

# Sage ERP Accpac

## Order Entry

### Deliver on Time, Every Time

#### Count on Sage ERP Accpac Order Entry

Sage ERP Accpac Order Entry helps you streamline ordering and shipping processes, and provides the information you need to make insightful decisions and better serve your customers, while maximizing profitability.

#### Your Challenge

Your accounting department has big-picture goals—and everyday tasks. It's a balancing act that doesn't always balance out, and they no longer have time to manage a manual ordering process of reentering data into Accounts Receivable. Currently, you are tracking orders on paper and relying on shop-floor or warehouse staff to let you know what is in stock and what can be shipped today. Accounting is overwhelmed with calls from customers and from internal staff asking questions on shipment status, billing, item availability, and returns. Your business has grown, and it's time to make some changes and introduce a more automated order entry process.

#### Your Solution

Sage ERP Accpac Order Entry gives you the power, flexibility, and control you need to keep your competitive edge. Immediate access to up-to-date inventory and account information empowers your sales team to provide accurate, quick responses. Extensive quote, new order, back order, cancellation, shipment, and prepayment capabilities improve productivity, help you service your customers better, and ultimately boost your bottom line. With the improved insight into stock levels, customer details, and shipping information, you will deliver the right product, at the right time, every time. Take better care of your company's most valuable asset—your customer—with the Sage ERP Accpac Order Entry module and reap the benefits.

#### The Bottom Line

With Sage ERP Accpac Order Entry, you can better serve your customers—and realize the cost benefits of dramatically streamlined processes.



#### BENEFITS

**ORDER CONTROL AND MANAGEMENT**  
Simplify the ordering process, saving time, eliminating errors, and facilitating smooth, cost-efficient operations, which keep both management and customers happy.

**ACCURATE ORDER PROCESSING**  
Take control of your order processing using data-entry defaults to enter and view customer information quickly, suggest alternate items for out-of-stock items, and check order status instantly.

**SEAMLESS CONNECTIVITY**  
Seamlessly connect with other Sage ERP Accpac modules to eliminate redundant data entry and automate your workflow. And SageCRM is included at no additional charge to support a mobile sales team.

**MULTICURRENCY CAPABILITIES**  
Eliminate costly mistakes while transacting business in unlimited currencies with the ability to view and enter orders in your customers' currency.

**COMPREHENSIVE REPORTS AND INQUIRES**  
Transform your data to gain the insight you need to more effectively manage your business with flexible, customizable reporting.

Order Number	Customer Number	Customer Name	Order Type	Order Date	Exp. S
ORD000000000001	1200	Mr. Ronald Black	Active	1/15/2019	1/15/
ORD000000000002	1210	ACME Plumbing	Active	1/15/2019	1/15/
ORD0000000000063	1105	Bargain Mart - O...	Active	6/30/2020	6/30/
ORD0000000000064	4030	The House Doct...	Active	6/20/2020	6/20/
ORD0000000000068	1200	Mr. Ronald Black	Active	1/18/2011	1/18/
ORD0000000000069	1200	Mr. Ronald Black	Active	1/24/2011	1/24/
ORD0000000000070	1200	Mr. Ronald Black	Active	6/30/2020	6/30/
ORD0000000000071	1200	Mr. Ronald Black	Active	3/10/2011	3/10/

Empower your order entry staff with vital information when they need it! Order Entry puts critical information at your fingertips, improving customer satisfaction and increasing cross-sell and up-sell opportunities.



"The cost of the software and implementation has already been offset by the reduction of costs associated with accounting staff and outside audit costs. Sage ERP Accpac is an amazing tool for management."

Carol Rowbo, CPA  
Women Management

### Small Investment. Big Return. Peace of Mind.

Discover the Sage ERP Accpac technology difference! Get **one unified solution** on which to build your business—enabling more efficient processing, more productive people, and the ability to gain real insight into your business. Sage ERP Accpac ensures your business is built on a solid foundation, providing **superior architecture** that gives you the power you need today with the flexibility to adapt tomorrow. Reap the rewards of a **global reach** solution with the breadth of functionality to support multientity and multinational organizations, with the **local touch** needed for your business. Your newfound freedom of choice is supported by a **collaborative ecosystem** ensuring success for the life of your business. And of course, with over 30 years of supporting businesses just like yours, Sage technology is **proven, reliable, and experienced**.

## Features

ORDER CONTROL AND MANAGEMENT	Reduce repetitive data entry using historical orders as templates for new orders and standing orders at user-specified cycle dates. Combine customer orders, setting quantities, location, tax status, required date, ship date, and general ledger accounts for each line item. Input multiple ship-to addresses for each bill-to address, as well as different pricing, preferred warehouse, salesperson, territory, and taxation for each location. Take care of your sales staff with options to track sales commissions from each invoice using as many as five commission rates, based on increasing sales amounts for each salesperson, and assign sales proportionally to as many as five salespeople. Save your company valuable time and money with these and other streamlined ordering options.
ACCURATE ORDER PROCESSING	Improve customer satisfaction by creating detailed quotes and automatically converting them to new orders that provide a full audit trail, tracking all historical data regarding sales and shipments, and maintaining invoice history indefinitely. Include multiple orders on a single shipment and multiple shipments on a single invoice. Utilize flexible multiple pricing schemes, quantity price breaks, and price specials to match complex pricing. Powerful processing features include the ability to look up customer pricing based on customer contract price, item base price, or discounted or marked-up sales prices, converting order units of measure and costs, recording serial/lot information, and the ability to check inventory and credit information while entering an order.
SEAMLESS CONNECTIVITY	Order Entry eliminates redundant entry efforts by automatically updating Sage ERP Accpac Inventory Control with quantities and costs, Accounts Receivable with invoice and payment information, Bank Services with check receipts, General Ledger with all transaction activity, and SageCRM with all customer and order information. And best yet, Sage ERP Accpac includes a SageCRM user at no additional cost. SageCRM ensures your sales, marketing, and customer services resources are being used to maximum effect—even when they are on the road, as mobile functionality is built in. With this fully integrated solution you have access to current inventory and accounts receivable records, so you can make shipping decisions with confidence and operate more efficiently. Seamlessly add customers, process invoices, and check status of inventory items, including on-hand, committed-to-sales, and committed-to-production quantities.
MULTICURRENCY CAPABILITIES	Take control of the global marketplace with robust multicurrency capabilities, including instant conversion of foreign currencies to home currency and vice versa and calculation of gains and losses accrued through currency exchange. Providing orders and invoices in your customers' currency makes it easy and convenient for them to do business with you. Using Order Entry with the Multicurrency Manager module empowers you to transcend many of the operational challenges of global enterprise.
COMPREHENSIVE REPORTS AND INQUIRIES	You can easily monitor review and reprint customer invoice and credit note transactions, orders, invoices, and credit notes by primary salesperson. In addition, you can easily print packing slips, order confirmation, and invoices for selected orders. Extensive reporting and inquiry capabilities provide the insights you need to provide the best possible price to your customers and ensure the best possible delivery date. Easy accessible information equips your sales team with the big-picture insights into which items they should cross-sell or up-sell to their customers.  Standard Report Samples: Aged Orders • Order Action • Posting Journal • Sales History • Sales Statistics • and more.

## Why Choose Sage?

Sage ERP Accpac is backed by Sage North America—part of The Sage Group plc, a leading global supplier of business management software and services. Sage North America employs 3,900 people and supports more than 3 million small and midsized business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 13,600 people and supports more than 6 million customers worldwide. For more information, please visit the website at [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com).