entry.

• <u>Settings in the I/C item record determine whether a particular item is serialized or lotted</u> (Or both).

- <u>Settings in the I/C item record also determine whether you *must* allocate serial numbers and lot numbers to all quantities in shipments, invoices, credit notes, and debit notes, Or if you can allocated fewer serial numbers or lot quantities than the quantities in entries.</u>
- •Inventory Control options also determine whether you allocate serial numbers and lot numbers for the quantity ordered or the quantity shipped.

If you allocate serial numbers or lot numbers to an order quantity. Inventory Control reserves the numbers until you ship the items.

The default field for opening the allocation and generation forms is the Qty. Shipped field. If you have Inventory Control Setup Maintenance security authorization, <u>you can change the options for serial numbers and/or lots</u>. (For more information on these options, see the help for the Inventory Control Options form.)

- •You generate serial numbers and lot numbers for an inventory location when you receive serialized or lotted items (in Inventory Control or in Purchase Orders), and, if necessary, when you return the items to Inventory Control (in Order Entry).
- •You allocate serial numbers and lot numbers from an inventory location when you sell or ship serialized or lotted items (in Inventory Control or in Order Entry), and, if necessary, when you return them to the vendor (in Purchase Orders).

# Allocating Serial Numbers and Lot Numbers in Order Entry

When you enter quantities for a serialized or lotted item in Order Entry transactions, the program prompts you to allocate serial numbers and lot numbers, as follows:

- •The Serial/Lot Numbers Allocation form appears when you enter a quantity on the Order Entry, Shipment Entry, and Invoice Entry forms, and then press the Tab key or the Zoom ( ) button for the quantity field. This form also appears when you enter a quantity for a *debit note* in the Credit/Debit Note Entry form.
- •The Serial/Lot Numbers Generation form appears when you enter a quantity for a *credit* note.

For more information about the allocation and generation forms, see <u>Serial/Lot Numbers Allocation / Generation Form</u>.

For information about assigning lot numbers and serial numbers in Order Entry, see:

- Assign Lot Numbers or Serial Numbers to a Debit Note
- Assign Lot Numbers or Serial Numbers to a Credit Note
- Assign Lot Numbers or Serial Numbers to an O/E Invoice
- Assign Lot Numbers or Serial Numbers to an Order
- Assign Lot Numbers or Serial Numbers to an O/E Shipment

## Transaction Records Generated for Inventory Control Serial Numbers and Lot Numbers

Transaction records are generated for I/C Serial Numbers and I/C Lot Numbers when you post serialized or lotted items for O/E shipments, shipment adjustments, O/E invoice adjustments, O/E credit notes (for type Items Returned To Unventory), and O/E debit notes (for type Items Removed From Inventory).

For I/C Serial Numbers, the transaction cost is shown for each transaction record.

For I/C Lot Numbers, the quantity and transaction cost are shown for each transaction record.

The transaction cost and total cost are helpful when you are using serialized or lotted items that use the serial costing or lot costing methods. For all other costing methods (FIFO, LIFO, MRC, STD, AVG, and USER specified costing), the transaction cost and total cost recorded is irrelevant, since these methods cost the items at the item detail level, rather than the serial or lot level.

## Order Entry Field List

```
Customer Number (also see credit checks)
Customer Name (display)
Last Invoice Number (display only)
Last Shipment Number (display only)
Number Of Shipments (display only)
Order Number
```

- Buttons on the Order Entry form
- Drder tab Header fields (top of form)
- Drder tab Item details (lines on Order tab)
- Direction of the second second
- Drder tab Buttons
- Customer tab
- 🕑 <u>Taxes tab</u>
- Retainage tab
- Doptional Fields tab
- Sales Split tab
- E Rates tab
- 🕑 <u>Totals tab</u>

## Order Entry — Order Tab

Use this tab to specify:

- •An optional template code to specify the default entries in order and customer information fields.
- •The customer number.
- •The customer's purchase order number.
- •The order date.
- •The default location code for the order.
- •Whether the account is on hold.
- •The <u>order type</u>.
- •The particular quote, or quotes, on which the order is based.
- •Expected ship date.
- •Whether to calculate taxes automatically.
- •The ship-to location (from the Accounts Receivable customer record) or a shipping address just for the order.
- •An optional shipping method or carrier.
- •An optional description, reference, and comment.
- •Order details.

Use the detail grid of the Order tab to:

- •Add item and miscellaneous-charge detail lines.
- •Edit or delete existing detail lines.
- •Specify ordered quantities.
- •Specify prices.
- •Specify shipped quantities.
- •Add optional fields.
- •Open a separate detail entry form that to change tax information for a selected detail, and to view all the information for a detail without

having to scroll sideways (press F9).

At the bottom of the Order tab, the program displays quantities for the location specified on a selected detail line and for all locations.

You can check expected arrival and shipping dates by clicking the drilldown buttons to viewing the details for items on sales order, on purchase order, and committed to orders.

You can also use the Location Finder on a selected detail line to display quantities for other locations.

For information about another tab, click its name:



Click these buttons for more help:



See also

Order Entry — Items/Taxes form Order Entry form — overview Printing Order Entry forms

#### Order Entry — Customer Tab

Use this tab to specify:

- •The shipping method for the order.
- •The tracking number if sending by courier or registered mail.
- •An optional FOB (free-on-board) location.
- •An optional territory code.
- •Whether the customer is eligible for discounts or special pricing (the customer type).
- •The price list to use to select prices for item details.
- •The tax group for the order.
- •The customer account set.
- •The code that identifies the payment terms that will be used for invoices from the order.
- •The due date and discount terms of the order or invoice.

Click these buttons for more help:



For information about another tab, click its name:

<u>Order</u>	<u>Taxes</u>	<u>Retainage</u>	Optional Fields
<u>Sales Split</u>	Rates	<u>Totals</u>	

#### See also

Customer Ship-To Address form Order Entry — overview

## Order Entry — Taxes Tab

Use this tab to:

- •Choose to manually or automatically calculate taxes.
- •Choose automatic tax calculation for tax reporting (if you report taxes in a different currency), or enter the tax reporting amounts manually.
- •Check the tax information that applies to the order for the customer.
- •Change the customer tax class for the order.
- To change the tax status of an item, click the Item/Tax... button on the Invoice tab
- •Enter the tax base and tax amount, if you are entering taxes manually.
- •Enter or edit the customer's tax exemption number.
- •Automatically prorate tax amounts for individual details on the order.

Click these buttons for more help:

<b>Q</b> <u>Finder</u>	L	<b>▲Or F</b> 9	Drop-Down
	New	Zoom	Lists
<u>Calculate</u>	<u>Calculate</u>	<u>Distribute</u>	
<u>Taxes</u>	Tax Reporting	Taxes	

For information about a different tab, click its name:



#### To manually enter item tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Order tab or on the Taxes tab.
- 2. Highlight the detail line for which you want to change/edit tax amounts.
- 3. Click the Item/Tax... button or press F9.
- 4.As required, change the tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency).

#### To manually enter and distribute document tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Order tab or on the Taxes tab.
- 2.On the Taxes tab, change the customer tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency), as required.
- 3.Click the Dist. Taxes button to distribute the amounts on the Taxes tab to the individual document detail lines.

**Note:** If you entered tax amounts for individual detail lines, *do not* redistribute the total. You will overwrite the entries that you made for document details.

## To manually enter tax reporting amounts (if reporting tax in another currency):

- 1. Uncheck the Calculate Tax Reporting checkbox on the Taxes tab.
- 2.Enter the tax reporting amount.
- 3. Choose the Rates page, and click the Derive Rate button to select the actual exchange rate for the tax reporting amount.

#### See also

Enter Taxes Manually Order Entry — overview Order Totals tab

## Order Entry — Retainage Tab

When you select the Retainage option on the Order tab, a Retainage tab appears that lets you specify how to process retainage for this order.

The program lets you choose the exchange rate to use for the retainage invoice if you are using a multicurrency system, and the retainage terms.

- •You can only use retainage if the document is job-related.
- •The default entries for the retainage percentage and retention period for each detail line come from the Customer Default fields in the Contract Maintenance Project tab in Project and Job Costing. You can change these entries for each detail line.

For information about another tab, click its name:

<u>Order</u>	<u>Customer</u>	<u>Taxes</u>	Optional Fields
Sales Split	Rates	<u>Totals</u>	

Click the following buttons for more help:



Order Entry — overview

## Order Entry — Optional Fields Tab

This tab appears if you use the Sage ERP Accpac Transaction Analysis and Optional Field Creator product and you assigned optional fields for Credit/Debit Note Entry transactions.

Optional fields (and values) will appear by default in the grid on this tab if Auto Insert was selected in O/E Optional Fields setup. If no optional fields appear automatically, or if you want more optional fields, you can add them manually.

Order Entry also supports optional fields at the detail level.

If you assign optional fields in Order Entry that are the same optional fields assigned in the Accounts Receivable Invoice Entry form, the information in the Order Entry fields is sent to Accounts Receivable.

For information about another tab, click its name:

<u>Order</u>	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Sales Split	Rates	<u>Totals</u>	

Click the following buttons for more help:



#### See also

Order Entry — overview

## Order Entry — Sales Split Tab

Use this tab to allocate document totals to salespeople for commission calculation.

Order Entry lets you assign portions of each transaction you enter in the Order Entry form to each salesperson who is responsible for the customer account or sale. If you track commissions for sales staff, Order Entry uses this information to update the commission data when you post invoices and run Day End Processing.

Default salespeople are assigned to customer records and to ship-to locations in Accounts Receivable.

For information about a different tab, click its name:

<u>Order</u>	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	Rates	<u>Totals</u>	

#### See also

Order Entry form — overview

## Order Entry — Rates Tab

Use this tab to:

- •Change the rate type, rate date, and exchange rate for converting the order amount from the customer's currency to your functional (home) currency.
- •If you are shipping goods, change the rate information for converting the shipped amount from customer's currency.
- If you are invoicing shipped goods, change the rate information for the invoice.
- •Enter or derive the rate for converting tax amounts to the tax reporting currency (if you report taxes in a different currency than you collect them).

*If Order Entry automatically calculates the tax amount in the tax reporting currency*, the program will use the Tax Reporting Currency Exchange Rate on the Rates tab.

*If you manually enter the tax amount in the tax reporting currency,* use the Derive Rate button on the Rates tab to calculate the actual exchange rate for the tax reporting currency.

The Rates tab appears only if you use multicurrency accounting and you are entering a document for a customer who does not use your company's functional currency (and the exchange *is not* between two EMU member currencies).

For information about another tab, choose its tab:

<u>Order</u>	<u>Customer</u>	Taxes	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	<u>Totals</u>	

#### See also

Order Entry — overview

## Order Entry — Totals Tab

Use this tab to:

- •Enter a comment about the order.
- •Specify whether any discounts apply to miscellaneous charges.
- •Specify the number of labels you want to print for an order.
- •Create an invoice for shipped quantities.
- •Verify order totals and discounts before posting an order.
- •Check the total estimated weight of items ordered.

The order prepayment total on this tab enables you to easily determine if there is an outstanding balance.

For information about a different tab, click its name:

<u>Order</u>	Customer	Taxes	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	Rates	

#### See also

<u>Order Entry — Items/Taxes form</u> <u>Order Entry — overview</u>

#### Importing and Exporting Orders and Invoices

Use the Import and Export commands on the File menu in the Order/Invoice Entry form to import and export orders.

You cannot import invoices. However, Order Entry will create and post invoices for imported orders that contain shipped quantities or miscellaneous charges.

**Kit components, serial numbers and lot numbers.** You cannot import or export serials numbers or lot numbers for kit components. (You can automate the entry of serial numbers and lot numbers for kit components using a macro.)

For more information on importing and exporting, see the help for System Manager.

#### See also

Change an order Change payment terms Change tax information Create a new order Create and activate a quote Edit sales splits Enter a prepayment Entering a standing or future order Entering optional field information Invoice an order Printing order confirmations and invoices

## Printing Order Confirmations, Receipts, and Invoices

## **Printing order confirmations**

Order Entry allows you to print order confirmations at two stages of order processing:

- You can print an order confirmation immediately after posting an order.
- •You can <u>print order confirmations for a range of posted orders</u> before they are cleared from Order Entry.

## Before you start

- •Create the format for the order confirmation. (You can use the forms that come with Sage ERP Accpac ERP, or alter them using Crystal Reports.)
- •Select the printing destination to which you will print.
- •Print a test copy of the order confirmation to check the alignment of the forms in your printer.

## **Printing receipts**

Order Entry allows you to print receipts to let you confirm your receipt of a customer prepayment in the following ways:

- •You can print a receipt immediately after posting an order or an invoice that includes a prepayment.
- •You can print one or more receipts using the A/R Receipts report in Sage ERP Accpac Accounts Receivable.

#### Before you start

•Create the format for the customer receipt. (You can use the forms that come with Accounts Receivable, or alter them using Crystal Reports.)

#### **Printing invoices**

Order Entry allows you to print invoices at two stages or order processing:

- You can print an invoice immediately after posting an invoice.
- •You can print a range of invoices before they are cleared from Order Entry.

## Before you start

- •Create the format for the order confirmation. (You can use the forms that come with Sage ERP Accpac ERP, or alter them using Crystal Reports.)
- •Select the printing destination to which you will print.
- •Print a test copy of the invoice to check the alignment of your invoice forms in your printer.

Related topics

## Save/Add/Post Buttons

Use the Save or Add button to save the displayed record, code, or transaction. If you have just entered a new record, the Save command is replaced by Add.

Use the Post button to post the displayed order, invoice, return, credit note, or adjustment, or to save changes you have made to an order.

## Order Entry — Prepayments Form

Use this form to:

- •Enter a prepayment with an order.
- •Modify or delete the information for a prepayment you entered previously, but have not yet posted with the order or invoice.
- •If you use Payment Processing, process or void a credit card prepayment.

You can enter as many prepayments as you want for an order.

Prepayments made for orders do not reduce the amount of the next invoice you create; instead, they are matched to invoices when they are posted in Accounts Receivable (using the order number). The order prepayment total is displayed on the invoice total tab, enabling you to easily determine if there is an outstanding balance.

#### **Job-Related payments**

When you record job-related prepayments, click the Jobs button and then click the distribute button on the Prepayment Details form to automatically distribute amounts to details.

You can prorate payment amounts to individual details, or you can do a "top-down" distribution, starting at the first job-related detail, or you can edit the payment amounts yourself.

**Note:** The prepayment amount on a job-related order can exceed the document total; however, you must ensure that the sum of the prepayment amounts to individual details matches the prepayment total.

#### Credit card prepayments

If you use Payment Processing, you can use the Prepayments form to:

- Process a credit card prepayment.
- Capture a pre-authorized credit card payment.
- •<u>Void a credit card prepayment</u> if it has not been settled in Sage Payment Solutions.

To enable the Charge and Void buttons on this form, you must select a

payment code that uses the payment type SPS Credit Card before adding the prepayment.

**Tip:** Click the Finder (a) for the Payment Code field to see a list of payment codes and associated payment types.

#### Before you start

Find out which Accounts Receivable receipt batch to use for the prepayment.

For information about adding prepayments, see Enter a prepayment.

#### See also

<u>Order Tab — Detail form</u> <u>Order Entry — Totals tab</u>

## Order Entry — Items/Taxes Form

Use the Items/Taxes form to add, edit, and delete order detail lines, and to change detail tax information.

Rather than presenting all the details for an order in columns, this form displays information for a single detail so that you can see most of the fields for a detail without having to scroll through the form.

Click these buttons for more help:



#### To open or close the Items/Taxes form

1. Select a detail line on the Order tab, then either:

- Press F9.
- Click the Item/Tax... button.

2. Press F9 or click the Close button to return to the Order tab.

#### To add or edit details in the Items/Taxes form

1. To enter a new detail, click the New button beside the Line Number field.

To edit an existing detail, type its line number or use the scroll bars to display the line you want.

2. Enter the information or changes for the detail.

You can change a tax class to another tax class that is assigned to the authority, and you can change the choice for the Tax Included option.

If you are entering taxes manually (you did not select the Calculate Tax option), you can also change the tax base and the tax amount.

3.Click Add or Save.

#### To delete details in the Items/Taxes form

Field List

- 1. To open an existing detail you want to delete, type its line number or use the scroll bars to display the line you want.
- 2. Choose Delete.

To check tax amounts for an order or invoice and compare the totals on the screen with the totals on the source document, click the Totals tab.

#### See also

<u>Calculate Tax Option</u> <u>Enter taxes manually</u> <u>Order Entry Form — overview</u> <u>Taxes tab</u>

#### Customer Bill-To Address Form (Orders)

Use this popup form to:

- •Check or edit the billing information for an existing customer.
- •Type billing information for a new customer number you have specified on an order but which you have not yet added to Accounts Receivable.

To open the Customer Bill-To Address form, click the zoom button beside the Customer Number field or, with the pointer in the Customer Number field, press F9.

#### See also

<u>Customer Ship-To Address form</u> <u>Order Entry form — overview</u>

## Customer Ship-To Address Form

Use this popup form to:

- •Check or edit the shipping address for an existing customer.
- •Type the shipping address and other information for a new customer number you have specified on an order but which you have not yet added to Accounts Receivable.

To open the Customer Ship-To Address form, click the zoom button (**•**) beside the Ship-To Location field, or press F9 while typing in the Ship-To Location field.

#### See also

<u>Customer Bill-To Address form</u> <u>Order Entry form — overview</u>

#### Order Entry — Pre-authorization Form

Use the O/E Pre-authorization form to:

- Pre-authorize a credit card payment for an order.
- •Void a previously created credit card pre-authorization for which you will not process a payment.

To open the O/E Pre-authorization form, click the Pre-authorize button on the Order Entry form.

## **About Pre-authorizing Credit Card Payments**

If you use Payment Processing, you can click the Pre-authorize button on the Order Entry form to pre-authorize a credit card payment for an order.

You pre-authorize a credit card payment when you want to verify that sufficient credit exists on a customer's credit card before processing a sale. When you create a pre-authorization, the cardholder's credit limit is reduced by the amount of the pre-authorization until the pre-authorization is captured or expires.

The amount of a pre-authorization does not need to match the amount captured in the final sale. The captured amount may be more (as when a restaurant customer adds a tip) or less (as when a service station customer swipes a credit card, and then purchases fuel that costs less than the amount pre-authorized for a fill-up).

If you use multicurrency accounting, you can pre-authorize a credit card payment only if the customer currency matches the currency specified for an existing processing code. For example, if you want to pre-authorize a credit card payment for a USD customer, USD must be specified as the currency for an existing processing code.

Merchant service providers charge a fee for voiding a credit card preauthorization. However, this fee is lower than the fee that is charged if you do not void or capture a pre-authorization and allow it to expire. For this reason, we recommend that you void any pre-authorization that will not be captured.

If a pre-authorization has expired, you may be able to force a payment for the pre-authorized amount. You can force a payment only if the preauthorization has expired recently (typically within 30 days), and if you used a saved credit card for the pre-authorization (that is, you did not select the Enter A Card For One-Time Use option when processing the pre-authorization).

For more information, see <u>Pre-authorizing</u>, <u>Capturing</u>, and <u>Forcing Credit Card Transactions</u>.

**Note:** Forced transactions may be subject to higher fees than regular transactions.

If it is likely that more than seven days will pass before an order is shipped, you should not pre-authorize a credit card payment for the order. If you do, the pre-authorization may expire, in which case your merchant service provider will charge a fee. (Credit card preauthorization expires after approximately seven days.)

Related topics

#### **Printing Order Entry Forms**

You can print the following forms from Order Entry:

- <u>Credit notes</u>
- •<u>Invoices</u>
- Order confirmations
- Picking slips
- •<u>Quotes</u>
- <u>Receipts</u>
- Shipping labels

The Order Entry program includes sample formats for each type of form. You can adapt the sample forms or use Crystal Reports to create your own forms to suit your business.

- •You can print quotes, order confirmations, receipts (for prepayments), and invoices (if created for shipped quantities) immediately after posting orders.
- •You can print picking slips and invoices (if you created an invoice) after posting shipments.
- •You can print receipts (for prepayments) and invoices immediately after posting invoices.

You can also use the Order Entry form to print individual order confirmations immediately after posting their corresponding orders, as well as invoices you have just posted. After posting a credit note in the Return/Credit Note Entry form, you can print it.

You can print all of the above forms except receipts from the Order Entry Forms folder. You can print receipts from Accounts Receivable Transaction Reports folder.

**Note:** You can print receipts after posting orders and invoices that include prepayments, but the receipt forms come with Accounts Receivable.

Order Entry adds receipts to Accounts Receivable receipt batches and

uses the Accounts Receivable Print Receipts program to print the prepayment confirmations.

## Credit/Debit Note Entry Field List

Customer Number and Description Document Number Document Type History button Distribute Taxes button Components button Items/Taxes button

Click the following headings for information about fields on each tab of the Credit/Debit Note Entry form.

Credit Note/Debit Note tab — Header fields (top of form)

- E Credit Note/Debit Note tab Item details (lines on Credit/Debit Note tab)
- E Customer tab
- E Taxes tab
- E Retainage tab
- Doptional Fields tab
- Sales Split tab
- E Rates tab
- ▶ Totals tab

## Customer Bill-To Address Form (Credit/Debit Field List Notes)

Use this form to:

- •Check or edit the billing information for an existing customer.
- •Type billing information for a new customer number you have specified on an Order Entry Transaction, but which you have not yet added to Accounts Receivable.

To open the Customer Bill-To Address form, click the zoom button (.) beside the Customer Number field, or press F9 while typing in the Customer Number field.

#### See also

<u>Order Entry form — overview</u> <u>Printing Order Entry forms</u> <u>Credit/Debit Note Entry form — overview</u>

#### Edit Currency Exchange Rates on Credit Notes

The <u>Rates tab</u> appears only in a multicurrency ledger, if the customer does not use the functional currency.

You enter exchange rate information in the Credit/Debit Note Entry form only if you do not want to use the current exchange rate for the credit note, or if no rate is entered for the credit note date.

**Realized gains or losses.** If the exchange rate of the return or credit note differs from the rate of the invoice, you will realize an exchange gain or loss on the transaction.

#### To edit the exchange rate for a credit note

- 1. Choose the Rates tab in the Credit/Debit Note Entry form.
- 2.Enter the Rate Type code (identifies the method used to convert source-currency amounts on credit notes to functional-currency equivalents).
- 3.Enter the Rate Date (to select the credit note exchange rate from the currency rate table in Common Services).
- 4.If the rate you want is not displayed, enter the rate in the Credit Note Exchange Rate field.

## **Enter a Credit for Damaged Goods**

If you select this credit type for a detail line, you enter the number of items damaged (as a positive amount) in the Quantity field.

Quantities on hand in Inventory Control are not updated by damaged items and costs. Order Entry reverses only the sales transaction (by debiting sales and crediting the receivables account).

## Enter a Price Adjustment

If you select this credit type for a detail line, enter the amount of the adjustment in the Price/Adjustment field.

If the adjustment is a price decrease, enter it as a positive amount. If it is a price increase, enter it as a negative amount. The program multiplies the adjustment by the quantity to determine the adjustment for the detail line, which is displayed in the Extended Amount field.

Note that you can enter a detail line with a negative amount, but you cannot post a credit note or a debit note with a negative total amount.

#### Importing Debit Notes and Credit Notes

Use the Import command on the File menu in the Credit/Debit Note Entry form to import debit notes returns and credit notes.

You can import the same debit note or credit note any number of times. The original credit information is retained until you delete it from the program in which you created the import file.

**Kit components, serial numbers and lot numbers.** You cannot import serials numbers or lot numbers for kit components. (You can automate the entry of serial numbers and lot numbers for kit components using a macro.)

**Multicurrency ledgers.** You cannot import multicurrency returns or credit notes into a single-currency Order Entry system. If necessary, edit the import file to remove the multicurrency field before importing.

For more information about importing, see the help for System Manager.

### Post a Credit Note

Order Entry assigns the credit note number during posting, using the prefix and starting number you entered on the Documents tab in the O/E Options form.

**Items returned to inventory.** When you post a credit note for items returned to inventory, the quantities on hand in Inventory Control are immediately increased for the items on the credit note.

**Day End Processing.** If you keep sales statistics, the quantity sold, sales amount, invoice amount, and item cost of sales are reduced when you run Day End Processing in Inventory Control. The number of returns and the returned amount are updated if you keep sales history.

When you post a credit note for an item that had serial numbers assigned to it when invoiced, the returned numbers are reported on the Serial Numbers List in Inventory Control.

**Damaged items.** If you post a credit note for damaged items, there is no effect on the quantity on hand or on costs.

Damaged items update sales statistics and history after Day End Processing, just as items returned to inventory do.

**Price adjustments.** If you post a credit note as a price adjustment, there is no effect on the quantity on hand or on costs.

The item sales and invoice amounts are reduced when you run Day End Processing, but the number of returns and the returned amounts are not.

**Sales commissions.** If your salespeople earn commissions, credit notes posted against invoices reduce the commission earned accordingly. The recalculation of commissions is done during Day End Processing.
### **Return Items to Inventory**

If you select this credit type or debit type for a detail line, you enter the number of items returned in the Quantity field. The program calculates the extended amount (quantity returned multiplied by price).

If you selected an existing invoice number, the displayed cost is the cost of the sold item. If the invoice number was blank or non-existent, the program displays a unit cost for the item based on the item's costing method. The costing method is one of the following:

- Most recent cost
- Standard cost
- •Average cost for average, LIFO, and FIFO costing methods

You can edit the item fields that are not dimmed if you need to. For example, you can edit the price or the extended amount.

Quantities on hand in Inventory Control are adjusted when you post the credit note.

### Credit/Debit Note Entry — Credit Note /Debit Field List Note Tab

The name of this tab is Credit or Debit, depending on the document type you select.

Use this tab to:

- •Select the invoice that the credit/debit note adjusts.
- •Select an optional template code to specify the default entries for this tab and the Customer tab.
- •Enter an optional description and reference for the transaction.
- •Specify price changes, returned quantities, or damaged goods for particular detail lines from an invoice.
- •Enter new charges.
- •Alter the quantities or amounts for invoice detail lines.
- •Add new credit or debit lines for an invoice.
- •Add credit or debit details for invoices that no longer exist in your Order Entry system.
- •Open a <u>zoomed detail-entry form</u> for detail entry instead of the spreadsheetstyle grid you see on the Credit/Debit Note tab (press F9 or click the Item/Tax button).

Click these buttons for more help:



Click the following links for information about the other tabs in the Credit/Debit Note Entry form:

<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>	Optional Fields
<u>Sales Split</u>	<u>Rates</u>	<u>Totals</u>	



#### See also

<u>Credit/Debit Note Entry - Overview</u> <u>Printing Order Entry forms</u>

### Credit/Debit Note Entry — Customer Tab

Use this tab to specify:

- •The ship-via method for additional shipments.
- •The tracking number for shipments.
- •An optional territory code.
- •Whether the customer is eligible for discounts or special pricing (the customer type).

Field List

- •The price list to use to select prices for item details.
- •The tax group for the return, credit note, or debit note.
- •The customer account set.

Click these buttons for more help:



Click the following links for information about the other tabs in the Credit/Debit Note Entry form:



#### See also

**G**Finder

Printing credit notes Credit/Debit Note Entry — overview

### Credit/Debit Note Entry — Taxes Tab

Use this tab to:

- •Check the tax information that applies to the credit or debit note.
- •Change the customer tax class for the credit or debit note.
  - To change the tax status of an item, click the Item/Tax... button on the Credit/Debit tab.
- •Enter or edit the customer's tax exemption number.
- •Choose automatic tax calculation, or enter the tax amounts manually.
- •Choose automatic tax calculation for tax reporting, or enter the tax reporting amounts manually.
- •Automatically distribute manually-entered tax amounts.

Click these buttons for more help:

Q <u>Finder</u>	COT F9	Drop-Down Lists
<u>Calculate</u> <u>Taxes</u>	<u>Distribute</u> <u>Taxes</u>	

Click the following links for information about the other tabs in the Credit/Debit Note Entry form:

 Credit Note/Debit Note
 Customer
 Taxes
 Retainage

 Optional Fields
 Sales Split
 Rates

#### To manually enter item tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Credit/Debit tab or on the Taxes tab.
- 2. Highlight the detail line for which you want to change/edit tax amounts.
- 3. Click the Item/Tax... button or press F9.
- 4.As required, change the tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency).

#### To manually enter and distribute document tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Credit/Debit tab or on the Taxes tab.
- 2.On the Taxes tab, change the customer tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency), as required.
- 3.Click the Dist. Taxes button to distribute the amounts on the Taxes tab to the individual document detail lines.

**Note:** If you entered tax amounts for individual detail lines, *do not* redistribute the total. You will overwrite the entries that you made for document details.

# To manually enter tax reporting amounts (if reporting tax in another currency):

1. Uncheck the Calculate Tax Reporting checkbox on the Taxes tab.

- 2. Enter the tax reporting amount.
- 3. Choose the Rates page, and click the Derive Rate button to select the actual exchange rate for the tax reporting amount.

#### See also

<u>Credit/Debit Note Entry — Overview</u> <u>Printing Order Entry forms</u>

### Credit/Debit Note Entry — Retainage Tab

When you select the Retainage option on the Credit/Debit Note tab, a Retainage tab appears that lets you specify how to process retainage for this credit/debit note.

Field List

The program displays the retainage percentage, retainage amount, and the retainage exchange rate to use for the retainage credit/debit note if you are using a multicurrency system.

- •You can only use retainage if the document is job-related.
- •The default entries for the retainage percentage and retention period for each detail line come from the Customer Default fields in the Contract Maintenance Project tab in Project and Job Costing. You can change these entries for each detail line.

Click the following links for information about the other tabs in the Credit/Debit Note Entry form:

Credit Note/Debit Note	<u>Customer</u>	<u>Taxes</u>	Optional Fields
Sales Split	Rates	<u>Totals</u>	

Click the following buttons for more help, and click the Field List button at the top of this help topic for more information about fields on this tab.

**G**<u>Finder</u>



See also

Printing credit notes Credit/Debit Note Entry — overview

# Credit/Debit Note Entry — Optional Fields Tab

This tab appears if you use the Sage ERP Accpac Transaction Analysis and Optional Field Creator product and you assigned optional fields for Credit/Debit Note Entry transactions.

Optional fields (and values) will appear by default in the grid on this tab if Auto Insert was selected in O/E Optional Fields setup. If no optional fields appear automatically, or if you want more optional fields, you can add them manually.

Order Entry also supports optional fields at the detail level.

Click the following links for information about the other tabs in the Credit/Debit Note Entry form:

Credit Note/Debit Note	Customer	<u>Taxes</u>	<u>Retainage</u>
Sales Split	Rates	<u>Totals</u>	

Click the following buttons for more help, and click the Field List button at the top of this help topic for more information about fields on this tab.

Q Finder



See also

Printing credit notes Credit/Debit Note Entry — overview

### Credit/Debit Note Entry — Sales Split Tab

Field List

Use this tab to allocate credit totals to salespeople for commission calculation.

Order Entry lets you assign portions of each transaction you enter in the Credit/Debit Note Entry form to each salesperson who is responsible for the customer account or sale.

Default salespeople are assigned to customer records and to ship-to locations in Accounts Receivable.

Click these buttons for more help:





Click the following links for information about the other tabs in the Credit/Debit Note Entry form:

Credit Note/Debit Note	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	Rates	<u>Totals</u>	

See also

Printing credit notes Credit/Debit Note Entry form — overview

### Credit/Debit Note Entry — Rates Tab

Use this tab to:

- •Specify the rate type, rate date, and exchange rate for converting the document amount from the customer's currency to your functional (home) currency.
- •Enter or derive the rate for converting tax amounts to the tax reporting currency (if you report taxes in a different currency than you collect them).

*If Order Entry automatically calculates the tax amount in the tax reporting currency*, the program will use the Tax Reporting Currency Exchange Rate on the Rates tab.

*If you manually enter the tax amount in the tax reporting currency,* use the Derive Rate button on the Rates tab to calculate the actual exchange rate for the tax reporting currency.

This page appears only if you use multicurrency accounting and you are entering a document for a customer who does not use your company's functional currency.

Click these buttons for more help:

**G**Finder

Drop-Down Lists

Click the following links for information about the other tabs in the Credit/Debit Note Entry form:

Credit Note/Debit Note	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	<u>Totals</u>	

#### See also

Printing credit notes Credit/Debit Note Entry form — overview

#### Credit/Debit Note Entry — Totals Tab

Use this tab to:

•Enter a comment about the items returned.

Enter a percentage or specific amount (positive or negative) to reduce or increase the total amount credited (or debited) to the customer.

Verify the credit note or debit note amount and tax amounts.

Click the following links for information about the other tabs in the Credit/Debit Note Entry form:



#### See also

Enter a credit for damaged goods Enter a price adjustment Printing credit notes and debit notes Return items to inventory Credit/Debit Note Entry — overview

### Shipment Entry Field List

Complete Status

Customer Name (also see credit checks) Customer Number Invoice Number Shipment Number

- Buttons on the Shipment Entry form
- Shipment tab Header fields (top of form)
- Shipment tab Item details (lines on the Shipment tab)
- Shipment tab Item and location quantities for the current line
- Shipment tab Buttons
- Customer tab
- 🕑 <u>Taxes tab</u>
- Retainage tab
- Doptional Fields tab
- Sales Split tab
- E Rates tab
- ▶ Totals tab

### Shipment Entry — Shipment Tab

Use this tab to specify:

- •The shipment number.
- •The order number (or numbers) you are shipping at this time.
- •The shipment date.
- •Whether to calculate taxes automatically.
- •The ship-to location (from the Accounts Receivable customer record) or a shipping address just for the invoice.
- •An optional description and reference.

Use the detail grid on the Shipment tab to:

- •Specify shipped quantities, prices, discount information, and serial numbers for a detail.
- •Add miscellaneous charges to existing orders.
- •Add item detail lines if shipping goods without entering orders first.
- •Enter a comment or special instructions for a detail.
- •Include the customer's item number.
- •Enter a ship-via method and tracking number for a detail, if you plan to ship the items separately from the rest of the items.
- •Open the Items/Taxes form to enter tax and other information for a detail. This form lets you view all the fields for a selected detail without having to scroll through columns.

The Shipment tab also:

- •Displays quantities for the location specified on a selected detail line and totals for all locations. (You can also use the Finder on a selected detail line to display quantities for other locations.)
- •Lets you drill down to the order that you are shipping and to an invoice that was created from the shipment (if posted).

For information about another tab, click its name:

Customer	<u>Taxes</u>	<u>Retainage</u>	Optional Fields
Sales Split	Rates	Totals	

Click these buttons for more help:



ြာ <u>New</u>



**Or 5**9 <u>Zoom</u>



#### See also

<u>Shipment Entry form — overview</u> <u>Printing Order Entry forms</u> <u>Credit/Debit Note Entry form — overview</u>

### Shipment Entry — Customer Tab

Use this tab to specify:

- •The shipping method for the shipment.
- •The tracking number if sending by courier or registered mail.
- •An optional FOB (free-on-board) location.
- •An optional territory code.
- •Whether the customer is eligible for discounts or special pricing (the customer type).
- •The price list to use to select prices for item details.
- •The tax group for the shipment.
- •The customer account set.
- •The code that identifies the payment terms that will be used for invoices from the shipment.

Click these buttons for more help:

Q Finder	🔺 or 🗐	Drop-Down
	<u>Zoom</u>	Lists

For information about another tab, click its name:

<u>Shipment</u>	<u>Taxes</u>	<u>Retainage</u>	Optional Fields
Sales Split	<u>Rates</u>	<u>Totals</u>	

#### See also

<u>Customer Ship-To Address form</u> <u>Shipment Entry — overview</u> Field List

### Shipment Entry — Taxes Tab

Use this tab to:

- •Choose to manually or automatically calculate taxes.
- •Choose automatic tax calculation for tax reporting (if you report taxes in a different currency), or enter the tax reporting amounts manually.
- •Check the tax information that applies to the customer.
- To change the tax status of an item, click the Item/Tax... button on the Invoice tab.
- •Change the tax class for the shipment.
- •Enter the tax base and tax amount, if you are entering taxes manually.
- •Enter or edit the customer's tax registration number.
- •Automatically prorate/distribute tax amounts to individual details on the shipment.

Click these buttons for more help:

<b>Q</b> <u>Finder</u>	Loom	Drop-Down Lists
<u>Calculate</u> Taxes	<u>Distribute</u> <u>Taxes</u>	

For information about a different tab, click its name:

<u>Shipment</u>	Customer	<u>Retainage</u>	Optional Fields
Sales Split	Rates	Totals	

#### To manually enter item tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Shipment tab or on the Taxes tab.
- 2. Highlight the detail line for which you want to change/edit tax amounts.
- 3. Click the Item/Tax... button or press F9.
- 4.As required, change the tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency).

#### To manually enter and distribute document tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Shipment tab or on the Taxes tab.
- 2.On the Taxes tab, change the customer tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency), as required.
- 3.Click the Dist. Taxes button to distribute the amounts on the Taxes tab to the individual document detail lines.

**Note:** If you entered tax amounts for individual detail lines, *do not* redistribute the total. You will overwrite the entries that you made for document details.

# To manually enter tax reporting amounts (if reporting tax in another currency):

- 1. Uncheck the Calculate Tax Reporting checkbox on the Taxes tab.
- 2.Enter the tax reporting amount.
- 3. Choose the Rates page, and click the Derive Rate button to select the actual exchange rate for the tax reporting amount.

#### See also

Enter Taxes Manually Shipment Entry — overview

### Shipment Entry — Retainage Tab

When you select the Retainage option on the Shipment tab, a Retainage tab appears that lets you specify how to process retainage for this shipment.

The program displays the retainage percentage, and retainage amount of the shipment, and lets you choose the exchange rate to use if you are running a multicurrency system, and the retainage terms to use for the retainage invoice.

- •You can only use retainage if the document is job-related.
- •The default entries for the retainage percentage and retention period for each detail line come from the Customer Default fields in the Contract Maintenance Project tab in Project and Job Costing. You can change these entries for each detail line.

For information about another tab, click its name:

<u>Shipment</u>	<u>Customer</u>	<u>Taxes</u>	Optional Fields
Sales Split	Rates	<u>Totals</u>	

Click the following buttons for more help:

**G**Finder



See also

Shipment Entry - overview

Field List

### Shipment Entry -- Optional Fields Tab

This tab appears if you use the Sage ERP Accpac Transaction Analysis and Optional Field Creator product and you assigned optional fields for Shipment Entry transactions.

Optional fields (and values) will appear by default in the grid on this tab if Auto Insert was selected in O/E Optional Fields setup. If no optional fields appear automatically, or if you want more optional fields, you can add themmanually.

Shipment Entry also supports optional fields at the detail level.

If you add the same optional fields to Order Entry shipments as those used for invoices in Accounts Receivable, the information in the Order Entry fields is sent to Accounts Receivable.

For information about another tab, click its name:

<u>Shipment</u>	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Sales Split	Rates	<u>Totals</u>	

Click the following buttons for more help:



#### See also

Shipment Entry - Overview

Field List

### Shipment Entry — Sales Split Tab

Use this tab to:

•Allocate document totals to salespeople for commission calculation.

Order Entry lets you assign portions of each transaction you enter in the Shipment Entry form to each salesperson who is responsible for the customer account or sale. If you track commissions for sales staff, Order Entry uses this information to update the commission data when you post invoices and run Day End Processing.

Default salespeople are assigned to customer records and to ship-to locations in Accounts Receivable.

### **Creating a Shipment from Multiple Orders**

Note that Invoice Entry uses only the sales split for the first order by default when you create a shipment from multiple orders. Therefore, you should always check the Sales Split tab when shipping multiple orders to ensure that the sales allocation is correct. If the orders use different sales splits, you must change the allocation for the shipment manually.

If the sale is split among more than five salespersons, you should not create one shipment from the multiple orders.

For information about a different tab, click its name:

<u>Shipment</u>	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	Rates	<u>Totals</u>	

#### See also

Shipment Entry form — overview

### Shipment Entry — Rates Tab

Use this tab to:

- •Change the rate type, rate date, and exchange rate for converting the document amount from the customer's currency to your functional (home) currency.
- If you are invoicing shipped goods, change the rate information for the invoice.
- •Enter or derive the rate for converting tax amounts to the tax reporting currency (if you report taxes in a different currency than you collect them).

*If Order Entry automatically calculates the tax amount in the tax reporting currency*, the program will use the Tax Reporting Currency Exchange Rate on the Rates tab.

*If you manually enter the tax amount in the tax reporting currency,* use the Derive Rate button on the Rates tab to calculate the actual exchange rate for the tax reporting currency.

The rates tab can show three groups of rates information — for the order, for the shipment, and for the invoice (if you are creating an invoice). You cannot edit the order rate information.

This tab appears only if:

- •You use multicurrency accounting.
- •You are entering a document for a customer who does not use your company's functional currency.

For information about another tab, choose its tab:

<u>Shipment</u>	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	Sales Split	<u>Totals</u>	

#### See also

Shipment Entry — overview

### Shipment Entry — Totals Tab

Use this tab to:

- •Enter a comment about the shipment.
- •Automatically create an invoice for the shipped items when you post the shipment.
- •Specify the number of labels you want to print for a shipment.
- •Verify totals and discounts before posting a shipment.
- •Specify whether shipment discounts apply to miscellaneous charges.
- •Check the total estimated weight of items ordered.

For information about a different tab, click its name:

<u>Shipment</u>	<u>Customer</u>	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	Rates	

#### See also

Shipment Entry — overview

### Shipment Entry — Prepayments Form

Use this form to:

- •Enter a prepayment with a shipment.
- •Modify or delete the information for a prepayment you entered previously, but have not yet posted with the shipment.
- •If you use Payment Processing, process or void a credit card prepayment.

You can enter as many prepayments as you want for an order or a shipment.

Prepayments made for orders and shipments do not reduce the amount of the next invoice you create; instead, they are matched to invoices when they are posted in Accounts Receivable (using the order number). The order and shipment prepayment total is displayed on the invoice total tab, enabling you to easily determine if there is an outstanding balance.

#### **Job-Related payments**

When you record job-related prepayments, click the Jobs button and then click the distribute button on the Prepayment Details form to automatically distribute amounts to details.

You can prorate payment amounts to individual details, or you can do a "top-down" distribution, starting at the first job-related detail, or you can edit the payment amounts yourself.

**Note:** The prepayment amount on a job-related order can exceed the document total; however, you must ensure that the sum of the prepayment amounts to individual details matches the prepayment total.

#### Credit card prepayments

If you use Payment Processing, you can use the Prepayments form to:

- Process a credit card prepayment.
- Capture a pre-authorized credit card payment.
- •<u>Void a credit card prepayment</u> if it has not been settled in Sage Payment

Solutions.

To enable the Charge and Void buttons on this form, you must select a payment code that uses the payment type SPS Credit Card before adding the prepayment.

**Tip:** Click the Finder (a) for the Payment Code field to see a list of payment codes and associated payment types.

#### Before you start

Find out which Accounts Receivable receipt batch to use for the prepayment.

For information about adding prepayments, see Enter a prepayment.

#### See also

<u>Shipment Tab — Detail form</u> <u>Shipment Entry — Totals tab</u>

### **Entering Taxes Manually**

Order Entry lets you specify on individual orders and invoices whether taxes should be calculated automatically by Order Entry or entered manually.

If you wish to enter tax amounts manually, do not select the Calculate Tax option.

**Note:** When you enter taxes manually, you must specify, for each authority within the tax group, *both*:

- •The total tax amount, and
- •The tax amount for each detail on the order or invoice.

### Enter tax totals for each tax authority

You can enter the total tax amount for each authority and then enter the tax for individual details, or you can enter the taxes for each detail first and then enter the total amounts. Note that the total tax amounts must equal the sum of the detail taxes entered for each authority.

### To enter the total tax amount manually

1. From the O/E Transactions folder, choose Order Entry.

2.On the Order tab, clear the Calculate Tax option if it is selected.

3. Enter the order, including item details, as usual, but do not post it yet.

4. Click the Taxes tab.

5. Enter the tax base and total tax amounts for each tax authority.

Note that you can also enter total taxes manually on the Taxes tab of the Shipment Entry form and the Invoice Entry form.

### Enter taxes for individual items

You can use the Distribute (Dist.) Tax button in the Taxes tab to automatically prorate and allocate to the document details the total tax amount you have entered manually, or you can enter tax amounts manually for each detail.

### To distribute the tax amount manually

- 1.On the Order tab of the Order Entry form, on the Shipment tab of the Shipment Entry form, or on the Invoice tab of the Invoice Entry form, highlight the detail line for which you want to adjust the taxes.
- 2.Click the Item/Tax... button or press F9. Order Entry displays the detail Items/Taxes form.
- 3.In the Tax Base and the Tax Amount columns, enter the tax base and the tax amount that you have calculated for the detail.
- 4.Repeat steps 2 and 3 for each detail item on the document, ensuring that the sum of the taxes for the details equals the total tax amount you entered in the Customer Tax Distribution form.
- 5. Check the amounts carefully before posting.

### Allocating taxes manually to partial shipments

If you partially ship and invoice an order for which taxes have been entered manually, Order Entry displays a message asking whether you want the program to recalculate taxes for you.

You must decide whether to recalculate taxes for the invoice and the order as follows:

- •Choose No if you want to post the invoice without recalculating taxes for the invoice and the order. The invoice will be posted with the full tax amounts specified on the order.
- •Choose Yes if you want the program to recalculate taxes for the invoice (for the items shipped) and for the order (for the items remaining on order).
- •Choose Cancel if you want to cancel posting and return to the transaction entry form to enter recalculated taxes manually.

For more information about sales tax calculation, see <u>Calculating sales taxes</u>.

### Customer Bill-To Address Form (Shipments)

Use this popup form to:

- •Check or edit the billing information for an existing customer.
- •Type billing information for a new customer number you have specified on an order but which you have not yet added to Accounts Receivable.

To open the Customer Bill-To Address form, click the zoom button beside the Customer Number field or, with the pointer in the Customer Number field, press F9.

#### See also

Customer Ship-To Address form Order/Invoice Entry form — overview

### Ship-To Address Form

Use this popup form to:

- •Check or edit the shipping address for an existing customer.
- •Type the shipping address and other information for a new customer number you have specified on an order for a customer who has not been added to Accounts Receivable.

To open the Customer Ship-To Address form, click the zoom button beside the Ship-To Location field, or press F9 while typing in the Ship-To Location field.

#### See also

Customer Bill-To Address form Order/Invoice Entry form — overview

### Shipment Entry — Items/Taxes Form

Use the Items/Taxes form to edit detail lines and to change detail tax information.

Rather than presenting all the details for an order in columns, this form displays information for a single detail so that you can see all of the fields for a detail without having to scroll through the form.

Click these buttons for more help:



#### To open or close the Items/Taxes form

1. Select a detail line on the Shipment tab, then either:

- Press F9.
- Click the Item/Tax... button.

2. Press F9 or click the button to return to the Shipment tab.

#### To add or edit details in the Items/Taxes form

- 1. To start a new detail line, click in the Line Number field. To edit an existing detail, type its line number or use the scroll bars to display the line you want.
- 2. Type the information or changes for the detail.

You can change a tax class to another tax class that is assigned to the authority, and you can change the choice for the Tax Included option.

If you are entering taxes manually (you did not select the Calculate Tax option), you can also change the tax base and the tax amount.

3. Click Add or Save.

#### To delete details in the Items/Taxes form

- 1. To open an existing detail you want to delete, type its line number or use the scroll bars to display the line you want.
- 2.Choose Delete.

To check tax amounts for an order or invoice and compare the totals on the screen with the totals on the source document, click the Totals tab.

#### See also

<u>Calculate Tax Option</u> <u>Enter taxes manually</u> <u>Shipment Entry Form — overview</u>

### **Invoice Entry Field List**

Invoice Number Customer Number Customer Name

- Buttons on the Invoice Entry form
- Invoice tab Header fields (top of form)
- Invoice tab Item details (lines on the Invoice tab)
- Invoice tab Item quantities for the current line (with drilldown 𝑘)
- Customer tab
- 🕑 <u>Taxes tab</u>
- Retainage tab
- Doptional Fields tab
- Sales Split tab
- E Rates tab
- ▶ <u>Totals tab</u>

### Invoice Entry — Invoice Tab

Use this tab to specify:

- •The invoice number.
- •The shipment number (or numbers) you are billing on the current invoice.
- •The invoice date.
- •Whether to calculate taxes automatically.
- •The ship-to location (from the Accounts Receivable customer record) or a shipping address just for the invoice.
- •An optional description, reference, and comment.
- Invoice details.

Use the detail grid on the Invoice tab to:

- Specify shipped quantities, prices, discount information, and serial numbers for a detail.
- Enter a comment or special instructions about the detail.
- Enter a ship-via method and tracking number for a detail, if you shipped the items using a different method than for the rest of the invoice.
- Open a detail-entry (Items/Taxes) form that lets you enter tax information for a detail. (This form lets you view all the fields for a selected detail without having to scroll through columns.)

The Invoice tab also displays quantities for the location specified on a selected detail line and for all locations. (You can also use the Finder on a selected detail line to display quantities for other locations.)

For information about another tab, click its name:

Customer	Taxes	<u>Retainage</u>	Optional Fields
Sales Split	<u>Rates</u>	<u>Totals</u>	

Click these buttons for more help:







#### See also

Detail form Invoice Entry form — overview Printing Order Entry forms Credit/Debit Note Entry form — overview

### Invoice Entry — Customer Tab

Use this tab to specify:

- •The shipping method from the shipment (editable on the invoice).
- •The tracking number if shipped by courier or registered mail.
- •An optional FOB (free-on-board) location.
- •An optional territory code.
- •Whether the customer is eligible for discounts or special pricing (the customer type).
- •The price list to use to select prices for item details.
- •The tax group for the invoice.
- •The customer account set.
- •The code that identifies the payment terms for the invoice.
- •The invoice due date.
- •A discount date, discount percent, and discount amount (if any).
- •A payment schedule for customers who are making a series of payments over time.

Click these buttons for more help:



For information about another tab, click its name:

InvoiceTaxesRetainageOptional FieldsSales SplitRatesTotals

#### See also

Customer Ship-To Address form Invoice Entry — overview

### Invoice Entry — Taxes Tab

Use this tab to:

- •Choose to manually or automatically calculate taxes.
- •Choose automatic tax calculation for tax reporting (if you report taxes in a different currency), or enter the tax reporting amounts manually.
- •Check the tax information that applies to the order or invoice for the customer.
- •Change the customer tax class for the invoice.
- To change the tax status of an item, click the Item/Tax... button on the Invoice tab.
- •Enter the tax base and tax amount, if you are entering taxes manually.
- •Enter or edit the customer's tax exemption number.
- •Automatically prorate tax amounts for individual details on the invoice.

Click these buttons for more help:

<b>Q</b> <u>Finder</u>	Loom F9	Drop-Down Lists
<b>L</b>	<u>Calculate</u>	<u>Distribute</u>
<u>New</u>	<u>Taxes</u>	<u>Taxes</u>

For information about a different tab, click its name:

Invoice	<u>Customer</u>	<u>Retainage</u>	Optional Fields
<u>Sales Split</u>	Rates	<u>Totals</u>	

#### To manually enter item tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Invoice tab or on the Taxes tab.
- 2. Highlight the detail line for which you want to change/edit tax amounts.
- 3. Click the Item/Tax... button or press F9.
- 4.As required, change the tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency).
#### To manually enter and distribute document tax amounts:

- 1.Uncheck the Calculate Tax checkbox on the Invoice tab or on the Taxes tab.
- 2.On the Taxes tab, change the customer tax class, tax base, tax amount, and tax reporting amount (if reporting tax in another currency), as required.
- 3.Click the Dist. Taxes button to distribute the amounts on the Taxes tab to the individual document detail lines.

**Note:** If you entered tax amounts for individual detail lines, *do not* redistribute the total. You will overwrite the entries that you made for document details.

# To manually enter tax reporting amounts (if reporting tax in another currency):

- 1. Uncheck the Calculate Tax Reporting checkbox on the Taxes tab.
- 2.Enter the tax reporting amount.
- 3. Choose the Rates page, and click the Derive Rate button to select the actual exchange rate for the tax reporting amount.

#### See also

Customer Payment Schedule Enter Taxes Manually Invoice Entry — overview

### Invoice Entry — Retainage Tab

When you select the Retainage option on the Invoice tab, a Retainage tab appears that lets you specify how to process retainage for this invoice.

The program displays the retainage percentage, retainage amount, the retainage exchange rate to use if you are running a multicurrency system, and the retainage terms to use for the retainage invoice.

- •You can only use retainage if the document is job-related.
- •The default entries for the retainage percentage and retention period for each detail line come from the Customer Default fields in the Contract Maintenance Project tab in Project and Job Costing. You can change these entries for each detail line.

For information about another tab, click its name:

<u>Invoice</u>	Customer	<u>Taxes</u>	Optional Fields
Sales Split	Rates	<u>Totals</u>	

Click these buttons for more help:



### Invoice Entry -- Optional Fields Tab

This tab appears if you use the Sage ERP Accpac Transaction Analysis and Optional Field Creator product and you assigned optional fields for Invoice Entry transactions.

Optional fields (and values) will appear by default in the grid on this tab if Auto Insert was selected in O/E Optional Fields setup. If no optional fields appear automatically, or if you want more optional fields, you can add them manually.

Invoice Entry also supports optional fields at the detail level.

If you assigned optional fields in Order Entry that are exactly the same as those used for invoices in Accounts Receivable, the information in the Order Entry fields is sent to Accounts Receivable.

For information about another tab, click its name:

Invoice	Customer	<u>Taxes</u>	<u>Retainage</u>
<u>Sales Split</u>	<u>Rates</u>	<u>Totals</u>	

Click these buttons for more help:



Invoice Entry - Overview

### Invoice Entry — Sales Split Tab

Use this tab to:

•Allocate document totals to salespeople for commission calculation.

Order Entry lets you assign portions of each transaction you enter in the Invoice Entry form to each salesperson who is responsible for the customer account or sale. If you track commissions for sales staff, Order Entry uses this information to update the commission data when you post invoices and run Day End Processing.

Default salespeople are assigned to customer records and to ship-to locations in Accounts Receivable.

### **Creating an Invoice from Multiple Shipments**

Note that sales commissions are calculated when you post an O/E invoice.

Invoice Entry uses only the sales split for the first shipment by default when you create an invoice from multiple shipments. Therefore, you should check the Sales Split tab to ensure that the sales allocation is correct. If the shipments used different sales splits, you must change the allocation for the invoice manually.

If the sale is split among more than five salespersons, you should not create one invoice for the multiple shipments.

For information about a different tab, click its name:

Invoice	Customer	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	Rates	<u>Totals</u>	

#### See also

Order Entry form — overview

### Invoice Entry — Rates Tab

Use this tab to:

- •Change the rate type, rate date, and exchange rate for converting the document amount from the customer's currency to your functional (home) currency.
- •Enter or derive the rate for converting tax amounts to the tax reporting currency (if you report taxes in a different currency than you collect them).

*If Order Entry automatically calculates the tax amount in the tax reporting currency*, the program will use the Tax Reporting Currency Exchange Rate on the Rates tab.

*If you manually enter the tax amount in the tax reporting currency,* use the Derive Rate button on the Rates tab to calculate the actual exchange rate for the tax reporting currency.

This tab appears only if you use multicurrency accounting and you are entering a document for a customer who does not use your company's functional currency (and the exchange *is not* between two EMU member currencies).

For information about another tab, choose its tab:

Invoice	Customer	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	<u>Sales Split</u>	<u>Totals</u>	

See also

Invoice Entry - overview

### Invoice Entry — Totals Tab

Use this tab to:

- •Enter a comment about the invoice.
- •Specify the number of labels you want to print for an invoice.
- •Verify invoice totals before posting an invoice.
- •Verify or change the invoice date.

The prepayment total on this tab enables you to easily determine if there is an outstanding balance.

For information about a different tab, click its name:

Invoice	Customer	<u>Taxes</u>	<u>Retainage</u>
Optional Fields	Sales Split	<u>Rates</u>	

#### See also

Customer Payment Schedule form Detail form Invoice Entry — overview

#### Invoice Entry — Prepayments Popup Form

Use this form to:

- •Enter a prepayment with an invoice.
- •Modify or delete the information for a prepayment you entered previously, but have not yet posted with the invoice.
- If you use Payment Processing, process or void a credit card prepayment.

You can enter a prepayment with an order, a shipment, or an invoice.

When you are creating an invoice, the prepayment you enter is automatically applied to the invoice. (Prepayments added to orders are applied to the order.)

#### Note:

- •Prepayments entered with invoices immediately reduce the amount due on the invoices sent to customers, and are matched to invoices posted to Accounts Receivable.
- •Prepayments entered with orders do not reduce the amount of the next invoice you create; instead, they are matched to invoices when they are posted in Accounts Receivable (using the order number).

You can enter only one prepayment for each invoice, but as many as you want for a order.

The order prepayment total is displayed on the invoice total page, enabling you to easily determine if there is an outstanding balance.

#### **Job-Related payments**

When you record job-related payments, click the Jobs button and then click the distribute button on the Prepayment Details form to automatically distribute amounts to details.

You can prorate payment amounts to individual details, or you can do a "top-down" distribution, starting at the first job-related detail, or you can edit the payment amounts yourself.

Note: The prepayment amount on a job-related order can exceed the

document total; however, you must ensure that the sum of the prepayment amounts to individual details matches the prepayment total.

#### Credit card prepayments

If you use Payment Processing, you can use the Prepayments form to:

- Process a credit card prepayment.
- •<u>Void a credit card prepayment</u> if it has not been settled in Sage Payment Solutions.

To enable the Charge and Void buttons on this form, you must select a payment code that uses the payment type SPS Credit Card before adding the prepayment.

**Tip:** Click the Finder (a) for the Payment Code field to see a list of payment codes and associated payment types.

#### Before you start

Find out which Accounts Receivable receipt batch to use for the prepayment. (You can also use the Finder to browse through the open A/R batches.)

For information about adding prepayments, see Enter a prepayment.

#### See also

<u>Customer Payment Schedule</u> <u>Order Tab — Detail form</u> <u>Order/Invoice Entry — Totals tab</u>

### Customer Bill-To Address Form (Invoices)

Use this popup form to:

- •Check or edit the billing information for an existing customer.
- •Type billing information for a new customer number you have specified on an order but which you have not yet added to Accounts Receivable.

To open the Customer Bill-To Address form, click the zoom button beside the Customer Number field or, with the pointer in the Customer Number field, press F9.

#### See also

Customer Ship-To Address form Order/Invoice Entry form — overview

# Invoice Entry — Customer Ship-To Address

Use this popup form to:

- •Check or edit the shipping address for an existing customer.
- •Type the shipping address and other information for a new customer number you have specified on an order but which you have not yet added to Accounts Receivable.

To open the Customer Ship-To Address form, click the zoom button (**•**) beside the Ship-To Location field, or press F9 while typing in the Ship-To Location field.

#### See also

Customer Bill-To Address form Invoice Entry form — overview

### Invoice Entry — Items/Taxes Form

Use the Items/Taxes form to edit detail lines and to change detail tax information.

Rather than presenting all the details for an order in columns, this form displays information for a single detail so that you can see all of the fields for a detail without having to scroll through the form.

Click these buttons for more help:



#### To open or close the Items/Taxes form

1. Select a detail line on the Invoice tab, then either:

- Press F9.
- Click the Item/Tax... button.

2. Press F9 or click the button to return to the Invoice tab.

#### To edit details in the Items/Taxes form

1. To start a new detail line, click in the Line Number field. To edit an existing detail, type its line number or use the scroll bars to display the line you want.

2. Enter any changes for the detail.

3.Click Add or Save.

#### To delete details in the Items/Taxes form

- 1. To open an existing detail you want to delete, type its line number or use the scroll bars to display the line you want.
- 2.Choose Delete.

To check tax amounts for an order or invoice and compare the totals on

the screen with the totals on the source document, click the Totals tab.

#### See also

Assign Lot Numbers or Serial Numbers to an O/E Invoice Calculate Tax Option Enter taxes manually Invoice Entry Form — overview Taxes tab

### **Posting Invoices**

After you have finished entering all the details for an invoice, you can post it.

Note the dates that you enter on the Invoice tab:

**Invoice Date** — the invoice date is the date that will appear on the invoice and which will be used for document aging. The invoice date also appears on invoice transactions in Accounts Receivable.

**Posting Date**— this is the transaction date used by Day End Processing in Inventory Control when it creates journal entries for the general ledger. The posting date determines the fiscal year and period to which transactions are posted in the G/L.

**Fiscal year and period** — this is a display-only field on data entry screens. It shows the fiscal year and period is the period to which the invoice transactions will be posted in Accounts Receivable — no matter what date appears as the Invoice Date (and on the invoice).

The Invoice Date and the Posting Date do not have to match each other. For example, by default, the fiscal period will match the Invoice Date, but, if you are late invoicing an order, you might wish to post the transaction to a previous fiscal period.

#### **Day End Processing**

If you cost inventory during day end processing, you must use the Day End Processing form in Inventory Control to update Order Entry sales statistics, sales commissions, and audit information, and to create batches of Accounts Receivable invoices and credit notes. (You can post A/R batches during day end processing, or later, using the Create Batch icon in Order Entry.)

#### See also

Posting orders Posting Shipments Verifying invoice totals

### **Copy Orders Field List**

- From/To Customer Number
- From/To Order Number
- Tax Group
- Order Type
- Job Related
- Project Invoicing
- Price List

### **Copy Orders tab**

- Description
- Expiration Date
- Dn Hold
- Dirder Date
- Order Number
- Order Type
- Reference
- Retainage

#### **Buttons**

<u>Create</u>

Kit Component

#### Detail grid

- <u>Contract, Project, Category, Cost Class (if job-related)</u>
- Copy Detail
- Costing Unit of Measure
- Description
- Expected Ship Date
- Extended Cost
- <u>Extended Price</u>
   <u>Item Number</u>
- Line Number
- Line Nurr
- Location
  Kit/BOM
- KIT/BOM
- Misc. (Miscellaneous) Charge
- Optional Fields
- Order Unit of Measure
   Order Weight Unit of Measure
- <u>Order Weight Onit of Mea</u>
   <u>Price Approval</u>
- Price By
- Price List
- Pricing Unit of Measure
- Quantity B/O (Backordered)
- Quantity Committed
- Quantity Ordered
- Retainage Percentage
- Retention Period
- Туре
- Unit Cost
- Unit Price

### **Optional Fields tab**

<u>Optional Field and Description</u>
 <u>Value Set</u>
 <u>Value and Description</u>

### **Current Orders Inquiry Field List**

Customer Number From/To Order Number From/To Order Date From/To Expected Ship Date Order Type Status

### **Detail display**

**Description (shipping)** Exp. (Expected) Ship Date FOB Point Location On Hold Order Date Order Number PO Number Price List Reference <u>Ship Via</u> Ship-To Location Status Tax Group Terms Territory <u>Type</u>

### Pending Shipments Inquiry Field List

From/To Expected Shipment Date From/To Customer Number From/To Item Number From/To Location Order Type

### List of orders meeting selection criteria

Customer Number and Name Exp. (Expected) Ship Date Location Order Date Order Number Order Type

#### List of item lines on orders

Expected Ship Date Item Number and Description Location On PO Order UOM Qty Available Qty Committed Qty Ordered Ship Via

### **PO details**

Expected Arrival Date Location Order Number PO Number PO Type Qty Ordered Unit of Measure Vendor Number and Name

### Sales History Detail Form

You use the Sales History Detail form to:

- •View a list of documents posted in a particular year and period for a specified item and customer.
- •Drill down to view a selected document in the original entry form.
- •Display the serial numbers or lot numbers allocated in a document that included serialized or lotted items.

#### To display the Sales History Detail form:

• On the Sales History form, double-click the line for the item, year, and period, or select the line, and then click the Details... button.

## To drill down to view the document in the original entry form:

Document...

Serial/Lot Numbers..

• On the Sales History Detail form, select the detail line, and then click the Document... button.

# To view the serial numbers or lot numbers allocated to a serialized or lotted item:

• On the Sales History Detail form, select the detail line, and then click the Serial/Lot Numbers button.

Click the Field List button at the top right of this topic for help on the fields that appear on the Sales History Detail form.

#### See also

Look Up Sales History for an Item or a Customer Salesperson Inquiry form

### Sales History Form Field List

Cost of Sales Currency Customer Number / Item Number Customer Number and Name Details... From Year and Period/To Year and Period Item Number and Description Margin Percent Quantity Sold Return Amount Returns Count Sales Amount Sales Count Select By (Customer Number / Item Number) Show As Functional Currency / Customer Currency

### **Keep Transaction History**

Select this option if you want to be able to print completed order, invoice, and credit note information on the Transaction List.

You must also select this option to be able to drill down from transactions in General Ledger, Accounts Receivable, and Inventory Control to the originating entry in Order Entry.

If you do not select this option, Day End Processing removes information for fully shipped and invoiced orders and removes information for printed invoices and credit notes so they will no longer appear on transaction lists. (This option does not affect posting journals.)

### Saving Sales Information for Reporting

The Keep Sales History option in Order Entry allows you to save sales information so you can later print the information on reports.

### **Keep Sales History option**

To save sales information, select the Keep Sales History option on the Processing tab in the O/E Options form. You specify whether to save sales data by fiscal year or calendar year, and select the period type. You can report sales data on the Sales History report, sorted by customer number, item number, or primary salesperson.

You can export transaction and sales history to other databases or to spreadsheets for further analysis.

### Turning the options on and off

You can turn the options to keep history on or off at any time. If you turn them off after you have used them, Order Entry immediately stops saving information, although it retains those records already collected until you clear (delete) them using the Clear History form.

If you turn the options on again, there will be a gap in the collected information corresponding to the period when the options were not used.

### **Clearing historical data**

Historical data can take up a large amount of storage space on your computer, so you should clear the data when you are finished using it. For example, you might decide to clear data that is more than six months old, or you might keep data for more than a year.

### Saving Transaction Information for Reporting

The Keep Transaction History option in Order Entry allows you to save information from posted orders, invoices, and credit notes, so that you can print the information on reports after running Day End Processing. If you do not use the option, you cannot print the information after running Day End Processing.

If you keep transaction history, you can also drill down from transactions in Accounts Receivable, Inventory Control, and General Ledger to view originating transactions in Order Entry. If you turn off the Keep Transaction History option, the system stops storing posted transactions and you will no longer be able to drill down to Order Entry from other Sage ERP Accpac programs to view them.

To save transaction information when you process transactions at day end, select the Keep Transaction History option on the Processing tab in the O/E Options form. You can print this information in summary or detailed form on the Order List, the Invoice List, and the Credit Note List.

#### Sales Statistics Field List

Year Period Currency

#### **Sales Grid**

Number of Orders Net Quantity Sold Net Sales Amount Net Invoice Amount Cost of Sales Total Sales Lost Average Sales Lost Margin Percent Functional Currency/Customer Currency

#### **Invoices and Credit/Debit Notes Grid**

Number of Invoices and Credit/Debit Notes Average Invoice and Credit/Debit Note Largest Invoice and Credit/Debit Note Customer With Largest Invoice and Credit/Debit Note Smallest Invoice and Credit/Debit Note Customer With Smallest Invoice and Credit/Debit Note Invoice/Credit/Debit Note Currency

### Accumulating Sales Statistics for Reporting

Order Entry can keep sales statistics from your posted orders, invoices, and credit notes. You can review the statistics as far back as the oldest year for which you keep this information by printing the Sales Statistics report.

#### **Keep Sales Statistics option**

To save sales statistics for reporting, select the Keep Sales Statistics option on the Processing tab in the O/E Options form. Order Entry keeps the following statistics:

- •Order totals number of orders, total sales lost, and average sales lost.
- •Invoices number of invoices, net quantity sold, net sales amount, cost of sales, margin percent, net invoice amount, average amount, and largest and smallest invoices, with associated customers.
- •Credit notes number of credit notes, average amount, and largest and smallest credit notes, with associated customers.

If you keep statistics, you must also decide:

- •<u>Whether to allow editing of statistics</u>. Use the Allow Edit Of Statistics option.
- •<u>How you want to group statistics</u>. Use the Accumulate By and Period Type options. (In the Small Business Edition, you can only accumulate statistics by fiscal year and period.)

If you do not save sales statistics, the Sales Statistics report shows only zeroes.

#### **Turning off statistics accumulation**

You can turn the Keep Sales Statistics option on or off at any time. If you turn off the option after you have used it, Order Entry immediately stops saving statistics when you run day-end processing, although it retains those already collected until you clear them using the Clear History form. If you turn on the option again, there will be a gap in the collected information corresponding to the period when the option was not used.

### **Keep Sales Statistics**

Select this option if you want to save order, invoice, and credit note statistics for reporting. If you select this option, other options appear for you to specify whether you want to be able to edit statistics and how statistics are accumulated.

### Salesperson Inquiry Field List

Currency Customer Number and Name Document Date Document Functional Amount (Func. Doc. Amount) Document Number Document Source Amount (Src. Doc. Amount) Document Type From/To Year and Period Order Date Order Number Purchase Order Number Primary Salesperson Ship Date

#### **Buttons**

Detail button

### Tasks Performed by Day End Processing

Day End Processing performs the following tasks:

•Activates and posts future orders that have reached their order date, and updates the quantities on sales order. When Day End Processing is complete, you can print order confirmations and picking slips, enter quantities shipped, and issue invoices for these orders.

**Tip:** If you usually run Day End Processing at the end of the work day, future orders set to be activated on a certain day become active only at the end of the day. To be sure a future order is ready to be processed on the correct date, assign a date earlier than the desired date for the order.

- •Removes quotes with expiration dates up to and including the session date for day-end processing, and deletes expired quotes from the system if you selected the option to Clear Expired Quotes and specified a number of days on the O/E Options form.
- Depending on whether you D cost inventory during posting or during Day End Processing:
- Calculates the unit cost for each item on an invoice, using the item's costing method. (For more information, see the help for Inventory Control.) The unit costs calculated are the default unit costs for credit notes entered against the invoices.
- Updates costing information for LIFO- and FIFO-costed items in Inventory Control.
- Updates Inventory Control with the costs of items returned as negative shipments on invoices.
- Updates statistics and history in both Order Entry and Inventory Control.
- Updates sales commissions if you selected the option to Track Commissions and you entered salesperson commission rates in Accounts Receivable or your item categories in Inventory Control are commissionable.
- Creates a batch of Accounts Receivable summary invoices and credit notes from posted Order Entry transactions using the next

available Accounts Receivable batch number. For more information about this batch, see <u>Batches created in Accounts Receivable</u>.

•Creates the invoice and credit note posting journals in Order Entry for the new day-end sequence number. These journals are the detailed records of the general ledger entries that will be created when the Accounts Receivable batches are posted.

#### See also

Day End Processing

### **Post A/R Batches**

Specify when to post A/R batches generated from Order Entry Invoices, credit notes and debit notes:

•During Posting / During Day End Processing (depending on when you create subledger transactions in Inventory Control)

Or

•On Request Using Create Batch Icon

#### **During Posting / During Day End Processing**

This option lets you post Accounts Receivable invoice batches created by Order Entry at the same time that you create subledger transactions in Inventory Control — either when you post invoices or when you run day end processing.

You choose when to create subledger transactions with the Create Subledger Transactions And Audit Info. During option on the Costing tab of the I/C Options form. The Create Subledger Transactions...During option gives you two choices:

•During Posting (appears only if you cost inventory during posting)

Or

• Day End Processing

**Note:** These choices can have a large impact on the speed of processing transactions in Order Entry and on the number of A/R batches that Order Entry produces.

If you create subledger transactions during posting and you choose to post A/R batches during posting, Order Entry will create and post an A/R batch for each invoice it creates.

If you are processing a large volume of orders, you should create subledger batches during day end processing or use the Create Batch icon to post A/R batches.

#### On Request Using Create Batch Icon

This option lets you decide when to post Accounts Receivable invoice

batches created by Order Entry. Use the Create Batch form in Order Entry and select the option to Post A/R Batches.

If you wish, you can also post the A/R batches created by Order Entry using the Post Batch form in the Accounts Receivable program.

You can change your selection any time.

### Periodic Processing — Overview

This topic outlines procedures you might follow as part of your daily, weekly, bi-weekly, or monthly procedures, and tells you how to use Order Entry to accomplish the tasks.

### Daily or weekly processing tasks

If you have high order volumes, you can use the following forms at the end of each day to complete order processing:

#### •Day End Processing form in Sage ERP Accpac Inventory Control.

If performance is important, we suggest that you:

- Choose the option in Inventory Control to cost inventory during Day End Processing (instead of each time you post).
- Choose the G/L Integration option in Order Entry to create G/L transactions using the Create Batch icon.
- Choose the option in Order Entry to post A/R batches using the Create Batch icon. This option is on the Processing tab in The O/E Options form.

Day End Processing will update item costs, update statistics, activate future orders, delete quotes, and create G/L and A/R transactions (but not add G/L transactions to batches or post A/R).

#### •Create Batch form in Order Entry.

If you chose the above settings, the Create Batch process will create the G/L batch and optionally post it (if you choose the option in the G/L Integration form) and post the Accounts Receivable batches in A/R.

### At each period end, you should

- 1.Use the Order Entry form to create any new sales orders you wish to process in the period.
- 2. Post other transactions that apply to the period.

Use the Shipment Entry, Invoice Entry, and Credit/Debit Note Entry

forms.

3. Print the Order Action, Invoice Action, and Aged Orders reports to identify orders that require action.

Use the Order Action, Invoice Action, and Aged Orders forms from the O/E Reports folder to print the reports.

4. Print the G/L Transactions report, then create general ledger transactions (if you do not use the option to create general ledger transactions during Day End Processing). Process the batches in General Ledger, if you use it, or post them manually to your other general ledger.

Choose the G/L Transactions icon from the O/E Reports form to print the report. Choose the Create Batch form from the Periodic Processing folder to create the general ledger transactions.

5.Clear the paid transactions, posting journals, and statistics that you no longer need.

Choose the Clear History form from the Periodic Processing folder to clear this information.

### **Options Report** — Features

The Options report lists the information you entered and the options you selected when you set up your Order Entry system, or when you changed the information using the Options form.

For instructions on printing the report, see Options report — printing.

### Information printed on the report

The report lists:

- •The company address, and the order entry contact person and telephone number.
- •In multicurrency ledgers, the functional (home) currency and the default exchange rate type.
- Processing options specified on the Options form:
- Whether you calculate backorder quantities.
- Whether you keep transaction history.
- Whether you allow non-existent customers.
- Whether you default the quantity ordered as the quantity committed.
- The default unit of measure used for orders.
- The default weight unit of measure used for orders.
- The default template you use for entering new orders.
- The default number of days before quotes expire.
- Whether you create invoices for shipped goods by default.
- Whether you warn before applying credit notes to previously credited invoices.
- Whether and how you accumulate sales history.
- Whether and how you accumulate sales statistics.
- Whether and how you track and calculate sales commissions.
- What transactions you review for credit checks.
- •The size, prefix, and next number for quotes, orders, invoices, shipments, and credit and debit notes.
- •The number of days in order aging periods.

#### See also

Order Entry reports G/L Integration Optional Fields

# G/L Integration Report — Features

The G/L Integration report lists the G/L transaction and batch creation options and other information you entered in the G/L Integration form to specify how your Order Entry system sends transactions to General Ledger.

For instructions on printing the report, see Printing the G/L Integration Report.

# Information printed on the report

- •General ledger integration options.
- •Information transferred from source transactions to G/L transaction fields.

### See also

### Miscellaneous Charges Report — Features

The Miscellaneous Charges report lists the information entered to define each of the charges you add to invoices and credit notes for costs other than for items purchased and returned. For example, miscellaneous charges can include postage, shipping, handling, and restocking charges.

For instructions on printing the report, see <u>Miscellaneous Charges report</u> — printing.

# Information printed on the report

For each miscellaneous charge, the report lists the miscellaneous charge code and description, currency code (if you have a multicurrency system), amount of the charge, general ledger account code, tax authority, and tax class.

You can also include optional field information and, if you use Project and Job Costing, the extended cost and job-related expense and clearing accounts for job-related miscellaneous charges.

See also

### Ship-Via Codes Report — Features

This report lists the ship-via codes that are defined in Order Entry. Shipvia codes are specified on orders and invoices to identify the shipping method or carrier you will use to deliver goods to customers (for example, courier, air mail, parcel post).

For instructions on printing the report, see <u>Ship-Via Codes report — printing</u>.

# Information printed on the report

- •Ship-via codes and descriptions.
- •Names, addresses, telephone numbers, and contacts for all listed ship-via codes.

#### See also

# Templates Report — Features

The Templates report lists the information entered to define the templates that are used in your Order Entry system.

For instructions on printing the report, see <u>Templates report — printing</u>.

# Information printed on the report

- •Template codes and descriptions.
- •The information entered and selections made to define the templates.

### See also

### Transaction List Report — Features

The Order, Invoice, Shipment, and Credit/Debit Note reports provide detailed or summary listings of all current Order Entry transactions. For instructions on printing the report, see <u>Transaction List — printing</u>.

# Information printed on the report

Depending on the printing options you select, the report lists:

- •The information entered on the Order tab of the Order Entry form or the Credit (Debit) Note tab of the Credit/Debit Note Entry form, and the total amount. In multicurrency ledgers the total amount is in both source currency and functional currency.
- •The address, phone number, and fax number for billing and shipping.
- •Details for each item on the order, invoice, shipment, or credit (debit), including quantities ordered and shipped or returned, unit prices, and total amounts outstanding.
- •The salesperson commission split for the order.
- •Any prepayments that were posted to an order or invoice.
- •The contract, project, and category to which the items or charges were allocated.
- •Any allocated serial numbers or lot numbers (if you use Serialized Inventory and Lot Tracking).

The report also includes grand totals for orders, shipments, invoices, or credit/debit notes. The multicurrency version of the report includes summary totals for each source currency.

#### See also

# Sales History Report — Features

The Sales History report provides summarized or detailed sales information, including sales totals by customer, inventory item, or primary salesperson. Use the report as a sales journal, record of sales staff performance by territory or location, and to indicate the strengths and weaknesses in company sales.

For instructions on printing the report, see <u>Sales History report — printing</u>.

# Information printed on the report

- •The detail report prints details of invoices, debit notes, and credit notes, the sales, returns, and cost amounts for each invoice, debit note, and credit note, and the gross margin percent for each sale and return, as calculated by Day End Processing.
- •If you use Serialized Inventory and Lot Tracking (licensed separately), you can include serial numbers and lot numbers on the report.
- •Multicurrency versions of the report can be printed in functional or source (customer) currency.

### See also

# Order Action Report — Features

The Order Action report lists details of your current orders, and provides options which allow you to produce a variety of versions of the report.

For instructions on printing the report, see Order Action report — printing.

# Information printed on the report

Depending on the options you select, the report can list:

- •The item status you selected for the report.
- •The primary salesperson for each order.
- •Source-currency and functional-currency amounts (multicurrency reports) and the exchange rate for converting source-currency amounts to their functional-currency equivalents.
- •Total amount for all orders (in functional currency for multicurrency ledgers).
- •The total amount outstanding for the order (in functional currency for multicurrency ledgers).
- •The contract, project, and category (if you include job details).

The detail version of the report lists the order details for each item on the order.

### See also

### Invoice Action Report — Features

This report lets you find out whether shipments have been partially or fully invoiced and print the current amounts remaining to be invoiced. This report ensures that all product shipped to customers is properly invoiced in a timely manner.

For example, a salesperson can print a report by order number that lists all orders with uninvoiced shipments.

The main choice of report is whether to choose shipments by order number or shipment number — and the range of order numbers or shipment numbers to include on the report.

- •If you select by shipment number, you choose the range of shipments and, optionally, a range of customers or a range of salespeople.
- •If you select by order number, you choose the range of orders and, optionally, a range of customers or a range of salespeople. However, you can also choose the status of the orders printed, which involves choosing from a variety of shipment statuses and invoicing statuses.

You can then select a range of customers or salespeople.

Note that this report does not apply to job-related orders that use project invoicing. This is because after posting a shipment for a job-related order that uses project invoicing, that document is marked completed, and can never be invoiced in Order Entry.

For instructions on printing the report, see <u>Invoice Action report — printing</u>.

# Information printed on the report

Depending on the options you select, the report can list:

- •Orders for a range of order or shipment numbers, also sorted for ranges of customer numbers, salespeople, and order or shipment dates.
- •Orders fully shipped, partially shipped, fully invoiced, partially invoiced, or never invoiced.
- •The order number along with the customer number and name.
- •The primary salesperson for each order.
- •Each item on the order, with the shipment date and number, invoice date and number, quantity ordered, quantity shipped, unit price and discount, extended amount shipped, and shipped but not invoiced amount.

The summary version of the report does not list the details for each item on the order.

- •Invoiced shipments if you choose Fully Shipped, Fully Invoiced orders.
- •Source- and functional-currency amounts.
- •Total amount for all orders (in functional currency for multicurrency ledgers).
- •The total amount of all orders listed, and the total amount shipped but not invoiced for all orders listed (in functional currency for multicurrency ledgers).
- •The contract, project, and category information for details (if you use the Project and Job Costing program).

### See also

### Sales Statistics Report — Features

The Sales Statistics report lists the order entry statistics you have accumulated since you last cleared statistical data for the period you specify. Use the report to help you understand and analyze the level of processing in your Order Entry system.

For instructions on printing the report, see <u>Sales Statistics report — printing</u>.

# Information printed on the report

- •The net sales amount (not including miscellaneous charges or taxes).
- •Total sales lost and average sales lost. Sales amounts lost occur when items are ordered or backordered, then canceled, whether or not quantities were shipped.
- •In multicurrency ledgers, the source-currency code and description, and statistics for each source currency. You can print multicurrency versions of the report in functional or source (customer) currency.

#### See also

# Aged Orders Report — Features

The Aged Orders report is a list of all incomplete orders and their relative ages in the system. The report allows you to quickly spot and act on orders that have been outstanding for a long time.

For instructions on printing the report, see <u>Aged Orders report — printing</u>.

# Information printed on the report

The Aged Order report compares the Aged As Of dates to the order dates to determine the aging category to which each order belongs.

The report contains the following:

- •A subtotal for each of the four aging periods and, in the right-hand column, the grand total of all aged orders.
- •Amount of orders for each period, expressed as a percentage of the grand total. Shows where the bulk of aged orders occurs.
- •Currency information (multicurrency ledgers), including report subtotals and a grand total for each currency.

#### See also

### Salesperson Commissions Report — Features

This report lists the sales commissions earned since you last cleared commission data for each salesperson for whom you track commissions. (The program tracks commissions only if the option Paid Commissions is selected in the salesperson record, in Accounts Receivable.)

For instructions on printing the report, see <u>Salesperson Commissions report — printing</u>.

# Information printed on the report

- •The range of salesperson numbers selected for the report.
- •The commission earned, including the type of commission, based on the sales amount or on the margin, as specified on the Processing Options page of the Options form.
- •Category sales which include those where the commission rate is determined by the category. All salespersons receive the commission rate defined for the category.
- •The program uses the category commission rate, instead of the salesperson commission rate, unless the category rate is 0 (zero) percent.
- •Sales by salesperson including those where the program uses the salesperson's commission rate to calculate the commission.
- •The salesperson can have up to five commission rates, which you define in the Salespersons form in the Accounts Receivable program. The program uses the commission rate for the sales range into which the sales amount falls.
- •Rates totals for each salesperson a rate total for the report.
- •Report totals (not including miscellaneous charges or taxes).
- •In multicurrency ledgers, report amounts are printed in the functional (home) currency.

#### See also

### Posting Journals Report — Features

You can choose to print the following journal reports:

- •Shipments Posting Journal. Lists all shipments for the range of dayend numbers you specify, sorted by day end number, transaction date, customer number, or shipment number. You can also choose the paper size format (either Legal or A4).
- •Invoices Posting Journal. Lists all invoices issued to customers for the range of day-end numbers you specify, sorted by day end number, transaction date, customer number, or invoice number. You can also choose the paper size format (either Legal or A4).
- •Credit/Debit Notes Posting Journal. Lists credit/debit notes issued to customers for returned goods and other credits/debits, sorted by day end number, transaction date, customer number, or by credit/debit note number.

For each of the above reports, you can include sales splits, tax summaries, and optional fields. You can also choose to reprint previously printed journals.

For invoice posting journals, you can also include Accounts Receivable audit information with invoice information to help you match postings in Order Entry to Accounts Receivable transactions.

**Multicurrency reports.** The multicurrency version of the report lists the customer's currency code for each invoice or credit, along with the exchange rate, exchange rate type, and exchange rate date. The journal prints amounts in both source and functional currencies.

The final pages of the report include totals for each source currency, and a general ledger summary in both source and functional currencies.

For instructions on printing the report, see <u>Posting journals — printing</u>.

# Information printed on the report

- •The details of each invoice. Transactions can be listed in order by day end number, transaction date, invoice number, or customer number.
- •Debit and credit amounts distributed to general ledger accounts for

the invoice.

**Note:** An asterisk (\*) beside an amount in the Invoice Amount column shows that the unit price or extended price was overridden during invoice, order, or credit note entry.

- •Tax summary.
- •Tax reporting information (if you report taxes in a different currency).
- Invoice totals.
- •Salesperson summary.
- •Optional fields.
- •Job details (if you use the Project and Job Costing program).
- •Any allocated serial numbers or lot numbers (if you use Serialized Inventory and Lot Tracking).
- •A General Ledger Distribution Summary, including the debit and credit totals for each account listed on the journal.

#### See also

# Order Confirmations — Features

Order confirmations list items on an order, acknowledging receipt of the order and confirming the contents.

Order Entry comes with two order confirmation forms: one prints a complete confirmation (including lines and borders) on a laser or ink-jet printer, and the other prints order information on preprinted stock.

The sample Order Entry order confirmations list all the items and miscellaneous charges on an order, together with any comments that were entered either with detail lines or for the order itself. The sample confirmations also include the name and address of both the company and customer.

You can include other information on order confirmations, you can change the report layout to suit your needs, or you can create your own forms using Crystal Reports. For more information, refer to the online document, Customizing Printed Forms with Crystal Reports.""

### Unit Price column may not match data entry screen

**Note:** The Unit Price column printed on order confirmations is calculated by dividing the extended price by the quantity ordered — whether pricing by quantity or by weight. When pricing by weight (and when the order unit of measure is not the pricing unit of measure), the printed unit price may not match the unit price on the transaction entry forms.

For instructions on printing confirmations, see Order confirmations - printing.

### See also

# Receipts — Features

For instructions on printing receipts, see <u>Receipts – Printing</u>.

# Information printed on the receipt

Each receipt contains:

- •Header information, including your company information, the date the receipt is printed, the document number, whether the payment was made in cash or by check or credit card, the payer and the customer name (if different from the payer), the customer address.
- •A signature line where you can acknowledge receipt of the customer payment.
- •Detail information that shows information about the document(s) being paid, including the amount applied to each document and any discounts taken.
- •Totals that show the total amount paid and the total amount remaining to be paid, in the customer currency and, if the payment was made in a different currency, in the receipt currency, also.

If you use Customer as the print destination, for customers that use an email or fax delivery method, the program e-mails or faxes to each customer a receipt confirmation along with a message you specify in the Message ID field.

### See also

# Picking Slips — Features

Picking slips show the number of items that are currently on order (usually the original amount minus any quantity shipped). Depending on your choices, items are listed in order by picking sequence, item number, or order line number.

You can also print multiple picking slips per order or shipment if your order/shipment details include goods from different locations.

Sage ERP Accpac Order Entry includes sample forms you may be able to use to print picking slips. You should set up and test these forms before you begin entering transactions.

For instructions on printing the report, see <u>Picking slips — printing</u>.

# Information printed on the report

The sample Order Entry picking slips list all the items and miscellaneous charges on an order, together with any instructions that were entered either with detail lines or for the order itself. The sample slips also include the name and address of both the company and customer.

You can include other information on picking slips, depending on the report files you use to print them.

**Note:** If you shipped goods from an order and printed the picking slip after posting from the Order Entry form, the print status of the shipment will be set to "Picking Slip Printed," but the print status of the order will not be changed.

To update the status for orders, post the order but do not print the picking slip. Instead, go to the O/E Forms folder, choose Picking Slips, select the form you want, and change the Select By field to Order Number. Print the picking slip, and the status will be correctly updated.

#### See also

### Credit/Debit Notes — Features

Order Entry provides two  $8\frac{1}{2}$ " x 11" sample forms which list complete details of the sales returns and credits you post to customer accounts. One of the sample forms prints a complete credit (or debit) note form — with headings and lines — on a laser or ink-jet printer, and the other prints only the credit or debit note information (for preprinted stock).

You should set up and test the forms you want to use before you begin entering transactions. See the online document, Customizing Printed Forms with Crystal Reports, for instructions for adapting the forms to your use or creating your own. ""

### Unit Price column may not match the data entry screen

**Note:** The Unit Price column printed on credit and debit notes is calculated by dividing the extended price by the quantity shipped or returned — whether pricing by quantity or by weight. When pricing by weight (and when the order unit of measure is not the pricing unit of measure), the printed unit price may not match the unit price on the transaction entry forms.

For instructions on printing the report, see <u>Credit/Debit notes — printing</u>.

### See also

# Shipping Labels — Features

You can use Order Entry to print shipping labels which you can attach to shipments sent from the warehouse or shipping department. The number of labels printed for each order or invoice is the number specified for the order or invoice on the Totals tab of the Order/Invoice Entry form.

Order Entry comes with two labels: one works with  $1\frac{1}{2}$ " x 4" sheet labels for a laser printer (report file OELABEL.RPT), and the other works with  $1\frac{1}{2}$ " x  $3\frac{3}{4}$ " tractor feed labels (report file OELABELD.RPT).

You can change the shipping labels to suit your needs or create your own labels using the Crystal Reports designer. You should set up and test these forms before you begin entering transactions.

For instructions on printing labels, see <u>Shipping labels - printing</u>.

#### See also

### Quotes — Features

Quotes list items on an order that was entered with Quote selected as the order type, and provide a record of the quote for your customer and your records.

Order Entry comes with two quote forms: one prints a complete quote (including lines and borders) on a laser or ink-jet printer, and the other prints quote information on preprinted stock.

The sample Order Entry quotes list all the items and miscellaneous charges on an order, together with any comments that were entered either with detail lines or for the order itself. The sample quotes also include the name and address of both the company and customer.

You can include other information on quotes, you can change the report layout to suit your needs, or you can create your own forms using Crystal Reports or Crystal Info. For more information, refer to the online document, Customizing Printed Forms with Crystal Reports (x:\Program Files\ACCPAC\Docs\SM55AENG).""

There is a default number of days for the expiration of quotes. When you enter a quote, Order/Invoice Entry displays a default expiration date based on the number of days specified.

#### Unit Price column may not match data entry screen

**Note:** The Unit Price column printed on invoices is calculated by dividing the extended price by the quantity shipped or returned &emdash; whether pricing by quantity or by weight. When pricing by weight (and when the order unit of measure is not the pricing unit of measure), the printed unit price may not match the unit price on the transaction entry forms.

For instructions on printing confirmations, see <u>Quotes — printing</u>.

### See also

### Including Optional Field Information on Reports

Because several Order Entry reports let you select records by optional fields, you can analyze your data in ways that are especially relevant to your business. When you use optional fields as selection criteria, Order Entry prints records that will display optional fields and values that fall within the specified ranges.

You can include optional field information when printing the following Order Entry reports:

- •Posting Journals Report.
- •Miscellaneous Charges Report.
- •Transaction List Reports.

### Printing When Schedule is the Print Destination

You can choose the option to schedule a report to be printed from a computer running Crystal Info Server software.

To schedule a report for printing choose Print Destination from the File menu on the company desktop, choose Schedule, and then choose OK. A dialog box appears when you choose to print:

- 1. Enter your Crystal Info user name and password.
- 2. Choose a server from the APS field (Automated Process Server).
- 3. Indicate the publishing format and enter the name of the file you are scheduling for printing.
- 4. Choose the destination (either to a hard disk on another workstation or to a computer running Crystal Info server.
- 5. Enter the date and time you'd like the report printed.

#### See also

Order Entry reports Printing when File is the print destination Printing when Printer is the print destination Printing when Preview is the print destination Printing when E-mail is the print destination

# **Calculating Sales Taxes**

Order Entry calculates a sales tax amount automatically if:

- •The Calculate Tax option on the Order tab is selected. (The option is selected by default.)
- •The customer is subject to tax. You enter the tax classes and tax registration numbers for each customer in the Accounts Receivable Customers form. However, you can change this information on the Taxes tab of the Order/Invoice Entry form for individual orders.
- •The order contains taxable items or taxable miscellaneous charges. Item tax classes are set up in Inventory Control, but you can change the tax classes for an individual detail line by opening the zoomed Detail form (select the detail line and press F9) while editing the detail. You can also change the setting for whether tax is included in or excluded from the price of the item.
- •You specify the tax rates for the tax authorities and classes in Tax Services. Order Entry calculates sales tax using the rates defined for the customer tax class and item tax classes for each authority that can levy taxes on the customer.

#### See also

Change tax information

### **Prepayments Field List**

Amount Due Bank Code Bank Currency (display only - multicurrency ledgers) Bank Rate (multicurrency ledgers only) Batch Date Batch Number Check/Receipt Number Currency (multicurrency ledgers only) Deposit Number Deposit Slip Printed (display only) Description Discount Available (display only) Jobs button Order Total Payment Code **Processing Code** Rate Date (multicurrency ledgers only) Rate Type (multicurrency ledgers only) Receipt Amount Receipt Date Shipment Total

### **Prepayments Field List**

Amount Due Bank Code Bank Currency (display only - multicurrency ledgers) Bank Rate (multicurrency ledgers only) Batch Date Batch Number Check/Receipt Number Currency (multicurrency ledgers only) Deposit Number Deposit Slip Printed (display only) Description Discount Available (display only) Document Total (display only) Jobs button Payment Code Processing Code Rate Date (multicurrency ledgers only) Rate Type (multicurrency ledgers only) Receipt Amount Receipt Date

### **Partial Invoices**

You create a partial invoice when you ship and invoice only part of an order. You can post as many invoices from a single order as you require, until all the quantities are shipped.

When you post a partial invoice, all the miscellaneous charges currently entered for the order (and not marked Completed) will be invoiced.

When you partly invoice an order, the program deducts the quantities shipped from the quantities on order. The next time you recall the order, the quantities on order will be the reduced amounts -- showing the quantities outstanding.

To check the original quantity ordered for the item, select the item line and review the amount in the Original Order field.

### Credits on Invoices

If an order is still incomplete, and you do not want to create a credit note, you can enter credit amounts on invoice detail lines for returned items or to reverse miscellaneous charges.

To enter a credit for a returned item, enter a negative quantity in the Quantity field before posting an invoice. The program computes the extended price of the item as a negative amount. Credit amounts entered on invoices are included with other invoice data on the Invoice List. They do not appear on the Credit Note List.

The quantities on hand in Inventory Control are adjusted when you post the invoice.

The costs of the returned items are adjusted when you run Day End Processing in Inventory Control.

Although you can enter a detail line with a negative quantity shipped, Order Entry does not allow you to post an order or invoice with a negative total.

## Invoices Over the Customer's Credit Limit

When you are about to post an invoice that will put a customer account over its credit limit, Order Entry displays a warning message and the following customer information:

- •Credit limit.
- •Outstanding Accounts Receivable balance.
- •Order amount.
- •Last invoice amount and date.
- •Last payment amount and date.

If you are using security, you or your supervisor must enter a user ID and password which are authorized to approve credit before you can continue invoicing.

If you are not authorized to override the credit limit, or if you want to put the order on hold for later invoicing, select On Hold. If the order is on hold, you can post the order but you cannot ship goods and produce an invoice for it until you remove the on-hold designation.

# Miscellaneous Charge Invoices

You can enter an invoice that contains only miscellaneous charges.

When you are ready to post, the program asks whether you want to produce an invoice. If you are not ready to produce the invoice, choose No to post the charge only as an order (which you can later recall to produce an invoice).

# Sales History Detail Form Field List

**Category** Cost of Sales Day End Number Entry Number Location Order Date Order Number Quantity Sold Return Amount Sales Amount Salesperson Ship Date Territory Transaction Date Transaction Number Transaction Type Year and Period

# Choosing G/L Integration Options

Sage ERP Accpac Order Entry produces general ledger transactions for all posted shipments.

If you use Sage ERP Accpac General Ledger, Order Entry creates batches of transactions right in General Ledger, where you can edit and post them. If you use another general ledger system, or if your Sage ERP Accpac General Ledger system is at another location, Order Entry creates batches you can import into your general ledger, or print, then enter manually into your general ledger.

The Integration tab of the G/L Integration form provides options for producing general ledger transactions in the form and at the time that best suits your requirements.

It also displays the last day end number for which you created general ledger transactions, as well as the day end number that will be assigned when you next run Day End Processing.

# **Reporting General Ledger Data**

You can print the G/L Transactions report, a listing of the general ledger transactions created by Order Entry, whether or not you post batches in General Ledger.

# Specifying When and How to Create General Ledger Transactions

Using the Integration tab of the G/L Integration form, you can:

• Specify when to create general ledger transaction batches.

- •Choose whether to create detailed general ledger transactions or to consolidate them during day end processing of Order Entry batches.
- •Select the descriptions, reference and comments to include with each unconsolidated general ledger transactions and transaction details.

Choosing Consolidation Options for General Ledger Transactions

<sup>•</sup> Specify whether to add transactions to existing general ledger batches or to create a new batch every time you create general ledger transactions -- and optionally post the batch automatically.

Selecting Descriptions, References, and Comments for General Ledger Transactions

#### See also

Choosing Order Entry Options

# G/L Integration Options

Like other Sage ERP Accpac products, Order Entry lets you choose the information that appears in description, reference and comment fields for General Ledger transactions generated from O/E transactions. You specify this information on the G/L Integration form, where you can also choose to automatically post all General Ledger batches that are created by Order Entry.

Order Entry now gives you far more choices for the information in the description and reference fields of G/L transactions than you had previously. When you upgrade to Order Entry 5.4, the program maintains the same description and reference information that you chose previously. You should review the choices you made previously to see if you now want to change them.

### Adding Salesperson Commission Rates

You maintain salesperson commission rates with the salesperson records in Accounts Receivable.

To track commissions, you must:

- •In the Order Entry Options form, select the Track Commissions option.
- •In Accounts Receivable, select the Paid Commissions option for each salesperson who earns commissions.
- •In Inventory Control, select Allow Commissions for each inventory category for which salespeople can earn commissions.

**Note:** Category commission rates will override salesperson commission rates.

This also means that if you calculate commissions using rates added to the inventory category (maintained in Inventory Control), you do not have to enter rates with salesperson records in Accounts Receivable.

If you need to vary commission rates for items, you can change the categories for items when you enter orders.

#### To add commission rates for salespersons in Accounts Receivable:

- 1. Choose Salespersons from the Accounts Receivable Setup folder.
- 2. Type the salesperson number, or select it with the Finder.
- 3. Choose the Paid Commissions option on the Commissions tab and specify the number of commission rates you wish to enter.
- 4. Type the total sales amount up to which the rate applies.
- 5. Click Save to record your entries.
## Integration with Project and Job Costing

If you have Order Entry and Project and Job Costing, you can enter jobrelated orders in the Order Entry program and track project costs in Project and Job Costing.

Orders can list material details items from inventory used on the job and they can list miscellaneous charges, which can be labor, subcontracting charges, or charges such as shipping and handling.

Order Entry lets you handle the complete order processing cycle in Order Entry, or create the order and shipment in Order Entry and manage the billing and invoicing in the Project and Job Costing program (called Project Invoicing).

For example:

- •Service providers normally invoice directly from Order Entry.
- •Companies with more lengthy or complex projects, such as construction companies, normally use project invoicing, and will likely process addition costs through the Accounts Payable program.

Posting the shipment in Order Entry completes the transactions for O/E. The transaction is sent to Project and Job Costing, where it calculates the extended billing amount and the cost portion of the order.

You can enter a quote in Order Entry and create the contract on the fly using the New Contract Wizard.

The New Contract Wizard lets you copy an existing contract to make the new one. This means that you can create one or more contracts in Project and Job Costing that act as templates for all the new contracts created in Order Entry.

#### See also

Changes in Order Entry 5.5 Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster New Picking Slips

### Start and End Dates on Price Lists

In Inventory Control, you can now set the period during which a price list is in effect. This means that you can easily cut over from an old price list to a new one on a particular date.

If you choose a price list in Order Entry before or after the effective dates, the program will display a warning message and enter a 0.00 price.

The price list is always valid if the starting and ending dates are blank.

#### See also

Changes in Order Entry 5.5

Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster New Picking Slips

### **Different Document Dates and Posting Dates**

Like other Sage ERP Accpac subledgers, Order Entry now provides a Posting Date field on transaction entry forms (in addition to the document date) that lets you specify the date to use for the transaction when it's posted in General Ledger.

The ability to specify posting dates is particularly useful if you need to post a document to a different year or period from the document date.

**Note:** The posting date determines the year and period to which a document is posted. You no longer specify the Year/Period separately.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Drilldown to Sales Orders and POs from Transaction Entry **Enter Prepayments on Shipments** Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

## Drilldown to Sales Orders and POs from Transaction Entry

You can now drill down from item quantity information on transaction entry forms in Order Entry to display sales order and purchase order information.

This lets you see exactly what items are on order, where and when they will arrive, etc. while you are entering new transactions.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

## **Enter Prepayments on Shipments**

Order Entry now lets you enter prepayments on shipments, as well as on orders and invoices.

As with orders, prepayments on shipments do not reduce the amount of the next invoice you create; instead, they are matched to invoices when they are posted in Accounts Receivable (using the order number).

The shipment prepayment total is displayed on the shipment total tab, and is also displayed with the Order Prepayment amount on the invoice total tab, helping you determine if there is an outstanding balance.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

## Check for Duplicate Orders Based on Purchase Order Numbers

Order Entry uses the settings in the Accounts Receivable customer record to decide whether it checks for duplicate purchase order numbers and what it does if it finds them.

Use the Check For Duplicate POs option on the Invoicing tab in the customer record to select the behavior that you want:

- •Select None if you do not want Order Entry to check for duplicate purchase order numbers.
- •If you want Order Entry to check for duplicates, select the type of message you want to display a warning or an error message that blocks you from entering a document with the duplicate PO number.

**Note:** The program will check for duplicate POs on active orders, future orders, and shipments) — not on quotes or standing orders.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

## Calculate Backordered Quantities Based on Customer Options

Order Entry also uses the settings in the Accounts Receivable customer record to decide whether to place out-of-stock items on backorder.

If the customer allows backorders (which arise when you do not have the quantity on hand to fully ship an order), select Allow Backorder Quantities on the Invoicing tab in the Accounts Receivable customer record.

If you select this option for a customer, and you:

- •Use the option in Order Entry to **calculate** backorder quantities, Order Entry automatically calculates the backorder quantity when you ship an order for the customer.
- •Do not use Calculate Backorder Quantities, you can manually enter the backorder amount in Order Entry.
- •Use the option in Order Entry to **commit** backordered quantities, Order Entry also creates a commitment for the unfilled portion of the order.

If you do not select this option for the customer in A/R, the quantity backordered field in Order Entry will be disabled for this customer. Also, Order Entry will not create a commitment for unfilled quantities on partial shipments.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Create Unconsolidated Details on A/R Invoices Create Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

## Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing

Version 5.4 of Order Entry let you cost inventory during posting or during day end processing, so you could keep inventory costs up-to-date during the day. If you chose to cost inventory during posting, the program created transactions and audit information at the same time.

In version 5.5, we enhanced this option to let you cost items during posting, but delay transaction and audit information creation until day end. This way, you can get more information when you need it without sacrificing performance.

#### See also

#### Changes in Order Entry 5.5

Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

## Inquire on Pending Shipments

Order Entry's Pending Shipments Inquiry lets you review items that are expected to ship within a given time period (for example, from this Monday to next Monday) and whether sufficient stock is available for the shipments.

The inquiry ignores orders that are on hold, and you can limit the inquiry to specific order types and to specific locations.

The inquiry also shows if open purchase orders exist for each item on order, and allows you to zoom into existing POs to check the quantities on order and the expected arrival dates.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists **Different Document Dates and Posting Dates** Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

## Order Entry Templates with Blank Tax Groups

Previously, Order Entry required a tax group on templates. This is no longer the case, so the same template can be used with customers in different tax jurisdictions.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

### Definable Source Type Codes for G/L Transactions

As with other Sage ERP Accpac applications, you can now change the two-letter source type codes used for the different transaction types sent to the General Ledger.

You change source type codes on the G/L Integration form.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists **Different Document Dates and Posting Dates** Drilldown to Sales Orders and POs from Transaction Entry **Enter Prepayments on Shipments** Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster New Picking Slips

## Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry

Order Entry provides a new Credit/Debit Note Costing security right to control hiding and showing/editing of the unit cost/extended cost fields in the Credit/Debit Note Entry form.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing **Inquire on Pending Shipments** Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster **New Picking Slips** 

# Override the Customer Account Set during Order Entry

You can now override the customer account set when entering an order, shipment, invoice, or credit/debit note. The account set must match the customer's currency in a multicurrency system.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry **Enter Prepayments on Shipments** Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster New Picking Slips

# Send Credit/Debit Note Transactions to the General Ledger

Order Entry now uses the Credit/Debit Note Clearing account added to Inventory Control account sets when you enter and post credit and debit note entries.

#### Items returned to inventory

The following example records a credit note transaction for items returned to inventory. The first transaction is posted directly to G/L from Order Entry; the second one goes through Accounts Receivable.

G/L Account	Debit	Credit
Inventory Control	Х	
Credit/Debit Note Clearing		Х

G/L Account	Debit	Credit
Sales Returns	Х	
Credit/Debit Note Clearing	Х	
Tax Liability	Х	
Receivables Control		Х
Cost of Goods Sold		Х

#### **Damaged items**

The Damaged Goods account is debited rather than the Sales Returns account.

G/L Account	Debit	Credit
Damaged Goods	Х	
Credit/Debit Note Clearing	X*	

Tax Liability	Х	
Receivables Control		Х
Cost of Goods Sold		Х*

\* The Cr/Dr Note Clearing and the COGS entries will always be zero for damaged goods.

This transaction will appear differently in the A/R Invoice form depending on whether or not the transaction is job-related or uses optional fields.

- If the transaction is job-related or uses optional fields, the invoice will list a single detail line for the damaged goods account.
- •If the transaction is not job-related and does not use optional fields, the invoice will list three lines—one for damaged goods, one for cost of goods sold, and one for Credit/Debit Note clearing—but only the damaged goods line will have an amount.

#### **Price adjustment**

G/L Account	Debit	Credit
Sales	Х	
Tax Liability	Х	
Receivables Control		Х

Debit notes generate opposite debit and credit entries.

#### See also

Changes in Order Entry 5.5 Integration with Project and Job Costing Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Create Unconsolidated Details on A/R Invoices Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster New Picking Slips

## Create Single, Unconsolidated Details on A/R Invoices for Job-Related Invoice Details and Invoice Details with Optional Fields

Order Entry creates detail lines differently for A/R invoices if you use detail optional fields or if you use Project and Job Costing.

#### Without optional fields or Project and Job Costing

If you do not use optional fields in Order Entry invoice details and in Accounts Receivable invoice details, and if you do not use Project and Job Costing, the Order Entry program creates A/R invoices with separate detail lines for sales, cost of goods sold, and shipment clearing entries (as in earlier versions of Order Entry).

All A/R invoice details are consolidated by G/L account, so if you use only one sales account, one cost of goods sold account, and one clearing account, you will see only three lines on an invoice.

Sales	Acct 4111	750.00
Cost of Goods Sold	Acct 5200	-500.00
Shipment Clearing	Acct 5900	500.00

#### With optional fields or Project and Job Costing

If you use optional fields in Order Entry invoice details and in Accounts Receivable invoice details, or if you use Project and Job Costing, the Order Entry program now creates a single A/R invoice detail line for each Order Entry invoice detail line.

Each A/R invoice detail includes the entries for the revenue, inventory (shipment clearing), and cost of goods sold accounts, and there will be as many invoice detail lines as there were on the original O/E invoice. A/R invoice details are not consolidated.

Sales item 1	Acct 4111	250.00
Sales item 2	Acct 4111	250.00
Sales item 3	Acct 4111	250.00

Each of the unconsolidated A/R invoice lines will produce a G/L entry with sales account, cost of goods sold account, and clearing account details when posted in Accounts Receivable.

#### See also

Journal Entries Generated by Posted Transactions G/L Accounts Used by Order Entry Cost of kitting items in job-related orders Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create a Single Line for Kitting Items on A/R Invoices Post Transactions Faster New Picking Slips

# Create a Single Line for Kitting Items on A/R Invoices

A/R invoices created if you have Project and Job Costing or if you added optional fields to invoice details show only one detail line for each kitting item listed on an invoice, instead of showing one line for each component of each kitting item. Order Entry handles the accounting for kitting items with the following G/L entries.

When you ship kitting items, Order Entry creates G/L entries for each of the components in the kitting item:

G/L Account	Debit	Credit
Shipment Clearing, component 1	х	
Inventory Control		Х
Shipment Clearing, component 2	Х	
Inventory Control		Х

When you invoice a kitting item, Order Entry creates the following G/L entries to back out the components for the master item from the shipment clearing account:

G/L Account	Debit	Credit
Shipment Clearing, master item	х	
Shipment Clearing, component 1		х
Shipment Clearing, component 2		Х

The source code that appears on the G/L Transactions report for the shipment entry is OE-SH. The source code that appears on the G/L Transactions report for the invoice entry is OE-IN.

**Note:** If you do not use optional fields in Order Entry invoice details and in Accounts Receivable invoice details, and if you do not use Project and

*Job Costing,* the Order Entry program will still add shipment clearing lines for each component to the A/R invoice and will not create these G/L account entries during shipping and invoicing.

#### See also

Journal Entries Generated by Posted Transactions G/L Accounts Used by Order Entry Cost of kitting items in job-related orders Integration with Project and Job Costing Start and End Dates on Price Lists Different Document Dates and Posting Dates Drilldown to Sales Orders and POs from Transaction Entry Enter Prepayments on Shipments Check for Duplicate Orders Based on Purchase Order Numbers Calculate Backordered Quantities Based on Customer Options Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing Inquire on Pending Shipments Order Entry Templates with Blank Tax Groups Definable Source Type Codes for G/L Transactions Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry Override the Customer Account Set during Order Entry Send Credit/Debit Note Transactions to the General Ledger Create Unconsolidated Details on A/R Invoices Post Transactions Faster **New Picking Slips** 

## **Post Transactions Faster**

We have spent considerable effort improving Order Entry's performance.

Even though Order Entry now includes several new features that affect performance (such as integration with Project and Job Costing), the net result is faster processing and quicker reports.

#### See also

Changes in Order Entry 5.5
Integration with Project and Job Costing
Start and End Dates on Price Lists
Different Document Dates and Posting Dates
Drilldown to Sales Orders and POs from Transaction Entry
Enter Prepayments on Shipments
Check for Duplicate Orders Based on Purchase Order Numbers
Calculate Backordered Quantities Based on Customer Options
Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing
Inquire on Pending Shipments
Order Entry Templates with Blank Tax Groups
Definable Source Type Codes for G/L Transactions
Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry
Override the Customer Account Set during Order Entry
Send Credit/Debit Note Transactions to the General Ledger
Create Unconsolidated Details on A/R Invoices
Create a Single Line for Kitting Items on A/R Invoices
New Picking Slips

## New Picking Slips

The picking slips report form lets you print picking slips for a range of orders or for a range of shipments, depending on which method best suites your order processing system. To make the print program more efficient, Order Entry ships with four new picking slips that are designed for the two different types of ranges.

If you are selecting one or more orders for picking, you can choose one of the following reports:

- •OEPICKORDER1 A picking slip for laser printers (plain paper version).
- •OEPICKORDER2 A picking slip (for preprinted forms).

If you are selecting one or more shipments for picking, you can choose one of the following reports:

- •OEPICKSHIPMENT1 A picking slip for laser printers (plain paper version).
- •OEPICKSHIPMENT2 A picking slip (for preprinted forms).

Order Entry selects the report file that you last used by default.

#### See also

<u>Changes in Order Entry 5.5</u>
Integration with Project and Job Costing
Start and End Dates on Price Lists
Different Document Dates and Posting Dates
Drilldown to Sales Orders and POs from Transaction Entry
Enter Prepayments on Shipments
Check for Duplicate Orders Based on Purchase Order Numbers
Calculate Backordered Quantities Based on Customer Options
Cost inventory during Posting / Create Transactions and Audit Information during Day End Processing
Inquire on Pending Shipments
Definable Source Type Codes for G/L Transactions
Hide, Show/Allow Editing of Unit Cost/Extended Cost Fields in Credit/Debit Note Entry
Override the Customer Account Set during Order Entry
Send Credit/Debit Note Transactions to the General Ledger
Create Unconsolidated Details on A/R Invoices
Create a Single Line for Kitting Items on A/R Invoices
Post Transactions Faster

## Enhanced Pricing Available in Order Entry

Pricing for items in Order Entry is handled in Inventory Control. The item pricing features in version 5.4 of Inventory Control let you:

•Specify whether the discount price of the item is based on weight or on quantity.

If you specify weight for an item, Order Entry can use volume discount amounts or percentages that are determined by item weight. The weights are calculated in Order Entry by multiplying the unit weight of an item times the quantity ordered, and converting the weight to default units.

The weight unit of measure for orders is the Default Weight Unit of Measure set in the I/C Options form in Inventory Control.

Note: Pricing by weight is available only in Sage ERP Accpac 500.

• Price items by a single or multiple units of measure.

You can enter a base price for a single unit of measure or for multiple units of measure. You can also enter sale prices for single or multiple units of measure.

This means that the unit of measure is now used in Order Entry to determine prices. (Previously, the way to do this was through volume discounts or by creating a kit for the different unit of measure.)

• Price items using a cost plus a percentage or a fixed amount.

For more information on pricing features, see the Inventory Control help.

## Enhancements for Entering Orders

Order Entry has several new features that enhance the order entry process. You can:

- •Enter the item numbers that your customers use on the Order Entry form, as well as use your own item numbers and manufacturer's item numbers (such as bar codes). Customer item numbers remove ambiguities on orders, and large customers will often use their own item numbers when ordering goods. Customer item number are defined in Inventory Control.
- •Automatically use the lowest price available to a customer, regardless of the contract price.

You can choose whether to use the contract price or the lowest price by changing the option in Inventory Control's Contract Pricing form.

•Make sure that you don't sell items in inventory that aren't for sale — such as goods used for building projects or in bills of material.

You can uncheck the Sellable checkbox in the Items form in Inventory Control if you do not want to sell the item through Order Entry.

•Use new inventory pricing features, including pricing by weight, pricing by multiple units of measure, and pricing based on current cost plus a specified percentage or amount.

Pricing options are selected for each item in the Item Pricing form in Inventory Control.

•Default the inventory location based on the customer's ship-to location, so goods are shipped from the nearest warehouse. (Note that if you price by cost, prices can also vary by location.)

You add the default locations for both the customer record and the ship-to location in Accounts Receivable.

•Let you view the components of multilevel bills of material (as well as single level BOMs and kit components). Order Entry lets you click the components button to pop up the list of components.

## Enhanced Online Customer, Pricing, and Credit Note Checks

Order Entry provides more online checking for customer credit ratings, allowing you to also include pending (unposted) amounts in Accounts Receivable, Order Entry, and other third-party applications. You change the credit check settings for pending transactions on the Processing tab of the A/R Options form.

You can set the credit limit balance for transactions in the individual customer records in A/R, and you can also set an overdue amount and number of days overdue in the A/R customer record.

You can have Order Entry check that item prices stay above a specified cost or margin, and have the program post a warning message or an error message or require approval before allowing the price to vary more than a specified amount. (Price checks are set on the Price Check tab of the Price List Codes form in Inventory Control.)

Order Entry can also trigger a warning or error condition if a credit note has previously been posted for an invoice. You can set Order Entries control over credit notes on the Processing tab of the O/E Options form.

## **Optional Fields in Finders**

Optional fields now appear in Finders for Order Entry records, so you can search for and select records using the entries in optional fields.

## Required Optional Fields without Default Values

In version 5.3 of Sage ERP Accpac, you had to specify a default value for any optional fields that were required in transaction forms or records. This is no longer the case. Note, however, that you must make an entry for all required fields before you can save records or post transactions.

## **Choosing Company Options**

You keep and update most company information using the Company Profile form in the Common Services folder. However, you can store the name of an order entry contact person or position, and enter the telephone and fax numbers you use in your Order Entry department on the Company tab of the O/E Options form.

This page also displays the name and address entered for the company in Common Services. To change the company name and address, use the Company Profile form in Common Services.

The O/E Options form contains the tabs listed below. For information about the options on a tab, click the name of the tab, then click the Field List button in the online Help that appears.

- Processing
- <u>Documents</u>

#### See also

Choosing Order Entry Options

## **Choosing Document Options**

## **Document Numbers**

Each quote, order, shipment, invoice, and credit note in Order Entry must have a unique number. You can specify quote, order, shipment, invoice, and credit note numbers when you enter transactions, or you can use the numbers generated automatically by the program.

You define the formats of document numbers assigned by Order Entry by specifying the length of the number, the prefix you want to use, and the number of the next document on the Documents tab in the O/E Options form. The next number is increased by 1 each time you post a new document.

- Use your present numbering scheme
- Maximum lengths of document numbers
- Entering your own document numbers with transactions

#### Order Entry lets you:

- Validate data input for optional fields
- Transfer optional field information to Accounts Receivable

#### See also

Choosing Order Entry Options

## **Entering Ship-Via Codes**

Ship-via codes identify the shipping methods or carriers you use to deliver goods to customers (for example, courier, air mail, parcel post).

Use the <u>Ship-Via Codes form</u> to add ship-via records for your system. For each shipping method, enter the name and address of the carrier and any pertinent comments.

You can select one of the ship-via codes when you enter an order. Order Entry then displays the ship-via description with the order information. If you do not select a ship-via code, you can still type the shipping method in the ship-via description field on the Customer tab of the Order Entry, Shipment Entry, and Invoice Entry forms.

Also, if you choose a ship-to location for a customer when entering an order (defined for the customer in Accounts Receivable), the program displays the ship-via information entered for that location in the description field.

If you use a default ship-via code in a customer record, or if you designate a primary ship-to location for a customer in Accounts Receivable, Order Entry displays the ship-via code from the customer record or the ship-to location by default when you enter an order for that customer.

Ship-via records are printed on the Ship-Via Codes report. You can edit ship-via records as needed.

#### See also

<u>Ship-Via Codes form</u> <u>Steps for Setting Up Order Entry</u>

## Calculating Backorder Quantities Automatically

Order Entry can automatically calculate a backorder — the difference between the quantity ordered and the quantity shipped — when you enter an item on an order or invoice. The resulting figure is displayed in the Quantity Backordered field in the Order Entry, Shipment Entry, and Invoice Entry forms.

Any amount ordered but not shipped is considered to be a backorder, whether you have the stock ready to send, or are out of it and waiting for new stock to arrive.

If an order is entered with the Calculate Backorder Quantity option turned off, the backorder quantities will not be calculated on the order and will be zero if you don't manually enter them. Thus, when you click the Ship All button in Shipment Entry, you will get no result since the shipment quantity is determined based on the backorder quantity.

## Selecting the option

To have the program automatically calculate and display the backorder quantity when you enter an item on an order, select the Calculate Backorder Quantities option on the Processing tab on the O/E Options form.

If you do not select this option, the program displays zeroes in the Quantity Backordered field, whether or not the quantity ordered is larger than the quantity shipped.

In either case, you can change the entry in the Backordered field. The option merely determines what appears initially in the field.

## **Reporting backordered quantities**

The program reports backordered quantities on the Order List. You can see the value of orders which have not been filled on the Order Action and Aged Orders reports.

When you reduce amounts in the Backordered field without reducing the amount ordered, or cancel an order that has quantities entered in the Backordered field, the amounts are reported as lost sales on the Sales Statistics report when the entire order is complete.

If you are unable to ship all items on an order, but do not wish the unshipped quantities reported as lost sales, you can edit the item lines to reduce the quantities ordered to match the quantities shipped.

## Specifying the Default Order Unit of Measure

The O/E Setup form lets you specify the order unit of measure that appears by default in Order Entry forms.

You can select either the stocking unit or the pricing unit as the default order unit of measure. (Stocking units and pricing units are defined for individual items in Inventory Control, and they may be different. For example, you may use "dozen" as the stocking unit for an item, but "each" as the pricing unit.)

The Order Unit Of Measure appears in the Order Entry, Shipment Entry, Invoice Entry, and Credit/Debit Note Entry forms. You can accept the Order Unit Of Measure displayed by default in these forms, or you can choose a different one using the Finder.

## **Editing Sales Statistics**

If you select the Allow Edit Of Statistics option in the O/E Options form, you can:

- •Enter or revise year-to-date or previous-year data for orders, invoices, and credit notes. (You might want to do this if you set up your Order Entry system part way through a fiscal year.)
- •Edit statistics from posted transactions. Normally, you do not need to revise statistics because they are updated automatically and accurately each time you run day-end processing.

You can turn the Allow Edit Of Statistics option on or off at any time.
#### Using a Default Template

Data entry templates allow you to speed up and simplify the order entry process by providing default settings which appear when you start a new order or credit note.

You can use one of the templates you set up as the default template for all new orders and credit notes. The default template should contain the settings you use most frequently for orders and credit notes. For more information about templates, see <u>Setting up templates</u>.

#### **Choosing Commission Options**

Order Entry can calculate commissions earned by salespersons using the data from invoices and credit notes. You can print this information on the <u>Salesperson Commissions</u> report.

Choose from options as follows if you want to calculate sales:

- •Specify whether to track commissions by sales or margin. If you choose sales, Order Entry calculates commissions as a percentage of the sales amount. If you choose margin, the calculation is based on the margin amount. You make this choice on the Processing tab in the O/E Options form in Order Entry.
- •Use the rates set for the item categories in Inventory Control or use the commission rates set for the salespeople in Accounts Receivable. This is not a choice on the Options form. Order Entry uses the rate specified in the item category record in Inventory Control *unless the rate is 0.00* — in which case, it will use the salesperson's rates defined in Accounts Receivable.

#### Setting up commissions

You must set up your system as follows to calculate commissions on sales of inventory items:

- •Select the Track Commissions option on the Processing tab of the O/E Options form. You must also specify the method for calculating commissions (Sales or Margin).
- •In Accounts Receivable, select the Paid Commissions option on the Salespersons form for each salesperson who is paid commissions.
- •Select the Allow Commissions option for each item category that accrues commission (in the Categories form in Inventory Control).
- •See the Inventory Control help for instructions for entering commission rates for categories.
- •Assign commission percentages to the item categories in Inventory Control and/or to the salesperson (in the Salesperson form) in Accounts Receivable.

### Assigning commission rates to categories

Each item category in Inventory Control can have a single commission rate. If you want to use a different rate, you can change the category for any item when you add it to an order.

#### Assigning salesperson commission rates

If you use the commission rate structure defined in Accounts Receivable, you can use up to five rates for each salesperson, with each rate applying to a different range of sales amounts (such as to the first \$5,000, the next \$5,000, and so on).

#### See also

Calculating commissions

### **Quote Expiration Date**

This field appears if you select Quote as the order type. Type the date on which the quote expires. Order Entry displays a default expiration date based on the number of days you specified on the O/E Options form.

**Note:** If you do not change the quote to an order before the expiration date, Order Entry automatically removes the quote when you run Day End Processing. If you selected the option to Clear Expired Quotes and specified a number of days on the O/E Options form, Order Entry deletes the expired quote from the system the next time you run Day End Processing after the specified delay. If you do not select this option, expired quotes will not be deleted.

### **Clear Expired Quotes**

Select this option if you want to specify a number of days after which expired quotes will be deleted from the system. Order Entry deletes expired quotes from the system when you run Day End Processing.

If you do not select this option, expired quotes will not be deleted.

#### **Allow Non-Existent Customers**

If you select this option, you can post orders for customers for whom you have not set up a record in Accounts Receivable.

**Note:** Selecting this option will not enable you to ship an order for a nonexistent customer if you have activated Sage ERP Accpac integration with SageCRM and the order is linked to a SageCRM opportunity. Before you can ship an order that is linked to a SageCRM opportunity, you must open SageCRM and promote the customer to Accounts Receivable.

If you do not select the option, Order Entry prevents you from entering an order, a shipment, or an invoice for a customer for whom no record exists in Accounts Receivable.

Regardless of your choice, you will not be able to post an invoice in Accounts Receivable until you add the customer to your Accounts Receivable system.

**Note:** We suggest that you do not use this option in a multicurrency system, especially if the reporting currencies for customer tax groups do not match your customers' currencies.

#### Aging of Orders

Order Entry supplies default aging periods for grouping outstanding orders on the Aged Orders report.

Orders are aged into four periods, a current period and three aging periods. For example, you can set the aging periods to 7, 14, and 21 days to see how many orders are filled within one, two, three, or more weeks of the current period.

#### **Changing the default settings**

To change the default aging settings, type over the numbers on the Processing tab on the O/E Options form.

When you are ready to print the Aged Orders report, you can change the periods without changing the default settings. The program compares the Aged As Of date on the report to the order date, to determine the aging category to which the order belongs.

### **Order Types**

The type of order you are entering determines how the order is processed.

Active Orders. An active order is an order that you expect to fill in a normal period of time. An active order may also contain items on backorder, or be on hold. If the order is not on hold, you can post and print an invoice for shipped goods.

Future Orders. A future order is an order to be filled on the future date you specify. When you run Day End Processing on that date, the order is automatically activated and posted.

<u>Standing Orders</u>. A standing order is an order that is filled regularly for the same customer, or for different customers.

Quotes. A quote is an order with an expiration date. When you run Day End Processing on that date, the quote is removed from the system. If a quote is accepted by the customer before the expiration date, you can change the order type to Active to save you re-entering the order details.

#### **Optional Entries for Templates**

In a template, you can choose whether to enter a default FOB point, location, description, reference, comment, ship-via code, price list, territory, and terms. You can change any of these entries for individual orders.

- •FOB point An FOB (free on board) point is the location at which the customer begins paying freight charges on the order. The order is shipped as far as the FOB point at no cost to the customer.
- •Location Location identifies the warehouse or other place from which inventory items are usually shipped to fill the order. Location codes are defined in Inventory Control.
- •Description, Reference, and Comment The information you type in these fields applies to the entire order. You can print this information on order confirmations, picking slips, and invoices.
- •Price list Price lists allow you to vary your basic item prices. For example, you can set up price lists that calculate sale prices, give volume discounts, or assign different regional prices for items. Price list codes are defined in Inventory Control.
- •**Tax group** Tax groups are always overridden by the tax group specified in the customer record. This tax group will only be used for an order or shipment if you have not yet added the customer record.

#### See also

Setting Up Templates

#### **E-mail Message Symbols**

You can use the following symbols (variable names) in e-mail messages that you create to send with e-mailed documents. When you e-mail a quote, order, invoice, or credit note, the program substitutes the information from your database for each customer.

#### **Order Confirmation (OE1200)**

**\$CUSTOMER NUMBER \$CUSTOMER NAME \$CUSTOMER CONTACT \$COMPANY NAME \$COMPANY CONTACT \$COMPANY PHONE \$COMPANY FAX \$ORDER NUMBER \$ORDER DATE \$ORDER AMOUNT \$ORDER DESCRIPTION \$ORDER REFERENCE \$PO NUMBER** \$EXPECTED SHIP DATE **\$SHIP VIA DESCRIPTION** \$SHIP\_VIA

#### Invoices (OE1400)

\$CUSTOMER\_NUMBER \$CUSTOMER\_NAME \$CUSTOMER\_CONTACT \$COMPANY\_NAME \$COMPANY\_CONTACT \$COMPANY\_PHONE \$COMPANY\_FAX \$ORDER\_NUMBER \$INVOICE\_NUMBER \$ORDER\_DATE \$INVOICE\_DATE \$INVOICE\_AMOUNT \$DESCRIPTION
\$REFERENCE
\$PO\_NUMBER
\$ACTUAL\_SHIP\_DATE
\$SHIP\_VIA\_DESCRIPTION
\$SHIP\_VIA

#### Credit Notes (OE1700)

**\$CUSTOMER NUMBER** \$CUSTOMER NAME \$CUSTOMER CONTACT **\$COMPANY NAME \$COMPANY CONTACT \$COMPANY PHONE \$COMPANY FAX \$INVOICE NUMBER \$CREDIT NOTE NUMBER \$INVOICE DATE \$CREDIT NOTE DATE \$CREDIT NOTE AMOUNT \$DESCRIPTION \$REFERENCE \$PO NUMBER** \$ACTUAL RETURN DATE

#### Quotes (OE2000)

\$CUSTOMER\_NUMBER \$CUSTOMER\_NAME \$CUSTOMER\_CONTACT \$COMPANY\_NAME \$COMPANY\_CONTACT \$COMPANY\_PHONE \$COMPANY\_FAX \$ORDER\_NUMBER \$ORDER\_DATE \$EXPIRATION\_DATE \$ORDER\_AMOUNT \$ORDER\_DESCRIPTION \$ORDER\_REFERENCE
\$PO\_NUMBER
\$EXPECTED\_SHIP\_DATE
\$SHIP\_VIA\_DESCRIPTION

\$SHIP\_VIA

### **Customer Number**

If you select a customer number from Accounts Receivable, Order Entry displays the customer type, price list, territory, tax group, terms, and salesperson split from the customer record. In multicurrency ledgers, it also displays the customer's currency.

**On-hold customer.** If the customer account is on hold in Accounts Receivable, a message warns you that the order will be placed on hold. You need to remove the hold in Accounts Receivable before you can ship goods and produce the invoice in Order Entry.

**Inactive customer or account set.** If the customer account or account set is inactive, you cannot enter an order for the customer.

#### Adding a customer

If you want to add a new customer, you can do it in one of two ways:

- •Adding a new customer record in Accounts Receivable. You can type the customer number and click the New button, then enter the customer information "on the fly" in Accounts Receivable before returning to Order Entry to finish entering the order.
- •Adding only a customer number and name in Order Entry. You can also type a customer number and name in Order Entry, and enter the remaining customer information later in Accounts Receivable.

#### **Posting Orders**

After you have finished entering all the details for an order, you post the order.

#### **Exceeding a Credit Limit**

If the order will put the customer account over its credit limit, the program displays a warning message and the following customer information:

- Credit limit
- •Outstanding Accounts Receivable balance
- Order amount
- •Last invoice amount and date
- •Last payment amount and date

### **Approving Credit**

If you are using security, someone authorized to approve credit must enter their user ID and password before you can continue invoicing.

If you are not authorized to override the credit limit, or if you want to put the order on hold for later invoicing, select On Hold. If the order is on hold, you can post the order, but you cannot produce an invoice for it until you remove the On Hold designation.

#### **Posting Orders To Non-existent Customers**

If this option is turned on, Order Entry allows you to post orders and invoices to non-existent customers.

If the option is turned off, Order Entry prohibits the entry of the order or invoice.

#### Posting an Order without Creating an Invoice

•The quantity ordered and the quantity backordered are updated for each item. (The quantity ordered but unshipped appears as the Backordered quantity if you select the Calculate Backorder Quantities option.)

- •The quantity on sales order (in Inventory Control) is increased for each item on the order.
- •You can print an order confirmation and picking slips, as described in the next section. (You can print the order confirmation immediately after posting the order.)

### Posting an Order and Creating an Invoice

- •The quantity on hand (in Inventory Control) is reduced for each item that is shipped from the order.
- •The status of a line item is changed to Completed in the Order Entry form if the ordered quantity has been:
- Fully shipped and invoiced, or
- Partially shipped and invoiced, and you have set the backorder quantity to zero. The amount shown on order becomes a lost sale.
- •The quantity ordered, the quantity backordered, and the quantity shipped to date are updated for the order (if you display it on the Order Entry form or print it on the Order List). Order Entry calculates the backordered quantity only if you select the Calculate Backorder Quantities option.
- •You can print an invoice immediately after posting the order.

#### Additional Tasks During Posting or Day End Processing

Depending on when you cost inventory in I/C, posting may also:

- •Update item costs in Inventory Control.
- •Update sales statistics.
- •Create audit records or general ledger transactions.

If you cost inventory at day end, you must run <u>Day End Processing</u> in Inventory Control to do the above tasks.

#### See also

Posting invoices Posting Shipments Verifying order totals

#### Verifying Shipment Totals

Use the Totals tab on the Shipment Entry form to verify totals (including prepayment, tax, and discount information).

The shipment information that appears on the Totals tab includes:

- •Estimated weight for the total order or shipment (using the unit weight for items in Inventory Control).
- •Number of detail lines on the shipment.
- •Subtotals of all items and miscellaneous charges on the order, shipment, or invoice.
- •Amount due, calculated as follows:
  - Shipment subtotal (shipped items + misc. charges)
  - Shipment discount
  - + (Tax (if it is not included in item prices or charges)

If item prices include taxes, Order Entry displays the tax amounts. It does not affect the calculation of the total.

If you need to edit the customer's tax classes, you can do so on the Taxes tab. If you need to edit payment terms, use the Customer tab. For instructions, see <u>Change tax information</u> and <u>Change payment terms</u>.

You can enter the following information on the Totals tab:

- •Indicate whether to create an invoice when you post the shipment. If you select the option, you can enter an invoice number, or, if you use automatic numbering, the program assigns the next sequential invoice number when you post the invoice.
- •Number of shipping labels for the shipment. This number controls the number of labels you can print when you print shipping labels for a range of shipments. For example, if you need five labels to ship the ordered items, specify "5" in this field.
- •Whether shipping discounts also apply to miscellaneous charges (in addition to shipped items).

- •Shpping discount percentage or fixed amount. This is a discount for a volume purchase, for example, and not an early payment discount. If you enter a discount, it is prorated to all the items on the shipment. If you discount miscellaneous charges as well, the discount is also prorated for the miscellaneous charges.
- •Any comment, using up to 250 characters, that you wish to include on the shipment.

#### See also

Posting invoices Verifying order totals Verifying invoice Totals

### Quotes

Quotes do not affect quantities on sales orders until you make them active.

**Changing quotes to orders.** When you enter a quote, you enter the date on which the quote expires. Order Entry displays a default expiration date based on the number of days you specified on the O/E Options form.

To change the quote to an order, call up the quote by its order number, change the order type to Active, edit the detail information as required, check tax statuses and order totals, and then post the order.

**Note:** If you do not change the quote to an order before the expiration date, Order Entry automatically removes the quote when you run Day End Processing. If you selected the option to Clear Expired Quotes and specified a number of days on the O/E Options form, Order Entry deletes the expired quote from the system the next time you run Day End Processing after the specified delay. If you do not select the option to Clear Expired Quotes, expired quotes will not be deleted.

**Reusing quotes.** To reuse a quote that you have previously converted to an order, add a new order for the customer using the Create Order From Multiple Quotes option.

#### Allow Serial and Lot Number Allocation for Quantity Ordered

Before you start

## To display the Serial/Lot Numbers Allocation and Generation forms from the Qty Ordered field:

- 1.Open Inventory Control > I/C Setup > Options.
- 2.On the Serials tab, select Use The Qty Ordered Field In OE For The Allocation Of Serial Numbers.
- 3.On the Lots tab, select Use The Qty Ordered Field In OE For The Allocation Of Lot Numbers.

4.Click Save.

E Related topics

### Ship All button

Click the Ship All button to ship all of the quantities listed as backordered.

Note that the Ship All button uses the Backorder Quantities to determine the number to enter in the Quantity Shipped fields. This means that the Ship All button will not work properly if you do not enter backordered amounts or use the option to calculate backordered quantities automatically.

### **Discount Percentage**

You can specify a separate discount percentage or amount for each detail on an order, shipment, invoice, credit note, or debit note.

If you override the discount percentage in the amount field, Order Entry displays an asterisk beside the field in the popup detail entry form to show that the amount was overridden.

You can still enter a discount for the whole document, if you like. Order Entry displays the discount amount for the transaction details, as well as the discount for the whole document, on the Totals tab summary.

### **Shipment Number**

Order Entry displays the shipment number for each detail, indicating the source of the detail, if you are invoicing more than one shipment.

You can click the drilldown button to view all the details for the shipment.

#### Item/Taxes Form Field List (Order)

Amount (Misc. Charge) Backordered quantity (B/O) Category Comments/Instructions Completed Customer Item Number Description Discount % Discount Amount

Discounted Ext. Amount (display only) Expected Ship Date Extended Weight

Extended Price (display only) Item Number Line Type (item or miscellaneous charge) Location

Miscellaneous Charge Code Optional Fields

Original Order (display only)

#### Order Total (display only)

Price Approval Price By Price List Pricing UOM **Quantity Committed Quantity Ordered Quantity Shipped** Shipped To Date (V drill down) Ship Via Tracking Number Unit Cost Unit Order of Measure (UOM) Unit Price **Unit Weight** UOM (unit of measure) Weight UOM (unit of measure)

#### Tax grid

Tax Authority and Description Tax Amount Tax Base Tax Class and Class Description Tax Included

### **Calculate Tax**

Order Entry lets you specify on individual orders and invoices whether taxes should be calculated automatically by Order Entry or entered manually.

If you want the program to calculate tax automatically for the order/invoice, select the Calculate Tax option.

If you want to enter tax amounts manually, do not select this option.

If the order is job-related and you select the Project Invoicing option, you cannot enter taxes manually. The Calculate Tax option is automatically selected, and you cannot change it.

### Customer Bill-To Address Field List (Orders)

Click the following links for information about fields in this form.

Address Bill-To Name Contact Customer Number (display only) E-mail/Contact E-mail Phone Number and Fax Number

### Customer Ship-To Address Field List

Address Contact Information Customer Number (display only) Phone Number, Fax Number, and E-mail Address Ship-To Location (display only) Ship-To Name

#### Pre-authorization Form Field List

Click the following links for information about fields on this form.

Amount Due Bank Code Currency Order Total Payment Code Pre-authorization Amount Processing Code

# Customer Bill-To Address Field List (Credit/Debit Notes)

Click the following links for information about fields in this form.

Address Bill-To Name Contact Information Customer Number (display only) Phone Number, Fax Number, and E-mail Address

#### Credit/Debit Notes Items/Taxes Form

You can use this form to enter information for individual details on the credit note or debit note. The form displays all the information for a detail in separate window, so that you don't have to use the scroll bar.

The Items/Taxes form also lets you change tax classes and tax statuses for a detail, if the authority permits it.

**To open or close the Items/Taxes form**, select a detail on the Credit Note tab, then press F9 or click the Item/Tax button.

Click these buttons for more help:



#### To add or edit details on the Items/Taxes form

- 1. To start a new detail line, click the New button next to the Line Number field. To open an existing detail for editing, type its line number or use the navigation buttons beside the Line Number field to display the line you want.
- 2. Type the information or changes for the detail, then click Add or Save.

#### To delete details on the Items/Taxes form

1. To open an existing detail you want to delete, type its line number or use the navigation buttons beside the Line Number field to display the detail you want to edit.

2.Click Delete.

#### See also

Credit/Debit Note Entry - overview

### Zoom 🗸 or 🖭

Click the Zoom button ( ) or press F9 to open a detail form associated with particular data entry fields, such as customer bill-to and ship-to addresses, and item serial numbers or shipping instructions.

The detail form that opens allows you to view or edit existing details or add new details. You then click the F9 key to close the detail form.

When you're in a detail form that also has a Zoom button beside a field, you must press Shift + F9 to see another detail form specifically for that field; if you simply press F9 again, the detail form closes. (This function is referred to as Detail Zoom; you again press Shift + F9 to close the second detail form.)

### **History button**

Click the History button in the Order Entry, Shipment Entry, Credit Note/Debit Note Entry, and Invoice Entry forms to check the sales history for an item or a customer while entering an order or invoice.

### Qty. (Quantity) Shipped

This is the quantity of goods that you are shipping for this detail line.

If you calculate backorders automatically, the program will change the backordered quantity when you enter a quantity shipped.

If you click the Ship All button, the program will entered the backordered quantity in this field.

You can change the quantity shipped until you have fully invoiced the shipped quantities for the shipment detail.

If you use Serialized Inventory and Lot Tracking, when you enter a quantity shipped for a serialized or lotted item, and then leave the Qty. Shipped field, the Serial/Lot Numbers Allocation form appears. You use the form to allocate or edit serial numbers and/or lot numbers for the item detail. You must fully allocate serial and lot numbers before you can save the detail.

#### **Prepayments Field List**

Amount Due Bank Code Bank Currency (display only - multicurrency ledgers) Bank Rate (multicurrency ledgers only) Batch Date Batch Number Check/Receipt Number Currency (multicurrency ledgers only) Deposit Number Deposit Slip Printed (display only) Description Discount Available (display only) Jobs button Order Total Payment Code **Processing Code** Rate Date (multicurrency ledgers only) Rate Type (multicurrency ledgers only) Receipt Amount Receipt Date Shipment Total

### Customer Bill-To Address Field List (Shipments)

Click the following links for information about fields in this form.

Address Bill-To Name Contact Customer Number (display only) E-mail/Contact E-mail Phone Number and Fax Number
## Customer Ship-To Address Field List

Address Contact Information Customer Number (display only) Phone Number, Fax Number, and E-mail Ship-To Location (display only) Ship-To Name

### Item/Taxes Form Field List (Shipment)

Amount (Misc. Charge) **B/O (Quantity Backordered)** Category Comments/Instructions **Completes Order (detail)** Customer Item No. **Description** Disc. Amt. (Discount Amount) Discount % **Discounted Ext. Amount** Exp. Ship Date Extended Price Extended Weight Item Number Line Type (item or miscellaneous charge) Location **Optional Fields** Order Number Price Approval ( - beside Unit Price) Price List **Oty. B/O (Quantity Backordered) Oty. Committed** Qty. On Order **Oty.** Shipped Ship Date <u>Ship Via</u> Shipped To Date Tracking No. Unit Cost Unit Order of Measure (UOM) Unit Price Unit Weight UOM (Unit Order of Measure) Weight UOM (unit of measure)

#### Tax grid

You can change the tax class for individual details, and you can enter the tax base and tax amounts if you do not select the Calculate Tax option on the Shipment tab.

Tax Authority Tax Amount Tax Base Tax Class and Class Description Tax Included

#### Item location status for the current detail

This region displays item quantities for the current line item — for the selected shipping location and for all locations.

Quantity On Hand Quantity On Purchase Order Quantity On Sales Order

## **Calculate Tax**

Order Entry lets you specify on individual shipments whether taxes should be calculated automatically by Order Entry or entered manually.

If you want the program to calculate tax automatically for the invoice, select the Calculate Tax option.

If you do not select the Calculate Tax check box:

- •You can enter tax amounts for the tax authorities listed for the shipment.
- •Order Entry displays a Distribute Taxes button.

Click the Distribute Taxes button to prorate the tax that you enter manually on the Taxes tab to the document details.

**Note:** You cannot prorate a tax amount to an authority that uses an exempt tax class.

If the shipment is job-related and you select the Project Invoicing option, all tax calculation is automatic. You cannot change the Calculate Tax option.

## Shipped to Date

The quantity shipped from the shipment document appears as the default in this field (found in the Item/Tax form).

You cannot change the quantity shipped on the invoice.

## **Calculate Tax Reporting**

The Calculate Tax Reporting checkbox appears only if a tax authority for the transaction has a tax reporting currency that is different from the source or functional currency.

Select this option if you want the program to automatically calculate tax reporting amounts for the invoice.

You can edit the tax reporting amount if you leave the option unselected.

The default for this checkbox is set by the Calculate Tax Reporting Amounts Automatically option in the O/E Options form.

Sage ERP Accpac calculates the amount in the tax reporting currency by applying the exchange rate between the source currency and the tax reporting currency.

## Value Set

The Value Set column shows whether a blank optional field currently has a value. (By looking at the field, you cannot know otherwise whether the field has a default value which is blank, or no value at all.)

The Value Set field will change from No to Yes if you make an entry in the Value field.

## **Customer Payment Schedule**

Payment terms can be as simple as a due date and a discount date and rate, or they can include payment schedules to allow for several installment payments.

Payment schedules appear on the Customer tab of the Invoice Entry form when you use a terms code that has been set up to use a multiple payment schedule.

All payment terms are defined in Accounts Receivable, but you can change the terms for an order or an invoice on the Customer tab of the Invoice Entry form.

# Customer Bill-To Address Field List (Invoices)

Click the following links for information about fields in this form.

Address Bill-To Name Contact Information Customer Number (display only) E-mail/Contact E-mail Phone Number and Fax Number

## Customer Ship-To Address Field List

Address Contact Information Customer Number (display only) Phone Number, Fax Number, and E-mail Address Ship-To Location (display only) Ship-To Name

### Item/Taxes Form Field List (Invoice)

Amount (Misc. Charge) Category **Comments/Instructions** Customer Item No. **Description** Disc. Amt. (Discount Amount) **Discountable** Discount % Discounted Ext. Amount (display only) Ext. (Extended) Price Ext. (Extended) Weight Item Number (display only) Line Number Line Type (item or miscellaneous charge) Location Miscellaneous Charge **Optional Fields** Price Approval ( beside Unit Price) Price By Price List Pricing UOM Qty. Available **Oty. B/O (Quantity Backordered) Qty. Committed Oty. Invoiced Qty. on Hand** Qty. on Purchase Order Qty. on Sales Order Qty. on Order (customer order) Ship Date Shipment No. Shipped To Date Ship Via Tracking Number Unit Order of Measure (UOM) Unit Price Unit Weight Weight UOM

#### Tax grid

Tax Authority Tax Amount Tax Base Tax Class and Class Description Tax Included

## **Calculate Tax**

Order Entry lets you specify on individual invoices whether taxes should be calculated automatically by Order Entry or entered manually.

If want the program to calculate tax automatically for the invoice, select the Calculate Tax option.

If you want to enter tax amounts manually, do not select this option.

### **Posting Shipments**

After you have finished entering all the details for a shipment, you can post it.

Note the following:

**Posting updates quantities** — when you post a shipment in Order Entry, the quantities on sales order and on hand in Inventory Control are immediately reduced for the items on the shipment.

Depending on the costing options that you choose in the Inventory Control program, posting may also update inventory costing information.

Posting, however, does not immediately update accounting or statistical information.

**Shipment date** — the shipment date is the date on which you ship the order. You enter it in the Shipment Date field on the Shipment tab. The shipment date is used to calculate the average days between shipments on the Item Status report in Inventory Control.

**Posting Date** — the posting date is the transaction date used by Day End Processing in Inventory Control when it creates journal entries for the general ledger. The posting date determines the fiscal year and period to which transactions are posted in the G/L.

#### See also

Posting orders Posting invoices Verifying invoice totals

# Invoice or Credit/Debit Note Currency (customer and functional)

Displays the value of the invoice, credit note, or debit note in the customer's currency and the company's functional currency.

# Periods for Accumulating Sales History and Sales Statistics

If you keep sales history and statistics, you must decide how you want to group the data. In Order Entry, you can accumulate data:

- •By fiscal year or by calendar year.
- •Using almost any reporting period.

**Note:** In the Small Business Edition, you can only accumulate statistics by fiscal year and period.

**Fiscal year or calendar year** — Use the Accumulate By option to specify the dates to include in each period. You can choose whether to use calendar dates or fiscal year dates. If you keep sales statistics by calendar year, the first period begins with January 1. If you keep statistics by fiscal year, the first period begins on the first date in your company's fiscal year.

**Period length** — Use the Period Type option to choose the periods by which sales history and statistics are totaled and reported. You can display statistical totals by seven-day periods, weekly, bi-weekly, four-week periods, monthly, bi-monthly (two months at a time), quarterly, semi-annually, or the periods in your company's fiscal calendar.

Weekly periods run from Sunday to Saturday. This means that the first and last periods in a year will likely be short ones (because your year may not start at the beginning of the week).

**Changing the method of reporting history and statistics** — You can change the type of year and period by which Order Entry reports sales history and sales statistics, but such changes can distort the figures in past periods.

If you need to change the type of year or period by which Order Entry reports sales history or statistics, you will find it easier to do so after yearend. However, if you do change the reporting period during the year, you can edit the statistics for the earlier periods in the year to correct distortions.

### **Batches Created in Accounts Receivable**

The Accounts Receivable batch of invoices and credit notes created from posted Order Entry transactions contain summary details only.

To print the batch, use the Accounts Receivable Invoice Batch Listing form. The batch date is the Posting or Day End Processing date, the batch description is O/E Invoices/Credit Notes, the batch type is Imported, the batch status is Ready To Post, and the detail type is Summary.

If you selected the Accounts Receivable option to Allow Edit Of Imported Batches, you can open and edit the batch (other than customer number, document type, and document number) before you post it.

Order Entry also provides an option to automatically Post A/R Batches during posting or Day End Processing (depending on when you cost inventory in I/C) or when you choose, using the Create Batch icon in Order Entry. (You can also post the batch in the Accounts Receivable program.)

When you post the invoice batch, Accounts Receivable makes sure there are no duplicate invoice or credit note numbers. If duplicate numbers exist, they are placed in an error batch.

## Add customers before posting

You can add orders and credit notes for customers in Order Entry, before you add the customer records to Accounts Receivable. Note, however, that you cannot post the invoices in Accounts Receivable until you add the customers.

Also, if you add these customers later, make sure you use the same customer number that you used on the order or credit note.

## Year and Period

When you view sales history for a customer number, these fields display the year (fiscal or calendar) and period in which the customer purchased items from your company. (Information is displayed by the type of year and period you specify on the Options form for the Keep Sales History option.)

When you view sales history for an item number, these fields display the year and period in which customers purchased the item.

## **Calculating Commissions**

Order Entry calculates commission amounts on invoices and credit notes during Day End Processing, and adds them to the commissions already accumulated for salespeople.

To calculate the commission, Order Entry checks:

- •That the salesperson earns commissions.
- •That the item is commissionable.
- •Whether the item's category has a rate. If not, Order Entry uses the salesperson's rates.
- •Whether the commission is paid on the sales amount or the margin.

Commissions are earned on invoiced sales amounts or on margin amounts. If commissions are calculated on margin, the program uses cost figures in Inventory Control to determine the commission earned.

**Commission periods.** Order Entry accumulates commission information until you clear the Salesperson Commission Report. In other words, the commission period is the length of time between clearing reports. The last report you print before clearing data (using the Clear History form) contains the commission amounts due salespeople for the period.

**Turning off commission tracking.** You can turn the Track Commissions option on or off at any time. If you turn off the option after you have used it, Order Entry immediately stops calculating sales commissions, although it retains those already collected until you clear them using the Clear History form.

If you turn on the option again, there will be a gap in the collected information corresponding to the period when the option was not used.

#### See also

Choosing commission options

## **Qty. B/O (Quantity Backordered)**

In the zoomed form, this field is called "B/O."

Enter the quantity backordered (if the program does not automatically calculate the quantity and you are not shipping the entire order) or leave the field showing zero, if you do not use backorder quantities.

If you select the Calculate Backorder Quantities option, the program automatically calculates the Backordered amount (if the customer record in Accounts Receivable allows backordered quantities).

Each time you enter a shipped amount, the backordered quantity is reduced. When the backordered amount is zero, the item is considered to be fully shipped. To cancel unshipped quantities of an order, change the Backordered entry to zero.

## Category

The program displays the category assigned to the item record in Inventory Control. You can select a different category for the detail line from the list displayed by the Finder.

## **Comments/Instructions**

You can print comments and instructions on order confirmations, picking slips, invoices, and credit notes.

## To add comments to an order

- 1.Click the Totals tab
- 2. Enter comments in the Comment field
- 3. Click Post to save.

# To add comments or instructions to a detail on the detail-entry grid

- 1.On the Order tab, click the detail line.
- 2.Click the zoom button ( ) in the Comments column header to open the Comments/Instructions popup form (or (or click in the column, and then press Control + Shift F9).
- 3. Select Comment or Instruction in the Type field.
- 4. Type the comment or instruction, using up to 250 characters per line. Press Tab or Enter to start new lines.

# To add comments or instructions to a detail using the Items/Taxes form

- 1.With the detail selected in the Items/Taxes form, click the zoom button( ) in the Comments/Instructions field.
- 2. Select Comment or Instruction in the Type field.
- 3. Type the comment or instruction, using up to 250 characters per line. Press Tab or Enter to start new lines.

## **Description (item or charge)**

The program displays the description from the item price list or miscellaneous-charge record for the item number or miscellaneous charge code you specified. This description appears on printed order confirmations, picking slips, and invoices.

You can type a new description for an individual order, if you wish.

In a multicurrency system, the program will display the description from the item record if the price list does not include a price in the customer's currency.

## **Discount Amount**

You can specify a discount percentage or amount for each detail on an order, shipment, invoice, credit note, or debit note.

If you override the discount percentage in the amount field, Order Entry displays an asterisk beside the field in the popup detail entry form to show that the amount was overridden.

You can still enter a discount for the whole document, if you like. Order Entry displays the discount amount for the transaction details, as well as the discount for the whole document, on the Totals tab summary.

## **Disc. Ext Price (display only)**

This field displays the amount for the detail after the discount is applied.

## **Expected Ship Date (item)**

If necessary, type the date you expect to ship the items ordered on the detail line.

The program displays the date you typed in the Expected Ship Date field on the first tab of the Order Entry, Shipment Entry, or Copy Orders form (depending on the type of document you are entering).

## **Extended Weight**

The quantity shipped multiplied by the unit weight entered for the item in Inventory Control.

You can edit the item weight and the extended on the order, if necessary.

You may want to use the extended weight for determining the postage, shipping, or other charges.

Order Entry converts the extended weight for each line to the order weight UOM, and puts the estimated weight for the entire order on the Totals tab.

## **Extended Price**

Type the extended price for the detail line, if you wish. The program automatically calculates the extended price when you enter an order quantity. To calculate the extended price, the program divides the unit price by the pricing unit of measure conversion factor, and then multiplies the result by the order unit of measure conversion factor and the quantity ordered.

If you override the extended price calculated by the program, an asterisk appears beside it in the "zoomed" detail entry form and also appears beside the item on the Invoice List.

If you change the extended price, the program does not recalculate the unit price.

## Location (for item)

If necessary, type the code for the physical location from which you will ship the items ordered on the detail line, or use the Finder to select the location. (The program displays an error message if you specify a logical inventory location instead of a physical location. Logical locations are used mainly for transferring goods between physical locations in the Inventory Control program.)

The program displays the location code specified in the order header as the default, but you can change the location for individual details.

You can use the Location Finder on a selected detail line to display quantities for other locations.

**Note:** You cannot change the location for a serialized or lotted item after you enter a quantity in the Quantity Ordered field.

## Misc. (Miscellaneous) Charge Code

Type the code for the miscellaneous charge or choose it from the Finder.

Once you add the detail line, you cannot change its miscellaneouscharge code.

## **Original Order (display only)**

Displays the quantity specified when the detail line was first entered and posted. This number does not change even if you change the ordered quantity for the detail.

## **Order Total**

To calculate the total value of a detail line, the program divides the unit price by the pricing unit of measure conversion factor, then multiplies the result by the order unit of measure conversion factor and the quantity ordered.

The total value of a detail line is not the value of the quantity shipped. The cost of the shipment (which will appear on the invoice) is calculated in the Extended Price column.

## **Quantity Committed**

Order Entry lets you specify an inventory quantity that is committed to a particular order. When it is time to ship the order, the quantity is guaranteed to be available, unless you allow negative inventory quantities.

If a quantity is already committed to an order, you can ship another order for the same items only if there is a sufficient quantity in inventory in addition to the committed quantity.

# **Quantity Ordered**

For each item detail, type the number of units of the item the customer is ordering.

Make sure the number of units is consistent with the unit of measure you chose for the detail.

If the item is serialized or lotted and if Inventory Control allows you to allocate serial numbers or lot numbers to order quantities, a separate Serial/Lot Numbers Allocation form appears after you enter the quantity ordered and leave the field. You use the form to allocate serial numbers or lot numbers for the quantity of items ordered.
# Qty. (Quantity) Shipped

If applicable, type the quantity shipped or to be shipped on an active order.

If the item is serialized or lotted and you did not allocate serial numbers or lot numbers to the quantity ordered, a separate Serial/Lot Numbers Allocation form appears after you enter the quantity shipped and leave the field. You use the form to allocate serial numbers or lot numbers for the quantity of items ordered.

If Inventory Control uses the option to allocate serial or lot numbers using the Qty. Ordered field, you can ship only the serial and lot numbers already allocated from the Qty. Ordered field. (In this case, the Serial/Lot Numbers Allocation form does not let you allocate numbers using the Qty. Shipped field.)

# Shipped To Date (drill down)

The field displays the number of item units that have been posted for the detail line.

Click the drilldown button to display shipment and invoice information for the detail line, and to drill down to the shipment and invoice transactions.

# Ship Via (detail)

Order Entry lets you specify a separate ship via method for each detail on an order, shipment, or invoice.

This feature lets you group on one picking slip items that will be shipped together.

# **Tracking Number (detail)**

Order entry lets you enter a separate tracking number (waybill number) for each detail, so that you can keep track of shipments that use different carriers or that were shipped at different times.

# **Order UOM (unit of measure)**

This is the unit of measure in which you are shipping item quantities for the detail. The program displays the default order unit of measure specified on the Processing tab on the Options form.

The default order unit of measure may be either the stocking unit or the pricing unit. Stocking units and pricing units are defined for individual items in Inventory Control, and they may be different. For example, you may use "dozen" as the stocking unit for an item, but "each" as the pricing unit.

In Sage ERP Accpac 500, you can define multiple pricing units of order. If the Order UOM does not match a defined pricing UOM, Order Entry uses the default pricing unit of measure set in the Item Pricing form in Inventory Control.

You can change the Order Unit Of Measure by typing the name or choosing it from the Finder. You must specify a unit of measure that is assigned to the item record in Inventory Control.

Make sure the number of units you specify for the detail is expressed in the unit of measure you choose.

#### **Job-Related Orders and Shipments**

If you are entering job-related orders or shipments where:

•The Default Order UOM = Pricing Unit (set in the O/E Options form).

and

•The Default Billing Rate = Billing Rate (set for the project in the Project and Job Costing program).

Order Entry defaults the unit of measure from the current price list, and then re-calculates the unit price based on the billing rate specified in PJC Contract Maintenance.

Note that you can use different units of measure in the Inventory Control Price List and in Contract Maintenance.

# **Unit Price**

You can change this field only if you have Unit Price Override security authorization.

If necessary, type the price for the item, per pricing unit.

The program displays the lowest price for which the customer is eligible. It can be the base price, a sale price for a specified time period, or the price for the customer's price level or quantity purchased, based on a discount or markup. If the lowest price is a negative amount, it is displayed as zeroes.

No price is displayed if the item is not on the price list you specified for the detail.

If you set up contract pricing for a customer in Inventory Control, Order Entry uses that information to calculate prices for items affected by the customer's pricing contract, and it displays the contract price by default in the Unit Price Finder.

If you do not set up contract pricing for a customer, Order Entry calculates prices based on the customer type and the price lists you set up in Inventory Control.

You can use the Finder to select another price from the item price list in Inventory Control. You can also override the unit price.

Also note that the Finder for the Unit Price field is not available if the price list that you selected is not currently in effect. (In other words, the Finder does not appear if the document date is not between the Price List Starts date and the Price List Ends date specified in the I/C Item Pricing form for the item, currency, and price list code.)

If the price list is not in effect, the Unit Price field displays 0.000000 by default.

## **Order Weight Unit of Measure**

This is the unit of measure for weighing this item on the order.

Depending on your settings in O/E Options, the program displays either the item weight unit (from the item record) or the pricing weight unit (from the price list).

#### Note:

- If the item is not priced by weight, the program will display the item weight unit from the item record.
- •If the item is priced by weight, and it has base prices for multiple UOMs, the program will display the default unit of measure from the price list if your Default Order Weight UOM in O/E Options is the Pricing Weight Unit.

You can change the weight unit of measure for the detail line, if necessary.

The weight UOM for the complete order is determined by the default weight unit of measure set in Inventory Control's Options form.

# Tax Amount

If you selected the option, Calculate Tax, the program displays the amount of tax that is due for each authority.

For each authority, Order Entry calculates a sales tax amount if:

- •The customer is subject to tax.
- •The order contains taxable items or taxable miscellaneous charges.
- •Tax rates are specified for the tax authorities and classes in Tax Services.

If you are entering taxes manually, enter the total tax amount you calculated for each tax authority. Ensure that the amounts you enter agree with the sum of the tax amounts for the details, for each tax authority.

### Tax Base

If you selected the Calculate Tax option, the program displays the total amount of the order or invoice. Any invoice or early-payment discounts are not deducted from this total.

If you are entering taxes manually, enter the total order or invoice amount in this field.

# **Amount (Miscellaneous Charge)**

Enter or accept the amount of the miscellaneous charge. This field appears only for a miscellaneous charge.

# **Qty. B/O (Quantity Backordered)**

If you did not ship the entire order and you use backorder quantities, the program displays the quantity backordered in this field.

(If you use backordered quantities, the Quantity Shipped plus the Quantity Backordered usually matches the Quantity On Order.)

## **Comments/Instructions**

Use this field to enter comments and instructions. These comments/instructions will be included as the default comment on the invoice you create for the shipment.

#### To add comments to a shipment

- 1.Click the Totals tab
- 2. Enter comments in the Comment field
- 3.Click Post to save.

#### To add comments or instructions to a detail on the detail-entry grid

- 1.On the Shipment tab, select (highlight) the detail line.
- 2.Click the zoom button ( ) in the Comments/Instructions column header to open the Comments/Instructions popup form (or click in the column, and then press Control + Shift F9).
- 3.In the Type field, select Comment or Instruction.
- 4. Type the comment or instruction, using up to 250 characters per line. Press Tab or Enter to start new lines.

#### To add comments or instructions to a detail in the Items/Taxes form

With the detail selected in the Items/Taxes form, click the zoom button (.) in the Comments/Instructions field.

# **Completes Order**

This field automatically changes from "No" to "Yes" when you completely ship the number of items for the detail line, or change the number of backordered items to 0 for the line.

# **Discount Amount**

You can use this field to enter a discount for the detail.

The program then calculates the discount percentage and the discounted extended price.

If you override the discount percentage in the amount field, Order Entry displays an asterisk beside the field in the popup detail entry form to show that the amount was overridden.

You can still enter a discount for the whole document, if you like. Order Entry displays the discount amount for the transaction details, as well as the discount for the whole document, on the Totals tab summary.

## **Discount %**

The program displays the discount percentage specified for the shipment, if any.

You can change the displayed rate. If the terms code does not use discounts, you can enter a discount percentage for the individual order or invoice, if necessary.

### **Discounted Extended Amount**

This is the amount for the quantity/weight of units for this line on this shipment after subtracting any discount for the line.

## **Expected Ship Date (item)**

The program displays the expected shipment date for the shipment document, but you can change the date for individual detail lines.

# Line Type / Type Of Detail (item or miscellaneous charge)

Choose Item to add a detail line for an inventory item or non-stock item that is assigned an item number in Inventory Control.

Choose Miscellaneous to add a detail line for a miscellaneous charge defined in Order Entry.

Click your choice, type its first letter, or use the Spacebar to toggle between the choices.

# **Optional Fields**

Click the Zoom button to edit an optional field that was assigned to this Transaction Type in the Order Entry Optional Fields setup form.

If an optional field is required, you cannot save the transaction unless the field has a default value — or until you fill in the field yourself.

Click the zoom button to review Optional Field entries if the Optional Field column shows "Yes" or the checkbox is selected (in the zoomed Item/Tax detail form).

To add optional item fields to the popup form that were not automatically inserted, use the Insert key to add a new line to the grid, and then use the Finder to add the optional field.

Optional fields must be assigned to the transactions forms using the O/E Optional Fields form before you can add them to individual transactions.

## **Order Number**

Order Entry displays the order number for each detail, indicating the source of the detail.

You can click the drilldown button to display the complete order.

# **Price Approval**

Price checks are set in Inventory Control price lists for particular items, price lists, and Sage ERP Accpac user IDs.

The Price Approval field will display "Yes" if price checks are in effect, *and* the price you enter is outside the boundaries allowed.

If "Yes" appears in the Price Approval column, you must:

- •Click the Zoom button (column heading in the grid) to display the Price Approval popup.
- •Enter the ID of the person approving the price override (and password, if security is set).

**Note:** The Price Approval field does not appear if you are using the Item/Taxes zoomed form. Instead, an error message may appear when you try to save the item detail, stating that the price requires approval.

Also note that price approval is available only in Sage ERP Accpac 500.

Click the Zoom button  $\checkmark$  beside the Unit Price field to display the Price Approval popup.

# **Quantity On Order (display only)**

The number of item units on the original order document appears in this field.

# **Unit Cost**

You enter the unit cost for a detail only if the item uses the User-Specified costing method in Inventory Control.

#### Additional Unit Cost Notes:

The unit cost for each inventory item appears in Order Entry forms if you have the proper security rights.

The Order Entry form shows the estimated cost of each item in the order.

When items are costed during posting or day end processing (depending on the Inventory Control costing option), the actual cost is updated in the Shipment Entry form and Invoice Entry form.

**Note:** The Order Entry form retains the estimated cost and is not updated.

The following table lists the various inventory costing methods and the methods used to cost items on orders, shipments and invoices.

Item Costing Method	Before Costing	After Costing
FIFO	Moving Average	FIFO
LIFO	Moving Average	LIFO
Moving Average	Moving Average	Moving Average
Most Recent	Cost Most Recent	Cost Moving Average
Standard	Standard Cost	Moving Average
User Specified	User Specified	User Specified
Serial Costing	Moving Average	Serial Cost
Lot Costing	Moving Average	Lot Cost

For serial costing and lot costing, if the serial numbers and lot numbers allocated in a transaction have different costs, the average cost of the serials or lots are shown in the Unit Cost field. (For more detailed information, see the Inventory Control help on Serial/Lot Costing Methods.)

For kitting items, the unit cost is displayed as the sum of all of the components' costs.

# **Order UOM (unit of measure)**

This is the unit of measure that was used for the order detail line, and it is usually the UOM for the shipment. However, you can use a shipment unit of measure that's different from the order UOM.

**Note:** If the shipment UOM is different from the order UOM, the quantity backordered may not be calculated properly and may result in over-shipment or under-shipment.

Make sure the number of units you specify for the detail is expressed in the unit of measure you choose.

#### If you are directly shipping goods without creating an order first ...

The default order unit of measure may be either the stocking unit or the pricing unit. Stocking units and pricing units are defined for individual items in Inventory Control, and they may be different. For example, you may use "dozen" as the stocking unit for an item, but "each" as the pricing unit.

You can change the Order Unit Of Measure by typing the name or choosing it from the Finder. You must specify a unit of measure that is assigned to the item record in Inventory Control.

Make sure the number of units you specify for the detail is expressed in the unit of measure you choose.

**Note:** In Sage ERP Accpac 500, you can define multiple pricing units of order. If the Order UOM does not match a defined pricing UOM, Order Entry will use the default pricing unit of measure set in the Item Pricing form in Inventory Control.

# **Unit Price**

You can change this field only if you have Unit Price Override security authorization.

If necessary, type the price for the item, per pricing unit.

The program displays the lowest price for which the customer is eligible. It can be the base price, a sale price for a specified time period, or the price for the customer's price level or quantity purchased, based on a discount or markup. If the lowest price is a negative amount, it is displayed as zeroes.

No price is displayed if the item is not on the price list you specified for the detail.

If you set up contract pricing for a customer in Inventory Control, Order Entry uses that information to calculate prices for items affected by the customer's pricing contract, and it displays the contract price by default in the Unit Price Finder.

If you do not set up contract pricing for a customer, Order Entry calculates prices based on the customer type and the price lists you set up in Inventory Control.

You can use the Finder to select another price from the item price list in Inventory Control. You can also override the unit price.

Also note that the Finder for the Unit Price field is not available if the price list that you selected is not currently in effect. (In other words, the Finder does not appear if the document date is not between the Price List Starts date and the Price List Ends date specified in the I/C Item Pricing form for the item, currency, and price list code.)

If the price list is not in effect, the Unit Price field displays 0.000000 by default.

# **Unit Weight**

This is the weight of a single item for this detail line expressed in the Order Weight Unit of Measure. You can multiply this weight by the quantity ordered to get the extended weight.

# **UOM (Unit Order of Measure, display only)**

These display-only fields on the Shipment or Invoice tabs of the Shipment Entry and Invoice Entry forms show the stocking unit order of measure for the item on a selected detail line.

The stocking Unit Order Of Measure is given for each of the following:

- •The location specified in the selected detail line.
- •All locations.

### **Shipment Weight Unit of Measure**

This is the unit of measure for weighing this item on the shipment.

Depending on your settings in O/E Options, the program displays either the item weight unit (from the item record) or the pricing weight unit (from the price list).

You can change the weight unit of measure for the detail line, if necessary.

The weight UOM for the complete order is determined by the default weight unit of measure set in Inventory Controls Options form.

# Tax Amount

If you selected the option, Calculate Tax, the program displays the amount of tax that is due for each authority.

For each authority, Order Entry calculates a sales tax amount if:

- •The customer is subject to tax.
- •The order contains taxable items or taxable miscellaneous charges.
- •Tax rates are specified for the tax authorities and classes in Tax Services.

If you do not select the Calculate Tax option (checkbox), the Distribute Taxes button becomes available, and you can enter tax amounts for the tax authorities listed for the shipment.

Click the Distribute Taxes button to prorate the tax you enter manually to the document details. Note that you cannot prorate a tax amount to an authority that uses an exempt tax class.

**Note:** If you are entering taxes manually, ensure that the amounts you enter in the tax amount fields agree with the sum of the tax amounts for the details, for each tax authority.

### Tax Base

If you selected the option, Calculate Tax, the program displays the net amount of the shipment (after a shipment discount, if any).

If you are entering taxes manually, enter the total invoice amount in this field.

# Qty. (Quantity) Available

These display-only fields on the Invoice tab of the Invoice Entry form show, for the selected detail line, item quantities available for sale to your customers.

Item quantities are given in stocking units for:

- •The location specified in the selected detail line.
- •All locations.

The Quantity Available is determined by the quantity on hand less the quantity committed, as maintained in Inventory Control.

# Qty. (Quantity) on Hand

These display-only fields on the Invoice tab of the Invoice Entry form show, for a selected detail line, item quantities on hand as maintained in Inventory Control.

Item quantities are given in stocking units for:

- •The location specified in the selected detail line.
- •All locations.

Together the Quantity On Sales Order and the Quantity On Hand fields determine the quantity available for sale to your customers.

# **Qty. (Quantity) on Purchase Order**

These display-only fields on the Invoice tab of the Invoice Entry form show, for a selected detail line, item quantities on purchase order as maintained in Inventory Control.

Click the drilldown button to see the purchase order details (such as the expected arrival date and order date).

Item quantities are given in stocking units for:

- •The location specified in the selected detail line.
- •All locations.

# Qty. (Quantity) on Sales Order

These display-only fields on the Invoice tab of the Invoice Entry form show, for a selected detail line, item quantities on sales order as maintained in Inventory Control.

Click the drilldown button to see the purchase order details (such as the customer and the expected ship date).

Item quantities are given in stocking units for:

- •The location specified in the selected detail line.
- •All locations.

The Quantity on Sales Order is the total backordered quantity for the particular item.

The Quantity On Hand minus the Quantity Committed determines the quantity available for sale to your customers.

# **Unit Weight**

This is the weight of a single item for this detail line expressed in the Invoice Weight Unit of Measure. You can multiply this weight by the quantity ordered to get the extended weight.

You can edit the unit weight and the extended weight on the invoice.

The estimated weight on the Totals tab is in the default weight unit of measure specified in the I/C Options form.

#### **Invoice Weight Unit of Measure**

This is the unit of measure for weighing this item on the invoice.

The default unit should be the weight UOM specified on the shipment. You can change the weight unit of measure for the detail line, if necessary.

The weight UOM for the complete invoice is determined by the default weight unit of measure set in Inventory Controls Options form.