

## ACCPAC Course Objectives | Order Entry

### Maintaining Setup Information

- Setup Maintenance
- Setup Reports
- Changing Order Entry Options
- Changing Company Options
- Changing Processing Options
- Changing Document Numbering
- Changing Order Optional Fields
- Changing Integration Options
- Adding, Editing, and Deleting Templates
- Adding, Editing, and Deleting Miscellaneous Charges
- Adding, Editing, and Deleting Ship-Via Codes
- Adding and Editing Salesperson Commission Rates
- Adding and Editing E-mail Messages

### Processing Orders, Shipments, and Invoices

- Using the Order Entry Form
- Adding and Editing Orders
- Payment Terms
- Editing Tax Information
- Entering Optional Field Information
- Editing Sales Allocations
- Editing Exchange Rates
- Entering Order Prepayments
- Verifying Order Totals
- Authorizing Credit
- Copying Existing Orders to New Orders
- Viewing Current Orders
- Using the Shipment Entry Form
- Adding and Editing Shipments
- Verifying Shipment Totals
- Using the Invoice Entry Form
- Adding and Editing Invoices
- Editing Payment Terms
- Entering Invoice Prepayments
- Verifying Invoice Totals
- Printing Posting Journals
- Printing Quotes
- Printing a Single Quote Immediately after Posting
- Printing a Range of Quotes after Posting
- Printing Order Confirmations
- Printing a Single Order Confirmation Immediately after Posting
- Printing Confirmations for a Range of Orders
- Printing Picking Slips
- Printing Shipping Labels
- Printing Invoices
- Printing a Single Invoice Immediately after Posting
- Printing a Range of Invoices after Posting
- Importing and Exporting Order Information
- Importing Orders
- Exporting Orders

Using the Sales Statistics, Salesperson Inquiry, and Sales History Forms  
Viewing Sales Statistics  
Viewing Salesperson Statistics  
Viewing Sales History  
Adding, Editing, and Deleting Sales Statistics

## Processing Credit Notes and Debit Notes

Using the Credit/Debit Note Entry Form  
Entering Invoice and Customer Information  
Editing Detail Information  
Editing Tax Information  
Editing Exchange Rates  
Verifying Credit Note and Debit Note Totals  
Printing Credit/Debit Note Posting Journals  
Printing Credit Notes and Debit Notes  
Importing Credit Note and Debit Note Information

## Periodic Processing

Day End Processing  
Creating General Ledger Batches  
Printing Periodic Reports  
Clearing History

## Reports

Printing Reports  
Aged Orders  
Credit Notes and Debit Notes  
E-mail Messages  
G/L Transactions  
Invoices  
Miscellaneous Charges  
Options  
Order Action  
Order Confirmation  
Picking Slips  
Posting Journals  
Quotes  
Sales History  
Sales Statistics  
Salesperson Commission  
Salesperson Commission Rates  
Ship-Via Codes  
Shipping Labels  
Templates  
Transaction List