



## ACCPAC® Small Business Series™

### Order Entry 4.1

#### HIGHLIGHTS

- Powerful order processing features, including future orders and quotes
- Extensive inquiry capabilities
- Full multicurrency support
- Integration with Inventory Control and Accounts Receivable modules
- Sales commission calculation and tracking
- Specify unlimited comments and instructions for each item on order
- Maintain backorder quantities
- Include sales from multiple inventory locations in a single order
- Upgrade from any prior version of ACCPAC® Plus™ Accounting or ACCPAC® for Windows

#### REPORTS

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

- Options
- Templates

#### FORMS

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

Windows® 2000 Ready

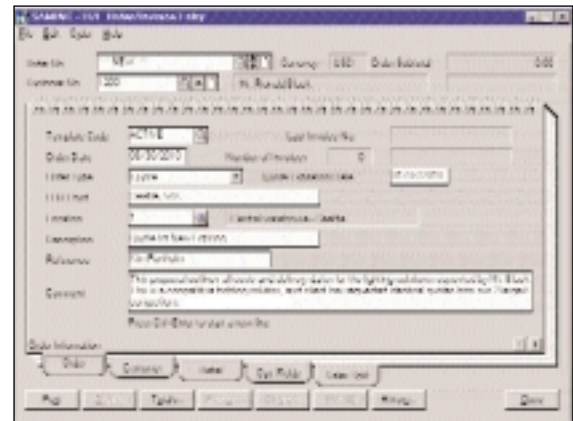


#### Order Entry Handles All Your Order Entry, Invoicing, and Tracking Needs

Order Entry is a complete solution that enables you to enter orders and sales returns, print invoices, credit notes, order confirmations, picking slips, and shipping labels. You can track transaction details and sales information on screen and on printed reports. Order Entry integrates fully with Inventory Control and Accounts Receivable, so you always know your inventory levels and the status of your customer accounts.

#### Powerful Order Processing Features

- Enter active orders, future orders, standing orders, and quotes.
- Add new customers on the fly when you enter orders, or add the customer records later.
- Assign sales proportionally to as many as five salespeople.
- Use multiple payment schedules and other payment terms defined in Accounts Receivable.
- Edit and invoice partially shipped orders.



- Use password-controlled override of credit advisories.
- Use comprehensive order processing, including quotes, standing orders, and future orders.
- Print order confirmations, invoices, and credit notes as you enter them, or print them all later.
- Print picking slips for selected orders.
- Include serial numbers with order details.
- Recall invoice information when issuing credit notes.
- Print messages as long as 250 characters on order confirmations, picking slips, and invoices.

