Sage DacEasy

2012

Order Entry User's Guide

sage

Sage DacEasy

Order Entry

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Welcome

• Welcome •

Welcome to Sage DacEasy Order Entry. Sage DacEasy Order Entry helps you track a customer's order from entry to shipment. The program is very easy to use. As a matter of fact, you can accomplish almost every daily order entry task from just one screen, the **Order Entry** dialog box.

This *User's Guide* assists you with setting up your company and details basic order entry processes. You are directed to the Sage DacEasy Order Entry Help system for more detailed instruction. In addition, "Related Help Topics" sections throughout this *User's Guide* list Help topics on related subjects. Use the **Contents** tab or the **Index** tab in the Help to locate the topic.

Refer to the *Getting Started Guide* for assistance with using Help, documentation conventions and other methods of obtaining assistance with your software. The *Getting Started Guide* includes information on installing Sage DacEasy and adding or converting company files with the Sage DacEasy Business Center. In addition, global Sage DacEasy features such as printing and using the LookUp are explained. The *Getting Started Guide* also covers new features added to Sage Sage DacEasy Version 16 or any changes to existing features.

Note: If you choose to use the Sage DacEasy Business Center, and select a scheme with multiple Sage DacEasy programs, please note the following change regarding menu selections. When this *User's Guide* instructs you to select a command from a menu in Sage DacEasy Order Entry, select the **Order Entry** menu from the menu bar in the Sage DacEasy Business Center, and then proceed with the steps. For example, if the *User's Guide* instructs you to select **Copy** from the **File** menu, you have to select **File** from the **Order Entry** menu in the Sage DacEasy Business Center, and then select **Copy**.

Key Features

This section highlights some of the many powerful features in Sage DacEasy Order Entry.

Tip: Use the New Features Tour included in the Sage DacEasy Business Center to familiarize yourself with the features new to this version.

Note: For a list of key features specific to the Sage DacEasy Business Center or common to all Sage DacEasy programs, refer to Chapter 1, "Welcome" in the *Getting Started Guide.*

Stand Alone Module or Interfaced With Sage DacEasy Accounting

Sage DacEasy Order Entry can be run as a stand alone program or as an add-on module to Sage DacEasy Accounting. If you currently use Sage DacEasy Accounting, you can set up a direct interface to the Sage DacEasy Accounting General Ledger module. When you ship an order in Sage DacEasy Order Entry, an invoice for the order is automatically created for you in Sage DacEasy Accounting. Then, when you post an Sage DacEasy Order Entry shipment, the invoices in Sage DacEasy Accounting are posted and the appropriate accounts are updated in the Sage DacEasy Accounting General Ledger.

Intuitive Entry

One screen accommodates all sales order transactions: the **Order Entry** dialog box. You can use this dialog box to enter quotes, orders, blanket orders as well as returns (RMAs, Returned Merchandise Authorizations).

The **Order Entry** dialog box consists of three tabs, the **Customer**, **General** and **Detail** tabs. The **Customer** tab includes the customer's name, billing and shipping address and special shipping instructions. The **General** tab includes payment terms for the order. The **Detail** tab includes the products and services ordered by the customer.

Update the General Ledger Online

If you are interfacing Sage DacEasy Order Entry with Sage DacEasy Accounting, you can get accurate, up-to-the-minute view of your books at any time, including activity from Sage DacEasy Order Entry. Sage DacEasy Accounting now creates and maintains associated unposted General Ledger transactions online when you enter transactions in the Receivables Ledger, Payables Ledger, Cash, Purchasing, Billing, Sage DacEasy Order Entry and Sage DacEasy Point of Sale modules.

This provides immediate access to unposted activity using DacAccess and Crystal Reports. And, Sage DacEasy Order Entry updates the General Ledger in detail when using this feature. For information on setting up the Online General Ledger feature, refer to the Help topic titled "Setting System Preferences" in the Sage DacEasy Accounting Help.

Update the Check Register Online

If you are interfacing Sage DacEasy Order Entry with Sage DacEasy Accounting, the new Update Check Register Online feature allows you to create and maintain associated unposted Check Register transactions at the time of entry from the source module, including Sage DacEasy Order Entry and Sage DacEasy Point of Sale. This feature provides you with a real-time snapshot of all bank activity, including an accurate online balance. You can reconcile your bank accounts at any time so you no longer need to wait until the next posting cycle.

When using this feature, the method of payment details from Sage DacEasy Order Entry are recorded in detail in the Sage DacEasy Accounting Check Register to make it even easier to reconcile your bank account. You also now have access to unposted bank activity in DacAccess and Crystal Reports. For information on setting up the Update Check Register Online feature, refer to the Help topic titled "Setting System Preferences" in the Sage DacEasy Accounting Help.

Easily Locate Cursor in Grids

A border now appears around the field when entering information. This allows you to easily locate your cursor and identify where fields are located.

Credit Check

Avoid entering orders for customers that have reached their credit limit or have a past due balance. You can choose to display a warning or prevent the invoice from being created when the credit check criteria is met by selecting the appropriate options when setting your system preferences. For information on setting system preferences, refer to Chapter 4, "Setting Up."

Track Product Weights

This feature allows you to define your own units of measurement, assign weights to products on the **Sales** tab of the product record, and then view the total weight of an order, quote or blanket order from the footer (via the **Options** menu) during entry. For information on setting up weight units and editing products, refer to Chapter 4, "Setting Up."

AutoReorder and AutoReturn

Save time when entering orders and RMAs by generating these transactions off of existing invoices. To use AutoReorder, click **Options** from the **Detail** tab of the order or blanket order, and then select **AutoReorder**. To use AutoReturn, click **Options** from the **Detail** tab of the RMA, and then select **AutoReturn**. Refer to the Help for more information.

Print the Customer Transaction History LookUp

You can print the Customer Transaction History LookUp. This LookUp contains invaluable information that helps you monitor your customer activity. For more information, refer to the Help topic titled "Viewing Customer Transaction History."

Adjust Inventory Values and Quantities

You can adjust the quantity and value of your inventory with the Inventory Adjustments feature. All you have to do is enter the amount by which the value or quantity needs to be adjusted and select the account to offset. For information on recording inventory adjustments, refer to Chapter 5, “Processing Orders."

Protect Customer Credit Card Numbers

Your customers will be grateful that you take steps to protect their credit card numbers from getting into the wrong hands. You can add special credit card variables to the form template header or footer that prevent the entire number from printing on the order. For more information on adding these variables to your form template, refer to the Help topic titled “Editing Templates.”

Advanced Security

Sage DacEasy’s Security feature brings you peace of mind. You can create an unlimited number of user profiles that indicate the areas of the program the user can access. You can also limit the warehouses into which users can purchase, or from which users can sell. For more information, refer to Chapter 4, “Setting Up."

Print Bar Codes

You can print bar codes for your products and services. A number of bar code formats are supported and you can define the layout to print to practically any label, including multi-column labels. In addition, you can generate bar codes using your vendor’s part number. This is extremely helpful if you use your vendor’s part number when scanning bar codes. For more information on bar code printing, refer to Chapter 7, “Management Reporting."

Fill Backorders Quickly

The Fill Backorder feature allows you to quickly tag all orders you want completed, and fill all the backorders in the entire batch at one time. The orders are then ready to be shipped using the Ship Orders routine. This process saves you hours of data entry time. You do not need to pull up each order one by one and move items from the Backorder field to the This Shipment field; the Fill Backorder routine does this for you. For more information, refer to Chapter 5, “Processing Orders."

Multiple Warehouse Tracking

You can easily track inventory costs and units at multiple warehouses. All you have to do is set up each warehouse, a master item record for each item stored at multiple locations, and assign each inventory item to a warehouse and master item. You can print reports that include the master items’ quantities and costs, and view breakdowns per location. In addition, items can be transferred between warehouse locations. For information on setting up this feature, refer to Chapter 4, “Setting Up."

Spot Customers’ Buying Trends

When it comes to keeping on top of your customers’ buying trends, intuition is great but facts are even better. If you sell products, you can choose to keep a detailed history of all product movements by selecting the Track Product Transaction History option on the **System Preferences** dialog box. This feature allows you to determine how well your products are selling and what products your customers are buying. With this type of information in one central location, the trend is easy to see. To view this information for a single product, view the product on the **Edit Product** dialog box, click **Options** from the Description field, and then select **Detail History**. To view this information for a range of products, print the Product Activity Detail Report. For more information on this report, refer to Chapter 7, “Management Reporting."

Record Detail Customer History

Sage DacEasy Order Entry builds a file containing specific information about your customer such as their address, current balance and yearly historical balances. Every time you ship an order, the sales history is updated. At any time you can view this information by accessing the Customer Inquiry feature. To do this from the **Order Entry** dialog box, click **Options**, and then choose **Customer Inquiry**. You can also choose **Customer Inquiry** from the **Customer Service** menu to view the same information. Click **Purchase History** from the **Customer Inquiry** dialog box to print the customer’s purchase history.

Forms Available From Sage DacEasy

When you print orders, invoices or any other form in Sage DacEasy Order Entry, you can print on preprinted forms supplied by Sage DacEasy. You can use preprinted forms right out of the box or have custom forms made with your company name, address and logo. Call our Sage DacEasy Forms division at (800) 222-0505 for more information on the wide range of forms available.

Incorporate bitmaps to Reports and Forms

Strengthen your company's image and branding with more professional looking forms and reports. Now you may include your company logo on reports and forms. In addition, this feature may reduce your company's expense of purchasing forms with your company logo pre-preinted. Simply setup a bitmap image of your company Logo on the Company Information Dialog of each Sage DacEasy Module and indicate that you want this image to be printed in the header of all reports. You can also print the logo in your forms by adding the variable {LOGO} to your form templates. Sage DacEasy supports .bmp, .jpg, and .gif bitmap extensions

Product Illustration

This feature allows you to incorporate illustrations of products in the Products Maintenance dialog in order to easily identify items when needed. Now you can view an image of each product which can reduce mistakes when ordering or selling products that have similar descriptions and price. With this powerful improvement your employees can visually identify a product when they are making changes to that product's attributes

Change Tax Rate on Order Detail Lines

This feature allows you to modify the tax rate for each detail line on an Order. This is useful selling items that are subject to special surtax rates or for states that are implementing different tax rates for different goods or services.

Increased Item Code Size

The Item code for products and services was increased from 14 characters to a 20 characters maximum. This feature not only allows users to accomodate Inventory coding schemes for specific industries, but it also increases flexiblility when using the Multiple Warehouse Tracking

Save Quotes History

Gain greater control and better manage opportunities during the sales process using Quote History and Opportunity Management. Quote History allows you to easily generate quotes based on a previous quote and to retain each version of the quote you supply to your customers. Using Quote History, you can quickly recall information previously conveyed to customers and to gain better insight into your sales opportunities.

Customer Purchase Lookup

Simplify the product reorder process and make servicing your customers even easier with the new Customer Purchase Lookup feature. This feature allows you to quickly view your customers past purchases so that you can service them intelligently and easily reorder products from the Edit Customer screen.

Credit Card Processing

Using Sage DacEasy Order Entry, you can make the order process even more convenient for your customers with credit card and debit card processing. Sage DacEasy integrates with Sage Payment Solutions (SPS) , allowing you to easily process credit card and debit card payments from your customers.

Global Changes

Sage has added **Services** as a selection in the **File** field on the **Global Changes** dialog box (**Periodic** > **Global Changes**) and provides several selections in the **Change** field for this area; Commissionable, Taxable, Serial Numbers, Measure, Price, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2. Additionally, Sage has added several new selections in the following areas:

- **Customer** - Price Group, Billing Group, Zone Code, Ship Via, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2.
- **Vendor** - Tax Table, Terms Table, Memo, Territory, Ship Via, Type, Credit Limit, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2.
- **Product** - BIN, Minimum, Lead Time, Reorder, Purchase Measure, Purchase Vendor, Purchase Number, Purchase Alternative Vendor 1-2, Sales Measure, Sales Price, Sales Quantity Price Break A-F, Sales Alternative Product 1-2, Taxable, Custom Text Label 1-6, Custom Amount Label 1-4, and Customer Date Label 1-2.
- **Salesperson** - Territory.

BIN Variable

Sage DacEasy Order Entry allows you to add BIN numbers in the Detail section of invoices and merchandise received forms, which makes it easier to track your products. Select the BIN variable on the **Invoice Detail Variable** dialog box to add the field to the selected form.

Note To ensure accurate printing, add the BIN variable only to the Detail section of forms.

Additional Features

- Attach messages to products and services with the Sales Assistant.
- Print labels for orders before shipping them.
- Adjust inventory quantities or values and transfer items between warehouses.
- Select multiple sort and rank options when printing invoices.
- Exclude non-inventory items when printing the Product Activity and Product Activity Detail reports.
- Include the customer fax number on forms such as orders or invoices.
- Track up to six additional text fields, four amount fields and two date fields for your customer, product and service records.
- Track shipping methods to quickly update orders.
- Make global changes to customers, products and salespeople.
- Quickly view a product's sales price before adding it to an order.
- Create multiple price breaks for products based on the quantity purchased or a flat percentage or adjusted price.
- Create custom reports with DacAccess.
- Track date, time, order entry person, as well as ship date.
- Print transaction listing reports for specific ranges and sorts.
- Assemble items on-the-fly.
- Record line item or total order price discounts.
- Set up promotional pricing.
- Verify payments online.
- Assign your own order number and invoice number or let the system assign the number.
- Customize invoices, orders, quotes, sales returns, RMAs (Returned Merchandise Authorization), packing lists and picking tickets.
- Export orders from remote locations and import them into the headquarter location.
- List components of finished goods on orders.
- Retrieve and edit quotes to submit to customers.
- Change an existing customer, product or service code and the system replaces the new code in all transactions and files.

- Generate daily production schedule by line item for each sale.
- Maintain serial numbers on inventory items.
- Track commission and quota by salesperson and order entry person.

Getting Started

2

• Getting Started •

This chapter gets you started using the program if you choose to run Sage DacEasy Order Entry independent of the Sage DacEasy Business Center. It includes information on starting and exiting Sage DacEasy Order Entry, adding and opening companies, backing up and restoring your data and other commands found on the **File** menu.

Starting Sage DacEasy Order Entry

If you are using the Sage DacEasy Business Center, you do not have to start Sage DacEasy Order Entry separately. When you are using a scheme with multiple Sage DacEasy programs, access the **Order Entry** menu located on the menu bar, the same menus and commands that appear in Sage DacEasy Order Entry are available. When you select a command from the **Order Entry** menu in the Sage DacEasy Business Center, the appropriate dialog box appears. Refer to Chapter 1, "Installing Sage DacEasy" in the *Getting Started Guide* for information on starting the Sage DacEasy Business Center.

To start Sage DacEasy Order Entry independent of the Sage DacEasy Business Center, complete the following steps.

Note: If you are upgrading your data from a previous version, refer to Chapter 1, "Installing Sage DacEasy" in the *Getting Started Guide* before completing the following steps.

To Start Sage DacEasy Order Entry

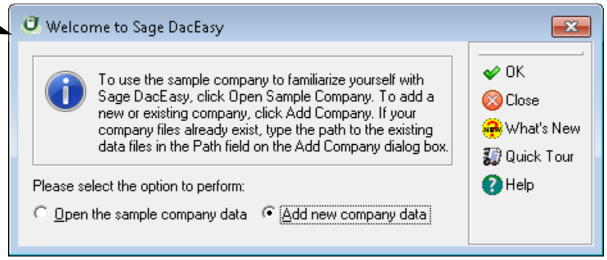
1 Click the **Start** button, point to **Programs**, then to **Sage DacEasy**, then to **Modules**, and then click **Order Entry**.

If you have not registered the program, you are asked to register. If you want to register at a later time, choose **No**. To register the program, choose **Yes**. The **Serial Number** dialog box appears. Type your serial number and activation key using all capital letters, and then click **OK**.

If you have already set up a company, the default company opens and you can disregard the following steps.

If you are a new user, the **Welcome to Sage DacEasy** dialog box appears. You can add the sample company or add your company. Select the **Open the Sample Company Data** option to add the sample company or continue with the following steps to add your company.

The Welcome to Sage DacEasy dialog box appears when you launch Sage DacEasy for the first time.



2 Select the **Add New Company Data** option. The **Add Company** dialog box appears. Use this dialog box to create a new company.

3 Complete each field on the **Add Company** dialog box. Click **Help** for more information about each option on the dialog box.

4 Click **OK** to create the new company data files. The **Open Company** dialog box appears.

5 Double-click the company you want.

To Start Sage DacEasy Order Entry From Sage DacEasy Accounting

If you are not using the Sage DacEasy Business Center, there are two ways to start Sage DacEasy Order Entry while in the Sage DacEasy Accounting program; you can use the **Modules** menu found on the menu bar or you can customize the Sage DacEasy Accounting system toolbar to include an **Order Entry** button.

To use the **Modules** menu, you need to make sure the external modules path is set up properly in Sage DacEasy Accounting. To set up the external path, start the Sage DacEasy Accounting program. Point to **Defaults** on the **Edit** menu, and then select **System Preferences**. The **System Preferences** dialog box appears. Click the **Paths** tab and type the path to the Sage DacEasy Order Entry program files in the **Order Entry** field. Click **OK** to save the change. Then, to start Sage DacEasy Order Entry from Sage DacEasy Accounting, choose **Order Entry** on the **Modules** menu. The Sage DacEasy Order Entry program appears with the Sage DacEasy Accounting program still open.

To customize the Sage DacEasy Accounting system toolbar to include an **Order Entry** button, refer to the Sage DacEasy Accounting Help topic titled “Customizing the toolbar” for more information.

Exiting Sage DacEasy Order Entry

If you are not using the Sage DacEasy Business Center, choose **Exit** from the **File** menu to exit Sage DacEasy Order Entry. You can also exit Sage DacEasy Order Entry by clicking the **Close** button located on the **Order Entry** title bar. A message appears confirming you want to exit the program. Choose **Yes** to continue.

Note: A tip may appear recommending that you back up your data. Click **Cancel** to return to the program and make a backup or click **Exit** to close the program.

Working With Sage DacEasy Order Entry

This section outlines the various company routines available to you on the **File** menu. These commands allow you to open and copy companies, create and restore a backup, perform utilities on company data files without exiting the program and export and import order entry information.

Tip: Refer to the *Getting Started Guide* for additional information on working with Sage DacEasy. This includes working with the Sage DacEasy Business Center, changing report layouts, using AutoComplete, sending e-mails, using the calculator, using the LookUp, using the Date Selection button, working with Sage DacEasy toolbars and more.

Opening and Adding Companies

If you are not using the Sage DacEasy Business Center to access Sage DacEasy Order Entry, you are prompted for information about your company when you start the program the first time. Sage DacEasy uses this information to create your company's data files. This company becomes the default company and is opened automatically when you start the program.

The Open command on the **File** menu displays the **Open Company** dialog box. From the **Open Company** dialog box you can open a company, delete the path to a company, add a company and set a default company. The following steps explain how to add new companies and open existing companies directly in Sage DacEasy Order Entry.

To Open a Company

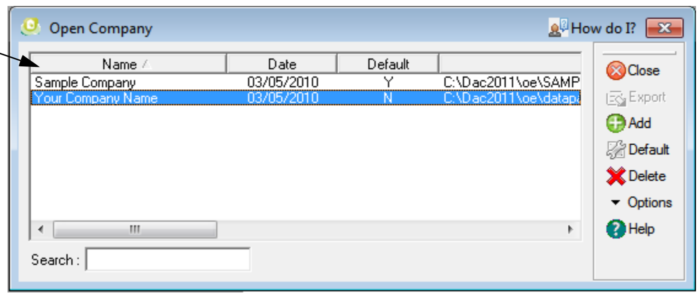
You can add an unlimited number of companies; however, you can only open one company at a time if you choose not to use the Sage DacEasy Business Center. The following steps explain how to open a different company if you choose not to use the Sage DacEasy Business Center. When you select a different set of data files, Sage DacEasy closes the current company data files before opening the next company.

Tip: You can include your Sage DacEasy Order Entry data files in a company profile in the Sage DacEasy Business Center, and then open the company from the Sage DacEasy Business Center. This gives you all the advantages of the Sage DacEasy Business Center, including the ability to have multiple windows open at once. In addition, you don't have to close one company before opening a different company. Refer to "Installing Sage DacEasy" in Chapter 1 of the *Getting Started Guide* for more information.

1 Choose **Open** on the **File** menu. The **Open Company** dialog box appears.

Tip: You can sort on any column to help you quickly locate a company. Refer to the "Using the LookUp" section in Chapter 4, "Working With Sage DacEasy" in the *Getting Started Guide* for more information.

Use the Open Company dialog box to select the company you want to view.



2 Double-click a company from the list. Sage DacEasy Order Entry opens the company.

Note: The company name appears in the title bar and the period dates appear in the status bar at the bottom of the application window.

To Add a Company

Use the **Add** button to create a new set of company data files in Sage DacEasy Order Entry or to reestablish a path between Sage DacEasy Order Entry and an existing set of company data files.

1 Choose **Open** on the **File** menu. The **Open Company** dialog box appears.

2 Click **Add**. The **Add Company** dialog box appears.

3 Type a short description of the company in the Identification Name field.

Tip Click **Help** for a detailed description of each field on the **Add Company** dialog box.

4 Type the path for the new data files in the Path field if creating a new company. Type the path to an existing set of data files if reestablishing the path between the data files and Sage DacEasy Order Entry.

5 Select whether or not this company will interface with Sage DacEasy Accounting.

6 Type the path to your Sage DacEasy Accounting data files if you selected the **Interface to Sage DacEasy Accounting** check box.

7 Click **OK**.

If you are creating a new company, the new company data files are created. After creating the data files, the **Open Company** dialog box appears and you can select the company you want to open.

If you are reestablishing a path between Sage DacEasy Order Entry and an existing set of company data files, a message appears stating files exist in the path specified. Choose **Yes** to continue to reestablish the path. The **Open Company** dialog box appears and you can select the company you want to open.

Related Help Topic

- Deleting companies

Setting the Default Company

If you have set up only one company, it is the default company. If you have multiple companies, select one company as the default company. Sage DacEasy opens the default company automatically each time you access the program. Sage DacEasy designates the first company you create as the default company. You can change the default to any one of the companies on the **Open Company** dialog box. Notice that a **Y** appears in the Default column for one of the companies listed on the **Open Company** dialog box. This designates the company as the default company. This company is opened automatically each time you access the program.

To Set the Default Company

1 Choose **Open** from the **File** menu. The **Open Company** dialog box appears.

2 Select the company you want to set as the default from the list.

3 Click **Default**. A **Y** appears in the Default column next to the company. The next time you access the program, the new default company data files automatically open.

Copying Companies

Sage DacEasy Order Entry has a Copy routine that makes a copy of an existing set of files in a different folder. The copied files are treated as a new company and appear on the **Open Company** dialog box. This is useful when establishing multiple companies that share similar file structures.

To Copy a Company's Data Files

1. Choose **Copy** from the **File** menu. The **File Copy** dialog box appears.
2. Double-click the company you want to copy from the list. The **Copy Company** dialog box appears.
3. Type a short description of the company in the Identification Name field.
4. Type the path for the new data files in the Path field.
5. Select the **Zero Balances in Files** check box to create a copy of the company with zero balances and no transactions or clear this check box to make an exact copy of the company.
6. Click **OK**. A message appears confirming you have enough hard disk space to copy the company. Click **Continue** to copy the company. A message appears when the Copy routine is successfully complete.
7. Click **Continue** to exit the dialog box.

Creating and Restoring a Backup

With the Backup routine you can back up your data to a disk, to your hard drive or to a network drive. We recommend you keep a backup copy of your data files on disk so you do not lose your data in the event of a hard disk drive failure.

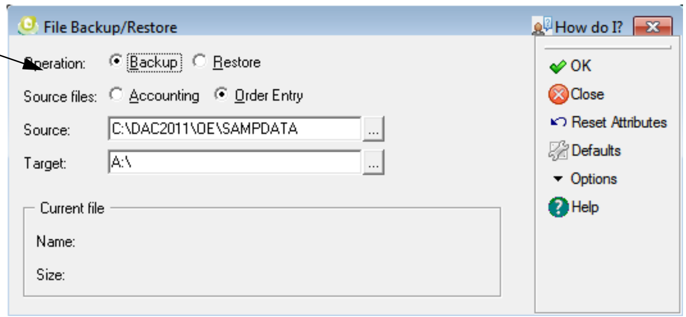
It is recommended that you make frequent backups of your data. It is especially important to make a backup before performing certain irreversible functions such as posting or purging. You can make a backup at any time by selecting **Backup/Restore** from the **File** menu. In addition, you can make backups directly from certain irreversible functions such as the Posting routine.

Tip: You can back up or restore all data files in a company profile at one time using the Sage DacEasy Business Center. Refer to Chapter 5, "Working With the Sage DacEasy Business Center" in the *Sage DacEasy Business Center Guide* for more information.

To Create a Backup of Your Data Files

1 Choose **Backup/Restore** from the **File** menu. The **File Backup/Restore** dialog box appears.

Use the File Backup/Restore dialog box to make a backup of your data files.



2 Select **Backup** in the Operation field.

3 Select **Order Entry** to back up only order entry data files. Select **Accounting** to back up only accounting data files.

4 Type the path to the data files you want to back up in the Source field. Sage DacEasy displays the path to the files currently open, but you can change the path if you want to back up files located elsewhere on your hard disk.

5 Type the path to where you want to store the backup files in the Target field.

6 Click **OK**. A message appears confirming you want to make a backup. Click **Yes** to continue. During the routine, Sage DacEasy prompts you to insert disks in the appropriate drive if necessary.

Note: If you are interfaced with Sage DacEasy Accounting, a message appears requesting you to make a backup of your accounting data files also. It is essential you make backups of your accounting and order entry data at the same time to keep the data on the backups synchronized.

Related Help Topics

- Creating a backup from the Post Order Entry dialog box
- Resetting file attributes
- Setting up backup and restore defaults

To Restore a Backup of Your Data Files

1. Choose **Backup/Restore** from the **File** menu. The **File Backup/Restore** dialog box appears.
2. Select **Restore** in the Operation field.
3. Select **Order Entry** to restore only order entry data files. Select **Accounting** to restore only accounting data files.
4. Type the path to the backup you want to restore in the Source field.
5. Type the path to the company receiving the backup in the Target field.
6. Click **OK**. A message appears confirming you want to restore data. Click **Yes** to continue. During the routine, Sage DacEasy prompts you to insert disks in the appropriate drive if necessary.

   Note: If you are interfaced with Sage DacEasy Accounting, a message appears requesting you to restore a backup of your accounting data files also. It is essential you restore backups of your accounting and order entry data at the same time to keep the data synchronized.

Related Help Topic

- Setting up backup and restore defaults

Using the Utilities Feature

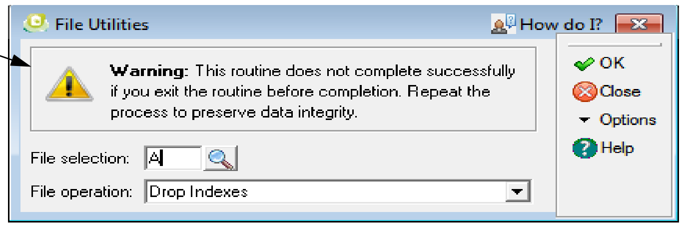
The File Utilities feature lets you periodically check the integrity of your data files, and if necessary, repair any damaged files. There are four routines available from within the Utilities command, Drop Indexes, Recover, Verify and Transaction Viewing. You can perform these routines at any time. You should run recover on all your data files at least once a month. Make a backup of your data files before running any of the Utility routines.

Important: You can click the **Close** button on the **Operation Status** dialog box to interrupt the Drop Indexes, Recover and Verify routines. If you interrupt a routine, a confirmation screen appears. Choose **Yes** to stop the utility routine. Sage DacEasy completes the utility on the current file and displays a cancellation message. It is very important you return later and run the utility routine again.

To Run the Utility Routines

1 Choose **Utilities** from the **File** menu. The **File Utilities** dialog box appears. Click **Help** for a detailed description of each field on the **File Utilities** dialog box.

Use the File Utilities dialog box to select the routine and file.



2 Type the number of the file you want to run utilities on in the File Selection field. If you are not sure of the file number, click **LookUp** to select a file from a list.

Note: If you select **A**-All Data Files when you run the Verify routine, Sage DacEasy runs the utility on the appropriate Header files.

3 Select the routine you want to run in the File Operation field.

4 Click **OK**. Sage DacEasy displays a message when the operation is complete. Click **Continue** to return to the **File Utilities** dialog box.

5 Click **Close** to exit the dialog box.

Related Help Topic

- Order entry file utility numbers

Using the Order Link Feature

Sage DacEasy Order Entry includes a unique feature that allows you to import orders entered into another copy of Sage DacEasy Order Entry from a remote location. This process is called Order Linking. Order Linking is especially helpful if your sales staff enters orders on laptop computers at their customers' office. The salesperson can enter and print an order using the remote computer, and then import the data into your company's data files at the home office.

Note: You must have multiple copies of Sage DacEasy Order Entry to use the Order Link feature. For example, one copy of Sage DacEasy Order Entry is installed on the laptop computer (remote computer) the sales staff uses and one copy of Sage DacEasy Order Entry is installed on the computer at the home office (main computer).

The link between the two sets of data is accomplished using a special order link file created by the program. The **Order Link** dialog box in Sage DacEasy Order Entry serves two functions: (1) creating the link file containing the orders to import to the main computer; and (2) importing the order link file into the main computer.

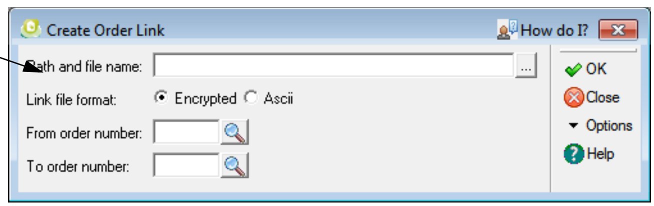
To Create an Order Link File

1 Enter orders into Sage DacEasy Order Entry on a remote computer.

2 Choose **Order Link** on the **File** menu. The **Order Link** dialog box appears.

3 Select the **Create Transfer File** option. The **Create Order Link** dialog box appears.

Use the Create Order Link dialog box to type a path, file name and range of orders for the order link file.



4 Type the path and file name for the order link file. For example, to create a file called ORDERS.TXT on a disk in drive A, type **A:\ORDERS.TXT**.

5 Select **Encrypted** to create a file that cannot be viewed or printed or select **ASCII** to create a file that can be viewed using a text editor.

Tip: If you want to import the order data into another program, select **ASCII**.

6 Type the range of order numbers you want included in the order link file in the From Order Number and To Order Number fields.

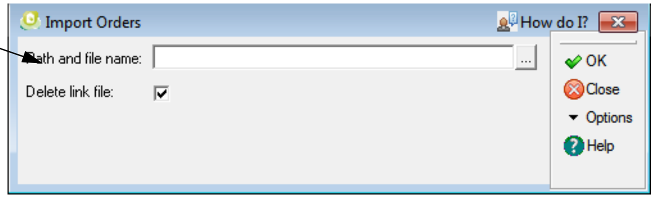
7 Insert a disk in the appropriate drive and click **OK**. A message appears when the order link file is successfully created. Click **Continue** to complete the routine and exit the dialog box.

To Import an Order Link File

1 Choose **Order Link** on the **File** menu. The **Order Link** dialog box appears.

2 Select the **Import Transactions** option. The **Import Orders** dialog box appears.

Use the Import Orders dialog box to type a path and file name to the order link file.



3 Type the path and file name to the order link file or click the **Browse** button to locate the file.

4 Select the **Delete Link File** check box if you want to delete the order link file after it is imported.

5 Insert the disk with the order link file into the drive and click **OK**. An Import Orders-Audit Report appears on the screen. The Audit report lists the orders imported from the remote system and the new order number assigned to the order in the main system. Press the **Esc** key to exit the report.

How Sage DacEasy Order Entry Imports Orders When Using the Order Link Feature

Sage DacEasy Order Entry generates order numbers using a sequential counter; however, since your sales staff is operating separate copies of the program, duplicate order numbers can exist when importing. To prevent importing orders with duplicate numbers, Sage DacEasy Order Entry places the original order number from the remote location in the Customer Reference field on the order and assigns the order a new number. This eliminates the possibility of duplicate order numbers.

Since Sage DacEasy Order Entry uses the Customer Reference field during the Import Orders routine, your salespeople should not use this field when entering orders that will be imported. Once the orders are imported in to the main location, you can reference the order either by the new order number or the order number the customer received at the remote location.

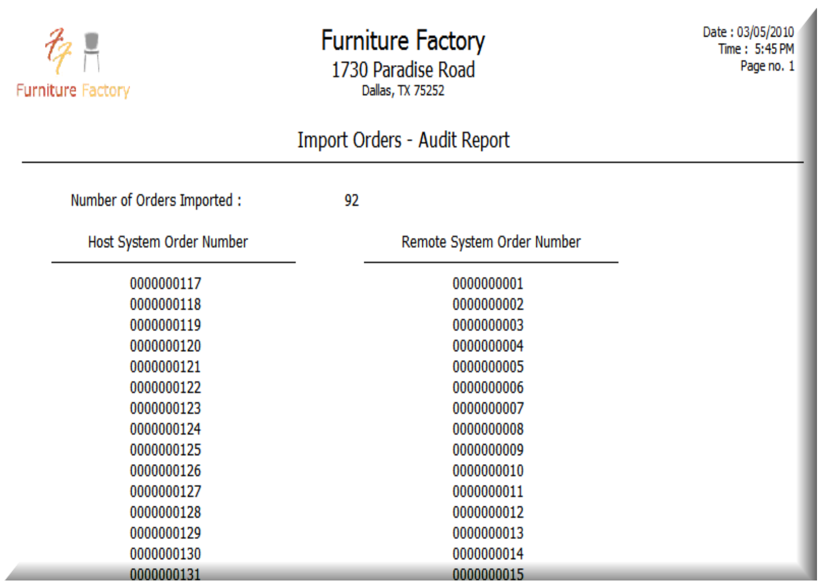
For example, say one of your salespeople enters order number 0000000321 on a laptop and provides the customer a printed copy of the order. When you import the order into your main computer at the home office, Sage DacEasy Order Entry assigns the order the next available number and inserts 0000000321 in the Customer Reference field. Now, you can reference the order either by the new order number or by the order number provided to the customer.

Note: During the Import Orders routine, Sage DacEasy Order Entry automatically adds any new customers on the orders you are importing, but Sage DacEasy Order Entry does not add any new products. If an error occurs while importing orders, the entire process is terminated and no orders are imported.

Audit Report

After the Import Orders routine is complete an Audit report appears. The Audit report for a successful import shows you the total number of orders imported, the remote order number and the new order number on the main computer. If the Import Orders routine was unsuccessful, the Audit report shows you the problems that occurred during the import routine. Correct the errors and repeat the Import Orders routine. If you assign your own order numbers, the Import Orders routine overrides this feature when importing the transactions. Sage DacEasy Order Entry assigns the next available order number determined by the number entered on the **Edit Forms Setup** dialog box. To check this number, select **Defaults** on the **Edit** menu, and then select **Forms Setup**. Select **Orders** and check the number in the Last Used Number field.

Successful Audit Report



Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/05/2010
Time : 5:45 PM
Page no. 1

Import Orders - Audit Report

Number of Orders Imported : 92

Host System Order Number	Remote System Order Number
0000000117	0000000001
0000000118	0000000002
0000000119	0000000003
0000000120	0000000004
0000000121	0000000005
0000000122	0000000006
0000000123	0000000007
0000000124	0000000008
0000000125	0000000009
0000000126	0000000010
0000000127	0000000011
0000000128	0000000012
0000000129	0000000013
0000000130	0000000014
0000000131	0000000015

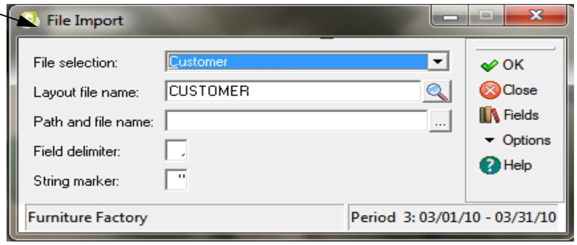
Importing Information

Sage DacEasy Order Entry includes an Import routine that you can use to import customers, products, services and promotional price data from an ASCII file. Sage DacEasy does not require the data in the ASCII file to be in any specific order. However, you must create an import layout file, which specifies the order of the data you are importing. You can have as many layout files as necessary.

To Import Data

1 Choose **Import** from the **File** menu. The **File Import** dialog box appears.

Use the File Import dialog box to select the type of information you are importing, the file name of the layout file you are using and the path and file name of the file you are importing.



2 Select the type of information you want to import.

3 Type the file name for your layout file.

4 Type the path and file name of the file you are importing.

5 Type the character that separates each field in your import file. The most common separator is the comma, which is the default.

6 Type the character that encloses a field. For example, if you have a customer named Kathy Eaton, it is probably enclosed by quotation marks, ("Kathy Eaton") to indicate that the first and last name belong in the same field. Quotation marks are the most common string markers.

7 Click **OK**. The information is imported.

Related Help Topic

- Importing data

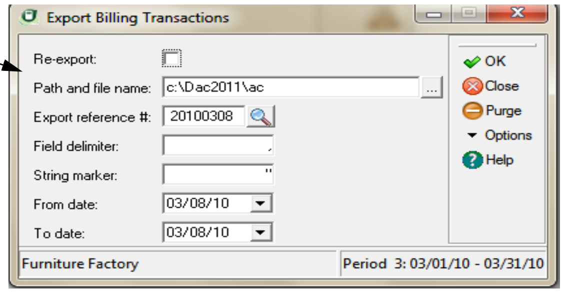
Exporting Billing Transactions

Use this routine to export your billing transactions, which are invoices and sales returns.

To Export Billing Transactions

1 Choose **Export Billing** on the **File** menu. The **Export Billing Transactions** dialog box appears.

Use the Export Billing Transactions dialog box to enter a path and file name for the exported information.



2 Select the **Re-export** check box if you have already exported a file with the same transactions once before.

3 Type the path to where you want to export the file. The three-digit extension should be **.TXT**.

4 Type the numerical reference link for the billing transactions. The default Export Reference # uses the YYYY/MM/DD date format.

5 Type the character you want to use to separate each field.

6 Type the character that encloses a field.

7 Type the range of dates for the transactions you want included in the file.

8 Click **OK**. A message appears when the file is successfully created. Click **Continue** to exit the message.

Related Help Topic

- Purging the re-export reference file

Quick Tour

3

• Quick Tour •

Use this chapter as a road map to effectively track your order entry information. The checklists in this chapter identify each step in the order entry process, direct you to the chapter or Help topic that explains each step and tell you why this step is important.

Getting Started Checklist

Sage DacEasy requires certain information prior to entering transactions. Use the following checklist to properly set up Sage DacEasy Order Entry.

- ❑ **Add your company**

  Sage DacEasy Order Entry lets you track order entry information for multiple companies. You are prompted to add a company the first time you access the program. Add additional companies to Sage DacEasy Order Entry by choosing **Open** on the **File** menu. When the **Open Company** dialog box appears, click **Add**.

  For more info on adding a company to Sage DacEasy Order Entry, refer to "Opening and Adding Companies" on page 14.

  Tip: You can also add your new company using the Sage DacEasy Business Center, and then use the Setup Workflow Guide to assist you with the setup process.

- ❑ **Enter the controller password and assign user access rights**

  The Sage DacEasy Order Entry controller has full access to all areas of the Sage DacEasy Order Entry program. After the controller password has been entered, each user can be added and assigned limited access to the program. Add the controller password by pointing to **Defaults** on the **Edit** menu, and then selecting **Passwords**. Add User IDs and assign access rights by pointing to **Defaults** on the **Edit** menu, and then selecting **User Access Rights**. After setting up the access rights for each user, be sure to activate the User Access Rights feature on the **System Preferences** dialog box.

  For more info on passwords and user access rights, refer to "Setting Up Security" on page 52.

- ❑ **Enter company information**

  Type your company's name and address information. This information prints at the top of each report. You will also enter your federal and state tax identification numbers here. Enter your company information by choosing **Defaults** on the **Edit** menu, and then selecting **Company Information**.

For more info, refer to “Setting Up the Company Information” on page 38.

Note: If you add your company using the Sage DacEasy Business Center, you have the option to automatically update the company information in each Sage DacEasy module when you save the new company profile. This keeps you from entering your address information more than once.

❑ **Set system preferences**

Use the **System Preferences** dialog box to customize the program to meet your needs. Select your system preferences by pointing to **Defaults** on the **Edit** menu, and then selecting **System Preferences**.

For more info on system preferences, refer to “Setting Up System Preferences” on page 39.

❑ **Add labels for custom fields**

You can customize up to six text fields, four numeric fields and two date fields for your customer, product and service records. After setting up the custom field labels, the labels appear on the **Custom** tab when editing customer, product and service records. You can then include these fields on custom reports generated with DacAccess.

For more info on setting up custom field labels, refer to “Editing Custom Field Labels” on page 47.

❑ **Enter customer and product defaults**

If you find yourself entering the same information on each record when you add your customers and products, enter the information as a default. The default information automatically appears when you add a new record. Enter customer defaults by pointing to **Defaults** on the **Edit** menu, and then selecting **Customer Defaults**. Enter product defaults by pointing to **Defaults** on the **Edit** menu, and then selecting **Product Defaults**.

For more info on customer and product defaults, refer “Setting Up Product and Customer Defaults” on page 50.

❑ **Set up your default printer**

Use the **Edit Default Printer** dialog box to set your default printer settings. These settings are used when you print your reports and forms in Sage DacEasy Order Entry. To access the **Edit Default Printer** dialog box, point to **Defaults** on the **Edit** menu, and then select **Printer**.

For more info on setting up the application printer, refer to the section titled “Setting Up the Printer” on page 51.

- ❑ **Enter your form preferences**

  You can print forms on plain paper, a preprinted Sage DacEasy form or a custom form. Prior to printing your first form, select which form template you are using or design your own template. Select your form preferences by pointing to **Defaults** on the **Edit** menu, and then selecting **Forms Setup**.

  For more info on forms, refer to "Selecting Form Templates" on page 62.

- ❑ **Enter your methods of payment, messages, price breaks, salespeople, shipping methods, terms, tax and weight unit tables**

  Sage DacEasy uses tables to store information. Assign information to a code, and then use this code instead of reentering the information throughout the program. If the information changes (for example, the tax rate changes), you only need to change the table instead of changing each customer or product record affected by the change.

  For more information on tables, refer to "Setting Up Table Information" on page 67.

- ❑ **Add your customers and setup balances**

  To track information about each customer, add customers on the **Edit Customer** dialog box. Balance information for the customer is updated automatically each time you use this customer on a transaction. When you enter beginning balances, you can enter each outstanding invoice individually or a lump sum. The Accounts Receivable account is updated as you enter each customer's beginning balance. To add customers, select **Customers** from the **Edit** menu.

  For more info on customers, refer to "Setting Up Customer Information" on page 78.

- ❑ **Add your products and setup balances**

  To track inventory, add products you sell on the **Edit Products** dialog box. You can enter each item on orders and invoices. You can enter finished goods with component lists and use the assembly-on-the-fly feature to build the products. The Inventory account balance is automatically updated as you enter each product's beginning balance. To add products, select **Products** from the **Edit** menu.

  For more info on products, refer to "Setting Up Product and Customer Defaults" on page 50.

  Tip: If you are tracking inventory for multiple warehouses, you can automatically generate product codes for each warehouse when you create the master item.

❑ **Enter your warehouses and master items**

If you want to track inventory located in multiple warehouses, add a record for each warehouse and master item. When you set up the master item, include each product that makes up the master item and the warehouse in which the item is stored. This allows you to track your inventory by the master item or by each warehouse.

For more info on setting up warehouses, refer to “Setting Up Warehouses” on page 77.

❑ **Add your services**

If you want to include services on your orders and invoices, add services your company offers on the **Edit Service** dialog box. To add services, select **Services** from the **Edit** menu.

❑ **Add your billing codes**

Use codes to include items on orders and invoices that are not products or services (for example, freight). To add billing codes, select **Billing Codes** from the **Edit** menu.

For more information on billing codes, refer to Chapter 4, “Setting Up.".

❑ **Add your serial numbers**

If you track serial numbers for your products and services, enter each serial number. Then, you can track the product by its serial number when you sell the product. To view serial numbers, select **Serial Numbers** from the **Edit** menu.

For more info on serial numbers, refer to Chapter 4, “Setting Up.".

❑ **Add your promotional prices**

Use the Promotional Price feature to enter special sales prices that are valid for a certain range of dates. If you are offering a sale on specific items for one week, enter the special sales price you want for that week on the promotional price transaction. To add promotional prices, select **Promotional Price** from the **Edit** menu.

For more info on promotional prices, refer to Chapter 4, “Setting Up.".

Understanding the Sage DacEasy Order Entry Process Checklist

The following checklist details the tasks you should perform on a daily basis when entering and shipping orders.

❑ **Log in to the Order Entry dialog box**

Use the **Log In** dialog box to track the Sage DacEasy Order Entry person entering the orders. Print the detail Order Status report to identify the Sage DacEasy Order Entry person who entered a particular order or you can create a custom report. Log in to the **Order Entry** dialog box by choosing **Order Entry** on the **Process** menu.

❑ **Enter your quotes, orders and returns as necessary**

Use the **Order Entry** dialog box to enter your quotes, orders, blanket orders and returns (referred to as RMAs, Returned Merchandise Authorizations). You can also pull up an old order and fill the backordered items, check the customer inquiry and convert a quote to an order all from the **Order Entry** dialog box.

Depending on the settings selected on the **System Preferences** dialog box, you can record the serial numbers as you enter the products or services and print the order, RMA and picking ticket as you enter each transaction. Access the **Order Entry** dialog box by choosing **Order Entry** from the **Process** menu.

For more info on entering transactions, refer to “Entering Orders, Blanket Orders and RMAs” on page 96.

❑ **Print the orders, RMAs and picking tickets**

After you have entered your quotes, orders and RMAs, you can batch print the orders, picking tickets, RMAs, quotes and order labels. To batch print means print a range of forms or labels at one time. Send the picking ticket to the warehouse or fulfillment center to prepare the order. To print this information, point to **Print Orders** from the **Process** menu, and then select the option you want to print.

For more info on printing these forms, refer to Chapter 5, “Processing Orders."

- ❑ **Ship orders and RMAs using the Ship Orders routine**

Use the Ship Orders routine when you are ready to deliver an order to the customer or when you receive returned items from a customer. This process creates billing invoices for orders and sales returns for RMAs. You can also fill backorders from the Ship Orders routine. This means you can tag all the orders you want to ship and fill the backorders all at once. Depending on the settings on the **System Preferences** dialog box, you can record the serial numbers for the products and services as you select the orders to ship. Access the Ship Orders routine by choosing **Ship Orders** from the **Process** menu.

For more info on shipping transactions, refer to “Shipping Orders” on page 111.

Note: Depending on the number of orders you are shipping, you may want to make a backup of your order entry and accounting data files before performing the Ship Orders routine.

- ❑ **Print your invoices, sales returns and packing lists**

When you ship the order, Sage DacEasy Order Entry creates an invoice or sales return. Print the invoice or sales return to send to the customer. Print the shipping label and packing list and send them to the warehouse or fulfillment center to include in the order. To print this information, point to **Print Invoices** from the **Process** menu, and then select the option you want to print.

For more info on printing these forms, refer to Chapter 5, “Processing Orders."

- ❑ **Print the Sales Journal to verify correct shipping entries**

After you have shipped all the orders for the day, you are now ready for final verification of the invoices and returns. Print the Sales Journal to check that the invoices shipped and goods returned are correct. To print the Sales Journal, choose **Sales Journal** from the **Process** menu. Select **Journal** and check the date. Click **OK** to print the journal.

For more info on printing the Sales Journal, refer to “Printing the Sales Journal or Sales Listing” on page 120.

- ❑ **If you detect a shipment error on the Sales Journal, use the Cancel Shipment routine to reverse the shipment**

After you ship an order, but before you post the shipment, you can reverse the Ship Orders routine should you find any errors. Use the Cancel Shipment routine if you incorrectly tagged and shipped an order. To access the Cancel Shipment routine, choose **Cancel Shipment** from the **Process** menu.

For more info on canceling a shipment, refer to "Cancelling Shipments" on page 124.

Note: Make a backup of your order entry and accounting data files before performing the Cancel Shipment routine.

❑ **Back up your data files**

It is important you back up your order entry data files prior to posting. If you are interfacing with Sage DacEasy Accounting, you also want to make a separate backup of your accounting data files. If you encounter an error during the Posting routine, the first step in fixing the problem is restoring the backup. Make a backup of your data files by choosing **Backup/Restore** from the **File** menu.

For more info on making a backup of your data files, refer to Chapter 2, "Getting Started.".

Tip: You can back up all Sage DacEasy data files for a single company from the Sage DacEasy Business Center. Refer to Chapter 5, "Working With the Sage DacEasy Business Center" in the *Getting Started Guide* for more information.

❑ **Post shipments**

The last step in the order entry process is posting shipments. The Post Shipments routine updates the customers, products, services, tax tables, salesperson, sales analysis and chart of accounts. To post shipments, choose **Post Shipments** from the **Process** menu. Check the date on the **Post Order Entry** dialog box and click **OK**.

For more info on posting shipments, refer to "Posting Shipments" on page 126.

Periodic Routines Checklist

The following checklist details the tasks performed on a periodic basis.

❑ **Back up your order entry and accounting data files**

Although you rarely need to restore a backup, it is important to make frequent backups in case you accidentally perform a procedure that cannot be reversed or you have corruption in your files. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, be sure to make a separate backup of your accounting data files each time you make a backup of your order entry data files. To make a backup, choose **Backup/Restore** on the **File** menu.

For more info on making a backup of your data files, refer to "Getting Started" on page 11.

- ❑ **Run the File Utilities routine**

  Your data files, like your cars, need periodic maintenance. The Recover and Verify routines work together to keep your software running smoothly. To run the File Utilities routine, choose **Utilities** on the **File** menu.

  For more info on running the utilities, refer to “Using the Utilities Feature” on page 19.

- ❑ **Print any custom reports pulling information you want to track on a periodic basis**

  If you have created any custom reports in DacAccess pulling any historical information from customers, products, services or tax tables, print the reports before running the Year End routine.

  For more info on custom reports, refer to Chapter 8, “Custom Reporting.".

- ❑ **Run the Year End routine in Sage DacEasy Order Entry**

  The Year End routine updates the historical information in your customer, product, service and tax table records. The Year to Date (YTD) balances transfer to Last Year (LY) and Last Years balances transfer to Year Before Last (YBL). This routine also changes the period dates to the new year. To run the Year End routine, choose **Year End** on the **Periodic** menu.

  For more info on running the Year End routine, refer to “Running Year End” on page 191.

- ❑ **Run the Year End routine in Sage DacEasy Accounting**

  If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, run the Year End routine in Sage DacEasy Accounting after you have run the Year End routine in Sage DacEasy Order Entry. Run the Year End routine in Sage DacEasy Accounting as specified by the *Sage DacEasy Accounting User Guide* or Sage DacEasy Accounting Help system.

- ❑ **Perform periodic procedures like purging data files**

  If you are running low on disk space, you can purge information in your data files. It is recommended that you purge at the end of the year if you must purge data. To purge information, choose **Purge** from the **Periodic** menu.

  For more info on purging data, refer to “Purging Data Files” on page 188.

  Note: After you purge information, you should run the Recover routine to retrieve the recovered hard disk drive space. Choose **Utilities** from the **File** menu to run the Recover routine.

Setting Up

4

• Setting Up •

This chapter helps you get started using the program by setting up all the necessary information. The first section explains what default information you need to set up and the steps on how to do it. The next sections explain items you can set up ahead of time to speed up the order entry process. These items include your customers, master items, products, services, promotional prices, billing codes, salespeople, warehouses, weight units, serial numbers, method of payments, shipping methods, tax tables, terms and other areas of the program.

Setting Up Default Information

Like all of Sage DacEasy's products, you can set up defaults in Sage DacEasy Order Entry. When you take the time to set up your defaults, you will find entering transactions becomes a fast efficient process. The information in this section explains the procedures you follow to set up defaults.

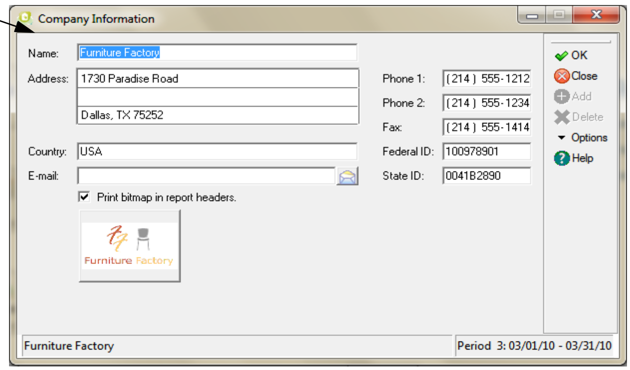
Setting Up the Company Information

Enter your company name and address on the **Company Information** dialog box. This name is different from the identification name entered on the **Add Company** dialog box when adding a new company. Information on the **Add Company** dialog box acts as a short description of your company and only appears on the **Open Company** dialog box. This is useful if you operate more than one company, because you can easily identify each company. The company information, however, appears on the Sage DacEasy desktop and prints at the top of all reports.

To Set Up the Company Information

1 Point to **Defaults** on the **Edit** menu, and then select **Company Identification**. The **Company Information** dialog box appears. Click **Help** for more information on each field.

.The company name and address entered here prints at the top of all predefined reports.



Note: If you add your company using the Sage DacEasy Business Center, you have the option to automatically update the company information in each Sage DacEasy module when you save the new company profile. This keeps you from having to enter your address information more than once.

2 Type your company name in the Name field.

3 Type your company address, e-mail address, phone numbers, fax number and federal and state tax identification numbers in the appropriate fields.

4 Click **OK** to save the company information and exit the dialog box.

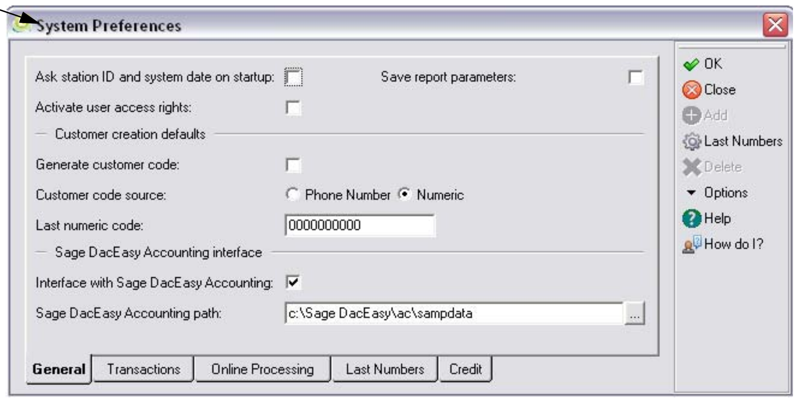
Setting Up System Preferences

Use the **System Preferences** dialog box to interface Sage DacEasy Order Entry with Sage DacEasy Accounting. The information you enter on this dialog box also controls many different routines throughout Sage DacEasy Order Entry.

To Set the System Preferences

1 Point to **Defaults** on the **Edit** menu, and then select **System Preferences**. The **System Preferences** dialog box appears. Click **Help** for more information on each field.

Use the System Preferences dialog box to customize the program to meet your needs.



2 Select your preferences for each option on the **General** tab.

3 Click the **Transactions** tab and make your selections for each option.

4 Click the **Online Processing** tab. Make any necessary changes if using the online payment verification feature. To take advantage of this funtionality in Sage DacEasy, please contact Sage Payment Solutions. They can be reached for further information from the Sales department at 800 DACEASY.

5 Click the **Last Numbers** tab. Make any necessary changes.

6 Click the **Credit** tab and make your selections for each option. You can choose to display a warning or prevent invoices from being created if a customer has reached their credit limit or has a past due balance. If you are interfaced with Sage DacEasy Accounting, select these preferences on the **System Preferences** dialog box in Sage DacEasy Accounting.

7 Click **OK** to save the system preferences.

Interfacing Sage DacEasy Order Entry With Sage DacEasy Accounting

Because you can interface Sage DacEasy Order Entry with Sage DacEasy Accounting, a special section is dedicated to explaining how to set up the interface between the two programs and what files are affected when interfacing with Sage DacEasy Accounting.

If you use Sage DacEasy Accounting, you can easily set up an interface between the two programs. After you install Sage DacEasy Accounting on your hard disk drive and set up your accounting company data files, type and store the path to the accounting data files in the **System Preferences** dialog box in Sage DacEasy Order Entry. If you have been using Sage DacEasy Order Entry as a stand-alone program and you want to begin interfacing Sage DacEasy Order Entry with Sage DacEasy Accounting, contact Sage DacEasy Customer Support Services.

Tip: If you are using the Sage DacEasy Business Center, you can set up the interface automatically when you add both the Sage DacEasy Accounting and Sage DacEasy Order Entry module to the company profile.

When you interface Sage DacEasy Order Entry with Sage DacEasy Accounting, your billing transactions are recorded in Sage DacEasy Accounting when you ship orders and post your order entry shipments. This means you do not need to make a separate entry in Sage DacEasy Accounting to record these transactions.

Tip: Sage DacEasy Order Entry only interfaces with the current version of Sage DacEasy Accounting.

To Set Up the Interface Between Sage DacEasy Accounting and Sage DacEasy Order Entry

1. Open Sage DacEasy Accounting and select **Open** from the **File** menu. The **Open Company** dialog box appears. Each company set up in Sage DacEasy Accounting appears with the corresponding path to the data files. Select the company you want to interface with Sage DacEasy Order Entry and write down the path to the accounting data files.

2. Access Sage DacEasy Order Entry and open the company you want to interface with Sage DacEasy Accounting. Point to **Defaults** on the **Edit** menu, and then select **System Preferences**. The **System Preferences** dialog box appears.

3. Select the **Interface with Sage DacEasy Accounting** check box and type the path to the accounting data files in the Sage DacEasy Accounting Path field.

4. Click **OK** to save the change and exit the dialog box.

Files Shared when You Interface with Sage DacEasy Accounting

Several files are shared when Sage DacEasy Order Entry is interfaced with Sage DacEasy Accounting. These files are the link between the two programs and automatically update Sage DacEasy Accounting with sales transactions from Sage DacEasy Order Entry.

- **Accounts** - Sage DacEasy Order Entry uses this file when you specify default account numbers. The accounts used for sales, taxes, etc. must match the accounts used in Sage DacEasy Accounting. When you post an invoice transaction, the dollar amounts are distributed to the specified accounts in Sage DacEasy Accounting and increase or decrease the account balance accordingly.
- **General Ledger files** - Sage DacEasy Order Entry updates the General Ledger module in Sage DacEasy Accounting with a summary transaction each time you post shipments. The transaction created by Sage DacEasy Order Entry affects the specified accounts. The entry is recorded in the General Ledger module in Sage DacEasy Accounting showing how each account was affected. If you are using the Update General Ledger Online feature, Sage DacEasy Order Entry updates the General Ledger module in Sage DacEasy Accounting with an unposted detail transaction each time you ship an order. The General Ledger module is also updated with an unposted transaction when you save an advance payment on an order if **Entering** is selected as your Process Payment When option on the **Transactions** tab of the **System Preferences** dialog box in Sage DacEasy Order Entry.
- **Customers** - Customers set up in Sage DacEasy Accounting are accessed when you view customers in Sage DacEasy Order Entry. This means you do not have to reenter customer information in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you look up customer information or view it on the **Edit Customer** dialog box, Sage DacEasy accesses the customers in Sage DacEasy Accounting. Customer notes and alternative addresses are also shared in this way. When you add a customer in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Customer file in Sage DacEasy Accounting.
- **Customer Transaction History files** - The Customer Transaction History Detail and Summary files are updated when you ship orders. To ensure these files are updated in Sage DacEasy Order Entry and Sage DacEasy Accounting, point to **Defaults** on the **Edit** menu in Sage DacEasy Accounting, and then select **System Preferences**. Select the **Track Customer Transaction History** check box.

- **Master Items** - Master items set up in Sage DacEasy Accounting are accessed when you view master items in Sage DacEasy Order Entry. This means you do not need to reenter the master items in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you interface Sage DacEasy Order Entry with Sage DacEasy Accounting, you are able to keep track of the inventory on hand because on hand units and dollars are affected by transactions entered in Sage DacEasy Order Entry and Sage DacEasy Accounting.
- **Warehouses** - Warehouses set up in Sage DacEasy Accounting are accessed when you view warehouses in Sage DacEasy Order Entry. This means you do not need to reenter the warehouses in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. Warehouse permits are also shared in this way.
- **Products** - Products set up in Sage DacEasy Accounting are accessed when you view products in Sage DacEasy Order Entry. This means you do not need to reenter products in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you interface Sage DacEasy Order Entry with Sage DacEasy Accounting, you are able to keep track of the inventory on hand because on hand units and dollars are affected by transactions entered in Sage DacEasy Order Entry and Sage DacEasy Accounting. When you look up product information or view it on the **Edit Product** dialog box, Sage DacEasy accesses the products in Sage DacEasy Accounting. Product notes and component lists are also shared in this way. When you add a product in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Product file in Sage DacEasy Accounting.
- **Product Transaction History** - The Product Transaction History file is updated when you post shipments and enter Inventory Adjustment transactions. To ensure this file is updated, select the **Track Product Transaction History** check box on the **System Preferences** dialog box in Sage DacEasy Accounting.
- **Services** - Services set up in Sage DacEasy Accounting are accessed when you view services in Sage DacEasy Order Entry. This means you do not need to reenter services in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you look up service information or view it on the **Edit Service** dialog box, Sage DacEasy accesses the services in Sage DacEasy Accounting. Service notes are also shared in this way. When you add a service in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Service file in Sage DacEasy Accounting.

- **Accounts Receivable Open Invoice Header and Detail** - When you enter a receivable sale in Sage DacEasy Order Entry, an entry is made to the AR Open Invoice files in Sage DacEasy Accounting. This lets you view receivable transactions created in Sage DacEasy Order Entry on the Receivables Aging report and on customer statements. Sage DacEasy Order Entry updates the AR Open Invoice files for advance payments depending on whether you choose to process payments when shipping or upon entry in the **System Preferences** dialog box.
- **Billing Codes** - Billing codes set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter billing codes in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you look up billing code information or view it on the **Edit Billing Code** dialog box, Sage DacEasy accesses the billing codes in Sage DacEasy Accounting. When you add a billing code in Sage DacEasy Order Entry, Sage DacEasy adds this code to the Billing Code file in Sage DacEasy Accounting.
- **Messages** - Message codes set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter message codes in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you look up message code information or view it on the **Edit Message** dialog box, Sage DacEasy accesses the message codes in Sage DacEasy Accounting. When you add a message in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Message file in Sage DacEasy Accounting.
- **Terms Tables** - Terms codes set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter terms codes in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you look up terms code information or view it on the **Edit Terms Code** dialog box, Sage DacEasy accesses the terms codes in Sage DacEasy Accounting. When you add a term code in Sage DacEasy Order Entry, Sage DacEasy adds this code to the Terms file in Sage DacEasy Accounting.
- **Tax Tables** - Tax codes set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter tax codes in Sage DacEasy Order Entry after you set up the interface with Sage DacEasy Accounting. When you look up tax code information or view it on the **Edit Tax Table** dialog box, Sage DacEasy accesses the tax codes in Sage DacEasy Accounting. When you add a tax in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Tax file in Sage DacEasy Accounting.

- **Price Breaks -** Price breaks set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter price breaks in Sage DacEasy Order Entry after you set up the interface with Sage DacEasy Accounting. When you edit or view price breaks, Sage DacEasy accesses the price breaks in Sage DacEasy Accounting. When you add a price break in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Price Break file in Sage DacEasy Accounting.
- **Promotional Prices -** Promotional prices set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter promotional prices. When you edit or view Promotional Prices, Sage DacEasy Order Entry accesses The Promotional Prices table in Sage DacEasy Accounting. When you add a record to this table in Sage DacEasy Order Entry, it is immediately reflected in Sage DacEasy Accounting.
- **Salespeople -** Salesperson codes set up in Sage DacEasy Accounting can also be accessed in Sage DacEasy Order Entry. This means you do not need to reenter the salespersons codes in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you edit or view a salesperson, Sage DacEasy accesses the salespeople in Sage DacEasy Accounting. When you add a salesperson code in Sage DacEasy Order Entry, Sage DacEasy adds this code to the Salesperson file in Sage DacEasy Accounting.
- **Invoices Header and Detail -** These files are updated when you ship orders and RMAs and when you post your shipments in Sage DacEasy Order Entry. When an order is shipped, Sage DacEasy Order Entry creates a billing transaction (an invoice or sales return) in Sage DacEasy Accounting using the next available invoice number, or an invoice number you select. To assign your own invoice numbers, point to **Defaults** on the **Edit** menu, and then select **Forms Setup** in Sage DacEasy Order Entry. Select **Invoices**, and then select the **Assign Own Number** check box.
- **Serial Numbers -** The serial number files are updated depending on the selection made on the **System Preferences** dialog box in Sage DacEasy Order Entry. If you selected **Orders** for the Serial Number Point of Entry option, the Serial Number file is updated when you enter your serial numbers as you enter your order. If you selected **Shipments** for the Serial Number Point of Entry option, the Serial Number file is not updated until you enter the serial number while shipping your orders. When you add a serial number in Sage DacEasy Order Entry, Sage DacEasy adds this serial number to the Serial Number file in Sage DacEasy Accounting.

- **Assembly files -** These files are updated when you use the Assembly routine in the **Order Entry** dialog box.
- **Check Register -** If you have invoices with advance payments, your Sage DacEasy Accounting Check Register file is updated when you post the shipments in Sage DacEasy Order Entry. If you are using the Update Check Register Online feature, Sage DacEasy Order Entry updates the Sage DacEasy Accounting Check Register file when you save or ship an advance payment on an order. When the Sage DacEasy Accounting Check Register is updated depends on whether you selected Entering or Shipping as the Process Payment When option on the **Transactions** tab of the **System Preference** dialog box in Sage DacEasy Order Entry.
- **Sales Analysis -** The Sage DacEasy Accounting Sales Analysis file is updated when you post shipments in Sage DacEasy Order Entry. This file is also updated when posting the Billing module in Sage DacEasy Accounting. To ensure the Sales Analysis file is updated when you post, be sure to select the **Track Sales Analysis** check box on the **Billing** tab of the **System Preferences** dialog box in Sage DacEasy Accounting.
- **Sales Assistant -** This file holds the extended, hidden and pop up messages for your products and services on orders and invoices. To view the Sales Assistant for a product or service, view the item on the **Edit Product** or **Edit Service** dialog box. Click **Options**, and then select **Sales Assistant**.
- **Substitute Products -** Substitute product lists set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter substitute products in Sage DacEasy Order Entry after you set up the interface with Sage DacEasy Accounting. When you edit or view the substitute products list, Sage DacEasy accesses the substitute products list in Sage DacEasy Accounting. When you add a product to a substitute products list in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Substitute Products file in Sage DacEasy Accounting.

- **Shipping Methods** - Shipping methods set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter shipping methods in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you edit or view a shipping method, Sage DacEasy accesses the shipping methods in Sage DacEasy Accounting. When you add a shipping method in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Shipping Methods file in Sage DacEasy Accounting.
- **Weight Units** - Weight unit codes set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter weight unit codes in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When you edit or view a weight unit, Sage DacEasy accesses the weight unit codes in Sage DacEasy Accounting. When you add a weight unit code in Sage DacEasy Order Entry, Sage DacEasy adds this record to the Weight Unit file in Sage DacEasy Accounting.
- **Custom Fields** - Custom field labels set up in Sage DacEasy Accounting can be accessed in Sage DacEasy Order Entry. This means you do not need to reenter the custom field labels in Sage DacEasy Order Entry after you set up the interface to Sage DacEasy Accounting. When viewing the custom fields on the **Edit Customer**, **Edit Product** and **Edit Service** dialog boxes, Sage DacEasy displays the custom field labels set up in Sage DacEasy Accounting. When you change a custom field label in Sage DacEasy Order Entry, Sage DacEasy updates the custom field labels in Sage DacEasy Accounting.

Editing Custom Field Labels

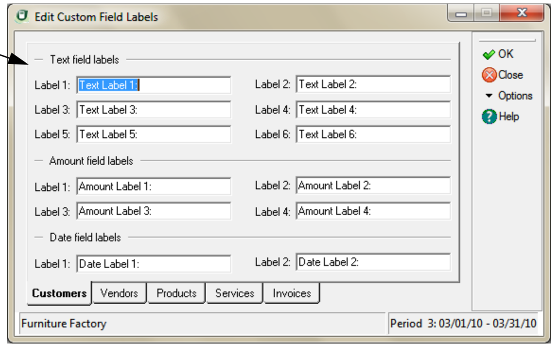
You can customize up to six text fields, four numeric fields and two date fields for your customer, product and service records. You can then include these fields on custom reports generated with DacAccess.

Note: Custom field labels appear only when editing records. The default field labels appear when using custom fields in DacAccess.

To Edit Custom Field Labels

1 Select **Defaults** from the **Edit** menu, and then select **Custom Field Labels**. The **Edit Custom Field Labels** dialog box appears.

Enter the custom field labels you want to use for customers, products and services on each appropriate tab of the Edit Custom Field Labels dialog box.



2 Type the name of each custom field you use. You can customize the following types of fields:

Text—You can include letters, numbers or symbols in text fields. Although you can enter numbers in text fields, you cannot perform calculations on text fields in DacAccess.

Amount—You can only include numbers in amount fields. Use these custom fields to perform calculations or edit the format of these fields in DacAccess.

Date—Date fields appear in a MM/DD/YYYY format. You can modify the format when printing custom reports with DacAccess.

3 Repeat the previous step for each tab.

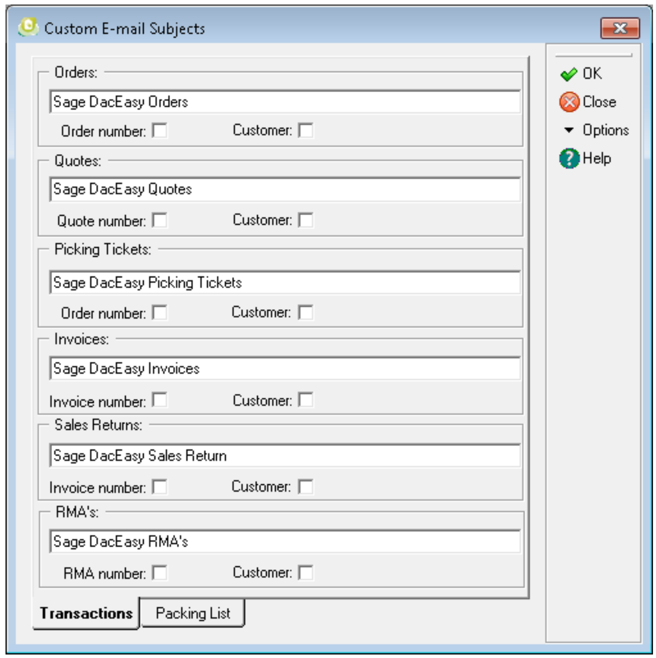
4 Click **OK** to save your field labels. The new field labels appear on the **Custom** tab when editing customer, product and service records.

Entering Custom E-mail Subjects

Sage DacEasy Order Entry allows you to enter custom text to populate the subject line of e-mail messages you send to customers for transactions and packing lists. Optionally, you can also include the document number and customer name in the subject line.

To enter Custom E-mail Subjects

1 Select **Defaults** from the **Edit** menu, then select **Custom E-mail Subjects** to open the **Transactions** page of the **Custom E-mail Subjects** dialog box.



2 Enter the text you want to include on the subject line of e-mails for transactions in the text field for:

- **Orders** - Mark **Order number** and **Customer** if you want to include the order number and customer name in the e-mail subject line.
- **Quotes** -Mark **Quote number** and **Customer** if you want to include the quote number and customer name in the e-mail subject line.
- **Picking Tickets** - Mark **Order number** and **Customer** if you want to include the merchandise received number and customer name in the e-mail subject line.
- **Invoices** - Mark **Invoice number** and **Customer** if you want to include the invoice number and customer name in the e-mail subject line.
- **Sales Returns** - Mark **Invoice number** and **Customer** if you want to include the invoice number and customer name in the e-mail subject line.
- **RMA's** - Mark **RMA number** and **Customer** if you want to include the RMA number and vendor name in the e-mail subject line.

3 Click the **Packing List** tab to open the **Packing List** page.

4 Enter the text you want to include on the subject line of e-mails for packing lists in the text field for:

- **Invoices Packing List** - Mark **Invoice number** and **Customer** if you want to include invoice numbers and customer names in the e-mail subject lines.
- **Sales Returns Packing List** - Mark **Invoice number** and **Customer** if you want to include the invoice number and customer name in the e-mail subject line.

5 Click **OK** to save your changes and to close the **Custom E-mail Subjects** dialog box.

Setting Up Product and Customer Defaults

Use the Product and Customer Defaults feature to help you set up your products and customers quickly. You can enter global information that appears automatically as you enter new products or customers. As you add new products or customers, the fields entered on the defaults dialog box appear on the **Edit Product** or **Edit Customer** dialog box. If some products or customers do not use the same information, you can make any necessary changes while entering the product or customer. Please note you do *not* have to complete every field on the defaults dialog box. Fill in only those fields that help speed the process of setting up products and customers.

To Set Your Product or Customer Defaults

1 Point to **Defaults** on the **Edit** menu, and then select **Product Defaults** or **Customer Defaults**. The appropriate dialog box appears. Click **Help** for more information on each field on the defaults dialog box.

2 Complete only the fields on the defaults dialog box that will help speed up the process of entering products or customers.

3 Click **OK** to save the product or customer defaults.

Setting Up the Printer

Set up your default application printer in Sage DacEasy Order Entry before you print any reports or forms. It is important that you indicate the type of printer you are using so the program can correctly print information.

To Set Up the Printer

Sage DacEasy uses the default printer settings unless you edit the report layout. For more information on customizing the report layout, refer to the section titled "Viewing Your Data" in Chapter 4, "Working With Sage DacEasy" in the *Getting Started Guide*.

1. Select **Defaults** from the **Edit** menu, and then select **Printers**. The **Edit Default Printer** dialog box appears. Click **Help** for a detailed description of each option.

   You can click **Restore Default** to restore the default printer settings.

2. Select the printer in the Name box on the **Printer** tab.

   The printers that appear in the Name list are based on the printers you have installed on your local Windows system. For more information on installing a printer on your system, refer to your Microsoft® Windows® operating system documentation.

3. Click the **Fonts** tab. Select your font preferences for each section of the report. Select a section, and then select your preferences for the section. Repeat this process for each section of the report.

4. Click the **Page** tab. Select your preferences for the page setup.

   Note The Width and Height boxes only apply when you select a custom paper size.

5. Click **OK** to save your printer settings.

   Tip: You can click **Apply to All** to update the report layouts for each report with the printer settings set on this dialog box.

Setting Up Security

One of the most important issues when using a computerized system is the safety and security of your data. If you have one or more operators entering data or printing reports, you may want to restrict access to certain routines. Implementing Sage DacEasy's security system is a three-step process. The first step is to set up a controller password. The second step is to add each user and assign their access rights. The third step is to select the **Activate User Access Rights** check box on the **System Preferences** dialog box.

The following information explains how to enter the controller password and add each user.

Adding the Controller Password

Sage DacEasy gives you a default user that has access to the entire program. This default user is assigned the User ID "Controller." Use the **Edit Password** dialog box to enter the controller password. The next time you start the program, type **Controller** in the User ID field and type the password you assigned to the controller User ID.

To Add the Controller Password

1. Select **Defaults** from the **Edit** menu, and then select **Passwords**. The **Edit Password** dialog box appears.
2. Type the password to be used each time you log in as the controller.

   It is important that you remember your password or write it down and store it in a secure place.
3. Type the password again in the Confirm Password field.
4. Click **OK** to save your controller password.

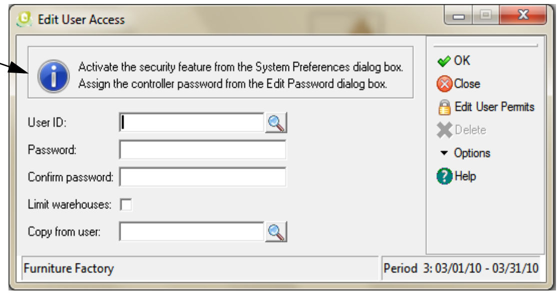
Adding New Users and Assigning Access Rights

After entering the controller password, the controller can set up access rights for each additional user with the Access Rights feature. From the **Edit User Access** dialog box you can restrict the areas in the program that each user can access and assign individual passwords for each user. You can also limit the warehouses into which users can purchase inventory and from which inventory can be sold.

To Add or Edit User Access

1 Select **Defaults** from the **Edit** menu, and then select **User Access Rights**. The **Edit User Access** dialog box appears. Click **Help** from the **Edit User Access** dialog box for a detailed description of each field.

Assign specific access rights for each user from the Edit User Access dialog box.



2 Type a User ID and password, and then confirm the password.

3 Select the **Limit Warehouses** check box if you have multiple warehouses and want to limit the warehouses into which the user can purchase inventory (if interfaced with Sage DacEasy Accounting) and from which inventory can be sold.

If you have already set up your warehouses and you selected this check box, click **Options**, and then select **Edit Warehouse Permits**. A list of your warehouses appears. Select a warehouse and click **Tag/Untag** to give the user access or remove access. Click **Tag/Untag All** to give or remove the user access to all warehouses. Click **OK** to save the warehouse rights and return to the **Edit User Access** dialog box.

If you have not set up your warehouses, return to this feature after setting up your warehouses to edit the user's warehouse permits .

4 You can assign rights to each function or copy rights from another user.

To select rights, click **Edit User Permits**. Select a function and click **Tag/Untag** to give the user access or remove access. Click **Tag/Untag All** to give the user access to all functions or remove access to all functions. Click **OK** to save the user and their access rights. The **Edit User Access** dialog box appears ready for you to set up additional users.

To copy an existing user's rights, type the user ID in the **Copy From User** field or click **LookUp** and select the user from the list that appears. Click **OK** to save the user and their access rights and clear the **Edit User Access** dialog box.

Audit Trail

Improve auditing and defend against potential fraud. With this feature, you have a register of user activity in the system. **Audit Trail** records insertions, deletions, and modifications of the most relevant master and transaction tables in Sage DacEasy. This important enhancement to the security system maintains a record of who modified the information in your system, as well as what information was modified and when. The log is available to print as you desire.

Note: To activate the **Audit Trail Log** in the Sage DacEasy Accounting, Sage DacEasy Order Entry and Sage DacEasy Point of Sale modules, enable the **Activate User Access Rights** option in **System Preferences.** To activate the **Audit Trail Log** in the Sage DacEasy Payroll module enable the **Generate Audit Trail** check box in **Preferences.**

The **Audit Trail Log** Report gives a detailed listing of the Audit Trail records that exist for any of the Sage DacEasy modules where this feature is activated. You can filter this report by any of the Sort and Rank options available, which include **Date**, **User ID**, and **Entity ID.** This allows you to print a report showing for any entity all the activity in Sage DacEasy for a range of Dates and User ID's. You may also choose the specific functions for which you want to monitor this activity.

Turning ON User Access Rights

1 Select **Defaults** from the **Edit** menu, and then select **Passwords**. The **Edit Password** dialog box appears.

2 Type the password to be used each time you log in as the Controller.

Tip: This is a Master password that allows access to every function in the system. It is important to remember this password or write it down and store it in a secure place.

3 Type the password again in the **Confirm Password** field.

Tip: For more detailed information on creating users on the refer to the User's Guide for each module or to the on-line help system.

4 Select **Defaults** from the **Edit** menu, and then select **User Access Rights**. The **Edit User Access** dialog box appears.

5 Type a User ID and Password, and then confirm the password. If you are editing an existing user, Click **LookUp** to select the user.

6 Select the **Limit Warehouse** check box if you have multiple warehouses and want to limit the one for which the user can purchase or sell inventory. If you have set up your warehouses and you selected to **Limit Warehouses**, click on **Options** and then select **Edit Warehouse Permits** to tag the warehouses that are available to this user.

7 Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Select a function and click on **Tag/Untag** to give or remove access to the highlighted function. You may use **Tag/Untag All** to assign or remove access to all the listed functions.

8 Click **OK** to save the user, and exit this function when you have completed creating your users.

9 Select **Defaults** from the **Edit** menu, and then select **System Preferences**. The **Edit System Preferences** dialog box appears.

10 Select the **Activate User Access Rights** check box to enable the Security System and press **OK** to save the system preferences.

Turning ON the Audit Trail Log

1 Select Defaults from the Edit menu, and then select System Preferences.

2 Click on the Generate Audit Trail Log check box to enable this option.

3 Click OK to save the new preference settings or Close to exit without saving.

Creating the Audit Trail Log

Sage DacEasy creates an Audit Trail record every time users perform certain types of actions such as Inserting, Updating or Deleting information, using any of Sage DacEasy's Transaction Entry or Table Maintenance functions. The Audit Trail record includes the date and time of the action, the ID of the User who performed the action, the ID and description of the entity affected by the action, the type of action performed (Insert, Update, Delete), and a reference to the source transaction.

Note: Entities refer to the Transaction Entry or Table Maintenance functions available in Sage DacEasy. Examples of entities are General Ledger, Accounts Receivable and Accounts Payable transaction entry.

The following list describes the entities and activities that generate an Audit Trail:

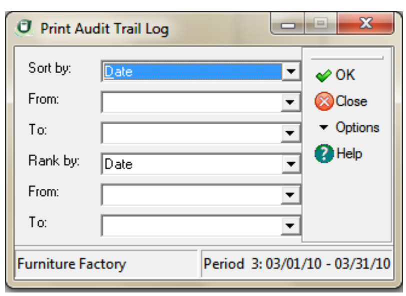
Entity ID	Description	Reference
Customer	Edit Customers	Customer Code
Product	Edit Products	Item Code

Service	Edit Services	Service Code
Master Item	Edit Master Items	Master Item Code
Fixed Asset	Edit Fixed Assets	Fix Asset Code
Billing Code	Edit Billing Codes	Billing Code
Salespeople	Edit Salespeople	Salespeople Code
Message	Edit Messages	Message Code
Price Break	Edit Price Breaks	Price Break Code
Shipping Method	Edit Shipping Methods	Shipping Method Code.
Term	Edit Terms	Term Code
Tax	Edit Taxes	Tax Code
Warehouse	Edit Warehouses	Warehouse Code
Weight Unit	Edit Weight Units	Weight Unit Code
General Ledger	GL Transactions	GL-<Transaction #>.
Invoice	Invoices Entry	<Invoice #>
Sales Return	Sales Return Entry	<SR Number>
Inventory	Inventory Adjustments	<Transaction #>
Assembly	Assembly Transactions	<Transaction #>
Physical Inventory	Physical Inventory	<Transaction #>

Printing the Audit Trail Log

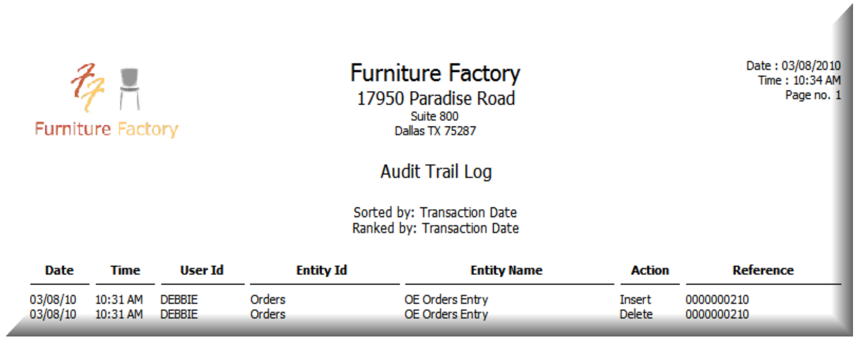
1 Choose Audit Trail Log from the Reports menu for the Sage DacEasy Accounting, Sage DacEasy Point of Sale or Sage DacEasy Order Entry modules.

2 Enter the Sort by and Rank by options.



3 Click OK. The Report Layout dialog box appears.

4 Select the target disposition, edit the layout if necessary, and then click OK to begin printing.


Furniture Factory

Furniture Factory
17950 Paradise Road
Suite 800
Dallas TX 75287

Date : 03/08/2010
Time : 10:34 AM
Page no. 1

Audit Trail Log

Sorted by: Transaction Date
Ranked by: Transaction Date

Date	Time	User Id	Entity Id	Entity Name	Action	Reference
03/08/10	10:31 AM	DEBBIE	Orders	OE Orders Entry	Insert	0000000210
03/08/10	10:31 AM	DEBBIE	Orders	OE Orders Entry	Delete	0000000210

Purging the Audit Trail Log

1 Select Purge from the **Periodic** menu and the Purge dialog box appears.

2 Open the **File** dropdown and choose **Audit Trail Log**.

3 Enter the ‘purge to’ date.

Note: This function purges Audit Trail records with a date equal to or earlier than the ‘purge to.’

4 Press **OK** to start purging.

Note: Purging physically removes records from your company data. You must make sure this is what you want to do before performing this task.

Active/Inactive Status

Reduce the time that it takes you to lookup customers, services, and more. When you set records as inactive, these records are omitted from reports, lookups, and may not be used when making transactions. Set the status of **Accounts**, **Customers**, **Products**, or **Services** to **Inactive** when you want Sage DacEasy to ignore these records without physically removing them from the company database. You may change the status of **Inactive** to **Active** when you are ready to start using these records again.

Changing the Status of Accounts

1 Select Customers from the **Edit** menu and the **Edit Accounts** dialog box appears.

2 Click on **LookUp** to select the customer to edit.

3 Click on the **Inactive** check box field to set the status of that account to **Inactive**. An unmarked check box means that the status is set to **Active**.

Note: Sage DacEasy verifies that it can change the status of an account to **Inactive** without causing integrity problems to your company's database. If the account does not meet this validation criteria Sage DacEasy displays an error message.

4 Click **OK** to save the account or Click **CLOSE** to exit without saving.

Active/Inactive Status

Reduce the time that it takes you to lookup customers, services, and , more. When you set records as inactive, these records are omitted from reports, lookups, and may not be used when making transactions. Set the status of Customers, Products, or Services to Inactive when you want Sage DacEasy to ignore these records without physically removing them from the Sage DacEasy database. You may change the status of Inactive to Active when you are ready to start using these records again

Changing the Status of Customers

1 Select Customers from the Edit menu and the Edit Customers dialog box appears.

2 Click on LookUp to select the customer to edit.

3 Click on the Inactive check box field to set the status of that customer to Inactive. An unmarked check box means that the customer is set to Active.

Note: Sage DacEasy verifies that it can change the status of a customer to Inactive without causing integrity problems to your company's database. If the customer does not meet this validation criteria Sage DacEasy displays an error message.

4 Click OK to save the customer or click CLOSE to exit without saving.

Purging Inactive Customers

1 Select Customers from the Edit menu and the Edit Customers dialog box appears.

2 Click on Options in the Edit Customers toolbar and then Click on Purge Inactive.

Note: The Purge Inactive function removes all Inactive customers from the Customers table. You must be sure that this is what you want to do before running the Purge Inactive option.

3 Click on Continue to delete Inactive customers or Cancel to stop this process and return to the Edit Customers dialog.

Changing the Status of Products

1 Select Products from the Edit menu and the Edit Products dialog box appears.

2 Click on LookUp to select the Product to edit.

3 Click on the Inactive check box field to set the status of that Product to Inactive. An unmarked check box means that the status is set to Active.

Note: Sage DacEasy verifies that it can change the status of a Product to Inactive without causing integrity problems to your company's database. If the Product does not meet this validation criteria Sage DacEasy displays an error message.

4 Click OK to save the Product or click CLOSE to exit without saving.

Purging Inactive Products

1 Select Products from the Edit menu and the Edit Products dialog box appears.

2 Click on Options in the Edit Products toolbar and then Click on Purge Inactive.

Note: The Purge Inactive function removes all Inactive Products from the Products table. You must be sure that this is what you want to do before running the Purge Inactive option.

3 Click on Continue to delete Inactive Products or Cancel to stop this process and return to the Edit Products dialog.

Changing the Status of Services

1 Select Services from the Edit menu and the Edit Services dialog box appears.

2 Click on LookUp to select the Service to edit.

3 Click on the Inactive check box field to set the status of that Service to Inactive. An unmarked check box means that the service is set to active.

Note: Sage DacEasy verifies that it can change the status of a Service to **Inactive** without causing integrity problems to your company's database. If the Service does not meet this validation criteria Sage DacEasy displays an error message.

4 Click **OK** to save the Product or click **CLOSE** to exit without saving.

Purging Inactive Services

1 Select Services from the **Edit** menu and the **Edit Services** dialog box appears.

2 Click on **Options** in the **Edit Services** toolbar and then Click on **Purge Inactive**.

Note: The **Purge Inactive** function removes all **Inactive** services from the Services table. You must be sure that this is what you want to do before running the **Purge Inactive** option.

3 Click on **Continue** to delete **Inactive** Services or **Cancel** to stop this process and return to the **Edit Services** dialog.

Field Level Security

This feature improves the security of your data and reduces employee mistakes. Keep unauthorized employees from modifying sensitive fields such as pricing and line item discounts on Billing and Purchasing WIndows. Use this feature for fields that are pre-filled with a logical default that users should not be modify, or for toolbar options that require a higher level of security. Examples of these are the **Price** field or the **Delete Invoices** option in the Invoice form.

In addition, this feature closes known security violations by disallowing indirect unauthorized user access to certain functions. In previous versions, once a user entered into certain option for which the user has access, he or she may invoke other functions for which he or she does not have access.

Note: User rights to these fields and toolbar options default to **ON** when a company is converted from previous versions of Sage DacEasy.

Assigning Field Level Security

1 Select **Defaults** from the **Edit** menu and then select User Access Rights. **The Edit User Access** dialog appears.

2 Click on **LookUp** to select the User you are assigning rights to.

3 Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Find the function or field level security you want and Click on **Tag/Untag** to give or remove access to the user.

Tip: All new protected functions and fields were added to the end of the list in the **Edit User Permits** dialog.

Sage DacEasy Order Entry V16 adds field level security to the following fields and toolbar options:

Form	Type	Description
Edit Customers	Field	Customer Status
Edit Products	Field	Product Status
Edit Services	Field	Service Status

Add, Edit, Delete User Access Rights

Increase the level of control for current user access rights by assigning add, edit, or delete rights for defined functions of the application. This feature allows you to determine which users can perform certain tasks within Account, Customer, Product, and Services functions. The following table describes these rights and the permits they include:

User Rights	Permissions
Edit <Table>	View, Insert
Modify <Table>	View, Change
Delete <Table>	View, Delete

Note: <Table> refers to the supported edit functions. These the following: Accounts, Customers, Master Items, Products, Services, Fixed Assets, Terms, Taxes, Billing Codes and Purchase Codes. The **Edit User Permits LookUp** includes new entries to modify and delete each of these tables. The right to edit a table, found also in previous versions of Sage DacEasy, allows users to insert new records or view existing records only.

Assigning Access Rights to Edit, Modify or Delete Tables

1 Select **Defaults** from the **Edit** menu and then select User Access Rights. **The Edit User Access** dialog appears.

2 Click on **LookUp** to select the User you are assigning rights to.

3 Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Find the Edit, Modify or Delete entry for the table you want and Click on **Tag/Untag** to give or remove access to the user.

Tip: Rights to modify and delete were added to the end of the list in the **Edit User Permits** dialog. Rights to Edit retained their original position from previous versions of Sage DacEasy.

Selecting Form Templates

Sage DacEasy allows you to customize your forms using form templates. Sage DacEasy stores each form template as a separate file in the data file folder. Each template has an extension of .FMT. When you install Sage DacEasy, a template is assigned to each form.

You can change the format file, if necessary. You can create as many different templates for each form as you need to satisfy different printing situations. The following steps explain how to select an existing form template. For information on editing form templates, refer to the Help topic "Editing templates."

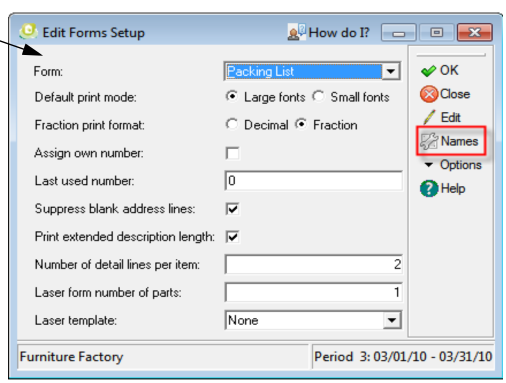
Related Help Topics

- Editing templates
- Copying existing form templates
- Template variables
- Default form templates
- Modifying templates for 7-inch forms
- Modifying form templates for laser printers

To Select a Form Template

1 Select **Defaults** from the **Edit** menu, and then select **Forms Setup**. The **Edit Forms Setup** dialog box appears. Click **Help** from the **Edit Forms Setup** dialog box for a detailed description of each field.

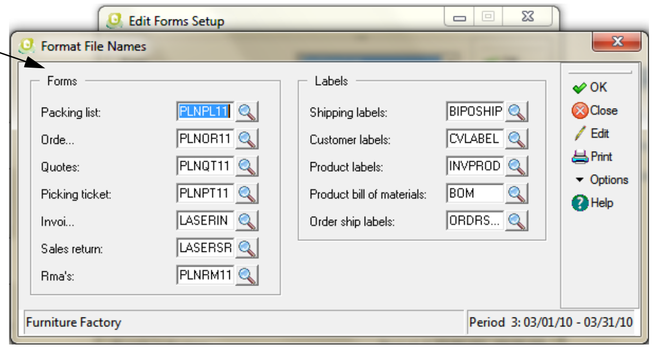
Enter form preferences on the Edit Forms Setup dialog box.



2 Select any form.

3 Click **Names**. The **Format File Names** dialog box appears.

Select a template for each form on the Format File Names dialog box.



4 Select the format file you want to change.

5 To create a new template, type a new name. To select an existing template, type the template name or click **LookUp** and select the template.

Tip: Click **Options** and select **Copy Format** to make a copy of an existing template.

6 Click **OK** to save the selection and return to the **Edit Forms Setup** dialog box.

7 Complete each field on the **Edit Forms Setup** dialog box.

8 Click **OK** to save the form settings.

Note: If you entered a new form name, you must create the form template. Refer to the "Editing templates" topic in the Help for more information.

Incorporate Images to Reports and Forms

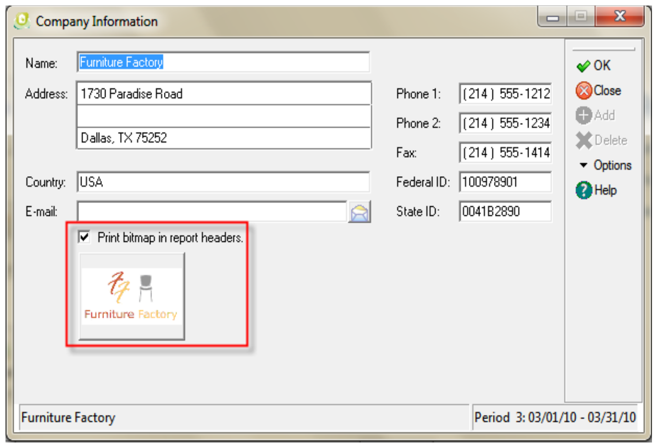
Strengthen your company's image and branding with more professional looking forms and reports. Now you may include your company logo on reports and forms. In addition, this feature may reduce your company's expense of purchasing forms with your company logo pre-preinted. Simply setup a bitmap image of your company Logo on the Company Information Dialog of each Sage DacEasy Module and indicate that you want this image to be printed in the header of all reports. You can also print the logo in your forms by adding the variable {LOGO} to your form templates. Sage DacEasy supports .bmp, .jpg, and .gif bitmap extensions.

Setting the Company Logo

1 Select **Defaults** from the **Edit** menu and then select **Company Information**. The **Company Information** dialog box appears.

Note: The blank placeholder for the Company logo bitmap displays the message "Click here to select an image."

2 Click on the bitmap placeholder and the bitmap selection dialog box appears.



Note: Sage DacEasy copies Bitmaps into an Images folder located inside the company's data folder when doing a company backup, this folder is included. This folder is the default when the bitmap selection dialog box appears. You may locate the bitmap in other folders in your desktop or network or click **OK** to copy it to the Images folder.

3 Enter the path of the folder where the bitmap is located. If necessary, click on the button to the right of the folder field to find the bitmap in your desktop or network. The bitmap appears in the dialog box image placeholder.

4 Click **OK** to associate the bitmap to the **Company Information**. The bitmap appears as a thumbnail in the **Company Information** dialog box.

5 Click **Remove Image** to disassociate an exiting bitmap from the **Company Information**, or **Cancel** to stop this operation and exit the bitmap selection dialog. (in the Figure 3-6 screen reads Without Image, not Remove Image)

6 Click on the **Print bitmap on reports** check box if you want the company logo to appear in all report headers.

Note: The **Print bitmap on reports** check box must be marked to have the logo print on report headers.

7 Click **OK** to save the **Company Information**.

Adding LOGO variable to form templates

In addition to the report header, Sage DacEasy allows you to print your company logo on the header of your customized forms. You can position the company logo horizontally across the form header.

Note: The LOGO will always print at the top of the form positioned horizontally on the same column where the variable is placed in the template.

1. Select **Defaults** from the **Edit** menu and then select **Forms Setup**. The **Forms Setup** dialog box appears.
2. Select the form that you want to place the logo on from the form dropdown box.
3. Click on **Edit** and the template editor will appear with the default template for the form you selected.
4. Position the cursor on the first row of your form template and Click on **LookUp** and then click on **Control.** A **LookUp** of the Control variables appears.
5. Select the variable LOGO from the LookUp and press ENTER to paste it unto the form template.
6. Click **OK** to save the template and **Close** to return to the menu.

Printing Forms with Company Logo

Printing any form containing the LOGO variable in its template will print the Company Logo image setup in the **Company Information** dialog.

Note: It is not necessary to enable the **Print bitmap on reports** check box in **Company Information** to have the LOGO display in your forms.

Invoice with Company Logo

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Phone: (214) 555-1212 Fax: (214) 555-1414 ORDER

Date: 03/08/10 No.: 211
Req. Date: 03/08/10 Page: 1

C2
Arnold Abramson
10661 Steppington Dr.
Austin TX 76011
USA

Ship to/Remark

Zone	FOB	Terms	Your#	Rep.
		No Terms		BB

Description Item Number		Ordered Measure	Shipped Backordered	Unit Price Discount %	Extended
2-Piece Sectional		1.0	0.0	699.9900	699.99
Item #:	2-SECTIONAL	Each	1.0		
5 Piece Oak Dinette		1.0	0.0	299.9500	299.95
Item #:	5PC-OAK	Each	1.0		

Related Help Topics

- Editing templates
- Copying existing form templates
- Template variables
- Default form templates
- Modifying templates for 7-inch forms
- Modifying form templates for laser printers
- How do I set up a 40 column receipt printer?

Setting Up Table Information

Setting up table information includes methods of payment, messages, price breaks, shipping methods, terms, tax, salespeople, warehouses and weight units. If Sage DacEasy Order Entry is interfaced with Sage DacEasy Accounting, Sage DacEasy Order Entry pulls this information from the accounting data files. If you are running Sage DacEasy Order Entry as a stand alone program (Order Entry is not interfaced with Sage DacEasy Accounting), set up the table information to help speed up entering customers and orders.

Setting Up Methods of Payment

For your convenience, Sage DacEasy Order Entry stores all the methods of payment you accept on orders. This is helpful, since the method of payment typically varies from order to order and customer to customer. Use this table to enter all of your acceptable methods of payment, and then use the LookUp on the **Order Entry** dialog box to select the method of payment for the order.

You can enter a default method of payment on the **System Preferences** dialog box. The default method of payment appears automatically on the **Order Entry** dialog box. If you select a default method of payment, it helps decrease the amount of data entry time, since you do not have to select a method of payment for every order. You can edit the default method of payment on each order entry transaction if necessary. If you did not select a default method of payment on the **System Preferences** dialog box, then you must enter a method of payment manually for every transaction.

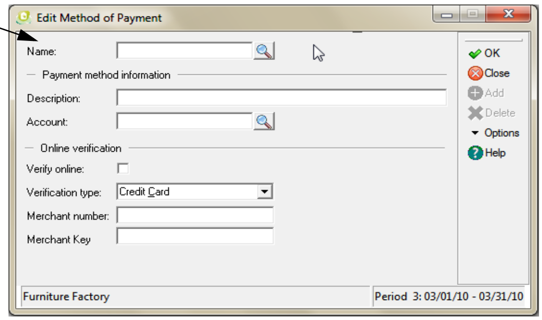
Related Help Topic

- Deleting methods of payment

To Add or Edit a Method of Payment

1 Point to **Tables** on the **Edit** menu, and then select **Method of Payment**. The **Edit Method of Payment** dialog box appears. Click **Help** for more information on each field.

Use the Edit Method of Payment dialog box to add or edit a method of payment.



2 Type a code to identify the method of payment. If you are editing an existing method of payment, type the code or click **LookUp** and select a code from the list that appears.

3 Type the description and account number updated when this method of payment is used and select whether or not you want to verify this method of payment online.Services for check verification type is not supported at this time.

4 Type the Merchant ID and Merchant Key assigned to you by Sage Payment Solutions.

5 Click **OK** to save the method of payment. Click **Close** to exit the dialog box.

Setting Up Messages

Sage DacEasy Order Entry includes messages that display text you commonly use in your everyday order entry tasks. You can use message codes in the following ways:

- Enter a message code in the body or footer of an order or quote and the message appears on the printed form.
- Enter a message code on a customer record and the message appears when a transaction is entered for the customer.
- Add a message code to a product or service record using the Sales Assistant. The message appears when the product is added to a transaction.

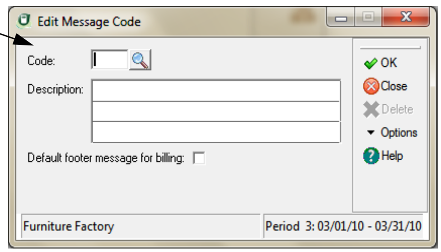
Related Help Topics

- Using the sales assistant
- Deleting messages

To Add or Edit a Message

1 Point to **Tables** on the **Edit** menu, and then select **Messages**. The **Edit Message Code** dialog box appears.

Use the Edit Message Code dialog box to add or edit a message.



2 Type a code to identify the message. If you are editing an existing message, type the code or click **LookUp** and select a code from the list that appears.

3 Type up to three lines of text for the message.

4 Select whether or not you want the message to be the default footer message for invoices. This indicates the selected message prints at the bottom of all invoices. You can only select one message as the default footer.

5 Click **OK** to save the information. Click **Close** to exit the dialog box.

Setting Up Price Break Tables

You can establish several different levels of pricing at which you sell your products. Many businesses sell to different types of customers such as wholesalers, retailers and dealers.

Each of these types of customers can fall into a different level of pricing, depending on the quantity purchased for each product. You can assign each product up to six groups of quantity price breaks that represents separate pricing to different customer groups. There are six different customer groups available on the **Edit Customer** dialog box.

You can offer a price break discount depending on the quantity of items a customer purchases, or give a fixed percentage or dollar amount off the sales price of the item or reassign a new sales price to the item for a certain customer. Each quantity price break table allows five price break levels listing the quantity the customer must purchase in order to receive a particular percentage discount. On the **Edit Product** dialog box, you can assign a price break table code to six customer groups.

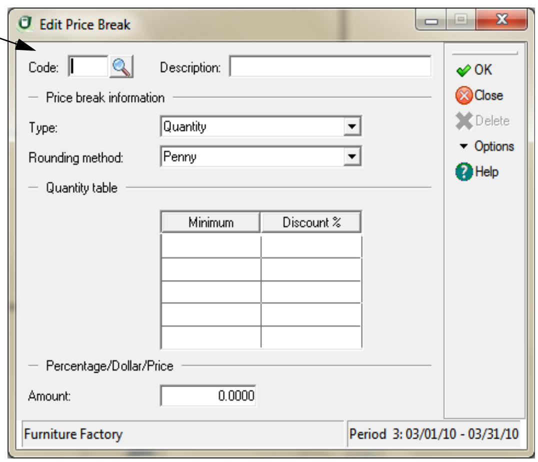
Related Help Topic

- Deleting price break tables

To Add or Edit a Price Break Table

1 Point to **Tables** on the **Edit** menu, and then select **Price Breaks**. The **Edit Price Break** dialog box appears. Click **Help** for more info on each field.

Use the Edit Price Break dialog box to add or edit price breaks.



2 Type a code to identify the price break. If you are editing an existing price break, type the code or click **LookUp** and select a code from the list that appears.

3 Type a description for the price break.

4 Choose one of the following types of price break tables for this discount.

Quantity—A percentage discount is given based on quantity sold.

Percentage—A percentage discount is given regardless of the quantity sold.

Dollar—A specified dollar amount is taken off of the regular sales price regardless of the quantity sold.

Flat Price—The product is sold at the specified discounted price.

5 Select the rounding method used if the new sales price is a calculated amount.

6 If you selected **Quantity** in the Type field, type the appropriate discount(s) in the Quantity Table. If you selected **Percentage**, **Dollar** or **Flat Price** in the Type field, type the appropriate discount in the Amount field in the Percentage/Dollar/Price area.

7 Click **OK** to save the price break table. Click **Close** to exit the dialog box.

Note: After adding the price break, be sure to set up the price groups for your customers on the **Edit Customer** dialog box and the price break groups for the products on the **Edit Product** dialog box.

Setting Up Shipping Methods

You can add a shipping method for each method you want to use on orders and invoices. You can also add this shipping method to alternative addresses.

Related Help Topic

- Entering a shipping method on a transaction
- Deleting shipping methods

To Add or Edit a Shipping Method

1 Select **Tables** on the **Edit** menu, and then select **Shipping Method**. The **Edit Shipping Method** dialog box appears. Click **Help** for a detailed description of each field.

Note: You can also add shipping methods on-the-fly in many areas of the program. When this feature is available, the Add button is active from the Ship Via field. Click **Add** and the **Edit Shipping Method** dialog box appears.

2 Type a code to identify the shipping method you are adding. If you are editing an existing shipping method, type the code or click **LookUp** to select the code from a list.

3 Complete each field.

4 Click **OK** to save the shipping method.

Note: fter adding the code to the shipping methods table you can click **LookUp** from the Ship Via field on the **General** tab of the **Order Entry** dialog box to record the method of shipping used for the order.

Setting Up Terms Tables

Sage DacEasy Order Entry uses the terms table to determine due dates and discount dates for orders and invoices. You define the parameters for each term, and then assign the term to a customer or order.

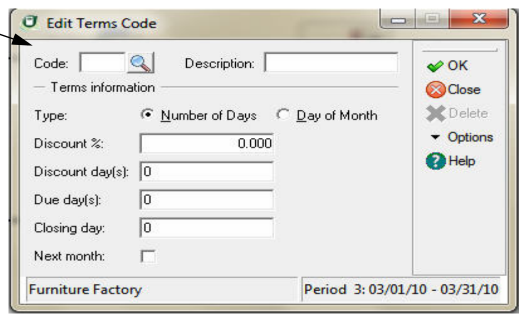
Related Help Topic

- Deleting terms tables

To Add or Edit a Terms Table

1 Point to **Tables** on the **Edit** menu, and then select **Terms**. The **Edit Terms Code** dialog box appears. Click Help for a detailed description of each field.

Use the Edit Terms Code dialog box to add and edit terms codes.



2 Type the code and description for the term. If you are editing an existing terms table, you can click **LookUp** to select an existing terms table.

3 Select the Type.

Select **Number of Days** to add a specific number of days to the transaction date in order to calculate the discount and due date.

Select **Day of Month** to specify a day of the month on which the discount and due date always fall.

4 Type the percentage amount in the Discount % field if a discount for early payment is offered.

5 If you selected Number of Days in the Type field, type the number of days in the Discount Day(s) field.

If you selected Day of Month, type the day of the month in this field or **L** to make the discount day the last day of the month.

6 If you selected Number of Days in the Type field, type the number of days in the Due Day(s) field.

If you selected Day of Month, type the day of the month or **L** to make the due day the last day of the month.

7 If Day of Month is selected in the Type field, type the last day of your billing cycle in the Closing Day field. For example, if you end your billing cycle on the fifth of each month, type **5** as the closing day. Type **L** to assign the last day of the month as the closing day.

8 If Day of Month is selected in the Type field, the due and discount day are a certain day every month. Select the **Next Month** check box if you want that day to be in the following month.

For example, assume your system date is June 9, your due day is 10 and your closing day is 15. If you clear this check box and enter an order, the due date is July 10 (the first 10th day of the month after the closing date). If you select this check box and enter an order, the due date is August 10 (the second occurrence of the 10th day of the month after the closing date).

9 Click **OK** to save the terms table.

Setting Up Tax Tables

When you enter orders, Sage DacEasy Order Entry calculates a sales tax amount for each transaction. Sage DacEasy determines the sales tax amount by multiplying the sales tax percentage by the total amount of all taxable items on the transaction.

The Sales Tax field at the bottom of the **Order Entry** dialog box displays the sales tax amount for each transaction. Sage DacEasy updates this amount online as you add items to the transaction.

To correctly calculate sales tax in Sage DacEasy Order Entry, you must perform these three tasks before entering transactions:

- Set up a tax rate table that identifies the tax rate structure. If you are interfaced with Sage DacEasy Accounting, you will also assign the general ledger account(s) to update when you post transactions. The number of tax tables you can set up is unlimited. Most businesses only need one tax table; however, if you do business in many different tax jurisdictions, you will need to set up a separate table for each tax rate.
- Assign a tax table to each new customer you set up by entering the tax table code in the Tax Table field on the **Edit Customer** dialog box.
- On the **Edit Product**, **Edit Service** and **Edit Billing Code** dialog boxes, indicate whether or not each item is taxable. Do this by selecting the **Taxable** check box if the item is subject to tax.

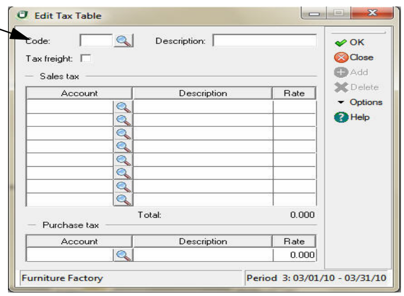
Related Help Topic

- Deleting tax tables

To Add or Edit a Tax Table

1 Point to **Tables** on the **Edit** menu, and then choose **Tax**. The **Edit Tax Table** dialog box appears. Click **Help** for more info on each field.

Use the Edit Tax Table dialog box to add and edit tax tables. If you are interfaced with Sage DacEasy Accounting, the Accounting Edit Tax Table dialog box appears.



2 Type a code to identify the tax. If you are editing an existing tax, type the code or click **LookUp** to select the tax from the list that appears.

3 Type a description and sales tax rate for the tax table.

Note: If your tax dialog box does not look like the one shown in Figure 4-11, you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting and using the tax tables from the accounting data files. For more information on the Sage DacEasy Accounting tax tables, refer to your *Sage DacEasy Accounting User Guide* or click **Help**.

4 Select the **Tax Freight** check box if this tax applies to the total freight charge in the footer of the **Order Entry** dialog box. If tax does not apply, clear this check box.

5 Click **OK** to save the table. Click **Close** to exit the dialog box.

To View a Tax Table's History

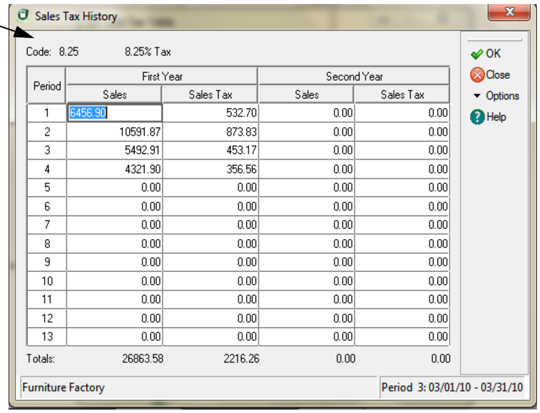
Sage DacEasy Order Entry tracks period-by-period sales tax history for each tax table. Sage DacEasy maintains up to two years of balance history for total taxable sales and sales tax billed.

1 Point to **Tables** on the **Edit** menu, and then select **Tax**. The **Edit Tax Table** dialog box appears.

2 Type the code of the tax table you want. If you do not know the code, click **LookUp** to select the table from a list. The selected tax table appears.

3 Click **Options**, and then select **Sales History**. The **Sales Tax History** dialog box appears. Click **Help** for more info on this dialog box.

Use the Sales Tax History dialog box to view the history for the tax table.



4 Click **OK** to save the **Sale Tax History** dialog box. Click **Close** to exit the dialog box.

Setting Up Salespeople

With Sage DacEasy Order Entry, you can build a file containing the codes and names of your sales staff. To track sales for each salesperson, select the **Track Salesperson Information** check box on the **System Preferences** dialog box and the order entry clerk must assign a salesperson code to each order if one is not already assigned to the customer. When printing the Sales Order report, you can sort the information by salesperson. This helps identify your sales leaders.

Sage DacEasy includes a Sales Analysis report that stores historical sales information (subtotaled by product, customer or salesperson). Use the Sales Analysis by Salesperson report at the end of the period or year to determine your top salespeople.

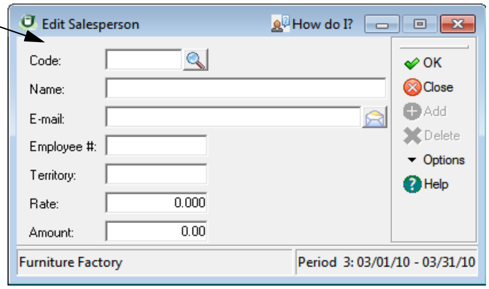
Related Help Topic

- Deleting salespeople
- Sending an e-mail

To Add or Edit a Salesperson

1 Point to **Tables** on the **Edit** menu, and then select **Salesperson**. The **Edit Salesperson** dialog box appears. Click **Help** for more info on each field.

Use the Edit Salesperson dialog box to add and edit a salesperson code.



2 Type a code to identify the salesperson. If you are editing an existing salesperson, type the salesperson code or click **LookUp** to select the salesperson from the list that appears.

3 Type the employee's name, e-mail address, number, territory, commission rate and amount.

4 Click **OK** to save the salesperson. Click **Close** to exit the dialog box.

To View a Salesperson's History

To track sales for each salesperson, select the **Track Salesperson Information** check box on the **System Preferences** dialog box and the order entry clerk must assign a salesperson code to each order if one is not already assigned to the customer.

1 Point to **Tables** on the **Edit** menu, and then select **Salesperson**. The **Edit Salesperson** dialog box appears.

2 Type the code of the salesperson you want. If you do not know the code, click **LookUp** to select the code from a list. The selected salesperson appears.

3 Click **Options**, and then select **Sales History**. The **Salesperson History** dialog box appears. Click **Help** for more info.

4 Click **OK** to save the **Salesperson History** dialog box. Click **Close** to exit the dialog box.

Setting Up Warehouses

With Sage DacEasy Order Entry, you can use multiple warehouses. You can track inventory stored in different warehouses by assigning each item to a product code, and then including these items and their warehouses on the **Edit Master Items** dialog box. For more information on the master items, refer to “Setting Up Master Item Information” on page 81.

Related Help Topic

- Deleting warehouses

To Add or Edit a Warehouse

1. Select **Tables** from the **Edit** menu, and then select **Warehouses**. The **Edit Warehouse** dialog box appears. Click **Help** for a description of each field.
2. Type a code to identify the warehouse. If you are editing an existing warehouse, enter the warehouse code or click **LookUp** to select the warehouse from the list that appears.
3. Complete all applicable fields.
4. Click **OK** to save the warehouse.

Setting Up Weight Units

You can assign codes to weight units, and then specify product weights based on these units. You can also view the total weight of items on orders and quotes based on any weight unit.

Related Help Topic

- Deleting weight units

To Add or Edit a Weight Unit

1. Select **Tables** from the **Edit** menu, and then select **Weight Units**. The **Edit Weight Unit** dialog box appears. Click **Help** for a description of each field.
2. Type a code to identify the weight unit. If you are editing an existing weight, enter the code or click **LookUp** and select the weight unit from the list that appears.

   Note: Gm is a protected code. You cannot edit the Gram equivalent.
3. Type a description for the weight unit.

4 Type the number of grams it takes to equal one of the weight unit.

5 Select the **Default** check box if this is the default unit of measure.

6 Click **OK** to save the weight unit.

Setting Up Other Information

If you use Sage DacEasy Order Entry as a stand alone program (meaning Order Entry is not interfaced with Sage DacEasy Accounting), you need to set up certain information before you enter any transactions. The steps in this chapter explain how to set up your customers, master items, products, promotional prices, services, billing codes and serial numbers. If you are interfacing Sage DacEasy Order Entry with Sage DacEasy Accounting, you can set up all this information in Sage DacEasy Accounting also, with the exception of the promotional prices.

Setting Up Customer Information

The Customer module holds a variety of information about each of your customers. After you enter a customer, you can access that customer's information when entering orders. Sage DacEasy updates current and historical balances for the customer when you post shipments.

You can add a new customer in one of two ways: (1) add the customer on the **Edit Customer** dialog box prior to entering a transaction or (2) add the customer using the on-the-fly feature while entering a transaction.

If you are interfacing Sage DacEasy Order Entry with Sage DacEasy Accounting, you can add and edit your customers in either of the two programs. If you view your customers in Sage DacEasy Accounting, you have the option to automatically create an invoice for the customer directly from the **Edit Customer** dialog box.

Related Help Topics

- Deleting customers
- Using the phone dialer
- Adding and editing customer alternative addresses
- Deleting customer alternative addresses
- Changing customer codes
- Attaching notes to customer records
- Changing the note file name
- Entering global changes

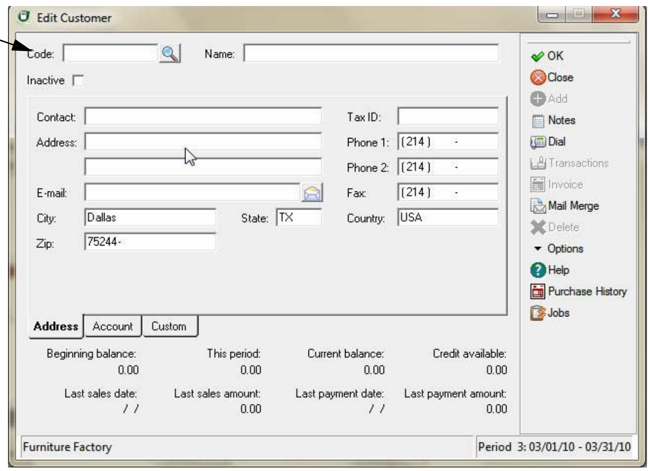
- Sending an e-mail

To Add or Edit a Customer

1 Choose **Customers** from the **Edit** menu. The **Edit Customer** dialog box appears. Click Help for more information on each field.

Required fields when adding a customer are the Code, Tax Table and Terms Table. The GL department is also required if you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting and you are departmentalizing by customer. You can complete the remaining fields in order to track additional customer information.

Use the Edit Customer dialog box to add and edit customers.



2 Type a code to identify the customer. If you are editing an existing customer, type the customer code or click **LookUp** to select the customer from the list that appears.

3 Complete the fields on the **Address** tab.

4 Click the **Account** tab and make your selections for each option.

5 Click the **Custom** tab and enter any custom information you want to track.

6 Click **OK** to save the customer. The customer information clears ready for you to enter the next customer.

7 Click **Close** to exit the dialog box.

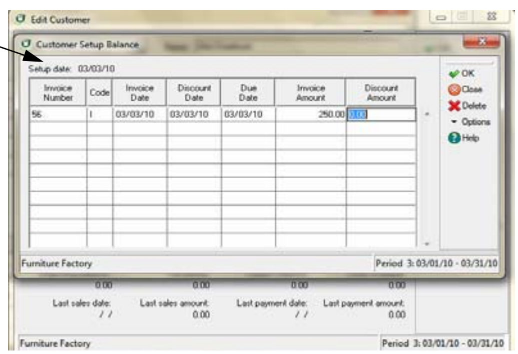
To Enter a Customer Setup Balance

When you enter a new customer, you can also enter a setup balance for the customer. If you are setting up an existing company, some of the customers may have outstanding balances. Only use this procedure to enter beginning setup balances for customers, not for entering daily transactions.

If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, refer to your Sage DacEasy Accounting documentation for more information on setup balances.

1. Choose **Customers** from the **Edit** menu. The **Edit Customer** dialog box appears.
2. Type a new customer code if adding a customer or click **LookUp** to select an existing customer from a list.
3. Click **Options**, and then select **Date**. The **Enter Date** dialog box appears. It is important the program date is correct when entering setup balances. This ensures your account balances are correct on your financial reports. Type the correct date and click **OK** to save the program date.
4. Click **Options**, and then select **Balance**. The **Customer Setup Balance** dialog box appears. Click **Help** for more information on each field.

Use the Customer Setup Balance dialog box to enter your customers' setup balance.



5. Type the invoice number, date and amounts in the appropriate fields. Repeat until all necessary invoices, debits and credits are entered.
6. Click **OK** to save the setup balance and return to the **Edit Customer** dialog box.

Related Help Topic

- Adjusting customer setup balances

To View a Customer's History

Sage DacEasy tracks up to three years of historical information for customers. You can view this information and edit the fields if necessary.

1. Choose **Customers** from the **Edit** menu. The **Edit Customer** dialog box appears.
2. Type the code of the customer you want. If you are not sure of the customer code, click **LookUp** to select the code from a list. The customer's information appears.
3. Click **Options**, and then select **Historical**. The **Customer Historical Information** dialog box appears. Click **Help** for more info on each field.
4. If necessary, make any edits to the fields in the Year Before Last (YBL), Last Year (LY), First Year Year To Date (1st YR YTD) or Budget columns.
5. Click **OK** to save the information and return to the **Edit Customer** dialog box.

Related Help Topic

- Viewing customer transaction history

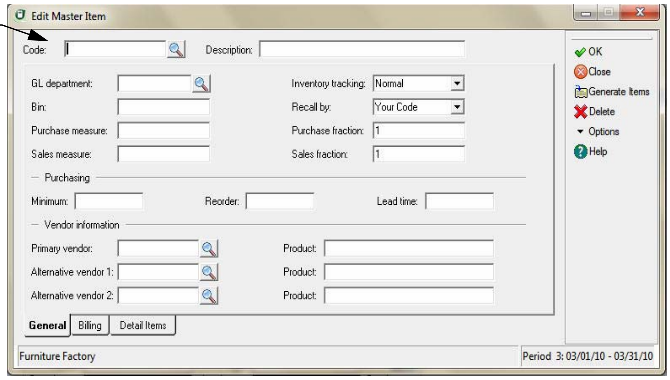
Setting Up Master Item Information

If you have multiple warehouses or want to create a multilevel inventory structure, add a master item for each primary product you sell. Then, associate each detail item with the master item. You can print reports based on master items and warehouses. You can also use the Generate Items feature to automatically generate a product code for each warehouse.

To Add or Edit a Master Item

1 Select **Master Items** from the **Edit** menu. The **Edit Master Item** dialog box appears. Click **Help** for a detailed description of each field.

Add master items and assign detail items from the Edit Master Item dialog box.



2 Type a code to identify the master item. If you are editing an existing master item, type the master item code or click **LookUp** to select the master item from the list that appears.

3 Complete the applicable fields on the **General** tab.

The Purchase Fraction and Sales Fraction are required.

If you are interfaced with Sage DacEasy Accounting and your departmentalization method on Sage DacEasy Accounting's **Account Interface** dialog box is Inventory, the GL Department field is also required.

4 Click the **Billing** tab, and then complete each applicable field on this tab.

5 Click the **Detail Items** tab, and then add each detail item using any of the following methods.

Generate Items—Click **Generate Items** and a new detail item is added to the Master Item file and the Product file for each warehouse. The Item Number defaults to the master item code, followed by a dash, and then the warehouse code.

Tip: Click **Options** and then select **Item Code Defaults** to change the default naming convention.

Select an existing item—Type an existing product code or click **LookUp** to select the product.

Add a new detail item—Type a product code that does not exist and Sage DacEasy adds the new detail item to the Product file when you advance to the next line. The detail item defaults to the same setup as the master item.

If you don’t want to add the new item using the master item defaults, you can set up your products prior to entering your master items. For more information on adding products, refer to the following section titled “Setting Up Product Information.”

Generate an item for a warehouse—Click **LookUp**, and then select **Warehouses** for the file to view. Sage DacEasy adds the new detail item to the Master Item and the Product file for the selected warehouse. The Item Number defaults to the master item code, followed by a dash, and then the warehouse code.

The detail items and the master item must have the same Purchase and Sales Fractions.

6 Click **OK** to save the master item record.

Setting Up Product Information

With the Product module, you can keep track of the items you sell. Using Sage DacEasy Order Entry to track your inventory helps you maintain adequate inventory stock levels, and compile historical information about the sales activity for each product.

You can add a new product in one of two ways: (1) add the product using the **Edit Product** dialog box before you enter a transaction or (2) add the product using the on-the-fly feature while entering a transaction.

If you are interfacing Sage DacEasy Order Entry with Sage DacEasy Accounting, you can add and edit your products in either of the two programs.

Note: For complete inventory tracking you must run Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting. This allows you to track both the purchase and sale of items. Running Sage DacEasy Order Entry stand alone only allows you to track the sale of items.

Related Help Topics

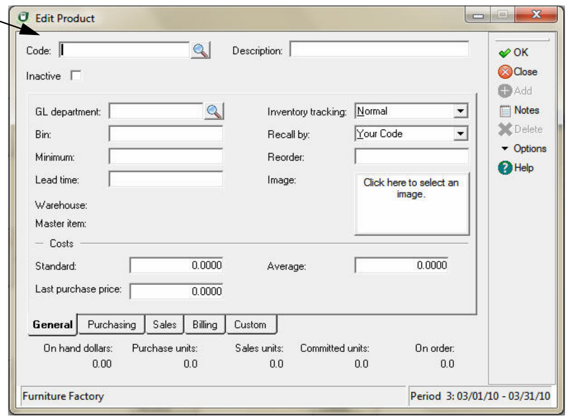
- Deleting products
- Adding and editing component lists
- Entering substitute products
- Changing product codes
- Printing a bill of materials
- Using the sales assistant
- Attaching notes to product records
- Changing the note file name

- Changing the serial number tracking status
- Entering global changes

To Add or Edit a Product

1 Select **Products** from the **Edit** menu. The **Edit Product** dialog box appears. Click **Help** for a detailed description of each field.

Enter new products or edit product information from the Edit Product dialog box.



2 Type a code to identify the product. If you are editing an existing product, type the product code or click **LookUp** to select the product from the list that appears.

3 Type a description for the product, and then complete each applicable field on the **General** tab.

If you are interfaced with Sage DacEasy Accounting and your departmentalization method on the **Account Interface** dialog box in Sage DacEasy Accounting is Inventory, the GL Department field is required.

4 Click the **Purchasing** tab, and then complete each applicable field.

The Fraction field is required.

5 Click the **Sales** tab, and then complete each applicable field.

The Fraction field is required.

6 Click the **Billing** tab, and select your preferences.

7 Click the **Custom** tab and enter any custom information you want to track.

8 Click **OK** to save the product record.

You cannot edit the amounts in the footer area below the tabs. This area is updated when you enter a setup balance for the product or post transactions that include the product.

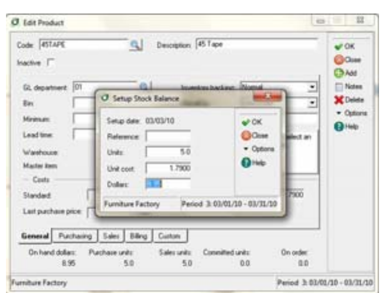
Entering Product Setup Balances

When you enter a new product, you can also enter a setup balance for the product. If you are setting up an existing company in Sage DacEasy, you probably already have inventory on hand. Use the Product Setup Balance feature to enter the number of units and inventory cost on hand for the product. Only use this procedure to enter beginning set up balances for products, not for entering daily transactions.

If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, refer to your Sage DacEasy Accounting documentation for more information on setup balances. If you are *not* running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, use the setup balance or Inventory Adjustments to enter inventory into Sage DacEasy Order Entry.

To Enter a Product Setup Balance

1. Choose **Products** from the **Edit** menu. The **Edit Product** dialog box appears. Click **Help** for more on each field.
2. Type a code to identify the product. If you are editing an existing product, type the product code or click **LookUp** to select the product from the list that appears.
3. Click **Options**, and then select **Date**. The **Enter Date** dialog box appears. It is important the program date is correct when entering setup balances. This ensures your account balances are correct on your financial reports. Type the correct date and click **OK** to save the program date.
4. Click **Options**, and then select **Balance**. The **Setup Stock Balance** dialog box appears.



5 Type a reference for the setup balance transaction, and then type the number of units and unit cost. The total dollar amount appears in the Dollars field.

6 Click **OK** to save the setup balance and return to the **Edit Product** dialog box.

Related Help Topic

- Adjusting product setup balances

To View a Product's History

Sage DacEasy tracks up to three years of historical information for products. You can view this information and edit the fields if necessary.

1 Choose **Products** from the **Edit** menu. The **Edit Product** dialog box appears.

2 Type the code of the product you want. If you are not sure of the product code, click **LookUp** to select the code from a list. The product's information appears.

3 Click **Options**, and then select **Historical**. The **Product Historical Information** dialog box appears. Click **Help** for more info on each field.

4 If necessary, make any edits to the fields in either the Year Before Last (YBL), Last Year (LY), First Year Year To Date (1st YR YTD) or Budget columns.

5 Click **OK** to save the information and return to the **Edit Product** dialog box.

Related Help Topic

- Viewing product transaction history

Product Illustration

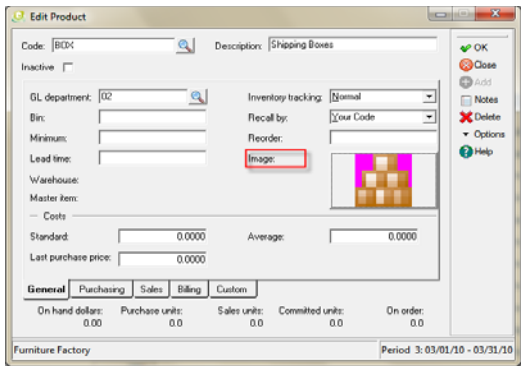
This feature allows you to incorporate illustrations of products in the Products Maintenance dialog in order to easily identify items when needed. Now you can view an image of each product which can reduce mistakes when ordering or selling products that have similar descriptions and price. With this powerful improvement your employees can visually identify a product when they are making changes to that product's attributes.

To Set Up a Product Illustration

1 Select **Products** from the **Edit** menu and the **Edit Products dialog** appears.

2 Click on **LookUp** to select the Product to edit or enter a new Product code to add a new one.

3 Click on the image placeholder and the bitmap selection dialog appears.



Note The blank placeholder for the product image displays the message "Click here to select an image." Sage DacEasy copies Bitmaps to the Images folder that it creates inside the company's data folder. The **Backup** function in all modules includes this folder when doing a company backup. This folder is the default when the bitmap selection dialog box appears. You may locate the bitmap in other folders in your desktop or network and Click **OK** to copy it to the Images folder.

4 Enter the path of the folder where the bitmap is located. If necessary, click on the button to the right of the folder field to find the bitmap in your desktop or network. The bitmap appears in the dialog box image placeholder.

5 Click **OK** to associate the bitmap to the **Product**. The bitmap appears as a thumbnail in the **Edit Product** dialog.

6 Click **Remove Image** to disassociate an exiting bitmap from the **Product Information**, or **Cancel** to stop this operation and exit the bitmap selection dialog.

7 Click **OK** to save the **Product Information**.

Setting Up Promotional Price Information

The Promotional Price feature lets you enter special sales prices that are valid for a certain range of dates. If you are offering a sale on specific items for one week, enter the special sales price you want for that week on the promotional price transaction. In order for the promotional prices to appear on the sales transaction, the transaction date must be within the date range entered on the promotional price transaction.

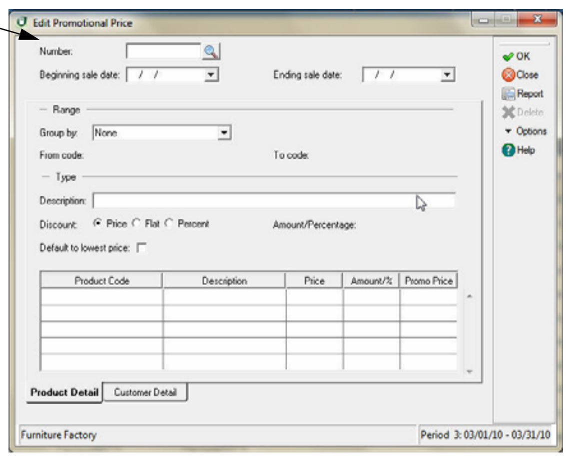
Related Help Topic

- Deleting promotional prices

To Enter a Promotional Price Transaction

1 Choose **Promotional Price** from the **Edit** menu. The **Edit Promotional Price** dialog box appears. Click **Help** for more information on this dialog box.

Use the Edit Promotional Price dialog box to enter your special sales price during a specific range of dates.



2 Sage DacEasy Order Entry assigns the transaction number. Type the date the sale begins and ends in the appropriate fields.

3 Select how you want the products to be grouped when assigning the promotional prices using the Group By field. If you select **Product**, **Vendor** or **Dept**., type the range in the From Code and To Code fields.

4 Type a description of the promotional price transaction in the Description field. This is usually the name of the sale, for example, White sale.

5 Select a method of discounting the product's normal sale price in the Discount field.

6 Type the flat dollar amount you want discounted off the product's normal sales price in the Amount/Percentage field if you selected **Flat** in the Discount field.

Type the percentage you want deducted from the product's normal sale price in the Amount/Percentage field if you selected **Percent** in the Discount field.

7 Select the **Default to Lowest Price** check box if you want Sage DacEasy to check for price breaks. If a customer eligible for a price break can get a lower price due to the price break discount, the customer is charged the lower price rather than the promotional price amount.

8 When you access the body of the **Edit Promotional Price** dialog box, all selected products appear.

9 If you selected **Price** in the Discount field. Type the sales price you want during the promotional price period in the Promo Price column.

If you selected **Flat** or **Percent** in the Discount field, Sage DacEasy automatically calculates the new sales price and it appears in the Promo Price column. You can edit the Promo Price if necessary.

10 Click **OK** to save the promotional prices. Click **Close** to exit the dialog box.

Setting Up Service Information

The Service module lets you track the sale of your services to customers. You can let Sage DacEasy Order Entry track the sales of your services and compile historical information about the sales activity for each service.

You can add a new service in one of two ways: (1) add the service using the **Edit Service** dialog box before entering a transaction or (2) add the service using the on-the-fly feature while entering transactions.

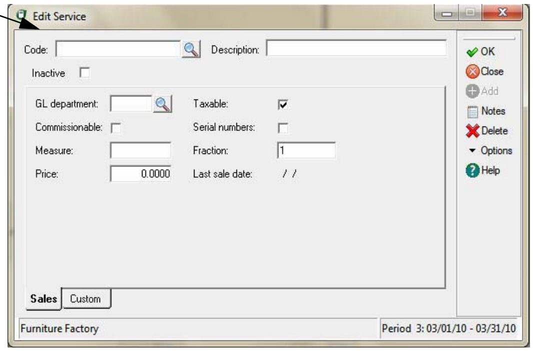
Related Help Topics

- Deleting services
- Changing service codes
- Using the sales assistant
- Attaching notes to service records
- Changing the note file name

To Add or Edit a Service

1 Choose **Services** from the **Edit** menu. The **Edit Service** dialog box appears. Click **Help** for a detailed description of each field.

Use the Edit Service dialog box to add and edit services.



2 Type a code to identify the service. If you are editing an existing service, type the service code or click **LookUp** to select the service from the list that appears.

3 Click the **Sales** tab, and then complete each applicable field.

The Fraction field is required.

4 Click the **Custom** tab and enter any custom information you want to track.

5 Click **OK** to save the service. The information clears ready for you to enter the next service.

6 lick **Close** to exit the dialog box.

To View a Service's History

Sage DacEasy tracks up to three years of historical information for services. You can view this information and edit the fields if necessary.

1 Choose **Services** from the **Edit** menu. The **Edit Service** dialog box appears. Click **Help** for more information on each field.

2 Type the code of the service you want to view. If you do not know the code, click **LookUp** to select the service from a list. Information for the service appears.

3 Click **Options**, and then select **Historical**. The **Service Historical Information** dialog box appears.

4 If necessary, make any edits to the fields in either the Year Before Last (YBL), Last Year (LY), First Year Year To Date (1st YR YTD) or Budget columns.

5 Click **OK** to save the changes and exit the dialog box.

Setting Up Billing Code Information

Billing codes offer you a great deal of flexibility. They allow for full use of the **Order Entry** dialog box without using inventory and service items. You can either use these billing codes in combination with product and service codes or as your only means of invoicing customers.

Many items you sell may not fall into a product or service category. A good example is insurance. Sage DacEasy Order Entry uses the billing codes as a solution to this problem. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, each code updates a specific general ledger account. For example, you can set up a billing code for insurance to include this charge on an order. This billing code then updates the corresponding revenue account in your chart of accounts.

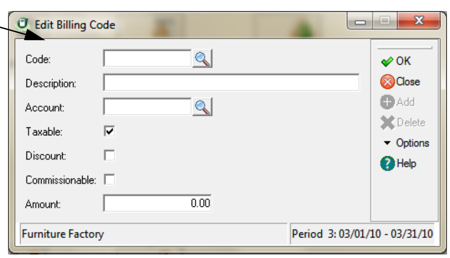
Related Help Topic

- Deleting billing codes

To Add or Edit a Billing Code

1 Choose **Billing Codes** from the **Edit** menu. The **Edit Billing Code** dialog box appears. Click **Help** for more info on each field.

Use the Edit Billing Code dialog box to add and edit billing codes.



2 Type a code to identify the billing code. If you are editing an existing billing code, type the code or click **LookUp** to select the billing code from the list that appears.

3 Type a description, account number, whether the billing code is taxable and whether it allows a discount. Also, select whether or not the billing code is commissionable and enter the price you are charging for the billing code. You can leave the amount blank and enter a price for the billing code when entering the code on an order.

4 Click **OK** to save the billing code. The information clears ready for you to enter the next billing code.

5 Click **Close** to exit the dialog box.

Tracking Serial Numbers

Sage DacEasy has the ability to track serial numbers from the time of purchase to the time of sale. A line of history detail is added to the serial number record each time you enter a product or service on a transaction. You can view the history of a serial number from the **Edit Serial Number** dialog box, Serial Number Tracking report or custom reports using DacAccess.

If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, you can track the purchase of a serial number through the Purchasing module. Purchasing an item using this feature updates the Serial Number file. After you add the serial number, you can then view the activity of the serial number on the **Edit Serial Number** dialog box.

If you are running Sage DacEasy Order Entry stand alone, the only way to track the purchase of a serial number is by adding it manually using the **Edit Serial Number** dialog box.

You can enter the serial number on an order or invoice to track the sale of a product or service with a serial number. After selling the item and entering the serial number, you can then view the sale or removal of the serial number from availability by using the **Edit Serial Number** dialog box or printing the Serial Number Tracking report.

Note: To track serial numbers, you must select the **Serial Numbers** check box on the **Edit Product** or **Edit Service** dialog box.

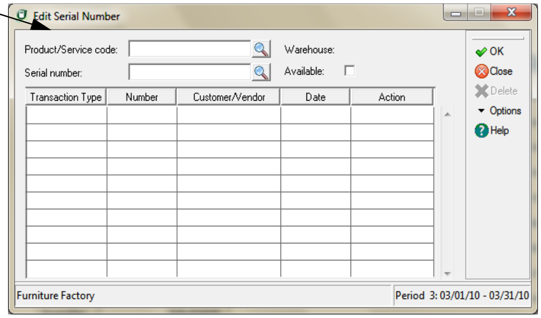
Related Help Topic

- Deleting serial numbers

To Add a Serial Number

1 Choose **Serial Numbers** from the **Edit** menu. The **Edit Serial Number** dialog box appears. Click **Help** for more info on each field.

Use the Edit Serial Number dialog box to add, view and edit serial numbers.



2 Type the serialized product or service code in the Code field.

3 Type the serial number in the Serial Number field and select whether or not the serial number is available in stock.

4 Select the type of serial number entry in the Transaction Type field.

5 Type the vendor invoice number or sales invoice number depending on the type of serial number entry in the Number field.

6 Type the customer who purchased the item, or the vendor you purchased the item from in the Customer/Vendor field.

7 Type the date of the transaction in the Date field.

8 Select whether this entry is adding the serial number to the file or removing the serial number from the file.

9 Click **OK** to save the entry.

To Edit or View a Serial Number's History

1 Choose **Serial Numbers** from the **Edit** menu. The **Edit Serial Number** dialog box appears.

2 Type the product or service code attached to the serial number you want to view or edit. If you are not sure of the code, click **LookUp** to select the code from a list.

3 View the history and make any changes to the serial number history if necessary.

4 Click **OK** to save the changes. Click **Close** to exit the dialog box.

Related Help Topic

- Deleting serial number history

Processing Orders

5

• Processing Orders •

This chapter covers the routines and steps you use daily in Sage DacEasy Order Entry. This chapter explains how to access and use the **Order Entry** dialog box, print orders, print shipping labels, ship orders, print invoices, print the Sales Journal and post your daily shipments.

Using the Order Entry Dialog Box

In Sage DacEasy Order Entry, one screen accommodates all sales order transactions: the **Order Entry** dialog box. You can use this dialog box to enter quotes, orders, blanket orders as well as returns (RMAs, Returned Merchandise Authorizations).

The **Order Entry** dialog box consists of three tabs, the **Customer**, **General** and **Detail** tabs. The **Customer** tab includes the customer's name, billing and shipping address and special shipping instructions. The **General** tab includes payment terms for the order. The **Detail** tab includes the products and/or services ordered by the customer.

Navigating Around the Order Entry dialog dox

Sage DacEasy has incorporated some quick navigation to help you easily move the cursor on the **Order Entry** dialog box:

- Press **Enter** to accept the information in the current field and move the cursor one field at a time.
- Click a field with the mouse pointer to access a field on the screen.
- Click the **Goto** or **OK** button, or press **F9** to advance the cursor to the next important field. This feature quickly moves the cursor from the top section of the dialog box to the Item Code field, and then to the Payment field.

Entering Orders, Blanket Orders and RMAs

The next section explains how to enter orders, blanket orders and returned merchandise authorizations (RMAs). Some other special features included in Sage DacEasy Order Entry are also explained in this section such as entering serial numbers on an order and printing quotes, orders, invoices and labels.

The most common type of transaction is an order. You create an order to identify products and services requested for purchase by a customer. An order has no affect on your stock quantities (unless you selected the **Check Product Availability Online** check box on the **System Preferences** dialog box) until you ship part or all of the merchandise on the order using the Ship Orders routine.

A blanket order is very similar to a regular order; however, blanket orders usually involve large quantities that will be sent in several smaller shipments over a period of time. With blanket orders, Sage DacEasy does not treat items that are not available at the time of entry as backordered items. Additionally, the Backorder Status report does not include blanket orders since Sage DacEasy Order Entry does not check the availability of products on blanket orders until you ship a portion of the order.

An RMA (Returned Merchandise Authorization) or return is used when a customer returns products. Sage DacEasy Order Entry generates an RMA number for each return, which the customer should include with the returned merchandise. Enter the products and quantities returned the same way you entered the original order and use the Ship Orders routine to return the units back to stock. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, type the original invoice number in the Customer Reference field to associate the return to the invoice. This way, the aging report and statements identify the sales return correctly.

Related Help Topics

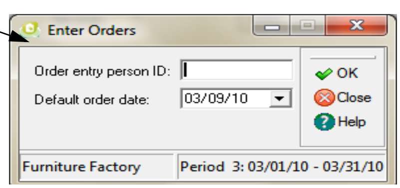
- Assembling products on an order
- Using AutoReorder to sell items based on prior purchases
- Using AutoReturn to record returns of prior customer purchases
- Viewing the total weight of items on a transaction
- Entering products set up as assembled kits on an order
- Deleting an order, blanket order or return (RMA)

To Enter an Order, Blanket Order or Return (RMA)

Logging In to the Order Entry Dialog Box

1 Choose **Order Entry** from the **Process** menu. The **Enter Orders** dialog box appears.

Use the Enter Orders dialog box to enter the Order Entry Person ID and the order date.

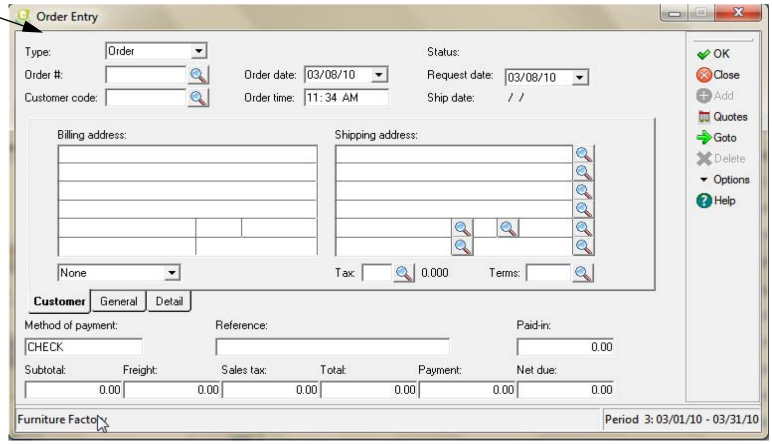


2 Type the ID of the person adding orders in the Order Entry Person ID field. This value appears in the Order Entry Person field on the **General** tab of the **Order Entry** dialog box.

3 Type the current date or the date you want to assign as the order date.

4 Click **OK** to view the **Order Entry** dialog box. Click **Help** for a detailed description of each field.

Use the header area (or top portion) of the Order Entry dialog box to enter the customer's information and select the order type.



Entering Customer and General Order Information

5 Select the type of order you are entering in the Type field.

6 Type the order or RMA number if you are assigning your own numbers, otherwise, press **Enter** to let Sage DacEasy assign the number.

7 Type the customer in the Customer Code field. The customer's address, tax, terms and default information appears in the corresponding fields.

8 Type the date the customer is requesting shipment of the order in the Request Date field.

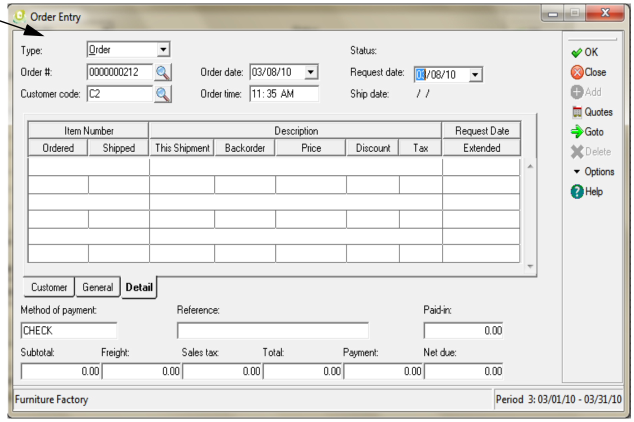
9 Click the **General** tab. Compete each field as necessary.

Note: Type the original invoice number in the Customer Reference field if the customer is returning merchandise. When the sales return is created, the original invoice is credited with the amount of the return.

Entering Items on the Transaction

10 Click the **Detail** tab.

Use the Detail tab on the Order Entry dialog box to enter the items the customer has requested.



11 Type the item number for the product, service, billing code or message in the Item Number field. The corresponding description and sales price appear.

12 Type the number of items requested from the customer in the Ordered field. If a customer is returning merchandise, type the number of items returned in the Ordered field.

13 Type the number of items that will be shipped in this shipment.

Note: If you selected the **Check Product Availability Online** check box on the **System Preferences** dialog box, Sage DacEasy calculates the number of backordered items and displays the number in the Backorder field. If you are not using the Check Product Availability Online option, Sage DacEasy places the number of items ordered automatically in the Backorder field.

14 Change the sales price if necessary.

15 Type the discount percentage amount in the Discount field if you are giving the customer a line item discount on this item.

16 Continue to enter each item on the order until all items are added.

Entering a Payment, Freight and Saving the Transaction

17 Click **OK**. The cursor advances to the bottom section of the **Order Entry** dialog box.

18 Select the method of payment if necessary.

19 Type the freight amount, and then type the dollar amount paid by the customer.

20 Click **OK** to save the order. If you selected the **Print Orders After Entry** check box on the **System Preferences** dialog box, you can print the order after you save the order.

Viewing Item Sheets

An Item Sheet is a detailed report listing all products entered on the **Detail** tab of the **Order Entry** dialog box. The Item Sheet also provides information about the product, including the product code, inventory type, the number of units ordered by the customer, the number of units currently available and valuable costing and profit amounts. Services and billing codes on the order are not included on the Item Sheet.

To View an Item Sheet on an Order

1 Enter an order as you would normally and click the **Detail** tab on the **Order Entry** dialog box.

2 Type each item requested by the customer on the order.

3 Click **Options**, and then select **Item Sheet**. The **Item Sheet** appears on the screen.

4 Click **Print** to print the Item Sheet. Click **Close** to return to the **Order Entry** dialog box.

Viewing Substitute Products

If there are not enough units of the needed product in stock to fill an order and you do not ship partial orders, you cannot ship the order to the customer until you receive more units of the product. If you have set up substitute products for the item, you can suggest the substitute product in place of the requested product. Set up substitute products on the **Edit Product** dialog box by clicking **Options**, and then selecting **Substitute Products.**

To View Substitute Products for an Item on an Order

1 Enter an order as you would normally and click the **Detail** tab on the **Order Entry** dialog box.

2 Type each item requested by the customer on the order. If the items appear on backorder, return to the Item Number field.

3 Click **Options**, and then select **Substitute Products**. A list of substitute products appears.

If you can send a substitute product in place of the original item, select the substitute product from the list.

4 Continue to enter and save the order as you would normally.

Entering Serial Numbers on Orders

When you select the **Serial Numbers** check box for a product or service, you can record the serial number for the item when it is sold. The selections you made on the **System Preferences** dialog box determine when you record the serial numbers. If you selected **Orders** for the Enter Serial Numbers When option on the **System Preferences** dialog box, you record serial numbers when entering the item on an order. Otherwise, you record serial numbers for the items when shipping the order.

Note: If you are entering a return and the customer needs to return products with serial numbers, follow the steps below, but select **Return** as the Type on the transaction.

To Enter Serial Numbers on an Order

1 Enter an order as you would normally and click the **Detail** tab on the **Order Entry** dialog box.

2 Type the code of a serialized product or service in the Item Number field.

3 Type the quantity ordered, number of units shipped and the sales price. The **Enter Serial Numbers** dialog box appears.

4 Type the serial number of the product or service. You can enter a serial number for each item being sold or for each component of a finished good. The product or service code that appears associated with the serial number defaults to the code entered in the Item Number field. You can change the code if necessary.

Tip: While in the Serial Number field, you can click **LookUp** to view a list of available serial numbers. A serial number is available if the corresponding product has been received into inventory and the serial number was entered at that time.

5 Click **OK** to save the serial numbers.

6 Continue to enter and save the order as you would normally.

Changing the Status of Orders

Every order is assigned a status that falls into one of six categories. The status of an order appears in the upper right corner of the **Order Entry** dialog box. When you first enter an order, it has no status until the order is saved. Once the order is saved, the status is **New**. If you ship part of the order, the status of the order changes to **Backorder**. If you ship an entire order, the status changes to **Complete**. The other two status choices allow you to **Hold** or **Cancel** an order if necessary. By holding an order, you temporarily do not want any activity with the order. By canceling an order, you are indicating that you want to permanently disallow shipment of the remaining items on the order. After you cancel an order, you cannot ship it or reverse the status of the order.

An order on hold cannot be edited or shipped. Here are some common examples of why you will place an order on hold:

- When you perform a lengthy credit history check on a customer.
- When you want to halt shipment of an order until payment is received for the last shipment the customer received.

To Change the Status of an Order

1. Choose **Order Entry** from the **Process** menu. The **Enter Orders** dialog box appears. Log in to the **Order Entry** dialog box.
2. Type the number of the order you want to place on hold, cancel or backorder. If you are not sure of the number, click **LookUp** to select an order from a list.
3. Click **Options**, and then select **Order Status**. The **Status Selection** dialog box appears.

   Note: You cannot change the status of an order from the **Detail** tab on the **Order Entry** dialog box.
4. Select **Hold** to place an order on hold. If you want to cancel the order, select **Cancel**. If you want to place an order on backorder, select **Backorder**. If you want to exit the **Status Selection** dialog box without changing the status of the order, select **Exit**.

   Note: You cannot edit an order with the status of Cancel or Hold.

To Release an Order on Hold

1 Choose **Order Entry** from the **Process** menu. The **Enter Orders** dialog box appears. Log in to the **Order Entry** dialog box.

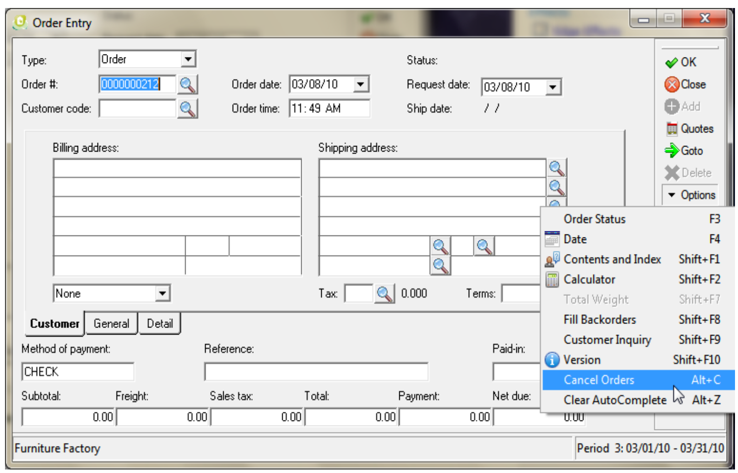
2 Type the number of the order you want to release from hold. If you are not sure of the number, click **LookUp** to select the order from a list.

3 Click **Options**, and then select **Order Status**. The Status on the **Order Entry** dialog box clears, indicating the order is no longer on hold.

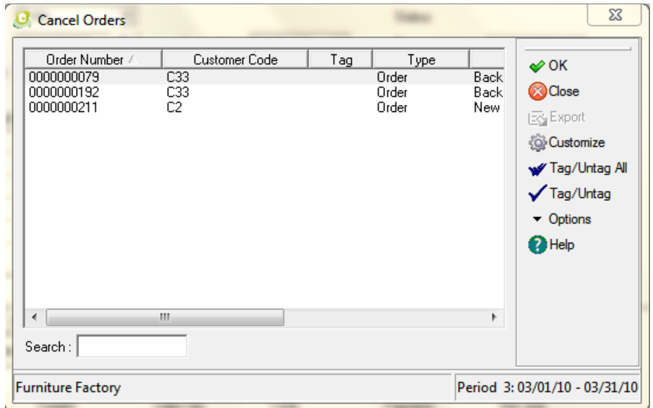
Cancel Multiple Orders

Sage DacEasy provides you with the unique feature to close multiple orders in a single procedure, simplifying the order management process and saving you time.

1 From the Order Entry screen, select Options and Cancel Orders:



2 The default dates for the filter will be the Beginning and End Dates for the current period. Only the orders in the selected date range will be included in the lookup. The Filter defines the range of Order dates that appears in the selection lookup:



3 You can tag the Orders you want to cancel and click on the OK icon when ready to process. Sage DacEasy Order Entry prompts you for confirmation and proceeds to cancel the tagged orders if such action is accepted. NOTE: All Orders are untagged every time you execute the Cancel Orders option and the selection lookup comes up.

Entering Price Quotes

Sage DacEasy includes a Price Quote feature. This feature allows you to add and edit a price quote and later convert it to an order. Entering price quotes is exactly the same as entering regular orders, but price quotes are saved in a separate file. After entering a price quote, you can print the quote (either from the **Order Entry** dialog box or from the **Print Quotes** dialog box) and give a printed copy to your customer. Later, if the customer decides to place an order, you can use Sage DacEasy Order Entry to automatically convert the quote to an order. This feature is handy if you keep commonly requested quotes in your order entry system. You can use the same quote over and over to create orders when your customers decide to order the item or service.

To Add or Edit a Price Quote

1 Choose **Order Entry** from the **Process** menu. The **Enter Orders** dialog box appears. Log in to the **Order Entry** dialog box.

2 Click **Quotes**. The **Quote Selection** dialog box appears.

3 Select **Add/Edit Quotes**. The **Quote Entry** dialog box appears.

4 Enter the quote as you would enter a regular order.

5 Click **OK** to save the quote

If you selected the **Print Orders After Entry** check box on the **System Preferences** dialog box, you can select to print the quote after you click **OK** to save the quote.

To Convert a Price Quote to an Order

1. Choose **Order Entry** from the **Process** menu. The **Enter Orders** dialog box appears. Log in to the **Order Entry** dialog box.
2. Click **Quotes**. The **Quote Selection** dialog box appears.
3. Select **Convert to Order**. Select the quote you want to convert from the list that appears. The **Order Entry** dialog box appears.
4. Complete the order as you normally would.

   Note: The quote is deleted if you selected the **Delete Converted Quotes** check box on the **System Preferences** dialog box.
5. Click **OK** to save the order.

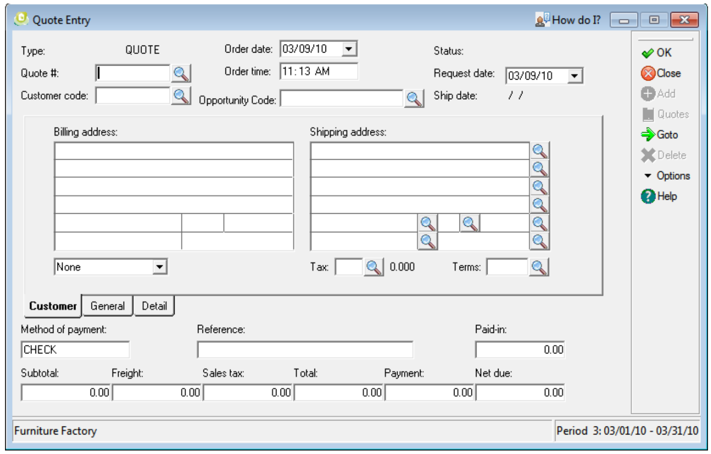
Save Quotes History

Gain greater control and better manage opportunities during the sales process using Quote History and Opportunity Management. Quote History allows you to easily generate quotes based on a previous quote and to retain each version of the quote you supply to your customers. Using Quote History, you can quickly recall information previously conveyed to customers and to gain better insight into your sales opportunities.

With this new feature you can keep a history of all Quotes associated with the negotiating process for a specific sales opportunity with a Customer. In addition, when this negotiation results in a successful sale, Sage DacEsy Order Entry uses the Opportunity Code to link the Quotes history to the Order, Invoice and Sales Returns associated with it. The Opportunity Code defines a specific Sales Opportunity with a specific customer. It can be a code created by you, according to your own coding convention, or one automatically generated by Sage DacEasy.

Using the Opportunity Code

1. Select **Process**, and then **Order Entry** from the Sage DacEasy Order Entry menu. The Sales Order Entry dialog box appears.
2. Click on the Quotes icon in the toolbar, and then choose Add/Edit Quotes. The Quotes Entry dialog box appears:



3 Enter the header information as you deem appropriate. Refer to the Add or editing price quotes topic in the help for more information on how to fill the Sales Quote header fields.

4 Enter an Opportunity Code in the Sales Quotes header when you create the first Quote associated with a Sales Negotiation; or enter an existing Opportunity Code to associate the Quote to an existing negotiation. Click on the LookUp icon to view a list of available Opportunities. An Opportunity Code defines a specific negotiating process with a customer. Hence, this user's guide refers to an Opportunity or a Negotiating process indistinctly.

5 Use one of the following options to create an Opportunity Code:

a.Use your own logical coding convention, typing in your own user-defined codes in the Opportunity Code field. Sage DacEasy saves this code and it is listed in the Opportunity Codes LookUp, making it easy to associate subsequent quotes to existing Sales Opportunities.

b.Have Sage DacEasy generate the Opportunity Code. The Generate Opportunity Code function is available from the Options menu in the toolbar. Sage DacEasy uses the customer code plus a sequential number as its coding convention for automatic Opportunity Code generation.

6 Enter the Quote detail and footer information and Click OK or press F10 to save the information. Refer to the Add or editing price quotes topic in the help for more information on how to fill the Sales Quote header and detail fields.

Printing Orders and Picking Tickets

You can print orders two different ways: (1) print each order after you have entered it; or (2) selectively print orders in batches using the **Print Orders** dialog box. Follow the steps listed to batch print orders and picking tickets.

Note: If you are using the Freight field, add the field to the footer of your form template. If you are using a plain paper form template provided by Sage DacEasy, you can copy a form template with the Freight field from the Oebase folder (refer to the "Copying existing form templates" Help topic for more information). If you are using a preprinted or custom form, edit the template (refer to the "Editing templates" Help topic for more information).

To Batch Print Orders or Picking Tickets

1 Point to **Print Orders** on the **Process** menu, and then select **Orders**. The **Print Orders** dialog box appears. Click **Help** for a detailed description of each field.

2 Select the **Print Picking Ticket** check box if you want to print only the picking tickets.

3 Type the range of transactions you want to print in the From and To fields.

4 Select the **Reprint** check box if you are reprinting the transactions.

5 Type the number of copies you want of each transaction.

6 Click **OK**. The **Report Layout** dialog box appears.

   Tip: To ensure your forms are loaded properly in your printer and your printer settings are correct, click **Test Page**.

7 Select your target and click **OK** to generate the forms.

Orders

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Phone	: (214) 555-1212	Fax	: (214) 555-1414	03/09/10	117
				03/09/10	1

C2
Arnold Abramson
10661 Steppington Dr.
Austin TX 76011
USA

Ship to/Remark

No Terms BB

2-Piece Sectional				1.0	0.0	699.9900	699.99
Item #:	2-SECTIONAL	Each			1.0		
5 Piece Oak Dinette				1.0	0.0	299.9500	299.95
Item #:	5PC-OAK	Each			1.0		
Tile Top Dinette				1.0	0.0	599.0000	599.00
Item #:	5PC-TILETOP	Each			1.0		
5 Piece Glass Dinette				1.0	0.0	149.9900	149.99
Item #:	5PCGLASS	Each			1.0		

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Selecting form templates
- Aligning continuous-feed forms

Printing RMAs

If a customer returns merchandise, use the **Order Entry** dialog box to enter the return as a returned merchandise authorization (RMA) transaction. After entering the RMA transaction (and optionally providing the customer with an RMA number), you can print the RMA form to notify the warehouse or fulfillment center to accept the returned goods.

You can print RMAs two different ways: (1) print each RMA after you enter the return; or (2) selectively print RMAs in batches using the **Print RMAs** dialog box. Follow the steps listed to batch print returns.

Note: If you are using the Freight field, add the field to the footer of your form template. If you are using a plain paper form template provided by Sage DacEasy, you can copy a form template with the Freight field from the Oebase folder (refer to the "Copying existing form templates" Help topic for more information). If you are using a preprinted or custom form, edit the template (refer to the "Editing templates" Help topic for more information).

To Batch Print RMAs

1. Point to **Print Orders** on the **Process** menu, and then select **RMAs**. The **Print RMAs** dialog box appears. Click **Help** for more info on each field.
2. Type the range of transactions you want to print in the From and To fields.
3. Select the **Reprint** check box if you are reprinting the transactions.
4. Type the number of copies you want of each transaction.
5. Click **OK**. The **Report Layout** dialog box appears.

   Tip: To ensure your forms are loaded properly in your printer and your printer settings are correct, click **Test Page**.
6. Select your target and click **OK** to begin printing.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Selecting form templates
- Aligning continuous-feed forms

Printing Quotes

You can print quotes two different ways: (1) print each quote after you enter the quote; or (2) selectively print quotes in batches using the **Print Quotes** dialog box. Follow the steps listed to batch print quotes.

Note: If you are using the Freight field, add the field to the footer of your form template. If you are using a plain paper form template provided by Sage DacEasy, you can copy a form template with the Freight field from the Oebase folder (refer to the "Copying existing form templates" Help topic for more information). If you are using a preprinted or custom form, edit the template (refer to the "Editing templates" Help topic for more information).

To Batch Print Quotes

1 Point to **Print Orders** on the **Process** menu, and then select **Quotes**. The **Print Quotes** dialog box appears. Click **Help** for more info on each field.

2 Type the range of transactions you want to print in the From and To fields.

3 Type the number of copies you want of each transaction.

4 Click **OK**. The **Report Layout** dialog box appears.

   Tip: To ensure your forms are loaded properly in your printer and your printer settings are correct, click **Test Page**.

5 Select your target and click **OK** to begin printing.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Selecting form templates
- Aligning continuous-feed forms

Printing Shipping Labels for Orders

Sage DacEasy Order Entry includes an Order Labels feature that prints shipping labels for your orders. When you print order shipping labels, Sage DacEasy pulls the customer information and address from the order.

To Print Shipping Labels for Orders

1 Point to **Print Orders** on the **Process** menu, and then select **Order Labels**. The **Order Shipping Labels** dialog box appears. Click **Help** for more information on each field.

2 Select the scope and sort of the labels you want to print.

3 Type the range of transactions you want to print or select from in the From and To fields if you selected **Range** or **Select** as the Scope.

4 Complete the remaining fields if necessary.

5 Click **OK**.

If **Select** is the Scope, a list of orders appears. A **Y** in the Selected column indicates a label will print for the order. Click **Select** to alternate between Y and N in the Selected column. After you have selected all the records you want, click **OK** to continue. The **Report Layout** dialog box appears.

If you selected **All** or **Range** as the Scope, the **Report Layout** dialog box appears.

6 Select your target and click **OK** to begin printing.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Editing the label layout
- Selecting form templates
- Aligning continuous-feed forms

Shipping Orders

When you ship an order, you are indicating you want to create an invoice for the order because you are delivering the goods to the customer and are billing the customer for the shipment. When you post shipments, Sage DacEasy updates the historical information for your customers, products, services and salespeople. Use the Ship Orders routine to record shipment of orders to your customers. Choose **Ship Orders** from the **Process** menu to access this routine.

The **Order Entry Shipping** dialog box allows you to ship orders two different ways: (1) ship partial orders and leave the remaining items still on the order or (2) ship an entire order (subject to product availability).

Remember, the Ship Orders routine is an important part of the order entry process. Refer to Chapter 3, “Quick Tour” for more information on the entire process.

To Fill Backorders Before Shipping Orders

Follow these steps to fill backordered items during the Ship Orders routine.

1 Choose **Ship Orders** from the **Process** menu. The **Ship Orders** dialog box appears. Log in to the Orders Shipment view. A list of orders appears.

2 Select an order and click **Tag/Untag**. A check mark appears in the Tag column. Repeat until all orders you want filled are tagged.

3 Click **Options**, and then select **Fill Orders**. A message appears asking if you want to start filling the selected backorders. Choose **Yes** to continue. This process moves all units in the Backorder field to the This Shipment field.

Sage DacEasy Order Entry fills the backorders for each order tagged. If an order could not be filled because not enough units were available, a report prints listing the orders that were short units and the number of items needed.

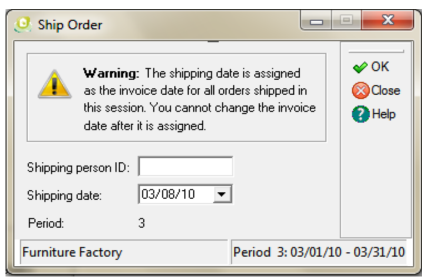
4 Click **OK** to begin processing shipments. A message appears confirming you want to begin generating invoices. Choose **Yes** to continue.

Sage DacEasy Order Entry creates invoices for each of the tagged orders with items in the This Shipment field.

To Ship Complete Orders

Follow these steps to ship orders containing no backordered items. If you are making partial shipments, refer to the next set of steps titled "To Ship Partial Orders."

1 Choose **Ship Orders** from the **Process** menu. The **Ship Order** dialog box appears.

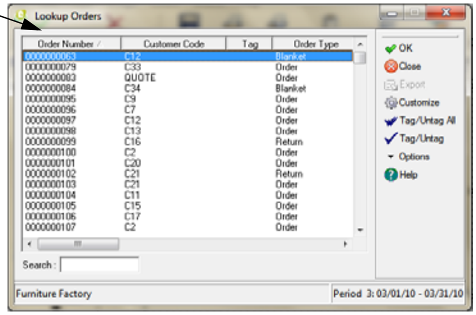


2 Type the ID of the person authorizing the shipments. The shipping person's ID is included with each shipment so you can easily track down and correct any errors made in fulfilling the shipment.

3 Type the date to use as the shipping date for each order shipped. This date also serves as the invoice date. You cannot change this date once you continue through the **Ship Order** dialog box. If you are interfaced with Sage DacEasy Accounting, Sage DacEasy Order Entry verifies the date you enter is in an open period in your periods structure.

4 Click **OK**. A list of orders appears.

Use the list of orders to tag the orders you want shipped.



5 Select the order in the list and click **Tag/Untag**. A check mark appears in the Tag column. Continue until all the orders you want shipped are tagged.

Click **Tag/Untag All** to tag all orders in the list or clear the tags from all orders in the list.

6 Click **OK** to begin processing shipments. A message appears confirming you want to begin generating invoices. Choose **Start** to continue. The **Report Layout** dialog box appears. Select the target, and then click **OK**.

Sage DacEasy Order Entry creates invoices for each of the tagged orders with items in the This Shipment field, if there are enough units available to fulfill the order.

If any items were unavailable, a Generate Invoices Audit Report prints. If all item shipped, click **OK** to return to the main menu.

Related Help Topic

- Entering serial numbers when shipping an order

To Ship Partial Orders

1 Choose **Ship Orders** from the **Process** menu. The **Ship Order** dialog box appears. Log in to the Orders Shipment view. A list of orders appears.

2 Select an order and click **Tag/Untag**. A check mark appears in the Tag column.

3 With the order still selected, press **Enter** to view the **Order Entry** dialog box.

4 Click the **Detail** tab.

5 Type the number of units you want to include on this shipment in the This Shipment field. Sage DacEasy Order Entry creates an invoice for only the items with units in the This Shipment field.

Note You can modify the order at this time.

6 Click **OK** to save the changes made to the order. A list of orders appears.

7 Continue to tag and enter units in the This Shipment field for all orders you want shipped.

8 Click **OK** to begin processing shipments. A message appears confirming you want to begin generating invoices. Choose **Yes** to continue.

   Sage DacEasy Order Entry creates invoices for each of the tagged orders with items in the This Shipment field, if there are enough units available to fulfill the order.

   Note: If you ship a partial order and assign your own invoice number, a prompt appears so you can enter the invoice number.

Behind the Scenes

The following list identifies each task the Ship Orders routine accomplishes.

- Creates invoices for orders and sales returns for RMAs (Returned Merchandise Authorizations). After the invoices are created for the orders, point to **Print Invoices** on the **Process** menu, and then select **Invoices** or **Returns** to print these forms as well as packing slips. The order number appears in the Our field on the invoice so you can track the invoice back to the original order if necessary. Also, if you placed the original invoice number in the Customer Reference field on the RMA, the original invoice number appears in the Your field on the sales return.
- Commits the units in the **Edit Product** dialog box for each unit of the product shipped. This only occurs if you did not select the Check Product Availability Online check box on the **System Preferences** dialog box. If you did select this option, the committed units were updated for the product when you entered the order and placed the units in the This Shipment field.
- If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, the Ship Orders routine creates an invoice in the Invoice Header and Detail files and updates the Accounts Receivable Open Invoice Header and Detail files. You can now track the order in Sage DacEasy with customer statements and aging reports. You can print and post the invoice using the billing module in Sage DacEasy Accounting; however, it is advisable to perform the Posting routine in Sage DacEasy Order Entry.
- If you choose to assign your own invoice numbers, Sage DacEasy automatically displays a pop-up dialog box when an invoice number is needed.

- Updates the Customer Transaction History files if you selected the Track Customer Transaction History check box on the **System Preferences** dialog box.
- Updates the Salesperson History file if you selected the Track Salesperson Information check box on the **System Preferences** dialog box.
- If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting and the Update Check Register Online feature is selected in Sage DacEasy Accounting, then the Ship Orders routine creates a Check Register entry in Sage DacEasy Accounting for each advance payment. A Check Register entry is created when: (1) the **Shipping** option is selected for the Process Payments When field on the **System Preferences** dialog box in Sage DacEasy Order Entry, or (2) an order with an advanced payment is shipped or when running the Posting routine and the **Entering** option is selected for the Process Payments When field in the **System Preferences** dialog box.
- If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting and the Update General Ledger Online feature is selected in Sage DacEasy Accounting, then the Ship Orders routine creates a detailed General Ledger transaction for each invoice created.

Printing Invoices and Packing Lists

Use the **Order Entry** dialog box to enter customer orders. Then, print the order and picking ticket to send to the warehouse or fulfillment center to prepare the order. Use the Ship Orders routine to ship the order and create an invoice. Then, print the packing list to include in the shipment and print the invoice to send to the customer.

Note: If you are using the Freight field, add the field to the footer of your form template. If you are using a plain paper form template provided by Sage DacEasy, you can copy a form template with the Freight field from the Oebase folder (refer to the “Copying existing form templates” Help topic for more information). If you are using a preprinted or custom form, edit the template (refer to the “Editing templates” Help topic for more information).

To Batch Print Invoices or Packing Lists

1. Point to **Print Invoices** on the **Process** menu, and then select **Invoices**. The **Print Invoices** dialog box appears. Click **Help** for more info on each field.
2. Select the **Print Packing List** check box if you want to only print the packing lists.

3 Select the sort and rank order for the transactions you want to print and type the ranges in the From and To fields.

4 Select the **Reprint** check box if you are reprinting the transactions.

5 Type the number of copies you want of each transaction.

6 Click **OK**. The **Report Layout** dialog box appears.

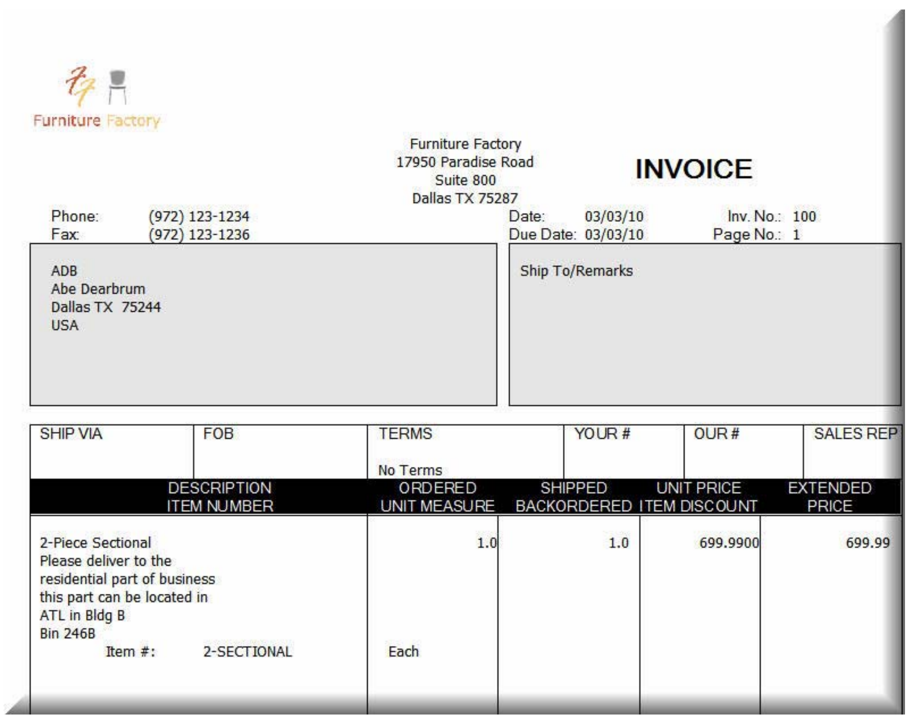
Tip: To ensure your forms are loaded properly in your printer and your printer settings are correct, click **Test Page**.

7 Select your target and click **OK** to begin printing.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Selecting form templates
- Aligning continuous-feed forms

Invoice


Furniture Factory

Furniture Factory
17950 Paradise Road
Suite 800
Dallas TX 75287

INVOICE

Phone: (972) 123-1234
Fax: (972) 123-1236

Date: 03/03/10
Due Date: 03/03/10

Inv. No.: 100
Page No.: 1

ADB
Abe Dearbrum
Dallas TX 75244
USA

Ship To/Remarks

SHIP VIA	FOB	TERMS	YOUR #	OUR #	SALES REP
		No Terms			

DESCRIPTION ITEM NUMBER	ORDERED UNIT MEASURE	SHIPPED BACKORDERED	UNIT PRICE ITEM DISCOUNT	EXTENDED PRICE
2-Piece Sectional Please deliver to the residential part of business this part can be located in ATL in Bldg B Bin 246B Item #: 2-SECTIONAL	1.0 Each	1.0	699.9900	699.99

Printing Sales Returns

Use the **Order Entry** dialog box to enter customer returns as RMA (Returned Merchandise Authorization) transactions. After entering the RMA (and optionally providing the customer with an RMA number), print an RMA form to notify the warehouse or fulfillment center to accept the returned goods. When the customer returns goods, use the Ship Orders routine to indicate the goods have been received and create a sales return from the RMA.

Note: If you are using the Freight field, add the field to the footer of your form template. If you are using a plain paper form template provided by Sage DacEasy, you can copy a form template with the Freight field from the Oebase folder (refer to the "Copying existing form templates" Help topic for more information). If you are using a preprinted or custom form, edit the template (refer to the "Editing templates" Help topic for more information).

To Batch Print Sales Returns

1. Point to **Print Invoices** on the **Process** menu, and then select **Returns**. The **Print Sales Returns** dialog box appears. Click **Help** for more information on each field.
2. Select the **Print Packing List** check box to only print packing lists.
3. Type the range of transactions you want to print in the From and To fields.
4. Select the **Reprint** check box if you are reprinting the transactions.
5. Type the number of copies you want of each transaction.
6. Click **OK**. The **Report Layout** dialog box appears.

   Tip: To ensure your forms are loaded properly in your printer and your printer settings are correct, click **Test Page**.
7. Select your target and click **OK** to begin printing.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Selecting form templates
- Aligning continuous-feed forms

Printing Shipping Labels for Invoices

Sage DacEasy Order Entry includes a routine that prints shipping labels for your shipments. When you print shipping labels, Sage DacEasy pulls the customer information and address from the invoice.

To Print Shipping Labels for Invoices

1. Point to **Print Invoices** on the **Process** menu, and then select **Shipping Labels**. The **Customer Shipping Labels** dialog box appears. Click **Help** for more information on each field.
2. Select the Scope to determine whether you want to print shipping labels for all invoices in the file, a range of invoices or select certain invoices from throughout the file.
3. Select whether you want to print the shipping labels sorted by Invoice Number or Customer Code in the Print By field.
4. Type the range of transactions you want to print or select from in the From and To fields if you selected **Range** or **Select** as the Scope.
5. Type the number of shipping labels you want per invoice.
6. Select whether or not you want to include posted transactions.
7. Select whether or not you want to suppress the blank address lines.
8. Select the Label Type. Be sure you are using the correct label type for the shipping label template you are using.
9. Select the print mode you want to use to print the labels.
10. Click **OK**.

    If you chose **Select** as the Scope, a list of invoices appears. All records within the range specified display a **Y** in the Selected column. This indicates a label will print for the invoice. If you do not want to print a label for a record, select the record and click **Select**. If an **N** appears in the Selected column, a label will not print for the invoice. After you have selected all the records you want, click **OK** to continue. The **Report Layout** dialog box appears.

    If you selected **All** or **Range** as the Scope, the **Report Layout** dialog box appears.

    Tip: For more information on editing the label layout, refer to the Help topic titled "Editing the label layout."

    To ensure your labels are loaded properly in your printer and your printer settings are correct, click **Test Page**.

11 Select your target and click **OK** to begin printing.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Editing the label layout
- Selecting form templates
- Aligning continuous-feed forms

Printing the Credit Card Transactions Report

As a control measure when using the online credit verification feature, Sage DacEasy Order Entry prints a report listing details about the invoices or orders paid by credit card. The information on the report includes the order number, credit card account number and expiration date, the approval code and amount of purchase. This report is also referred to as the Payment Processing Transactions Report.

Important: This report contains sensitive credit card information. Protect this feature with user access rights so only trusted employees have access to this information.

To Print the Credit Card Transactions Report

1. Choose **Credit Cards** from the **Process** menu. The **Card Transaction Report** dialog box appears.
2. Type the date range in the From and To fields.
3. Click **OK** to view the **Report Layout** dialog box.
4. Select your target and click **OK** to generate the report.

Related Help Topics

- Using the Report Layout dialog box

Printing the Sales Journal or Sales Listing

Sales Journal

The Sales Journal prints only unposted invoices, sales returns and payments. After you have shipped all orders for the day, you can print the Sales Journal for final verification of all shipped transactions. Use the Sales Journal to verify transactions are correct before you post. You can also use the Sales Journal as your audit trail for invoices, sales returns and payments. It is important to archive the report to help track invoices after you have posted shipments.

Since journal printing is an extremely important process, you should make sure it is mandatory. Select the **Require Journal Printing** check box on the **System Preferences** dialog box and Sage DacEasy does not allow you to post until you have printed the Sales Journal. If you do not select this check box, Sage DacEasy does not require you to print the Journal.

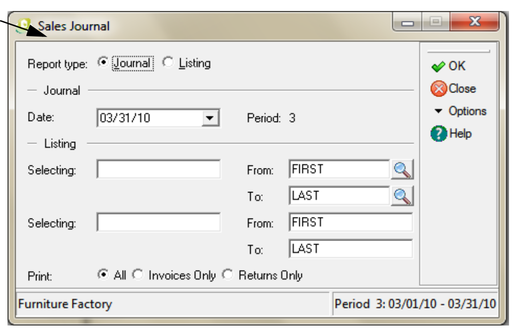
Sales Listing

Use the Sales Listing to print both posted and unposted billing transactions. You can print all or a specific range of transactions. There are more listing options to include on a Sales Listing than on a Sale Journal. You can select to sort and rank the report on almost any field found in the top portion of the invoice.

To Print a Sales Journal or Sales Listing

1 Choose **Sales Journal** from the **Process** menu. The **Sales Journal** dialog box appears.

Use the Sales Journal dialog box to print a Sales Journal or a Sales Listing.



2 Select whether you are printing a **Journal** or a **Listing** in the Report Type field.

If you selected Journal as the Report Type, type a date that falls in the period for which you are printing the journal.

If you selected Listing as the Report Type, select how you want to filter the information that prints on the Sales Listing and type the range in the From and To fields. If you want to filter out more information, select a second field and type the range in the From and To fields. Select whether you want to include only invoices, only returns or all transactions on the report.

3 Click **OK** to view the **Report Layout** dialog box.

4 Select your target and click **OK** to begin printing.

Related Help Topic

- Using the Report Layout dialog box

Entering Inventory Adjustments

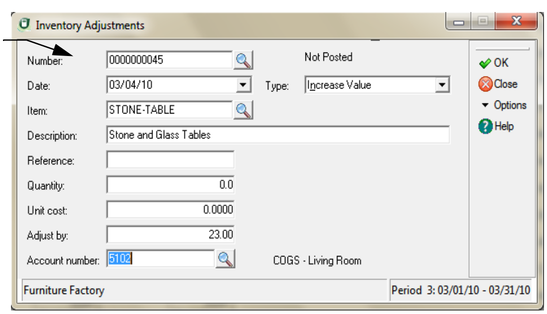
Use the Inventory Adjustments feature to transfer items from one warehouse to another or to adjust inventory quantities or values in Sage DacEasy without affecting customer or vendor balances.

If you are not running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, you can use this feature to record inventory purchases in Sage DacEasy Order Entry.

To Enter an Inventory Adjustment

1 Select **Inventory Adjustments** from the **Process** menu. The **Inventory Adjustments** dialog box appears. Click **Help** for a detailed description of each field.

Transfer inventory or adjust quantity counts from the Inventory Adjustments dialog box.



2 Press **Enter** in the Number field and the next available number is assigned.

3 Edit the date, if necessary.

4 Select the type of action to perform.

Increase Quantity—Select this option to add to the amount of this product currently in stock.

Transfer Quantity—Select this option to move the units from one product to a different product. This is most commonly used to transfer items from one warehouse to another.

Decrease Quantity—Select this option to reduce the amount of this product currently in stock.

Increase Value—Select this option to increase the total value of this item in your inventory.

Decrease Value— Select this option to decrease the total value of this item in your inventory.

5 Complete the remaining fields based on your selection in the Type field.

Increase Quantity—If you selected Increase Quantity in the Type field, select the product you are adjusting in the Item field. Type the number of units being added and the cost to use in calculating the product's new on hand dollars. Then, select the account to update when the transaction is saved.

Transfer Quantity—If you selected Transfer Quantity in the Type field, select the product you are transferring in the From Item field, and then select the receiving product in the To Item field. Type the number of units being transferred. Sage DacEasy uses the product's average cost to determine the new on hand dollars and uses the Inventory account as the offsetting account.

Decrease Quantity—If you selected Decrease Quantity in the Type field, select the product you are adjusting in the Item field. Type the number of units being reduced, and then select the account to update when the transaction is saved. Sage DacEasy uses the product's average cost to calculate the new on hand dollars.

Increase Value—If you selected Increase Value in the Type field, select the product you are adjusting in the Item field. Type the amount of the adjustment as a positive number in the Adjust by field. Then, select the account to update when the transaction is saved.

Decrease Value—If you selected Decrease Value in the Type field, select the product you are adjusting in the Item field. Type the amount of the adjustment as a positive number in the Adjust by field, and then select the account to update when the transaction is saved.

6 Click **OK** to save the transaction. Sage DacEasy posts the transaction online.

Behind the Scenes

When you save an inventory adjustment transaction, Sage DacEasy does the following accounting behind the scenes:

Note: A transfer does not affect account balances.

- If running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, this routine updates the Inventory account on the **Account Interface** dialog box in Sage DacEasy Accounting. The account is debited when an Increase-type transaction is saved. The account is credited when a Decrease-type transaction is saved. If you are not interfaced, this routine updates the default Inventory account held in the program internally.
- Sage DacEasy updates the account specified on the transaction. The account is credited when an Increase-type transaction is saved. The account is debited when a Decrease-type transaction is saved.

When you save an inventory adjustment transaction, Sage DacEasy updates the following files:

- Sage DacEasy updates the Product Activity Detail file with the transaction. Print the Inventory Adjustments Listing to view the transactions.
- The Accounts file includes new account balances. Sage DacEasy updates period and current balances for the accounts as well as the parent account to which the accounts flow. Print all financial reports to view the changes in account balances.
- Sage DacEasy updates the General Ledger Header and Detail files with the transaction. The journal code for the transaction that posts to the General Ledger is IA. Print the General Ledger Listing to view the transaction.
- Sage DacEasy updates the Product file accordingly. The Average cost for the products involved is recalculated.

  For transfers, the units are increased for the To Item and decreased for the From Item. The on hand dollars are adjusted based on the average cost of the item being transferred.

  For Quantity adjustments, the on hand units and dollars (based on the average cost of the product) are increased or decreased accordingly.

  For Value adjustments, the on hand dollars are updated.

Related Help Topic

- Editing inventory adjustments

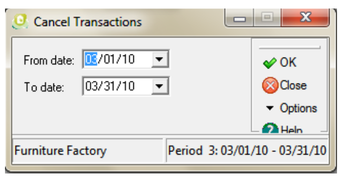
Cancelling Shipments

After shipping an order, and before posting the shipment, you can reverse the Ship Orders routine. This feature is helpful if you tagged and shipped the wrong order or a customer wants to cancel an order before you delivered the goods. Canceling shipments works in exactly the opposite manner as shipping orders.

The Cancel Shipments routine is only available for shipments you have not posted yet. After posting a shipment, the only way to correct an error for an entire shipment or reverse a shipment is to restore the backup you made immediately prior to posting. To manually reverse posted shipments, you can use the Returned Merchandise Authorization (RMA) feature. When you ship an RMA it creates a sales return, which you can use to reverse the posted invoices.

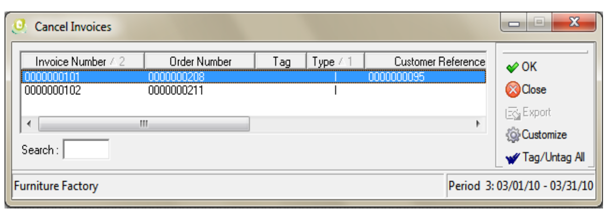
To Cancel Shipments

1 Choose **Cancel Shipments** from the **Process** menu. The **Cancel Transactions** dialog box appears.



2 Type the date range of shipments you want to appear in the **Cancel Invoices** view. If you want to cancel only one shipment or several shipments made on one day, type the shipment date in both the From Date and To Date fields.

3 Click **OK**. A list of shipments appears for the date range specified.



4 Select the transaction you want reversed from the list and click **Tag/Untag**. A check mark appears in the Tag column. Continue to tag the transactions you want reversed.

Click **Tag/Untag All** to tag all items in the list or clear the tag from all items in the list.

5 Click **OK** to begin the Cancel Shipment routine.

Sage DacEasy deletes each tagged transaction and returns the items back to the original order or RMA. The number of items in the Shipped field on the transactions are placed in the Backorder field on the order. The Committed units are removed from the Product file. The status of the order is set to Backorder.

Behind the Scenes

The following list identifies each task the Cancel Shipment routine accomplishes.

- Converts invoiced shipments (invoices) back to orders and sales returns back to RMAs. If you cancel a partial shipment, Sage DacEasy inserts the units back on the original order.
- Changes the status of the order to Backorder.
- Removes the committed units on the **Edit Product** dialog box.
- If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, the Cancel Shipment routine deletes the invoice or return from your Invoice Header and Detail files and the updates the Accounts Receivable Open Invoice Header and Detail files.
- Updates the Customer Transaction History files by removing the invoices or sales returns if you selected the Track Customer Transaction History check box on the **System Preferences** dialog box.
- Updates the Salesperson History file if you selected the Track Salesperson Information check box on the **System Preferences** dialog box.
- If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting and the Update Check Register Online feature is selected in Sage DacEasy Accounting, then the Cancel Shipments routine deletes each Check Register Entry for each voided invoice with an advance payment.
- If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting and the Update General Ledger Online feature is selected in Sage DacEasy Accounting, then the Cancel Shipments routine deletes the detailed General Ledger transaction for each invoice or sales return canceled. The Cancel Shipments routine creates a General Ledger entry if the order had an advance payment processed prior to shipping.

Posting Shipments

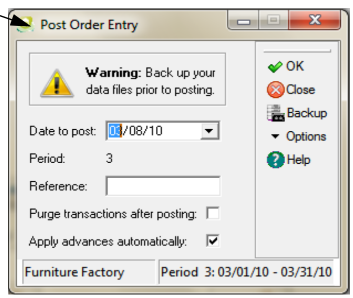
The last step in the order entry routine is posting shipments. The Post Shipments routine performs many functions, all of which are outlined in the next section titled "Behind the Scenes." The Post Shipments routine is how Sage DacEasy updates your customer, product, service, tax table, sales analysis and chart of accounts files to reflect the transactions that have taken place.

It is important to back up your files before posting shipments since it updates several files in your system. To make backing up your files convenient, you can click **Backup** from the **Post Order Entry** dialog box. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, be sure to also make a separate backup of your accounting data.

To Post Shipments

1 Choose **Post Shipments** from the **Process** menu. The **Post Order Entry** dialog box appears.

Use the Post Order Entry dialog box to update your chart of accounts, customers, products, services, tax tables and sales analysis files.



2 Type the date for the period you want to post in the Date to Post field. You must post each period in order to preserve the cost information.

3 Type a short description in the Reference field. This reference appears on the general ledger transaction.

4 Select whether or not you want to purge transactions after posting.

5 Select whether or not you want to automatically apply advances.

6 Click **OK** to begin the Posting routine.

Behind the Scenes

When you post shipments, Sage DacEasy performs the following accounting behind the scenes:

The opposite entry is made for RMAs (sales returns).

- Sage DacEasy debits Accounts Receivable for the net to pay amount.
- Sage DacEasy debits Cost of Goods Sold for the cost of the products sold.
- Sage DacEasy debits Checking for any advance payments on both orders and shipped orders.
- Sage DacEasy credits Inventory for the cost of the products sold.
- Sage DacEasy credits Sales for the inventory and service items on the transaction.
- Sage DacEasy credits the accounts associated with any billing codes on the transactions.
- Sage DacEasy credits Sales Tax Liability for the sales tax amount.
- Sage DacEasy credits Freight for the amount in the footer.

Note: If you are interfaced with Sage DacEasy Accounting, the cost of goods sold and sales accounts that are affected depend on your departmentalization method.

The following list identifies each task the Post Shipment routine accomplishes.

- Shipped invoices or sales returns for the period being posted are marked as Posted.
- A posted transaction with an OE journal code is added to the General Ledger Transaction files. The previous list explains how each account is affected. The opposite entry is made for sales returns. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting and the Update General Ledger Online feature is selected, the detail transaction created in the General Ledger Header and Detail files when the billing transaction was created is marked as posted.
- The current balance and historical information for each affected customer are updated.
- The Product file is updated if products are on the transactions. On hand units for shipped products are reduced by the number of committed units and the Committed field returns to zero. The on hand dollars decrease by the cost of the units sold. Sage DacEasy updates the product historical information.
- The historical information in the Service file is updated.
- The Accounts Receivable Open Invoice Header Detail files are updated with a Posted status for each transaction that was posted.

- If you are interfaced with Sage DacEasy Accounting and the Track Sales Analysis check box is selected on the **System Preferences** dialog box, the Sales Analysis file is updated so you can generate custom reports in DacAccess.
- The Tax Table file includes the sales tax amounts from transactions.
- The Product Transaction Detail file is updated if the Track Product Transaction History check box is selected on the **System Preferences** dialog box. If you are interfaced with Sage DacEasy Accounting, this preference is set up in Sage DacEasy Accounting.

Customer Service Tools

6

• Customer Service Tools •

Overview

This chapter explains how to use the Customer Service tools found on the **Customer Service** menu. There are four Customer Service tools available, the Customer Inquiry, Product Inquiry, Order Status Inquiry and Serial Numbers. Use the Customer Service tools to quickly find out information about customers, products, order's status and serial numbers.

Viewing the Customer Inquiry

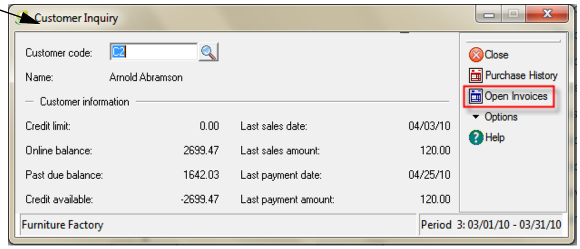
As you use Sage DacEasy Order Entry and add customers and transactions, you are building a customer information file containing specific information about your customers. This information includes the items found on the **Edit Customer** dialog box such as the customer's address, current balance and yearly historical balances. In addition to the information on the **Edit Customer** dialog box, Sage DacEasy Order Entry builds Accounts Receivable Open Invoice Header and Detail files and a Customer Purchase History file as you record transactions for your customers. Use the Open Invoices option to perform sales and payment history inquiries and the Purchase History option to view the customer's purchases.

Every time you ship an order for a customer, Sage DacEasy updates the Accounts Receivable Open Invoice files for that customer. At any time, you can access the **Customer Inquiry** dialog box and view the invoice and payment history for the customer. If you are interfacing Sage DacEasy Order Entry with Sage DacEasy Accounting, you can view the customer's invoice and payment history until full payment is received for that invoice and you perform the Receivables Period End routine in Sage DacEasy Accounting. The Receivables Period End routine purges all posted fully paid invoices from these files.

To View a Customer Inquiry

1 Choose **Customer Inquiry** from the **Customer Service** menu. The **Customer Inquiry** dialog box appears. Click **Help** for more info on each field.

Use the Customer Inquiry dialog box to view the customer's balance information, open invoices and purchase history.

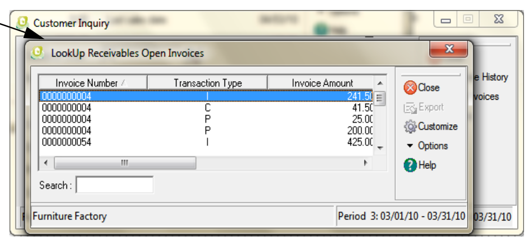


2 Type the code of the customer you want to view or click **LookUp** to select the customer from a list. The customer's company name, credit information and the date and amount of the customer's last sale and payment appear.

Viewing the Customer's Open Invoices

3 Click **Open Invoices**. A list of receivable open invoices for the customer appears.

The LookUp Receivables Open Invoices displays a list of receivable open invoices for the customer.



Use the arrow keys or mouse to scroll horizontally or vertically through the open invoice window. Use the Transaction Type column to determine the type of transaction each row represents:

I = Invoice (shipped order)

P = Payment (advance payment on order or payment in Sage DacEasy Accounting)

4 Click **Close** to exit the list.

Printing the Customer's Purchase History

5 Click **Purchase History**. The **Purchase History** dialog box appears.

6 Type the date range of the purchase history information you want.

7 Click **OK**. The **Report Layout** dialog box appears.

8 Select your target and click **OK** to print the history.

The Customer Purchase History report lists the items purchased by this customer between the date range you specified, the item type (for example, if it was a product or service), the date the items were sold, the number of units sold, the sales fraction, the price per unit and the total price.

9 Click **Close** to exit the **Customer Inquiry** dialog box.

Related Help Topic

- Using the Report Layout dialog box

Viewing the Product Inquiry

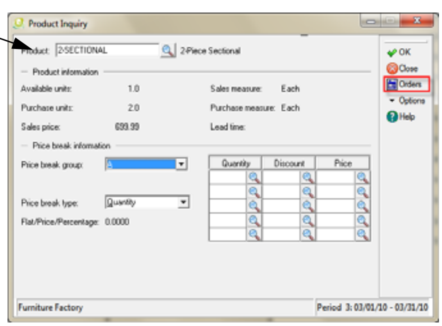
As you use Sage DacEasy Order Entry and add products and transactions, you are building a product information file that contains specific information about your products, such as sales price, costing information and yearly historical balances. Use the Product Inquiry feature to quickly view this information; you can also use this feature to view which orders include the product.

The Product Inquiry allows you to quickly view and calculate information about your products. Use this Customer Service tool if a customer calls to inquire on the availability of a product. You can even calculate quantity price breaks so you can provide accurate verbal price quotes to your customers.

To View a Product Inquiry

1 Choose **Product Inquiry** from the **Customer Service** menu. The **Product Inquiry** dialog box appears. Click **Help** for more information on each field.

Use the Product Inquiry dialog box to quickly view and calculate information about a product.



2 Type the code of the product you want to view or click **LookUp** to select the product from a list. The information on the current availability of the product appears along with other information important to the customer when ordering the product.

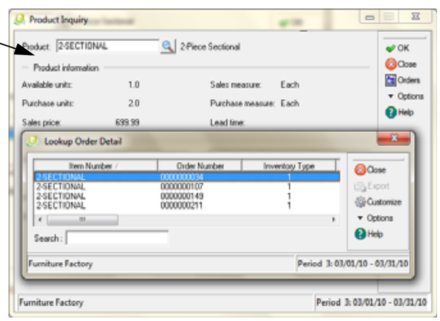
The Available Units field displays the number of units currently available for sale. This number is equal to the current on hand units less the number of units currently committed on orders and unposted invoices.

If you have set up price breaks for a product, use the lower portion of the Product Inquiry as a worksheet for determining quantity pricing. Select the price break group the customer belongs to (A through F) and the associated price break table appears. Use the table to determine the sales price the customer should receive based on the number of units the customer is interested in purchasing.

Viewing the Orders

3 Click **Orders**. A list of orders that currently include the product appears.

The LookUp Order Detail displays a list of orders including the selected product.



This feature is helpful if the availability of a product is low and you want to view which orders are committing the units.

4 Click **Close** to return to the **Product Inquiry** dialog box.

5 Click **Close** to exit the dialog box.

Viewing the Order Status Inquiry

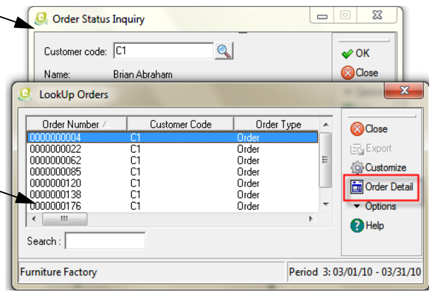
You can quickly query the status of orders using the Order Status Inquiry. This feature displays the same information as the Order Status report, but you can query order information on a customer-by-customer basis. You do not need to know the order number to use this tool, enter the customer code and all orders you have stored for that customer are available.

To View an Order Status Inquiry

1 Choose **Order Status Inquiry** from the **Customer Service** menu. The **Order Status Inquiry** dialog box appears.

Use the Order Status Inquiry dialog box to select the customer for the order inquiry.

Use the order detail to view if an item has shipped.



2 Type the code of the customer inquiring about an order or click **LookUp** to select the customer from a list. After entering the customer code, a list of orders entered for the customer appears. All orders for the customer since the last time you purged the Orders file appear.

Use the arrow keys or mouse to scroll horizontally or vertically through the list.

Viewing Detail Information on an Order

3 Select an order from the list and click **Order Detail**. The detail information for the order appears.

Use the arrow keys or mouse to scroll horizontally or vertically through the list of items.

4 Continue to click **Close** until you have exited all dialog boxes.

Printing the Serial Number Tracking Report

If you set up serial number tracking for your products, you may need to query information about a past sale by serial number. For example, assume a customer brings in a purchase for maintenance and they do not have their invoice. You want to make sure that the customer's warranty has not expired before you begin working on the product. With the Serial Number Tracking report, you can easily find the serial number and specific information about a sale.

The Serial Number Tracking report only includes information for orders including products and services with serial numbers. The report prints the order number, invoice number, sales date, customer code, customer name, product code, product description and serial number.

When printing the Serial Number Tracking report, you have several options for sorting and ranking the records. You can print the report sorted by invoice number, customer code, sale date, item number or serial number. Using the powerful report sorting capabilities, you can quickly find the information you need.

To Print the Serial Number Tracking Report

1. Choose **Serial Numbers** from the **Customer Service** menu. The **Serial Number Tracking Report** dialog box appears.
2. Select how you want to sort the report and type the range for the sort in the From and To fields.
3. Select how you want to rank the report and type the range for the rank in the From and To fields.
4. Click **OK**. The **Report Layout** dialog box appears.
5. Select your target and click **OK** to begin printing.

Related Help Topic

- Using the Report Layout dialog box

Serial Number Tracking Report

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 1:34 PM
Page no. 1

Serial Number Tracking Report
Sort By : Invoice Number
Rank By : Invoice Number

Invoice #	Date	Cust/Vend #	Cust/Vend Name	Item No.	Description	Serial No.	Order #	Type
	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	518487213		Purch.
	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	655184873		Purch.
	01/21/10	SUPERSTORE	SuperStore	FORMAL-SOFA	Formal Living room Sof	94-987351351		Purch.
	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	123486-94-681122	000000061	Sale
	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	189194-94-186651	000000061	Sale
	01/14/10	C32	Jim Allison	CHERRY-HDBOARD	Cherry Headboard	94-01-584	000000068	Sale
	01/22/10	C33	James Newbrough	ASSM-CANOPY	Assembled canopy bed	2518	000000072	Sale
	01/14/10	C23	Frances S. Lindley	COL-NIGHTSTAND	Colonial Style Nightst	159765-94-878751	000000084	Sale
0000000046	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	518487213		Purch.
0000000046	01/14/10	KING	Mattress King	POSTURE-MATTR	Posture Rest Mattress	655184873		Purch.
0000000048	01/13/10	A&M	A & M Funiture Whole	FONT-DRESSER	Fontana Dresser	81654813-94		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	123486-94-681122		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	159765-94-878751		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	189194-94-186651		Purch.
0000000049	01/14/10	STAR	Star Wholesale Funit	COL-NIGHTSTAND	Colonial Style Nightst	774541-94-571124		Purch.
0000000050	01/21/10	SUPERSTORE	SuperStore	FORMAL-SOFA	Formal Living room Sof	94-987351351		Purch.
0000000087	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	123486-94-681122	000000013	Sale
0000000087	01/14/10	C22	Lincoln Holmes	COL-NIGHTSTAND	Colonial Style Nightst	189194-94-186651	000000013	Sale
0000000094	01/14/10	C32	Jim Allison	CHERRY-HDBOARD	Cherry Headboard	94-01-584	000000014	Sale
0000000095	01/22/10	C33	James Newbrough	ASSM-CANOPY	Assembled canopy bed	2518	000000023	Sale
0000000098	01/14/10	C23	Frances S. Lindley	COL-NIGHTSTAND	Colonial Style Nightst	159765-94-878751	000000048	Sale

Management Reporting

7

• Management Reporting •

This chapter contains information on printing Sage DacEasy Order Entry's powerful management reports. The reports available in Sage DacEasy Order Entry provide you with the information you need to make decisions affecting your company. The predefined reports included in Sage DacEasy Order Entry are Sales Orders, Receipts, Production Schedule, Order Status, Backorder Status, Sales Analysis, Product Listing, Product Activity, Product Activity Detail, Inventory Adjustments Listing, Master Items Activity, Media Code Tracker, General Ledger Listing and Promotional Price.

If you need information about your orders, use the Sales Order, Receipts, Production Schedule, Order Status or Backorder Status report. These reports pull information from your orders to give you the information you need to determine what is on backorder, when to purchase or assemble more products and how much you are receiving in payment from the orders.

If you need information about your inventory or items shipped, use the Sales Analysis by customer or by product report, Product Listing, Product Activity, Product Activity Detail, Inventory Adjustments Listing or Master Item Activity report.

Three other important features of Sage DacEasy Order Entry explained in this chapter include integrating with Microsoft Word, printing labels for your customers or products and printing bar codes. You can use the customer labels as mailing labels when sending the invoice to the customer. The product labels can be used at the warehouse to label the product bins.

Sales Orders Report

The Sales Orders report provides a listing of the orders currently on file, whether they are open, completed, backordered or on hold. Included on the report are each order's type, number, customer name, department, date, requested ship date, subtotal amount, freight, sales tax, total order amount and salesperson. This report is also sometimes referred to as the Daily Order Report.

Orders remain in the Order file until you perform the Purge routine. Since you may want to print orders for only one day or one week, the **Sales Order Report** dialog box allows you specify a range of orders to include on the report.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report. For more information on this feature, refer to , "Working With Sage DacEasy Business Center Pages" in the *Sage DacEasy Business Center Guide*.

To Print the Sales Orders Report

1. Choose **Sales Orders** on the **Reports** menu. The **Sales Orders** dialog box appears.
2. Select how you want to sort the report and type the range for the sort in the From and To fields.
3. Select how you want to rank the report and type the range for the rank in the From and To fields.
4. Click **OK**. The **Report Layout** dialog box appears.
5. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Sales Orders Report

Furniture Factory

Date : 03/08/2010
Time : 1:36 PM
Page no. 1

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Daily Order Report
Sorted by: Order Date
Ranked by: Order Number

Ord. Type	Dept	Order Number	Customer Name	Order Date	Request Date	SubTotal	Freight	Tax	Total	Sales Person
Ord.		0000000065	Estelle Jenkins	03/01/10	03/01/10	399.99	0.00	20.00	419.99	LH
Ord.		0000000066	Frances S. Lindley	03/01/10	03/01/10	149.99	0.00	7.50	157.49	AC
Ord.		0000000179	Estelle Jenkins	03/01/10	03/01/10	399.99	0.00	20.00	419.99	LH
Ord.		0000000180	Frances S. Lindley	03/01/10	03/01/10	149.99	0.00	7.50	157.49	AC
Total:						1099.96	0.00	55.00	1154.96	
Ord.		0000000067	Robert Nelle	03/04/10	03/04/10	250.00	0.00	12.50	262.50	LH
Ord.		0000000181	Robert Nelle	03/04/10	03/04/10	250.00	0.00	12.50	262.50	LH
Total:						500.00	0.00	25.00	525.00	
Ord.		0000000068	Frances S. Lindley	03/05/10	03/05/10	399.99	0.00	20.00	419.99	AC
Ord.		0000000182	Frances S. Lindley	03/05/10	03/05/10	399.99	0.00	20.00	419.99	AC
Total:						799.98	0.00	40.00	839.98	
Ord.		0000000069	David Kirch	03/07/10	03/07/10	2599.97	0.00	185.90	2785.87	KC
Ord.		0000000183	David Kirch	03/07/10	03/07/10	2599.97	0.00	185.90	2785.87	KC
Total:						5199.94	0.00	371.80	5571.74	
Ord.		0000000211	Arnold Abramson	03/08/10	03/08/10	999.94	0.00	82.50	1082.44	BB
Total:						999.94	0.00	82.50	1082.44	

Receipts Report

The Receipts report prints detail information on the methods of payment your customers use to make payments. You can print the Receipts report in either detail or summary format. The detail Receipts report subtotals by method of payment, with all receipts for each method of payment listed individually. Included on this report are the methods of payment, customer code, order number, order date, total order amount, amount received, net amount left to pay and the salesperson from the original order, as well as the grand totals.

The summary Receipts report includes a summary entry for each method of payment, with a subtotal amount for each and a grand total for all methods of payments.

Note: The Receipts report only shows payments made in Sage DacEasy Order Entry. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, and you make payments to invoices in Sage DacEasy Accounting, these payments do not appear on the Receipts report. To view the payments made in Sage DacEasy Accounting, print the Receipts report in Sage DacEasy Accounting.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report. For more information on this feature, refer to "Working With Sage DacEasy Business Center Pages" in the *Sage DacEasy Business Center Guide*.

To Print the Receipts Report

1. Choose **Receipts** on the **Reports** menu. The **Receipts Report** dialog box appears.
2. Type the date range for the information you want on the report.
3. Select whether you want to print a Detail or Summary report.
4. Click **OK**. The **Report Layout** dialog box appears.
5. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Receipts Report

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 1:41 PM
Page no. 1

Detail Receipts Report
From 02/08/10 To 03/31/10

Payment Method	Customer Code	Order Number	Order Date	Order Total	Received To-Date	This Receipt	Net Amount	Sales Person
CHECK	C12	0000000063	02/23/10	489.68	0.00	0.00	489.68	KC
	C33	0000000079	03/25/10	214.30	0.00	0.00	214.30	JR
	C12	0000000177	02/23/10	489.68	0.00	0.00	489.68	KC
	C33	0000000192	03/25/10	214.30	0.00	0.00	214.30	JR
Total:				1407.96	0.00	0.00	1407.96	
Grand Total:				1407.96	0.00	0.00	1407.96	

Production Schedule Report

The benefit of this report is you can effectively manage your product lines using request dates. This creates a more efficient manufacturing process because you can deliver your products to the consumer on time and minimize the interruption of your production runs.

The Production Schedule report gives you the flexibility to tailor your report based on the specific request dates of your customers. The report searches the orders for the request dates and lists the items necessary to fill the order.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report. For more information on this feature, refer to Chapter 6, "Working With Sage DacEasy Business Center Pages" in the *Sage DacEasy Business Center Guide.*

To Print the Production Schedule Report

1 Choose **Production Schedule** on the **Reports** menu. The **Production Schedule Report** dialog box appears.

2 Select how you want to sort the report and type the range for the sort in the From and To fields.

3 Select how you want to rank the report and type the range for the rank in the From and To fields.

4 Select the **Include RMAs** check box if you want to include these transactions on the report.

5 Click **OK**. The **Report Layout** dialog box appears.

6 Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Production Schedule Report

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/10/2010
Time : 9:30 AM
Page no. 1

Production Schedule Report
Sorted by: Order Number
Ranked by: Order Number

Order Number	Customer Code	Customer Name	Item Number	Item Description	Requested Quantity	Request Date
0000000063	C12	Fiesta Furniture	FONT-NITESTAND	Fontana Nitestand	1.0	02/23/10
0000000063	C12	Fiesta Furniture	FONT-MIRROR	Fontana Mirror	1.0	02/23/10
0000000063	C12	Fiesta Furniture	FONT-HEADBOARD	Fontana Headboard	1.0	02/23/10
0000000079	C33	Ardmore Memorial Hospital	WH OFFICE CH	Office chair with wheels	2.0	03/25/10
0000000083	QUOTE	Quote Customer	COLONIAL-SUIT	Colonial Bedroom Suit	5.0	04/01/10
0000000084	C34	Boys Town	ASSM-CANOPY	Assembled canopy bed	19.0	04/01/10
0000000084	C34	Boys Town	BASSETT-MATTR	Basset Mattresses	20.0	04/01/10
0000000084	C34	Boys Town	GLADE-POLISH	Glade Furniture Polish	10.0	04/01/10
0000000095	C9	Tracy Dubcak	CUSTOM-CHAIR	Customized Chair	5.0	05/02/10
0000000095	C9	Tracy Dubcak	CUSTOM-DESK	Customize Desk	5.0	05/02/10
0000000095	C9	Tracy Dubcak	CUSTOM-DRESSER	Customized Bedroom Dresser	5.0	05/02/10
0000000096	C7	Craig Dori	CHERRY-HDBOARD	Cherry Headboard	1.0	05/05/10
0000000096	C7	Craig Dori	COL-CHEST	Colonial Style Chest	1.0	05/10/10
0000000096	C7	Craig Dori	PLEDGE	Pledge Furniture Polish	4.0	05/02/10
0000000097	C12	Fiesta Furniture	5PC-TILETOP	Tile Top Dinette	1.0	05/03/10

Order Status Report

The Order Status report provides detailed information on the orders entered into the current company. Use this report to get a hard copy of the same information found using the Order Status Inquiry feature. You can print the Order Status report in either detail or summary format. The detail Order Status report prints all products and services entered on each order, whereas the summary Order Status report prints the order number and type, customer code and name, order date, request date, ship date and the order status.

When printing the Order Status report, the program pulls the information from the Order files. For each order printed, this report prints the associated status of the order. The order status that prints is the same as the status that appears on the **Order Entry** dialog box.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report. For more information on this feature, refer to Chapter 6, "Working With Sage DacEasy Business Center Pages" in the *Sage DacEasy Business Center Guide.*

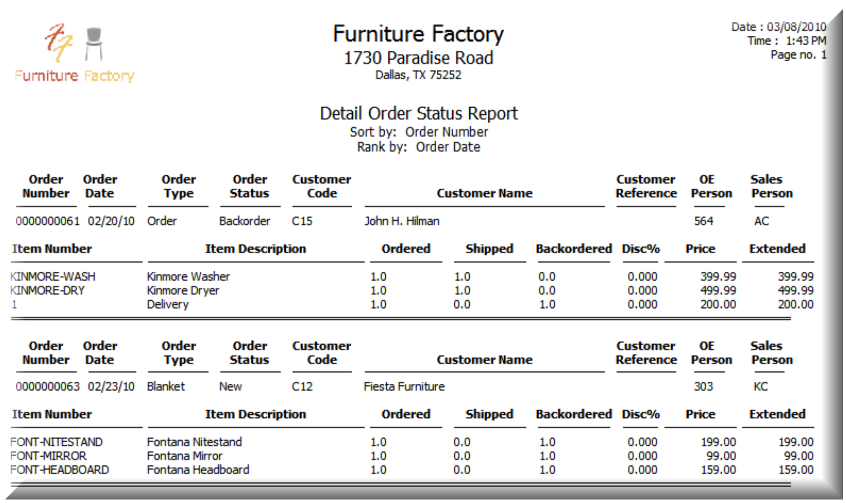
To Print the Order Status Report

1. Choose **Order Status** on the **Reports** menu. The **Order Status Report** dialog box appears.
2. Select whether you want a Detail or Summary Order Status report.
3. Select how you want to sort the report and type the range for the sort in the From and To fields.
4. Select how you want to rank the report and type the range for the rank in the From and To fields.
5. Click **OK**. The **Report Layout** dialog box appears.
6. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Order Status Report


Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 1:43 PM
Page no. 1

Detail Order Status Report
Sort by: Order Number
Rank by: Order Date

Order Number	Order Date	Order Type	Order Status	Customer Code	Customer Name	Customer Reference	OE Person	Sales Person
0000000061	02/20/10	Order	Backorder	C15	John H. Hilman		564	AC

Item Number	Item Description	Ordered	Shipped	Backordered	Disc%	Price	Extended
KINMORE-WASH	Kinmore Washer	1.0	1.0	0.0	0.000	399.99	399.99
KINMORE-DRY	Kinmore Dryer	1.0	1.0	0.0	0.000	499.99	499.99
1	Delivery	1.0	0.0	1.0	0.000	200.00	200.00

Order Number	Order Date	Order Type	Order Status	Customer Code	Customer Name	Customer Reference	OE Person	Sales Person
0000000063	02/23/10	Blanket	New	C12	Fiesta Furniture		303	KC

Item Number	Item Description	Ordered	Shipped	Backordered	Disc%	Price	Extended
FONT-NITESTAND	Fontana Nitestand	1.0	0.0	1.0	0.000	199.00	199.00
FONT-MIRROR	Fontana Mirror	1.0	0.0	1.0	0.000	99.00	99.00
FONT-HEADBOARD	Fontana Headboard	1.0	0.0	1.0	0.000	159.00	159.00

Filter Order Status report by Order Status

You can selectively include or exclude orders in **Order Entry**'s **Order Status Report** based on the current status of each order. You can select the check boxes in the Report's front-end to tell Sage DacEasy Order Entry which statues you want to include in the report.

Note: There are four possible order statuses in Sage DacEasy Order Entry. These are: New, Complete, Backorder, and Void.

1. Select Order Status from the Reports menu and the Order Status Report front-end dialog appears:
2. Select the **New** check box if you want New orders to be included in the report;
3. Select the **Backorder** check box if you want orders with the Backorder status to be included in the report;
4. Select the **Completed** check box if you want completed orders included in the report;
5. Select the **Void** check box if you want Void orders included in the report.
6. Click **OK** or press **F10** to print the report.

Backorder Status Report

The Backorder Status report prints all backordered items from orders with a status of Backorder. Use this report to find orders that are excessively overdue for shipping. This report prints the order number, item number, item type, order date, requested ship date, days past requested shipping date, customer code, units ordered, units shipped, units backordered and quantity available.

You can sort the information on this report either by product or customer. If you want a listing of all products that currently reside on backorder in the Order files, sort the report by product. If you want a list of all backordered items, listed by customer code, sort the report by customer.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report. For more information on this feature, refer to Chapter 6, "Working With Sage DacEasy Business Center Pages" in the *Sage DacEasy Business Center Guide.*

To Print the Backorder Status Report

1. Choose **Backorder Status** on the **Reports** menu. The **Backorder Status Report** dialog box appears.
2. Select whether you want to sort the report by Product or Customer.
3. Type the range for the sort in the From and To fields.
4. Click **OK**. The **Report Layout** dialog box appears.
5. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Backorder Status Report

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 1:45 PM
Page no. 1

Backorder Status Report
Sorted By: Product

Order Number	Item Number	Item Type	Order Date	Request Date	Past Due Days	Customer Code	Ordered	Shipped	BackOrder	Quantity Available
0000000096	CHERRY-HDBOARD	Prod./Norm	05/02/10	05/02/10	0	C7	1.0	0.0	1.0	0.0
0000000096	COL-CHEST	Prod./Norm	05/02/10	05/02/10	0	C7	1.0	0.0	1.0	7.0
0000000083	COLONIAL-SUIT	Prod./Neg.	04/01/10	04/01/10	0	QUOTE	5.0	0.0	5.0	-1.0
0000000196	COLONIAL-SUIT	Prod./Neg.	04/01/10	04/01/10	0	QUOTE	5.0	0.0	5.0	-1.0
0000000095	CUSTOM-CHAIR	Prod./Non.	05/02/10	05/02/10	0	C9	5.0	0.0	5.0	0.0
0000000095	CUSTOM-DESK	Prod./Non.	05/02/10	05/02/10	0	C9	5.0	0.0	5.0	0.0
0000000095	CUSTOM-DRESSER	Prod./Non.	05/02/10	05/02/10	0	C9	5.0	0.0	5.0	0.0
0000000096	PLEDGE	Prod./Neg.	05/02/10	05/02/10	0	C7	4.0	0.0	4.0	0.0
0000000079	WH OFFICE CH	Prod./Norm	03/25/10	03/25/10	0	C33	2.0	0.0	2.0	6.0
0000000192	WH OFFICE CH	Prod./Norm	03/25/10	03/25/10	0	C33	2.0	0.0	2.0	6.0

Sales Analysis Reports

One of the most important responsibilities of managing any business is analyzing sales reports and making decisions based on the data. The more concise the information is on a report, the easier these decisions are for you. There are many reports available throughout Sage DacEasy Order Entry, but the ones you are sure to use the most are the Sales Analysis reports.

Sage DacEasy acquires the data printed on these reports directly from the order and invoice transaction files, which contain complete information about all your orders and shipments. Using this information, you can obtain almost any sales analysis report you want. You can print three different types of sales analysis reports, by Customer, Item or Salesperson.

To Print the Sales Analysis Report By Customer

The detail Sales Analysis by Customer report is subtotaled by customer, with each ordered item listed individually. The summary Sales Analysis by Customer report lists total sales information for each customer, including the date of the last sale, total sales amount for the year and cost and profit amounts for the year.

1. Point to **Sales Analysis** on the **Reports** menu, and then select **Customer**. The **Sales Analysis by Customer** dialog box appears.
2. Select to print a Detail or Summary report.
3. Type the range of dates you want included on the report if you selected **Detail** as the Report Type.
4. Select how you want to sort the report if you selected **Summary** as the Report Type. If you selected **Detail** as the Report Type, the sort defaults to **Customer Code**. You can change the sort if necessary.
5. Type the range for the sort in the From and To fields.
6. Select how you want to rank the report and type the range for the rank in the From and To fields if you selected **Summary** as the Report Type.
7. Click **OK**. The **Report Layout** dialog box appears.
8. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Sales Analysis Report By Customer

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 1:46 PM
Page no. 1

Detail Sales Analysis by Customer
From Date: FIRST To Date: LAST

Customer Code	Customer Name
ADB	Abe Dearbrum

Item Number	Item Description	Shipped	Sales Price	Avg. Price	Extended
2-SECTIONAL	2-Piece SectionalPlease deliver to th	1.0	699.99	699.99	699.99

Subtotal: 699.99

Customer Code	Customer Name
C11	Kathy Eaton

Item Number	Item Description	Shipped	Sales Price	Avg. Price	Extended
5PC-TILETOP	Tile Top Dinette	2.0	599.00	599.00	1198.00
ASSEM-DAYBED	Day bed assembled	1.0	229.99	229.99	229.99
ASSEM-METLDESK	Assembled metal/glass desk	1.0	169.99	169.99	169.99
ASSM-CANOPY	Assembled canopy bed	1.0	229.99	229.99	229.99
C 1	Delivery	0.0	5.00	0.00	5.00
MOD-ARMOIRE	Modern Armoire	1.0	229.00	229.00	229.00
RCA13	13" RCA Television	1.0	159.99	159.99	159.99
REPAIR	Repair Services	1.0	0.00	150.00	150.00
REUPHOLSTER	Reupholstering service	20.0	20.00	20.00	400.00

Subtotal: 2771.96

To Print the Sales Analysis Report By Item

The Sales Analysis by Item report provides sales analysis for all items (products, services and billing codes) included on your invoices. The detail Sales Analysis by Item report is subtotaled by item, with each customer who ordered the item listed individually with other order information. The summary Sales Analysis by Item report lists total sales information for each item ordered, including the item number, GL department, item description, date of the last sale, the quantity sold for the year, the average sales price, total sales amount for the year and cost and profit amounts for the year.

1. Point to **Sales Analysis** on the **Reports** menu, and then select **Items**. The **Sales Analysis by Item** dialog box appears.
2. Select to print a Detail or Summary report.
3. Type the range of dates you want included on the report if you selected **Detail** as the Report Type.
4. Select how you want to sort the report if you selected **Summary** as the Report Type. If you selected **Detail** as the Report Type, this field defaults to **Product Code**. You can change the sort if necessary. Type the range for the sort in the From and To fields.

5 Select how you want to rank the report and type the range for the rank in the From and To fields if you selected **Summary** as the Report Type.

6 Click **OK**. The **Report Layout** dialog box appears.

7 Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Sales Analysis Report By Item

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
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Detail Sales Analysis by Item
From Date: FIRST To Date: LAST

Item Number	Item Description					
2-SECTIONAL	2-Piece SectionalPlease deliver to the					
	Customer #	Customer Name	Shipped	Sales Price	Avg. Price	Extended
	ADB	Abe Dearbrum	1.0	699.99	699.99	699.99
	C2	Arnold Abramson	3.0	699.99	699.99	2099.97
Subtotal:			4.0			2799.96
Item Number	Item Description					
5PC-OAK	5 Piece Oak Dinette					
	Customer #	Customer Name	Shipped	Sales Price	Avg. Price	Extended
	C2	Arnold Abramson	1.0	299.95	299.95	299.95
Subtotal:			1.0			299.95

To Print the Sales Analysis Report By Salesperson

The Sales Analysis by Salesperson report provides sales analysis of your sales staff. The detail Sales Analysis by Salesperson report is subtotaled by item, with each customer who ordered the item listed individually with other order information. The summary Sales Analysis by Salesperson report lists sales and commission by period to date and year to date. You can select to run the detail Sales Analysis by Salesperson report by orders or shipments. The summary Sales Analysis by Salesperson report only uses shipment (invoice and sales return) information.

1 Point to **Sales Analysis** on the **Reports** menu, and then select **Salesperson**. The **Sales Analysis by Salesperson** dialog box appears.

2 Select to print a Detail or Summary report.

3 Select if you want a report on Orders or Shipments in the Report On field, if you selected **Detail** in the Report Type field. If you selected **Summary** in the Report Type field, the report is limited to **Shipments**.

4 Type the range of dates you want included on the report.

5 Select how you want to sort the report if you selected **Detail** as the Report Type. If you selected **Summary** as the Report Type, the sort is limited to **Salesperson**.

6 Type the range for the sort in the From and To fields.

7 Select how you want to rank the report and type the range for the rank in the From and To fields if you selected **Detail** as the Report Type

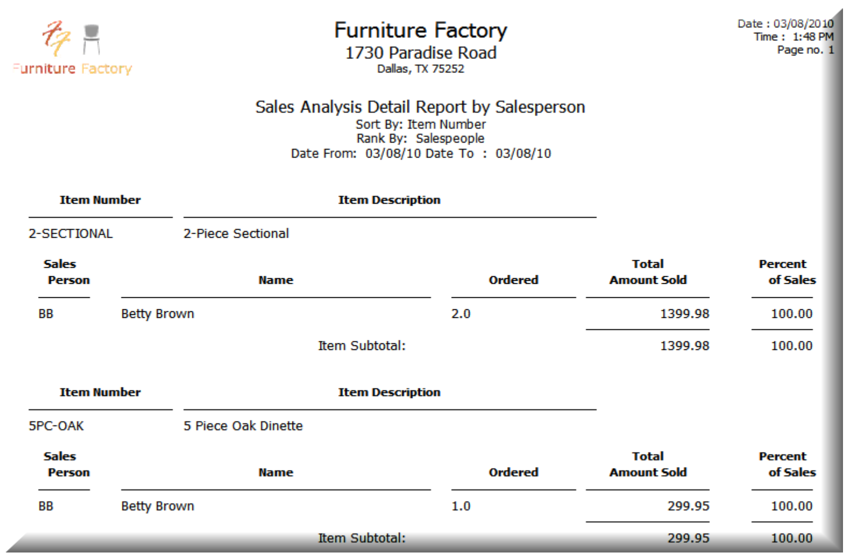
8 Click **OK**. The **Report Layout** dialog box appears.

9 Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Sales Analysis Report By Salesperson



Furniture Factory
1730 Paradise Road
Dallas, TX 75252

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Sales Analysis Detail Report by Salesperson
Sort By: Item Number
Rank By: Salespeople
Date From: 03/08/10 Date To : 03/08/10

Item Number	Item Description
2-SECTIONAL	2-Piece Sectional

Sales Person	Name	Ordered	Total Amount Sold	Percent of Sales
BB	Betty Brown	2.0	1399.98	100.00
	Item Subtotal:		1399.98	100.00

Item Number	Item Description
5PC-OAK	5 Piece Oak Dinette

Sales Person	Name	Ordered	Total Amount Sold	Percent of Sales
BB	Betty Brown	1.0	299.95	100.00
	Item Subtotal:		299.95	100.00

Product Listing

The Product Listing report gives you a detailed catalog of your products. The following information prints on the Product Listing report: product code, description, primary vendor and part number, department, bin, warehouse code, purchase fraction and measure, sales fraction and measure, minimum and reorder amounts, sales price, last sale date, last purchase price, last purchase date, standard cost and average cost.

To Print a Product Listing Report

1 Choose **Product Listing** on the **Reports** menu. The **Product Listing** dialog box appears.

2 Select how you want to sort the report and type the range for the sort in the From and To fields.

3 Select how you want to rank the report and type the range for the rank in the From and To fields.

4 Click **OK**. The **Report Layout** dialog box appears.

5 Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Product Listing

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

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Time : 1:49 PM
Page no. 1

Product Listing

Sorted by: Product Number
Ranked by: Product Number

Description Vendor / Part Number	Dept. Bin	WHC	Buy Frac Buy Msr.	Sell Frac Sell Msr.	Min. Reorder	Sale Price Last Sale	Pur. Price Last Purch	Std Cost Avg Cost
2-SECTIONAL 2-Piece Sectional	02		1 Each	1 Each	2 4	699.9900 03/08/10	299.8000 03/03/10	0.0000 299.9583
45TAPE 45 Tape	01		1	1	0 0	0.0000	1.7900	0.0000 1.7900
5PC-OAK 5 Piece Oak Dinette	03		1 each	1 Each	2 5	299.9500 03/08/10	189.2800 03/02/10	0.0000 189.2800
5PC-TILETOP Tile Top Dinette	03		1 Each	1 Each	2 5	599.0000 04/01/10	280.0000 04/15/10	0.0000 280.0000
5PCGLASS 5 Piece Glass Dinette	03		1 Each	1 Each	3 5	149.9900 00/00/09	100.0000 03/02/10	0.0000 100.0000
5PCSTAINGLASS 5 Piece Stain Glass Dinette	03		1 each	1 each	2 4	179.9500 04/01/10	99.9900 03/03/10	0.0000 99.9989
6PC-DINETTE 6 Piece Dinette	03		1 Each	1 Each	1 4	799.9900 00/00/09	533.3300 02/15/10	0.0000 533.3300

Product Activity Report

Sage DacEasy Order Entry includes a Product Activity report that is similar to the one you can print in Sage DacEasy Accounting. This report prints data based on the information stored in the **Edit Product** dialog box, including sales and purchase fractions, on hand units and dollars and the year-to-date cost and profit dollar amounts. This report is sometimes also referred to as the Product History report.

The report serves a number of purposes, including the following:

- Obtains a snapshot view of your current inventory status with units, dollars and historical figures
- Analyzes the profitability of certain product lines
- Compares the turnover rate of your products

To Print a Product Activity Report

1. Choose **Product Activity** from the **Reports** menu. The **Product Activity Report** dialog box appears.
2. Select how you want to sort the report and type the range for the sort in the From and To fields.

3 Select how you want to rank the report and type the range for the rank in the From and To fields.

4 Select the **Exclude Non-Inventory Products** check box if you do not want to include these items on the report.

5 Click **OK**. The **Report Layout** dialog box appears.

6 Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Product Activity Report

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 3:13 PM
Page no. 1

Product History Report

Sort by Product Number From FIRST To LAST
Range by Product Number From FIRST To LAST

Product No. Description	Dept.	Bin WHC	Vendor	Sell Frac Buy Frac	Sell Unit Buy Unit	Sale Price Unit Cost	OH Units OH Dollars	Pur Units Pur YTD $	Sales Units Sales YTD $	Cost YTD $	Profit YTD
2-SECTIONAL	02			1	Each	699.9900	0.0	19.0	4.0	1199.88	1600.08
2-Piece Sectional				1	Each	299.9583	0.00	5699.00	2799.96		
45TAPE	01			1		0.0000	5.0	0.0	0.0	0.00	0.00
45 Tape				1		1.7900	8.95	0.00	0.00		
5PC-OAK	03			1	Each	299.9500	9.0	15.0	1.0	189.28	110.67
5 Piece Oak Dinette				1	each	189.2800	1703.52	2839.20	299.95		
5PC-TILETOP	03			1	Each	599.0000	17.0	9.0	2.0	560.00	638.00
Tile Top Dinette				1	Each	280.0000	4760.00	2520.00	1198.00		
5PCGLASS	03			1	Each	149.9900	15.0	5.0	0.0	0.00	0.00
5 Piece Glass Dinette				1	Each	100.0000	1500.00	500.00	0.00		
5PCSTAINGLASS	03			1	each	179.9500	9.0	3.0	2.0	200.00	159.90
5 Piece Stain Glass Dinette				1	each	99.9989	899.99	299.99	359.90		

Product Activity Detail Report

Sage DacEasy Order Entry includes a Product Activity Detail report that is similar to the one you can print in Sage DacEasy Accounting. This report prints data based on the information stored in the **Edit Product** dialog box, including item number, invoice number, warehouse, item description, quantity sold or returned, cost, extended amount, balance quantity and balance dollars. You must post shipments before printing this report in order to get the most up-to-date detail on your product activity.

Note: You must select the **Track Product Transaction History** check box on the **Transactions** tab of the **System Preferences** dialog box to view all product activity on this report.

To Print a Product Activity Detail Report

1. Choose **Product Activity Detail** on the **Reports** menu. The **Product Activity Detail Report** dialog box appears.
2. Select how you want to sort the report and type the range for the sort in the From and To fields.
3. Type the range for the rank, which defaults to Transaction Date, in the From and To fields.
4. Select how you want the product units to appear on the report, by Decimal or by Fraction.
5. Select the **Exclude Non-Inventory Products** check box if you do not want to include these items on the report.
6. Click **OK**. The **Report Layout** dialog box appears.
7. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Product Activity Detail Report

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 3:15 PM
Page no. 1

Product Activity Detail Report

Sort by Product Number From FIRST To LAST
Range by Transaction Date From 03/01/10 To 03/31/10
Units in Decimal

Item No./ Invoice No.	WHC	Item Description/ Date	Source	Reference	Quantity	Cost	Extended	Balance Qty.	Balance $
2-SECTIONAL		2-Piece Sectional						8.0	2400.00
0000000055-1		03/02/10	Merch_Rec		10.0	300.0000	3000.00	18.0	5400.00
0000000099		03/02/10	Invoice		-1.0	300.0000	-300.00	17.0	5100.00
0000000056-1		03/02/10	Merch_Rec		2.0	300.0000	600.00	19.0	5700.00
0000000057-1		03/03/10	Merch_Rec		5.0	300.0000	1499.00	24.0	7199.00
0000000100		03/03/10	Invoice		-1.0	299.9583	-299.96	23.0	6899.04
		03/04/10	Phys.Inv		-21.0	299.9581	-6299.12	2.0	599.92
0000000102		03/08/10	O.E.		-1.0	299.9583	-299.96	1.0	299.96
0000000103		03/08/10	O.E.		-1.0	299.9583	-299.96	0.0	0.00
45TAPE		45 Tape						0.0	0.00
		03/03/10	Setup		5.0	1.7900	8.95	5.0	8.95
5PC-OAK		5 Piece Oak Dinette						2.0	378.56
0000000055-1		03/02/10	Merch_Rec		10.0	189.2800	1892.80	12.0	2271.36
0000000056-1		03/02/10	Merch_Rec		5.0	189.2800	946.40	17.0	3217.76
		03/04/10	Phys.Inv		-7.0	189.2800	-1324.96	10.0	1892.80
0000000102		03/08/10	O.E.		-1.0	189.2800	-189.28	9.0	1703.52
5PC-TILETOP		Tile Top Dinette						13.0	3640.00
0000000055-1		03/02/10	Merch_Rec		4.0	280.0000	1120.00	17.0	4760.00

Inventory Adjustments Listing

Use the Inventory Adjustments Listing to print the Inventory Adjustment transactions. This report pulls information from the Product Activity Detail file.

To Print an Inventory Adjustments Listing

1 Choose **Inventory Adjustments** from the **Reports** menu. The **Inventory Adjustments** dialog box appears.

2 Select how you want to filter the information that prints on the Inventory Adjustments Listing and type the range in the From and To fields. If you want to filter out more information, select a second field and type the range in the From and To fields.

3 Click **OK** to view the **Report Layout** dialog box.

4 Select your target and click **OK** to begin printing.

Related Help Topic

- Using the Report Layout dialog box

Inventory Adjustments Listing

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
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INVENTORY ADJUSTMENTS LISTING

Sort on: Item No From: FIRST To: LAST
Rank on: Item No From: FIRST To: LAST

Trans. #	Date	Type	WHC	Item No	Item Description	Reference	GL Acct.	Qty	Cost	Extended
0000000045	03/04/10	IA-IncVal.		STONE-TABLE	Stone and Glass Tabl		5102	0.0	0.0000	23.00

Master Item Activity Report

Sage DacEasy Order Entry includes a Master Item Activity report that is similar to the one you can print in Sage DacEasy Accounting. This report prints data based on the master item. This information includes the on hand units and dollars, number of committed units, number of available units and the cost for the item. The information on this report pulls from the Master Item and Product files.

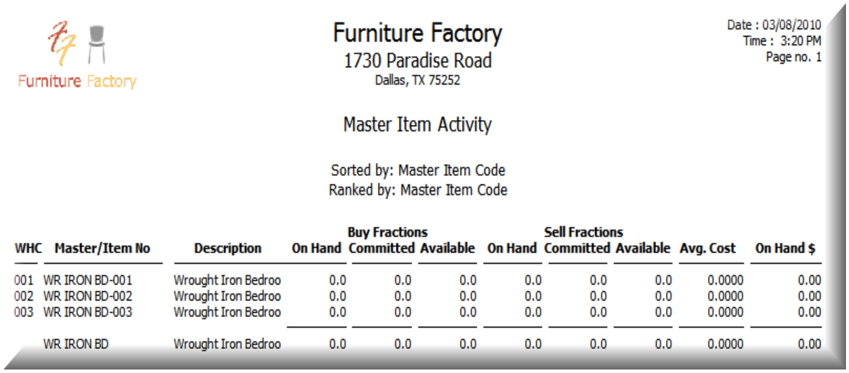
To Print a Master Item Activity Report

1. Choose **Master Item Activity** on the **Reports** menu. The **Master Item Activity Report** dialog box appears.
2. Select whether you want to print a Detail or Summary report.
3. Select how you want to sort the report and type the range for the sort in the From and To fields.
4. Select how you want to rank the report and type the range for the rank in the From and To fields.
5. Click **OK**. The **Report Layout** dialog box appears.
6. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Master Item Activity Report



Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 3:20 PM
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Master Item Activity

Sorted by: Master Item Code
Ranked by: Master Item Code

WHC	Master/Item No	Description	Buy Fractions On Hand	Buy Fractions Committed	Buy Fractions Available	Sell Fractions On Hand	Sell Fractions Committed	Sell Fractions Available	Avg. Cost	On Hand $
001	WR IRON BD-001	Wrought Iron Bedroo	0.0	0.0	0.0	0.0	0.0	0.0	0.0000	0.00
002	WR IRON BD-002	Wrought Iron Bedroo	0.0	0.0	0.0	0.0	0.0	0.0	0.0000	0.00
003	WR IRON BD-003	Wrought Iron Bedroo	0.0	0.0	0.0	0.0	0.0	0.0	0.0000	0.00
	WR IRON BD	Wrought Iron Bedroo	0.0	0.0	0.0	0.0	0.0	0.0	0.0000	0.00

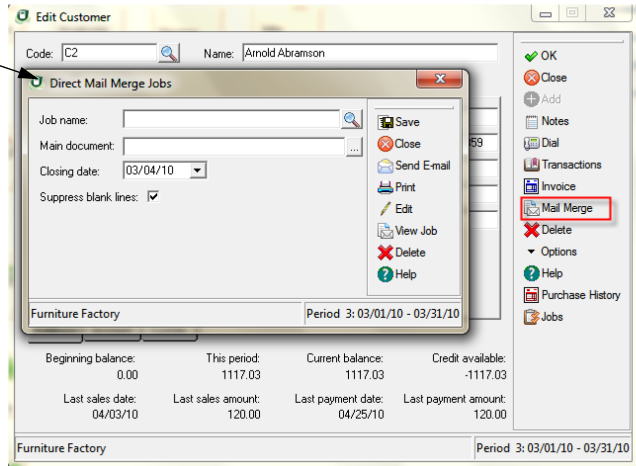
Merging Customer Info with Microsoft Word

Sage DacEasy's seamless integration with Microsoft Word allows you to merge your customer data with Microsoft Word documents. Use this feature to create professional letters that include your customer information. You can e-mail or print these documents directly from Sage DacEasy or access the document in Word to take advantage of the powerful features that Word offers. You can merge a single record or a range of records. For more information on merging a single customer record with a Word document, refer to the Help topic titled "Integrating with Microsoft Word." Follow the steps provided here to merge a range of customer records with a Word document.

To Merge a Range of Customer Records With a Word Document

1 Select **Mail Merge** from the **Reports** menu. The **Customer Mail Merge Jobs** dialog box appears.

Access the Customer Mail Merge Jobs dialog box to merge a range of customers with a Word document.



2 Type the name of the job in the Job Name field or click **LookUp** to select an existing job.

3 Use the Main Document field to select the Word document that contains the information that stays the same for each version of the merged document. You can select an existing Word document, add a new Word document, or edit an existing document.

Note: If you selected an existing job, the last associated main document file name appears automatically.

To select an existing Word document—Type the path and file name to an existing Word document or click the **Browse** button to locate the document. If the document is not located in the folder that contains your company's data files, the Word document is copied to the company folder.

To add a Word document—Type a path and file name, and then click **Edit**. Sage DacEasy creates a new Word document in the company folder. The new document appears in Word. Edit the document as necessary, save the document, and then return to Sage DacEasy to continue with the mail merge.

To edit an existing Word document—Type the path and file name to the existing Word document or click the **Browse** button and locate the document. Click **Edit**; the document appears in Word. Edit the document as necessary, save the document, and then return to Sage DacEasy to continue with the mail merge.

4 Complete each field in the Filter/Sort Options area.

The Closing Date field is used when date sensitive merge fields are included in the document or as the Sort By or Rank By fields. For example, if you select Past Due >60 Balance as a merge field, Sage DacEasy uses the closing date to determine if the balance is more than 60 days past due.

Select the **Exclude Records Without an Address** check box if you do not want to include the record in the mail merge if it does not contain an address.

Select the **Exclude Records Without an E-mail Address** check box if you do not want to include the record in the mail merge if it does not contain an e-mail address.

Select the **Suppress Blank Lines** check box if you want to skip blank lines resulting from empty merge fields.

5 Merge the selected data with the Word document using any of the following methods.

Click **Send E-mail** to e-mail the Word document to a range of customers.

Click **Print** to send the output to your printer.

Click **View Job** to view the output in Microsoft Word.

Customer Labels

Sage DacEasy Order Entry allows you to print mailing labels for your customers. Customer code, name, contact, address, city, state and zip code are included on the printed labels. You can also customize the label to include the customer code, telephone number and other fields.

To Print Customer Labels

1 Choose **Customer Labels** on the **Reports** menu. The **Customer Labels** dialog box appears. Click **Help** for more information on each field.

2 Type the closing date to indicate the last day to include activity for the labels.

3 Select whether you want to print the customer labels for a range of customers or select certain customers in the file.

4 Select how you want to sort the customer labels and type the range for the sort in the From and To fields.

5 Select how you want to rank the customer labels and type the range for the rank in the From and To fields.

6 Complete the remaining fields if necessary.

7 Click **OK**.

If you chose **Select** as the Scope, a list of customers appears. All records within the range specified display a **Y** in the Selected column. This indicates a label will print for the customer. If you do not want to print a label for the selected record, select the record and click **Select**. If an **N** appears in the Selected column, a label will not print for the customer. After you have selected all the records you want, click **OK** to continue. The **Report Layout** dialog box appears.

If you selected **Range** as the Scope, the **Report Layout** dialog box appears.

Tip: For more information on editing the label layout, refer to the Help topic titled "Editing the label layout."

To check to ensure your labels are loaded properly in your printer and your printer settings are correct, click **Test Page**.

8 Select your target and click **OK** to generate the report.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Editing the label layout
- Selecting form templates
- Aligning continuous-feed forms

Product Labels

Sage DacEasy Order Entry allows you to print labels for your products. Product code, description, bin, sales measure, department and sales price are included on the printed labels. You can also customize the label to include your vendor's code, vendor's product code and other fields.

To Print Product Labels

1 Choose **Product Labels** on the **Reports** menu. The **Product Labels** dialog box appears. Click **Help** for more information on each field.

2 Select whether you want to print product labels for all products, a range of products or select certain products using the Scope field.

3 Type the range of products you want to print or select from in the From and To fields if you selected **Range** or **Select** as the Scope.

4 Complete the remaining fields if necessary.

5 Click **OK**.

If you chose **Select** as the Scope, a list of products appears. All records within the range specified display a **Y** in the Selected column. This indicates a label will print for the product. If you do not want to print a label for the selected record, select the record and click **Select**. If an **N** appears in the Selected column, a label will not print for the product. After you have selected all the records you want, click **OK** to continue. The **Report Layout** dialog box appears.

If you selected **Range** as the Scope, the **Report Layout** dialog box appears.

Tip: For more information on editing the label layout, refer to the Help topic titled "Editing the label layout."

To check to ensure your labels are loaded properly in your printer and your printer settings are correct, click **Test Page**.

6 Select your target and click **OK** to generate the report.

Related Help Topics

- Using the Report Layout dialog box
- Editing templates
- Editing the label layout
- Selecting form templates
- Aligning continuous-feed forms

Media Code Tracking Report

The Media Code report provides a breakdown of your sales by media code, which allows you to analyze the effectiveness of your marketing efforts. The **Order Entry** dialog box includes a field labeled Media Code. Use this field to enter a media identifier for each order. If you have started a media campaign, such as an advertisement in an industry magazine, use this field to track the sales generated from the advertisement.

It is imperative that you standardize the use of media codes in Sage DacEasy Order Entry. Media codes are not verified as you enter orders. Prepare a list of media code values and use the Sales Order report to verify that your order entry personnel are entering the correct media code values. For example, if you place an advertisement in PC Magazine, you might establish PCMAG as the media code value to use for tracking sales generated from the ad. Enter **PCMAG** in the Media Code field for all orders that are a result of the ad. If you enter different values on different orders, such as PC or PCM, the media code tracking report separates each of these into a separate media category.

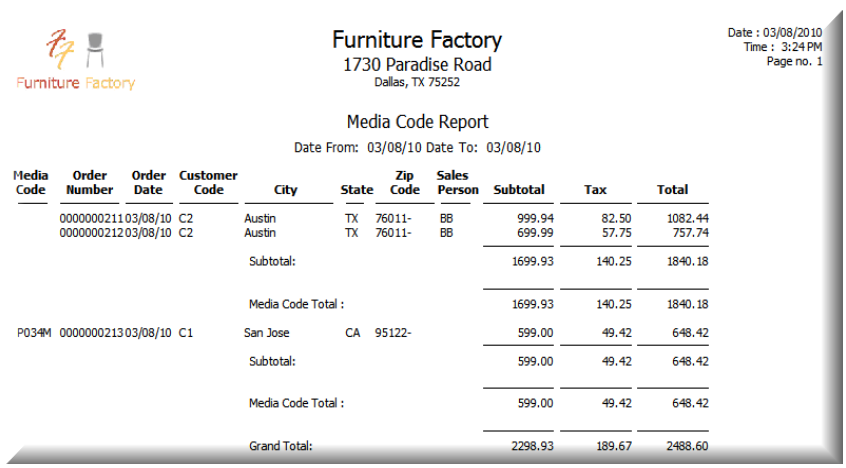
To Print the Media Code Report

1. Choose **Media Code Tracker** on the **Reports** menu. The **Media Code Report** dialog box appears. Click **Help** for more information on each field.
2. Type the range of dates you want included on the report in the From Date and To Date fields.
3. Type the range of media codes you want included on the report in the Sort By From and To fields.
4. Select how you want to rank the report and type the range for the rank in the From and To fields.
5. Click **OK**. The **Report Layout** dialog box appears.
6. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Media Code Report



Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 3:24 PM
Page no. 1

Media Code Report

Date From: 03/08/10 Date To: 03/08/10

Media Code	Order Number	Order Date	Customer Code	City	State	Zip Code	Sales Person	Subtotal	Tax	Total
	000000211	03/08/10	C2	Austin	TX	76011-	BB	999.94	82.50	1082.44
	000000212	03/08/10	C2	Austin	TX	76011-	BB	699.99	57.75	757.74
				Subtotal:				1699.93	140.25	1840.18
				Media Code Total :				1699.93	140.25	1840.18
P034M	000000213	03/08/10	C1	San Jose	CA	95122-		599.00	49.42	648.42
				Subtotal:				599.00	49.42	648.42
				Media Code Total :				599.00	49.42	648.42
				Grand Total:				2298.93	189.67	2488.60

General Ledger Listing Report

Every time you post shipments, a general ledger transaction is automatically created. This transaction includes the debit and credit entries associated with the invoices you are posting.

Besides building its own General Ledger file, Sage DacEasy Order Entry also creates and posts the general ledger transaction to Sage DacEasy Accounting if you are interfaced. If you are interfacing with Sage DacEasy Accounting, Sage DacEasy Order Entry uses the account numbers set up on Sage DacEasy Accounting's **Account Interface** dialog box to make the general ledger entry in Sage DacEasy Accounting.

If you are not running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, Sage DacEasy Order Entry uses internal account numbers for these general ledger entries. These account numbers are for reference only.

The General Ledger Listing report lists each transaction's debit and credit entries, along with totals for each transaction. Use this report if you are not running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, but still need a list of the general ledger transactions so you can record these entries into your own bookkeeping system.

Note: The General Ledger Listing report in Sage DacEasy Order Entry only prints general ledger transactions with a journal code of OE, AS or IA. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, you can run a General Ledger Listing report in Sage DacEasy Accounting to get a list of all general ledger transactions.

To Print the General Ledger Listing Report

1. Choose **General Ledger** from the **Reports** menu. The **General Ledger Transactions** dialog box appears.
2. Type the date range for the report in the From Date and To Date fields.
3. Click **OK**. The **Report Layout** dialog box appears.
4. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

General Ledger Transactions Report

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 3:29 PM
Page no. 1

General Ledger Listing Report
From : 03/01/10
To : 03/31/10

Journal Code	Trans.	Refer.	Date	Account Number	Account Name	Description	Debits	Credits	Posted
AS	0000000002		03/18/10	11071	Inventory Module	Summary Assembly Post	35.00		Yes
				520117	Direct Labor	Summary Assembly Post		35.00	Yes
						TOTAL TRANSACTION :	35.00	35.00	
AS	0000000003		03/04/10	11071	Inventory Module	Summary Assembly Post	555.00		Yes
				520117	Direct Labor	Summary Assembly Post		55.00	Yes
				11071	Inventory Module	Summary Assembly Post		500.00	Yes
						TOTAL TRANSACTION :	555.00	555.00	
IA	0000000001		03/04/10	11071	Inventory Module	Stone and Glass Tables	23.00		Yes
				5102	COGS - Living Room	Stone and Glass Tables		23.00	Yes
						TOTAL TRANSACTION :	23.00	23.00	
OE	0000000010	0000000101	03/08/10	4105	Services	Tracy Dubcak-0000000101		250.00	Yes
				4104	Customized Sales	Tracy Dubcak-0000000101		250.00	Yes
				4105	Services	Tracy Dubcak-0000000101		250.00	Yes
				210421	State Sales Tax Payable	Tracy Dubcak-0000000101		37.50	Yes
				11051	Accounts Receiv. Module	Tracy Dubcak-0000000101	787.50		Yes
						TOTAL TRANSACTION :	787.50	787.50	

Printing Bar Codes

By using Sage DacEasy Order Entry to print bar codes on labels or stickers, you can place them on your products and scan the code into orders automatically using a bar code scanner.

Sage DacEasy Order Entry supports several bar code types, including: UPC-A, UPC-E, EAN/JAN-13, EAN/JAN-18, Code 3 of 9 and Code 128. In order to print bar codes, you must have a laser printer or a dot matrix printer capable of printing in graphics mode. To set up your printer for bar code printing, use the **Edit Default Printer** dialog box.

When printing bar codes, Sage DacEasy Order Entry gives you great flexibility for size, spacing and format of the codes. Additionally, you can include two of the following fields to print below the bar code, product/service code, item description, bin, sales price, sales measure, vendor code and vendor item number.

To Print Bar Codes

1. Choose **Bar Codes** on the **Reports** menu. The **Select Bar Codes** dialog box appears.
2. Select either **Products** or **Services**. The **Print Bar Codes** dialog box appears.
3. Select how you want to sort the bar codes and type the range for the sort in the From and To fields.

4 Select the Bar Code Source option if printing product bar codes. If printing service bar codes, Service Code is automatically selected.

5 Select the first description field you want printed under the bar code in the Print Field 1 field. Select the second description field you want printed under the bar code in the Print Field 2 field.

6 Designate how many bar code labels you want to print using the **Copies from Quantity Available** check box or the Number of Labels per Item field.

7 Select the appropriate options in the Bar Code Setup area as needed. This area holds information such as printing the checksum, the bar code height and the label and bar code type.

Tip: For more information on editing the label layout, refer to the Help topic titled "Editing the label layout."

8 Click **OK**. The **Report Layout** dialog box appears.

9 Select your bar code printer on the **Printer** tab, and then click the **Fonts** tab.

10 Select the font you want to use for the bar codes.

Note: When printing bar codes to a thermal bar code printer you must set up the custom paper size. To do this, click the **Page** tab on the **Report Layout** dialog box. Select **Custom Size** as the Paper Size and enter the Width and Height accordingly for one single label.

11 Select your target and click **OK** to generate the bar codes.

Related Help Topics

- Using the Report Layout dialog box
- Types of bar codes supported
- Editing the label layout

Promotional Price Report

The Promotional Price Listing report prints the transactions entered using the **Edit Promotional Price** dialog box. All items entered with a promotional price remain in the file until purged using the Purge routine.

To Print the Promotional Price Listing Report

1. Choose **Promotional Price** from the **Reports** menu. The **Promotional Price Report** dialog box appears.
2. Select how you want to sort the report and type the range for the sort in the From and To fields.
3. Select how you want to rank the report and type the range for the rank in the From and To fields.
4. Click **OK**. The **Report Layout** dialog box appears.
5. Select your target and click **OK** to generate the report.

Related Help Topic

- Using the Report Layout dialog box

Promotional Price Report

Furniture Factory

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/08/2010
Time : 3:34 PM
Page no. 1

Promotional Price Listing

Sorted by Transaction Number from FIRST to LAST

Ranked by Transaction Number from FIRST to LAST

Transaction	Product Code	Beginning Date	Ending Date	Discount Type	Price	Amount Percent	Promotional Price	Lowest	Customer
0000000001	2-SECTIONAL	03/15/10	03/22/10	Percent	699.9900	10.000	629.9910	No	All
0000000001	5PC-OAK	03/15/10	03/22/10	Percent	299.9500	10.000	269.9550	No	All
0000000001	5PC-TILETOP	03/15/10	03/22/10	Percent	599.0000	10.000	539.1000	No	All
0000000001	5PCGLASS	03/15/10	03/22/10	Percent	149.9900	10.000	134.9910	No	All
0000000001	5PCSTAINGLASS	03/15/10	03/22/10	Percent	179.9500	10.000	161.9550	No	All

Custom Reporting

8

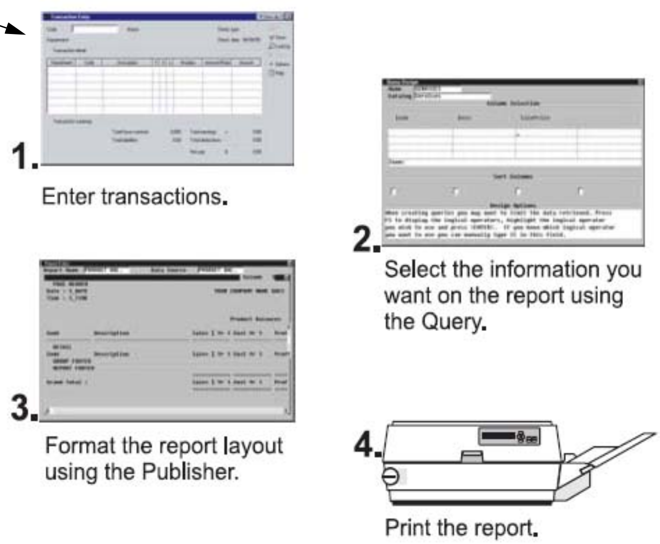
• Custom Reporting •

Overview

Reporting is one of the most important aspects of any business because reports inform you of the stability and profitability of your business. Sage DacEasy includes a custom reporting feature, called DacAccess, that gives you the ability to create informative reports to fit your specific needs. There are two steps to creating a custom report: selecting the records included in the report using the Query and defining the layout of the report using the Publisher.

The Query lets you choose up to ninety-six fields from multiple files to include on a report. The Publisher lets you create the report format, using fields selected in your Query. With the Query and Publisher, you can create listing reports with unprecedented detail. In addition, the Query and Publisher include many default reports ready for you to use.

Follow these steps to create a custom listing report using DacAccess.



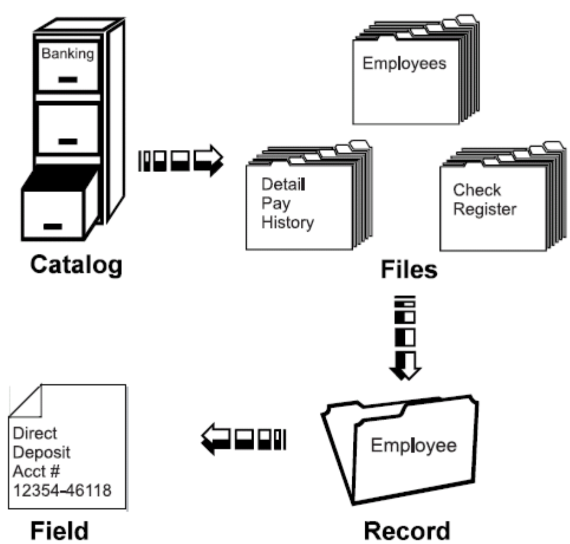
Data is organized in a hierarchy from general to specific. Each level is defined in the list provided.

Terms Used in This Chapter

- **Catalog** - A catalog is the largest grouping of data. It contains an associated group of files that contain related fields. For example, the Employee Listings catalog contains files such as Employees, Transactions, Time Card Entries, Detail Pay History, Departments and Codes.
- **File** - A file is a group of associated records. For example, information about individual employees is in the Employee file.
- **Record** - A record is a group of related fields. For example, all the information found on the **Edit Employee Information** and **Edit Employee Accumulations** dialog boxes for one employee is considered a record.
- **Field** - A field is the lowest level of data. A field is each piece of information that makes up a record. For example, the Title field on the **Edit Employee Information** dialog box is part of the employee record.

  Fields are referred to in the Query and Publisher because you select *fields* to include on your report.
- **Variable** - A variable is a placeholder or merge field which pulls information from a specified file.

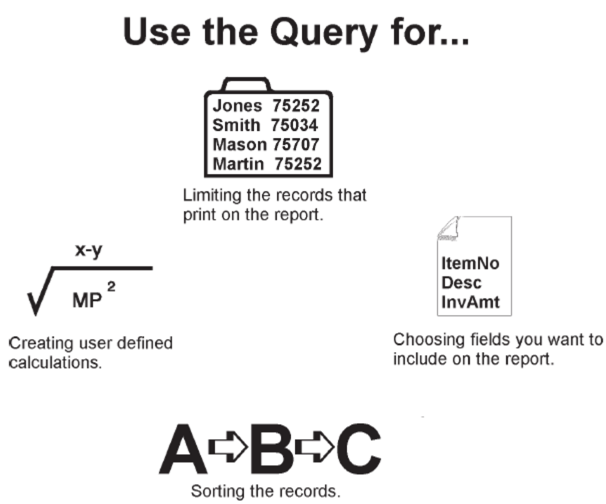
This figure illustrates the terms used to define data when creating a query.



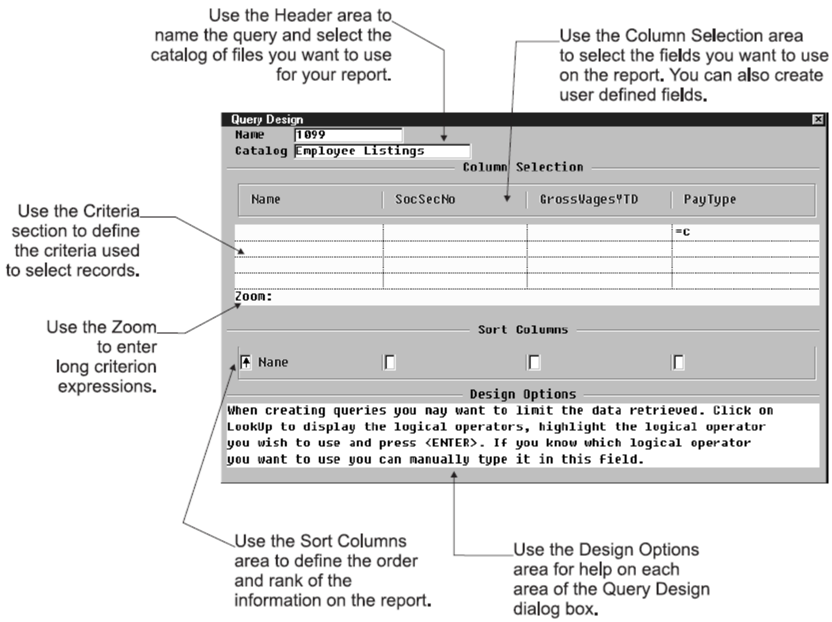
Using the Query

The first step in generating a custom report is to choose the information you want to include on the report using the Query in DacAccess. Go to the Query by choosing **Query** on the **DacAccess** menu. Use this feature to create a query with information from a variety of fields in several different files. You can even create user defined fields with calculated totals using information pulled from multiple files.

A query is a way of questioning or filtering a database. For example, you have a collection of records in your Employee file. You may want to print a report that filters out deductions made from gross earnings in the last pay period. The remaining list of deductions—those deductions not used in the last pay period—is the data set you want to use in a report. In addition to limiting the records you want to print on a report, you also use queries to select the specific fields you want on a report, to sort the records and to create user defined calculations.



The **Query Design** dialog box is divided into three main areas, the Header area, Column Selection area and the Sort Columns area. The Header area includes the fields for the Query name and catalog. The Column Selection area is where you select the fields and the criteria determining which records to pull for the query. The Sort Columns area is where you set the sorting order of the report.



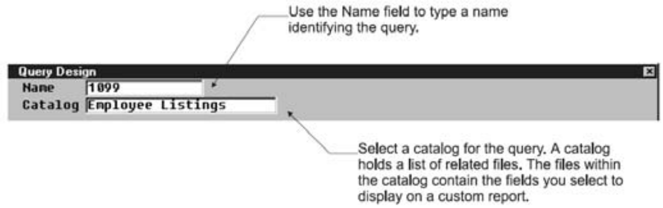
Using the Query Checklist

- ❑ Step 1—Complete the Header area with the query name and catalog.
- ❑ Step 2—Select the fields for the query in the Column Selection area. Enter user defined fields and set criteria for the fields if necessary.
- ❑ Step 3—Set the sorting order in the Sort Columns area.
- ❑ Step 4—Run the query to create a report listing the selected records.

Completing the Header Area

When you access the **Query Design** dialog box, you must enter a unique name for the query. When you give the query a name, a list of all available catalogs appears. A catalog holds associated files that contain related fields. For example, the Banking catalog includes the Employee, Check Register, Detail, Payroll History, Departments and Department Detail files.

Use the Header area of the Query Design dialog box to enter the query name and select a catalog.

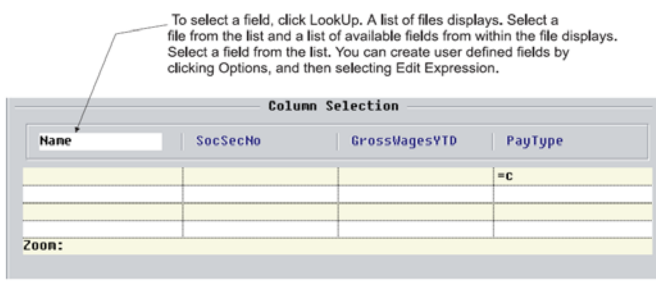


Selecting Fields in the Column Selection Area

After you select a catalog, advance to the Column Selection area and choose fields from the files in the catalog. You do not have to include all fields in the query in the report layout. However, to use a field in a user defined column or for sorting purposes, you must select the field in a column. For example, you may select review date in your query so you can sort your records on the report by the employee's review date. However, you do not care to see the review date on the report. Therefore, even though you include the field on the query, you do not use that field when you create the report layout in the Publisher.

Each column on the **Query Design** dialog box can hold a field from a file in the catalog. You can fill up to ninety-six columns with field information. The columns scroll as you move to the right. Press **Home** to quickly return to the first column. The first row of the Column Selection area displays the names of the fields you select for the query.

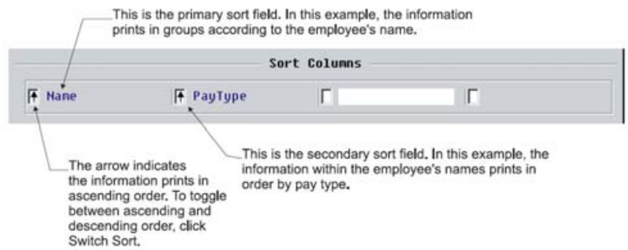
Select the fields and records to include on the query in the Column Selection area.



Selecting the Sort Order for the Query

Once you select your fields and set the criteria, you can specify the sorting order for the records included in the query. The sort fields define the order in which the records appear on the report. You have up to four sorting levels. If you do not specify a sorting order, Sage DacEasy sorts by the field in the first column.

Use the Sort Columns area to indicate the order you want the information to appear in the query.



To Create a Query

1 Select **Query** from the **DacAccess** menu. The **Query Design** dialog box appears.

2 Assign the query a unique name (up to 14 characters). If you are editing an existing query, type the name of the query or click **LookUp** and select the query from the list.

3 Select the catalog that contains the files you need for the report. The cursor advances to the first row of the Column Selection area. Use this row to select the fields to include in the query.

The columns scroll as you move to the right. You can press **Home** to return to the first column.

4 Click **LookUp** to view the Table LookUp. Select the table that contains the field to include in the current column and the Column LookUp appears. Select the field to include in the current column.

Tip: In addition to selecting fields from the data files, you can create formulas to include on the report. For more information, refer to "Creating User Defined Fields" on page 174. Each field included in the user defined field must be included in the query, in addition to any fields selected as sort fields. You can exclude the field from the printed report using the Publisher.

Note: When you click **LookUp** from the Column Selection area, the Column LookUp appears for the last Table that was selected. To select a field from a different table, click the **Close** button to return to the Table LookUp.

5 To edit the Column Heading on the printed report, click **Options,** and then select **Edit Column**. You can edit the Title field; however, the new column title only appears when you run the query and does not appear on the **Query Design** dialog box.

6 If necessary, limit the records to include on the query. The second and third rows in the Column Selection area determine which records to include on the report. If you leave these rows blank, Sage DacEasy includes all records in the query. For more information, refer to "Limiting Records on a Query" on page 175.

7 If you want to set the sorting order, click **Options,** and then select **Sort Columns**. The cursor advances to the first field in the Sort Columns area. Click **LookUp** and select the primary sort field for the report. To add a secondary sort, enter a different field in the second field in the Sort Columns area. You can enter up to four sort fields.

   Note: If you do not specify a sorting order, Sage DacEasy sorts by the field in the first column.

   Tip: Click **Switch Sort** to toggle between ascending and descending order for the selected sort field.

8 Click **Run Query** to view the query to the screen. Click the **Close** button to return to the **Query Design** dialog box.

   Tip: To redirect the report to the printer, click **Print** while viewing the query on the screen.

9 Click **OK** to save the query.

   Note: Use the Publisher to define the report layout and view subtotal and grand total amounts. For more information on the Publisher, refer to "Using the Publisher" on page 181.

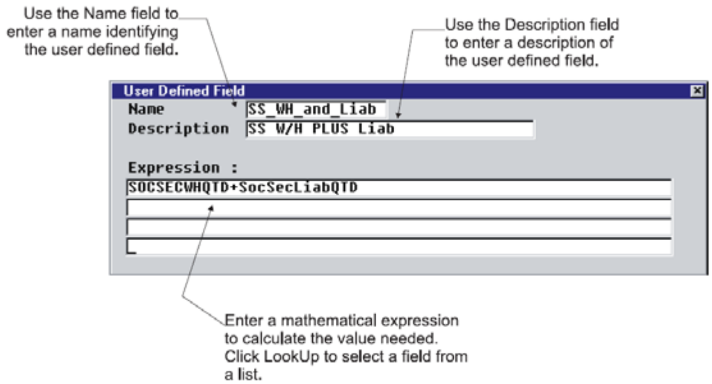
Creating User Defined Fields

Besides selecting predefined fields from a file for your query, you can also define your own fields. By creating user defined fields, you can calculate mathematical operations using one or more fields.

For example, if you wanted to calculate Social Security liabilities for tax purposes, you could define a field called SS_WH_and_Liab and enter a formula of SOCSECWHQTD (Social Security withholding, quarter to date) + SocSecLiabQTD (Social Security liability, quarter to date). Before you can use a field in a formula for a user defined field, you must first select the field as a column in the Column Selection area on the query.

To create a user defined field, place the cursor in a column in the Column Selection area. Click **Options**, and then select **Edit Expressions.** The **User Defined Field** dialog box appears.

Use the User Defined Field dialog box to calculate values needed for a custom report.



To Create a User Defined Field

1 Click **Options** and select **Edit Expression** from the Column Selection area on the **Query Design** dialog box. The **User Defined Field** dialog box appears.

2 Type a name and description for the user defined field.

3 Type the expression. To select a field, enter the field name or click **LookUp** and select the field from a list. For example, to divide the current balance by 12, enter **Current Balance/12**.

Note: To use a field in a formula, you must first select the field as a column. In addition, the field must be a decimal or numeric field.

4 Click **OK** to save the user defined field.

Note: Once the user defined field has been created it is added to the User Defined Fields table and can be added to the query.

Limiting Records on a Query

The second and third rows in the Column Selection area on the **Query Design** dialog box determine which records to include on the report. If you leave these rows blank, Sage DacEasy includes each record in the query. You can limit records in a query by entering criteria and by editing the join.

To limit records by entering criteria, enter a particular field value or conditions that must be met in order for a record to be included in the query.

When you create a query that pulls from two files, the query includes only those records that include the join field. The join field is used to tie multiple files together. For example, the department number exists in both the Employee file and the Department file, allowing you to create a query that pulls information from both of these files. The program defaults to an equi-join; however, you can edit the query to include all of the records from one file plus the records from the second file that include the join field.

Establishing Criteria

When you select fields for your query, you are limiting the information to include in the query. You can further limit the records included on the report by placing criteria on the fields. You can enter a value as the criterion, indicating only fields that contain this value are included in the query. You can also enter an expression using logical operators to indicate the fields to include in the query.

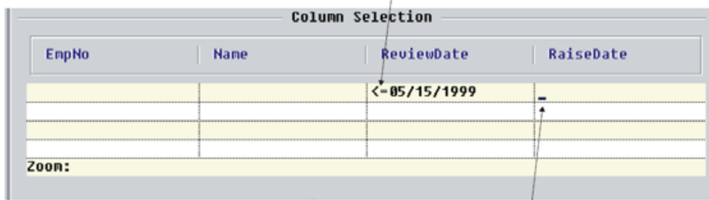
For example, to include employees with a review date of 05/15/2003 or prior, select Review Date (**ReviewDate**) as a field and enter <=**05/15/2003** (less than or equal to 05/15/2003) as the criterion. The logical operator table provided lists the available operators and an example of how to use each.

Logical Operator	Example	Result
Less Than (<)	<12/31/2000	Selects all records with a date before December 31, 2000.
Less Than or Equal To (<=)	<=1000	Selects all records with a number less than or equal to 1000 in the field.
Greater Than (>)	>500	Selects all records with a number greater than 500 in the field.
Greater Than or Equal To (>=)	>=L	Selects all records starting with the letter L or a subsequent letter in the alphabet.
Equal To (=)	=P	Selects all records with exactly P in the field.
Not Equal To (<>)	<>ADVANCE	Selects all records with any text other than ADVANCE in the field.
BETWEEN	BETWEEN 01/01/2000 AND 01/31/2000	Selects all records with a date between January 1, 2000 and January 31, 2000.

You can enter multiple criteria on a single query. The relationship of your criteria depends on the rows in which you enter the criteria. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

Use the rows and columns in the Column Selection area to establish criteria for the query.

Use the Criteria columns to enter criteria to narrow the records in the query. Click LookUp to select an operator for use in the expression.

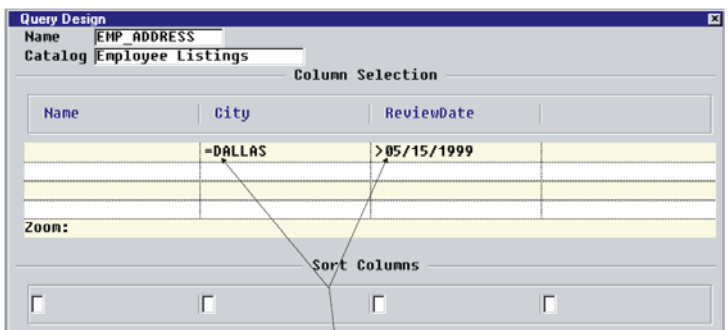


You can place a criterion expression in any column. However, the line on which you place the expression is important. There is an AND relationship between columns and an OR relationship between rows. See "Understanding AND/OR Logic" for more information.

Understanding AND/OR Logic

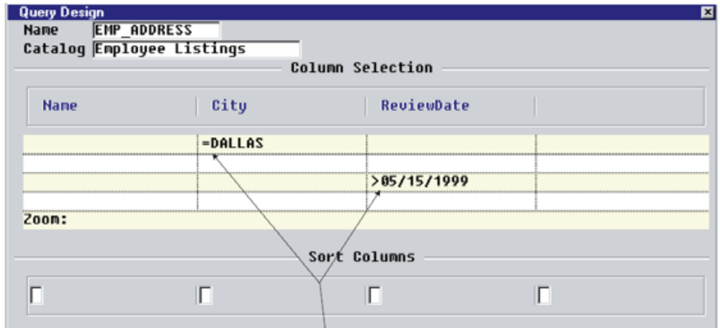
The placement of your criteria in the columns and rows is very important. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

Using the example above, AND logic means that records have to meet both the criteria for city and review date in order to be included in the query.



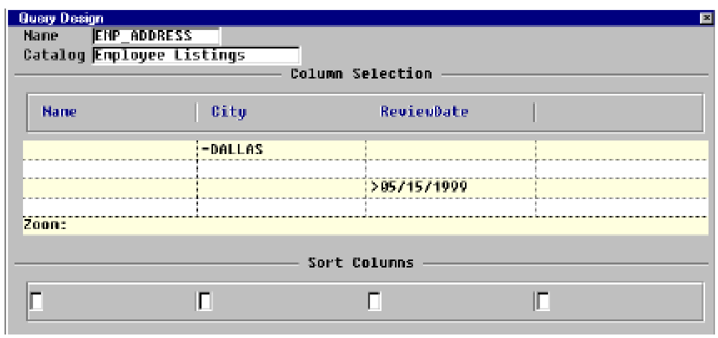
There is an AND relationship between these two columns, meaning that records have to meet BOTH criteria in order to be included in the query.

Using the example above, OR logic means that records have to meet either the criteria for city or the criteria for review date to be included in the query.

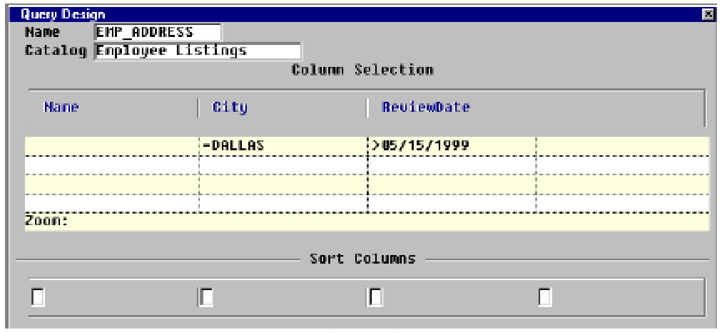


For example, if you use the Employee Listings catalog and want to include employees that live in Dallas OR that have a review date before May 15, 1999, you would enter the column selections and criteria as shown in Figure 8-12. This would give you a query including **both** all the employees in Dallas in addition to all the employees with a review date before May 15, 1999 (records that meet both criteria are not duplicated).

Query selections for employees that live in Dallas or have a review date before May 15, 1999.



On the other hand, if you use the Employee Listings catalog and want to include employees that live in Dallas AND that have a review date before May 15, 1999, you would enter the column selections and criteria as shown in Figure 8-13. This would give you a query of all the employees in Dallas with a review date before May 15, 1999.



Query selections for employees that live in Dallas and have a review date before May 15, 1999.

Understanding Joins

A join is a link between two files. For example, assume you want to print a report pulling the employee code, employee name and 401k deductions for the pay period. The employee name is stored in the Employee file and the employee's 401k deductions for the pay period are found in the Transaction file. The employee code is found in *both* files. Therefore, employee code is the link between the two files or the *join*.

There are three different types of joins: equi, left outer and right outer.

- Sage DacEasy uses the **equi-join** by default, which includes only records found in both files. Using the example above, Sage DacEasy only includes employees with an entry found in both the Employee file and the Transaction file.
- If you select a **left outer join**, the query includes all records from the first file and only those records in the second file where the joined fields are equal. Using the same example, the query would include *all* records in the Transaction file and only the records from the Employee file that have an entry in the Transaction file.
- If you select a **right outer join**, the query includes all records from the second file and only those records in the first file where the joined fields are equal. Following the same example, the query would include *all* records in the Employee file and only records from Transactions file that have an employee code.

To Limit Records on a Query

1. Position your cursor in the appropriate box below the field used to limit the query. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

2. Enter the criterion for the field.

   Enter a value in the field to include only those records that have the specified value in this field.

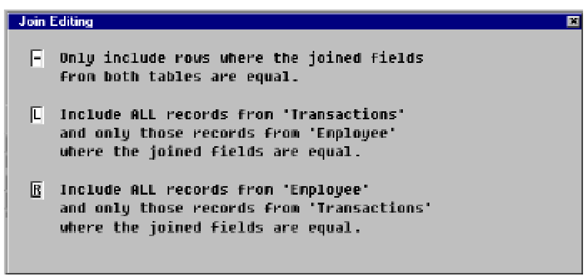
   To specify a range of records based on a particular expression, enter the expression. You can click **LookUp** to select an operand. For example, to include all records greater than or equal to 1000, click **LookUp**, select **>=**, and then type **1000**.

   Tip: You can enter up to 18 characters in the column. If you need to enter a longer expression, click **Options** and select **Zoom**. The cursor advances to the Zoom field where you can enter up to 68 characters.

   Note: The format used to enter data in an expression depends on the field type. Click **Options** and select **Edit Column** to view a field's Data Type.

3. If you selected fields from two different files and want to edit the join, click **Options** and select **Edit Join**. The **Join Editing** dialog box appears. Select the type of join and click **OK** to return to the **Query Design** dialog box.

Use the Join Editing dialog box to select the type of join you want for the report.



Printing the Query

When you run the query, the results appear on the screen. To direct your output to the printer, click **Print**. Printing your query may be helpful as you build your query. You can print the information to make sure you are pulling the correct data before you create the report layout using the Publisher.

To Print the Query

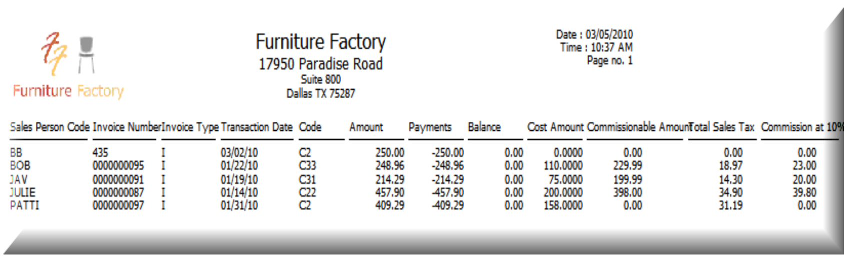
1. Choose **Query** on the **DacAccess** menu. Enter a query name or click **LookUp** to select a query from a list.
2. Click **Run Query**. The query appears on the screen.
3. Click **Print**. The **Report Layout** dialog box appears.
4. Select your target and click **OK** to begin printing.

   Note: The columns on the Query report vary in width depending on whether you have renamed a column title or have accepted the default name. From the **Query Design** dialog box, click **Options**, and then select **Print Format** to print the Query format. This information is helpful when trying to determine the size of a column.

Related Help Topic

- Copying queries

Query List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Time : 10:37 AM
Page no. 1

Sales Person Code	Invoice Number	Invoice Type	Transaction Date	Code	Amount	Payments	Balance	Cost Amount	Commissionable Amount	Total Sales Tax	Commission at 10%
BB	435	I	03/02/10	C2	250.00	-250.00	0.00	0.0000	0.00	0.00	0.00
BOB	0000000095	I	01/22/10	C33	248.96	-248.96	0.00	110.0000	229.99	18.97	23.00
JAV	0000000091	I	01/19/10	C31	214.29	-214.29	0.00	75.0000	199.99	14.30	20.00
JULIE	0000000087	I	01/14/10	C22	457.90	-457.90	0.00	200.0000	398.00	34.90	39.80
PATTI	0000000097	I	01/31/10	C2	409.29	-409.29	0.00	158.0000	0.00	31.19	0.00

Using the Publisher

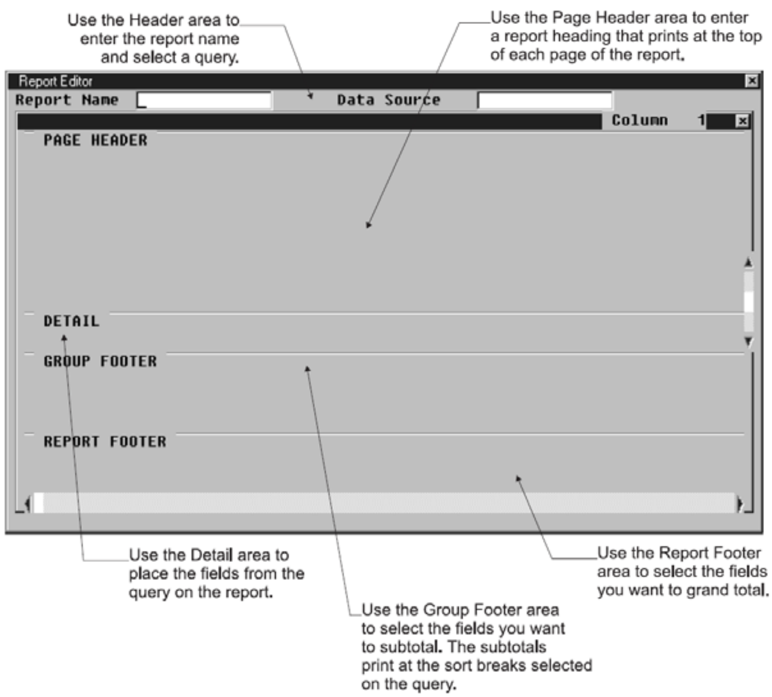
The Publisher is the tool you use to create your report layout and print a custom report using a query. When you first access the Publisher, you see the **Report Editor** dialog box. The top portion of the dialog box is for the report name and data source. The data source is the query you use to select the fields from for the report. Once you have selected a query as the data source for a report, you cannot change the data source.

Note: If you need to use a different query as the data source for the report, you must create a new report layout using the Publisher.

The body of the Report Editor has four sections, the Page Header area, Detail area, Group Footer area, and Report Footer area. Use the Page Header area to enter the information that prints on the top of each page. Use the Detail area to make your field selections for the report. The Group Footer area lets you create subtotals for your sort breaks and the Report Footer area lets you create grand totals for the report.

You can enter text into each of the four sections of the report or select from available variables such as query fields, company information fields and control options. You can use different variables in different areas of the Report Editor. The fields you chose in the query are available in all sections of the Report Editor. If a field you want to include on the report is not included in the query selected as the data source, you must save the report layout, exit the Publisher, access the query and add the necessary field to the query. Save the query and go back to the Publisher to complete the report layout.

Use the Report Editor to lay out the fields on the report.



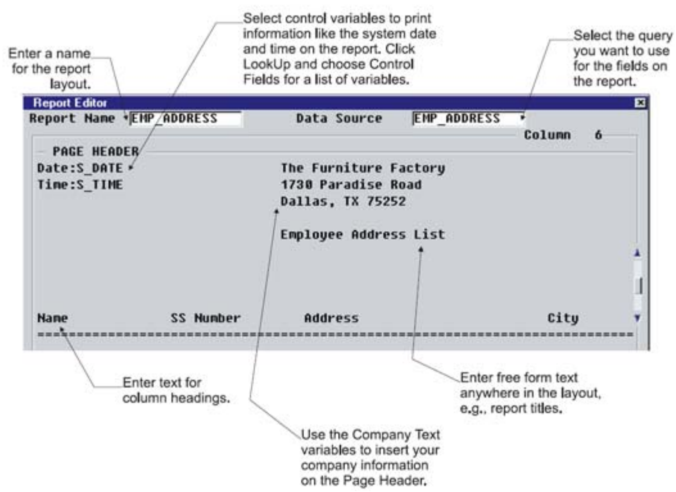
Using the Publisher Checklist

- ❑ Step 1—Complete the Header area with the report name and the name of the query you want to use as the data source. Enter your report heading and column headings in the Page Header area.
- ❑ Step 2 —Complete the Detail area with the query fields you want to include on the report.
- ❑ Step 3 —Complete the Group Footer area if you want subtotals on the sorts.
- ❑ Step 4 —Complete the Report Footer area if you want to report grand totals.
- ❑ Step 5 —Preview and print the final report.

Completing the Header and Page Header Area

The Header area contains a field for a report name and a query name. The fields available for the report depend on the query you select. Once you choose a query, you cannot change the query name in the Publisher. However, you can edit the query if you need to use different fields on the report. The Page Header area holds the report heading. The report heading prints at the top of each page of the custom report.

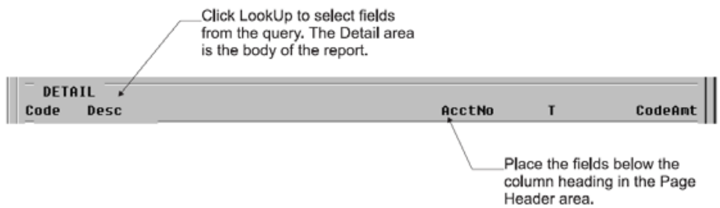
Use the Page Header area of the Report Editor dialog box to lay out report titles and column headings.



Completing the Detail Area

The Detail area is the body of the report. This is where you select fields from your query. You can enter either text or place fields in this section. You may want to enter text as a note, instructions or to describe the fields.

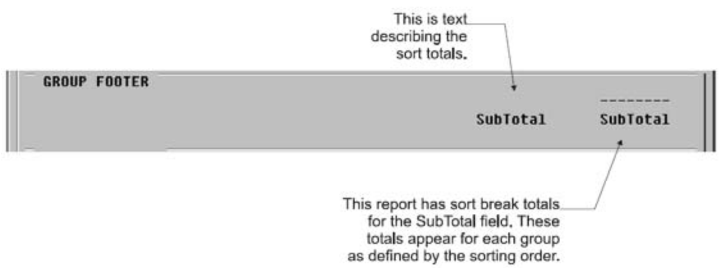
Use the Detail area of the Report Editor dialog box to select fields from the query.



Completing the Group Footer Area

The Group Footer is for sort subtotals. If you set a sorting order in the query, you may want each sort group to have a total for the group. For example, when printing a commission report, you may want a total per salesperson. You can enter text to describe the total, and then place the field you want totaled in this section. If you do not want sort totals, leave this section blank.

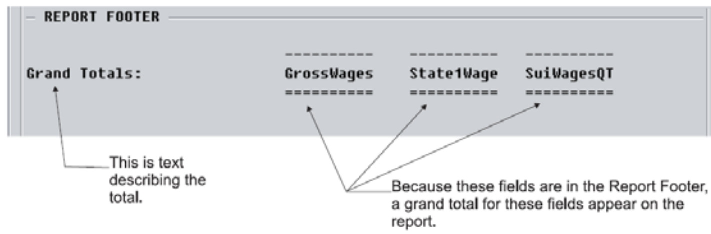
Use the Group Footer area to print subtotals for each sort on the report.



Completing the Report Footer Area

The Report Footer area is for grand totals. You can also enter text into this area. This area is similar to the Group Footer. Select the fields from your query you want to include as grand totals for the report.

Use the Report Footer area to print grand totals on the report.



To Create a Custom Report With the Publisher

1 Select **Publisher** on the **DacAccess** menu. The **Report Editor** dialog box appears.

2 Enter a unique name for the report, and then press **Enter**. The **Report Defaults** dialog box appears.

3 Complete each field on the **Report Defaults** dialog box.

4 In the Data Source field, enter the query name from which you want to create the report or click **LookUp** and select the query from a list.

   Note: The query details the information to include on the report and must be created before the report can be laid out in the Publisher.

5 Type a heading for the report in the Page Header area. You can enter text or click **LookUp** and select a variable from a list.

   Note: You can select the following types of variables: Company Text, Control Fields and Query Fields. Company Text allows you to select variables corresponding to the information you entered about your company. Control Variables include the current program date, time and page number. Query Fields selected in the Page Header area are inserted as text fields to be used as column headings.

   Tip: Click **Options** and select **Center** to center the lines of text or variables on the report.

6 Insert the query fields to include on the report in the Detail area. You can type text or place fields in this section.

   To insert a query field, click **LookUp** and select the field from a list. If you need to include a field that is not in the list, you must edit the query. The field is inserted at the cursor position. You can use the mouse to drag a query field to a different location.

   Continue placing fields into this section until all necessary fields are on the layout. It may take some trial and error to line up the fields with your column headings.

7 If you set a sorting order in the query, you may want each sort group to have a total. To include a subtotal on sorted fields, type text to describe the total, and then place the field you want totaled in the Group Footer area. If you do not want sort totals, leave this section blank.

Note: If no fields are selected in the Sort Columns area on your query, Sage DacEasy uses the field in the first column of the query as the sort field.

8 To include grand totals on the report, select each field to total in the Report Footer area. You can also type text in this section.

Tip: Press **Enter** from any field to edit the formatting. The **Field Edit** dialog box appears. Click **Help** from this dialog box for a detailed description of each formatting option.

Previewing and Printing the Final Report

When you print the report, the information specified by the query appears using the layout created in the Publisher's Report Editor. You can print to the screen to preview the report and verify the format. If it is not correct, edit the layout and print the report again.

To Print the Report

1 Choose **Publisher** on the **DacAccess** menu. The **Report Editor** dialog box appears. Create a new report or click **LookUp** to select one from a list.

2 Click **Print** to view the **Report Layout** dialog box.

3 Select your target and click **OK** to begin printing.

Related Help Topic

- Copying report layouts in the publisher

Periodic Operations

9

• Periodic Operations •

This chapter explains operations and routines located on the **Periodic** menu. You should perform these routines on your data at periodic intervals. These operations include purging data files, closing the year, changing the serial number tracking, changing the customer code and global changes.

Purging Data Files

Sage DacEasy Order Entry maintains information in various data files for the entire year. Even after you perform the Post Shipments routine, Sage DacEasy Order Entry retains the order information so you can print sales analysis reports and sales listings that include data for the entire year.

However, as the years progress, some files the can become very large as a result of holding old data. Sage DacEasy Order Entry provides an easy way to purge information from your data files. The Purge routine purges information from the files according to the date range specified.

For example, assume you just closed the year and started processing orders for the next year. To remove all posted orders prior to the new year, use the Purge routine. To ensure that you remove all orders from the previous year, you should perform the Purge routine for all data files using the dates from the previous year.

File Descriptions

A brief explanation of the data contained in each file is provided. Review the list to determine which files you want to purge and which files include information you want to maintain for reporting purposes.

- **General Ledger** - This file contains all general ledger transactions created when Sage DacEasy Order Entry is not interfaced with Sage DacEasy Accounting. Sage DacEasy Order Entry assigns its own account numbers to the transactions in the General Ledger files. To print a listing of general ledger transactions, select **General Ledger** from the **Reports** menu.

  If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, Sage DacEasy Order Entry uses the General Ledger files in Sage DacEasy Accounting. To purge the information from these files, we recommend you purge the general ledger transactions in Sage DacEasy Accounting.

- **Sales Orders** - This file contains detail information for all orders entered in the program. Sage DacEasy Order Entry maintains the order detail in this file, even after you ship orders and post shipments. To obtain a printed copy of the contents of this file, choose **Sales Orders** from the **Reports** menu. Purging Sales Orders also purges the Credit Card file.

- **Quotes** - This file contains the detail of all sales quotes in the company. Use the Purge routine to delete old quotes you do not need anymore. To print the contents of this file, point to **Print Orders** on the **Process** menu, and then choose **Quotes**.

- **Invoices** - This file contains all of the invoices created by the orders you have shipped. Do not confuse invoices with orders in the program. When you ship an order or RMA (Returned Merchandise Authorization), Sage DacEasy Order Entry creates a new transaction called an invoice or sales return.

  If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, Sage DacEasy Order Entry creates invoices and sales returns in your invoice transaction files in Sage DacEasy Accounting. You can purge invoices and sales returns using the Purge routine in either Sage DacEasy Accounting or Sage DacEasy Order Entry. To print the contents of this file before purging, print the Sales Listing report in Sage DacEasy Order Entry or the Billing Listing in Sage DacEasy Accounting.

- **Serial Numbers** - Sage DacEasy Order Entry tracks serial numbers for your products and services after a sale. Sage DacEasy stores serial number information in a separate file from the orders so you can purge orders but still track serial numbers. You should only purge this file if you do not want to track serial numbers for older sales. If you want to track the sale of a serial number at a later time, do not purge this file. To print the contents of this file, choose **Serial Numbers** from the **Customer Service** menu.

- **Accounts Receivable Open Invoices** - Sage DacEasy Order Entry stores the open invoices even after they are paid. You will want to purge the older, paid open invoices after they no longer apply to your reports. When purging the AR open invoices, a list of open invoices appears so you can select the invoices you want to delete.

  If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, you cannot use the Purge routine on AR open invoices. You must run the Receivables Period End routine in Sage DacEasy Accounting to clear the open invoices from the Aging report and statements.

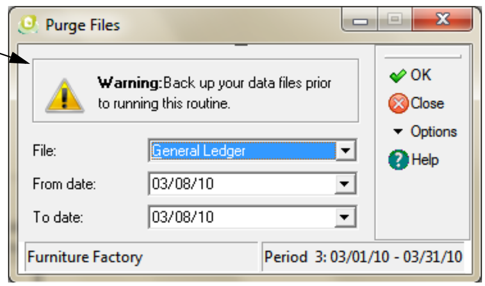
- **Promotional Prices -** This file contains the transactions entered using the **Edit Promotional Price** dialog box. Use the Purge routine to delete old promotions you do not need anymore. To print the contents of this file, choose **Promotional Price** from the **Reports** menu.
- **Customer Transaction History -** If you select the **Track Customer Transaction History** check box on the **System Preferences** dialog box, an entry is recorded in this file each time you enter transactions for open invoice customers. Purging this file removes all customer historical transaction detail within the date range specified.
- **Assembly Transactions -** Purging this file removes all posted or deleted assembly transactions within the date range entered. This option purges transactions entered using the **Assembly Transaction** dialog box in Sage DacEasy Accounting (if interfaced) and the **Order Entry** dialog box using the Assembly routine.
- **Product History Detail -** Purging this file removes all product history detail through the date range specified.
- **Customers -** You can purge a range of customers based on the Last Sales Date field on the **Edit Customer** dialog box. All customers meeting the requirements are deleted from the system.
- **Products -** You can purge a range of products based on the Last Sales Date field on the **Edit Product** dialog box. All products meeting the requirements are deleted from the system.
- **Services -** You can purge a range of services based on the Last Sales Date field on the **Edit Service** dialog box. All services meeting the requirements are deleted from the system.
- **Audit Trail Log-** You can purge Audit Trail records- insertions, deletions, and modifications of the most relevant master and transaction tables in Sage DacEasy.
- **Auto Complete-** Today if a user accidentally types something incorrectly in an AutoComplete field there is way to correct that mistake.
- **Empty Notes-** You can now remove note icons from the Lookups where the Notes file is empty.

To Purge files

1 Make a backup of your order entry data files. Archive this backup and keep as a record of the information you are purging. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, make a separate backup of your accounting data files.

2 Choose **Purge** from the **Periodic** menu. The **Purge Files** dialog box appears.

Use the Purge Files dialog box to select the file you want to purge and enter the date range for the information you want removed from the file.



3 Select the file you want to purge.

4 Type the last sales date or range of dates for the information you want purged from the data files.

5 Click **OK**. The Purge routine begins.

If you selected to purge the **AR Open Invoice** file and you are not running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, a list of open invoices appears. Select the open invoices you want to purge and click **OK**. The Purge routine continues.

Note: Run the Recover routine on your data files after you run the Purge routine. The Recover routine compresses your files and frees up hard disk space. Choose **Utilities** from the **File** menu to access the Recover routine.

Running Year End

The Year End routine updates the historical information in your Customer, Product, Service, Salespeople and Tax modules. Sage DacEasy transfers the year-to-date (YTD) values to the last year (LY) field and last year values to year before last (YBL). Values in the Year Before Last fields are removed during the Year End routine. The routine also changes the period dates to the new year.

The Year End routine for Sage DacEasy Order Entry is similar to the Year End routine in Sage DacEasy Accounting. If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, you should perform year end in Sage DacEasy Order Entry first, and then run the Year End routine for Receivables, Payables, Inventory and the General Ledger in Sage DacEasy Accounting, however it is not a requirement to run Year End in Sage DacEasy Order Entry as it reads the Period's Table from Sage DacEasy Accounting when interfaced. Therefore, you may run Year End from Sage DacEasy Accounting only, when interfaced.

As mentioned earlier, the information for the year before last is removed during year end. If you want to retain this historical information for your customers, products and services, make a back up your data files before performing the Year End routine. Store the backup for archival purposes.

To Run the Year End Routine

If you are not running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, the Year End routine updates the historical information for Customer, Product, Service and Tax files. It updates the salesperson history by moving the first year Sales and Commission amounts to the second year. Follow these steps to run the Year End routine if you are not interfaced with Sage DacEasy Accounting. If you are interfaced with Sage DacEasy Accounting, refer to the next section titled "To Run the Year End Routine if Interfaced With Sage DacEasy Accounting" later in this chapter.

1. Make a backup of your order entry data files. Be sure to clearly label each backup disk.
2. Choose **Year End** on the **Periodic** menu. The current year appears. Verify the year that appears is the one you want to close.

   If the year you want to close does not correspond with the year that appears, exit the dialog box and change the program date, and then return to the Year End routine.

   If the year that appears is correct, click **Yes** to continue. Sage DacEasy Order Entry closes the year.

To Run the Year End Routine if Interfaced with Sage DacEasy Accounting

Follow these steps to run the Year End routine if you are interfaced with Sage DacEasy Accounting. If you are not interfaced with Sage DacEasy Accounting, refer to the previous section titled "To Run the Year End Routine."

1 Download all WebStore orders with a date in the year you are closing. Post all invoices for the year you are closing. For steps on posting, refer to Chapter 5, "Processing Orders."

Note: The easiest way to verify all invoices are posted is to run a Billing Listing report based on the Transaction Date for the year you are closing. To do this, choose **Billing** on the **Journal** menu in Sage DacEasy Accounting. Select to print a **Listing**, and then select **TranDate** as the primary sort. Type the date range of the year you are closing and click **OK**. While viewing the report, if no asterisks appear next to the invoice or return number, all invoices or returns are posted.

2 Make a backup of your accounting data files, and then make a backup of your order entry data files. Be sure to clearly label each backup disk.

3 Choose **Year End** on the **Periodic** menu in Sage DacEasy Order Entry. The current year appears. Verify the year that appears is the one you want to close.

If the year you want to close does not correspond with the date that appears, exit the dialog box and change the program date. Then return to the **Year End** dialog box.

If the year that appears is correct, click **Yes** to continue. Sage DacEasy Order Entry closes the year.

4 Exit Sage DacEasy Order Entry and access Sage DacEasy Accounting. Refer to the *Sage DacEasy Accounting User Guide* or the Sage DacEasy Accounting Help system for steps on running the Year End routine in Sage DacEasy Accounting.

Changing Serial Number Tracking

The Change Serial Number Tracking routine lets you change the serial number tracking option for your products. If you select the **Serial Numbers** check box on the **Edit Product** dialog box you can track serial numbers for the item. You can record the serial number for the item when you enter an order for the item or when you ship an order with the item.

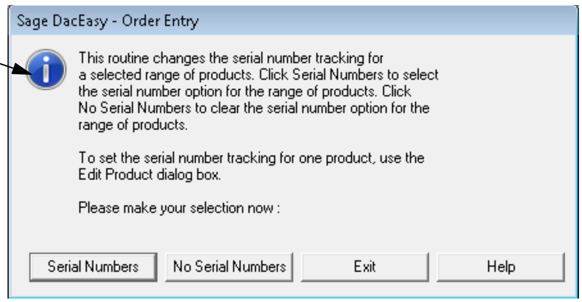
Rather than accessing each product record one-at-a-time to change the serial number tracking option, use this routine to quickly change the serial number tracking.

To Change the Serial Number Tracking

1 Choose **Change Serial No. Tracking** on the **Periodic** menu. A message appears asking whether you want to change the specified items to track serial numbers or not to track serial numbers.

2 Choose the appropriate option. The **Change Serial Number Status** dialog box appears.

Use the Change Serial Number Status dialog box to select the range of items you want serialized or not serialized.



3 Select how you want to sort the items and type the range in the From and To fields. This determines the list of items selected for the Change Serial Number Tracking routine.

4 Select how you want to rank the items and type the range in the From and To fields.

5 Click **OK**. The Change Serial Number routine begins. The time it takes to change the serial number tracking status depends on the number of products you are changing.

Changing Customer Codes

Sage DacEasy Order Entry includes a Change Customer Code feature. This feature allows you to change a customer's code, even if transactions exist for the customer. Some businesses use the customer's phone number as the customer code. Therefore, if the customer's phone number changes, the company needs to change their customer's code.

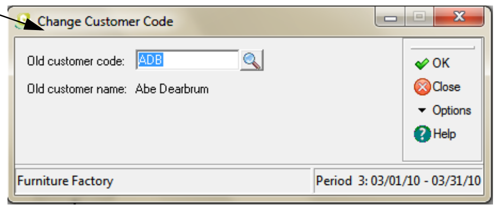
When you change a customer code, Sage DacEasy Order Entry changes the code globally, updating all files that contain activity for the customer. Also, if you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, this routine updates all files in Sage DacEasy Accounting that contain records using the old code. But, if you have Sage DacEasy Accounting interfaced with Sage DacEasy Order Entry and any other add-on module, for example, Sage DacEasy Point of Sale, contact Customer Support Services for assistance before running the Change Customer Code routine.

Note: If you are running Sage DacEasy Order Entry interfaced with Sage DacEasy Accounting, run the Change Customer Code routine in Sage DacEasy Order Entry to ensure all the necessary order transactions and files are updated correctly with the new code. If you run this routine in Sage DacEasy Accounting, the files specific to Sage DacEasy Order Entry, such as the order transactions are not included in the Change Customer Code routine.

To Change a Customer Code

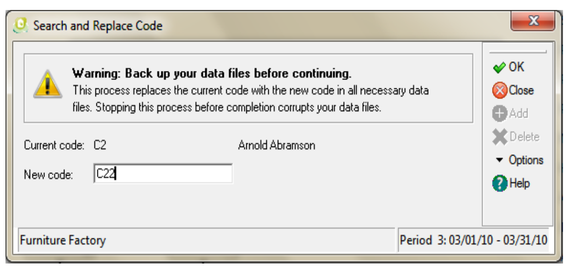
1 Choose **Change Customer Code** from the **Periodic** menu. The **Change Customer Code** dialog box appears.

Use the Change Customer Code dialog box to select the old customer code you want replaced with the new code.



2 Type the current customer code in the Old Customer Code field. If you are not sure of the code, click **LookUp** to select the customer from a list. After entering the customer code, the customer's name appears for verification.

3 Click **OK**. The **Search and Replace Code** dialog box appears.



4 Type the new customer code you want assigned to the customer.

5 Click **OK**. A message appears confirming you want to continue. Choose **Yes** to continue. Sage DacEasy replaces the old customer code with the new one. A message appears when the routine is successfully complete.

6 Click **Continue** to return to the **Change Customer Code** dialog box.

7 Click **Close** to exit the dialog box.

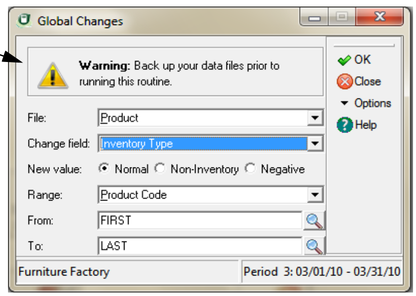
Making Global Changes

With the Global Changes feature, you can quickly change the information stored in certain fields for customers, products and salespeople.

To Make a Global Change

1 Choose **Global Changes** on the **Periodic** menu. The **Global Changes** dialog box appears.

Use the Global Changes dialog box to select the file you want to change.



2 Select the file containing the records you want to change in the File field.

3 Select the field within the file you want to change in the Change Field list.

4 Type or select the value you want to use to replace the old value in the New Value field.

5 Select how you want to specify the range of records for the Global Change routine.

6 Type the range of records used for the Global Change routine.

7 Click **OK**. The Global Change routine begins. A message appears when the routine is successfully complete. Click **Yes** to continue.

Glossary of Terms 10

- **Alignment** - The relative position and orientation of a scanner to a bar code or the positioning of the forms or paper on a dot matrix printer.
- **ASCII** - The character set described in the American Standard Code for Information Interchange. ASCII is used for information interchange between data processing systems, communications systems and associated equipment.
- **Audit Report** - After the Import Transaction routine in Order Link is complete an Audit report prints out. The Audit report for a successful import shows you the total number of orders imported, the remote order number and the new order number on the host machine. If the import was unsuccessful, the Audit report shows you the problems that occurred during the Import Transaction routine such as not enough products on hand or Sage DacEasy Order Entry could not find the product code for the order being imported.
- **AutoReorder** - A feature that allows you to view a list of prior customer purchases while entering an order, and then select items from the list to automatically update the transaction.
- **AutoReturn** - A feature that allows you to view a list of prior customer purchases while entering an RMA, and then select items from the list to automatically update the transaction.
- **Bar Code Reader** - A device (light pen, laser gun, fixed scanner, etc.) used to read a bar code field.
- **Bar Codes** - A bar code is a machine-readable pattern of alternating parallel bars and spaces representing numbers and letters. You can use Sage DacEasy Order Entry to print bar codes on labels or stickers and then place them on your products.

- **Bar Code Scanners** - An electronic device that interprets bar code symbols into actual numbers and characters based on its bar code type.
- **Bar Code Types** - Sage DacEasy Order Entry supports two types of bar codes, standardized and nonstandardized. Standardized bar codes include UPC-A and UPC-E. Nonstandardized bar codes include Code 3 of 9 and Code 128.

  UPC bar codes are the only bar codes whose commercial use is controlled by a national council, The Uniform Code Council (UCC), which is responsible for assigning unique numbers to vendors/manufacturers for identification. The UPC symbol is numeric and can be one of five different types (UPC-A, through UPC-E.)

  Sage DacEasy Order Entry supports UPC-A, UPC-E, Code 3 of 9, and Code 128. These bar codes are the most commonly used bar codes throughout the retail industry.
- **Batch** - In production this term is defined as a quantity scheduled to be produced together. In systems this term is defined as an approach that accumulates data and processes it as a group - the opposite of real time.
- **Batch Picking** - Warehousing process in which goods are selected by pickers in quantities to satisfy the demand for more than one order. Goods are first picked by SKU, and later sorted by order or delivery address.
- **Batch Processing** - Opposite of online or real time. Often refers to programs that run at a later time.
- **Blanket Order** - A blanket order is very similar to a regular order. Blanket orders usually involve large quantities that will be sent in several smaller shipments over a long period of time.
- **BOM (Bill of Material)** - A listing of the raw materials and quantities needed to produce an order. It is used for production scheduling, purchasing and inventory management.
- **Sage DacEasy Business Center** - The Sage DacEasy Business Center provides a single entry point for all Sage DacEasy programs and includes a number of features designed to increase productivity. This includes the ability to view multiple windows concurrently, update company information for all Sage DacEasy modules, and back up or restore data without exiting the Sage DacEasy Business Center. In addition, you get quick access to Sage DacEasy, the Internet and user assistance.
- **Cancel Shipments** - Converts invoiced shipments back to orders.
- **Card Swiper** - See Credit Card Reader.

- **Card Transaction Report** - A report of the credit card transactions activity for a specific date range.
- **Check Readers** - Electronic devices that read MICR-encoded checks and transmit that information to a PC or terminal for further processing.
- **Checksum Character** - A checksum character is a verification code appended to the end of your product or service bar code.
- **Cherry Keyboard** - Cherry is a brand of programmable keyboard that is compatible with Sage DacEasy. The most recent models of this keyboard require additional software to be installed. For more information on this, visit their Web site at www.cherrycorp.com.
- **Code 128 Bar Code** - The code 128 bar code is alphanumeric, variable length and modular in design. There are three subsets for Code 128. Subset A offers upper case alpha and numeric; Subset B gives lower case alpha and numeric; and Subset C offers double density numeric as well as a self-checking character.
- **Code 3 of 9 Bar Code** - The 3 of 9 bar codes (also called Code 3 of 9) are most commonly used if you are developing your own codes because it is an alphanumeric code. Each bar code character consists of five bars and four spaces for a total of 9 elements. Three of these elements are wide, hence the 3 of 9 designation.

  Code 3 of 9 is a structurally simple, variable length, alphanumeric code. The variable length allows a great deal of flexibility so scanners do not have to be programmed to read a certain number of characters. The use of a check digit with this code is optional.
- **Credit Card Authorization** - The process in which a credit card is accepted, read and approved for a sales transaction. Credit card authorization is normally accomplished by reading a credit card through a credit card reader that is integrated into a register or stand alone reading device. Generally, pertinent credit information is transmitted via a modem and telephone line to a credit card "clearinghouse." The clearinghouse (authorization source) communicates with the credit card's bank for approval and the appropriate debit amount of the sale.
- **Credit Card Processing Center** - Companies that validate credit card and charge balances. One of the requirements for processing credit cards online is to set up membership with a Credit Card Processing Center.

- **Credit Card Reader (Magnetic Strip Reader)** - A device that reads the magnetic strip on a credit card to automatically process account information for a transaction. A credit card reader is either integrated into a register, attached onto a register as a separate component or is part of a stand-alone terminal dedicated for the sole function of processing credit card transactions.
- **Cutter** - Also called a knife. An integrated mechanism used to cut individual tickets from a roll of tag supply.
- **Debit Card** - A magnetic strip card (commonly referred to as an ATM card) used for customer purchases. It avoids providing credit by instantly withdrawing the purchase payment from the card owner's bank account. Also known as a check card.
- **Dot Matrix** - A system of impact printing where individual dots are printed by tiny wires striking the supply through an inked ribbon.
- **EAN/JAN-13 Bar Code** - The European Article Number is used for products that require a country origin. The country origin is an integral part of the EAN/JAN specifications.

  EAN/JAN-13, which is used throughout Europe, uses the UPC symbology. This code is used to encode items with 13 characters. The first two digits designate the country where the request for EAN originated, the next ten characters are data characters, and the last character is the checksum character.
- **EAN/JAN-18 Bar Code** - This code is the same as the EAN/JAN-13 except it has 18 digits.
- **FOB** - FOB in an acronym for Free on Board. This indicates the point at which the manufacturer's shipping responsibility ends.
- **High Speed Bar Code Scanners** - Scanners that can read bar coded documents at up to 600 documents per minute.
- **HTML** - Hypertext Markup Language. The language often used on the World Wide Web.
- **HTTP** - Hypertext Transport Protocol. The data communications protocol often used on the World Wide Web.
- **Hypertext** - Links from one file (usually text or a Web page) to other documents or Web pages.
- **Invoice** - An invoice is used to sell your products and services to customers indicating an amount is due or the balance is paid.
- **Journal (Sales)** - The Sales Journal contains the detail for all sales order activities that are unposted for a specific period. The journal is your audit trail report before posting and provides exact amounts posted.

- **Lead Time** - The amount of time it takes for a customer to receive items after they have been ordered.
- **Light Pen** - Also known as a wand. A scanning device that is used as a hand held bar code reader. This devise requires direct contact with the printed bar code field.
- **Listing (Sales)** - A Sales Listing prints all transactions, posted and unposted currently in the transaction file. You can print either all transactions or a specific range. The listing does not act as an audit trail prior to posting.
- **Media Code** - This is used to track sales generated by special promotions and advertisements.
- **Method of Payment** - Each form of payment you collect.
- **Merchant Number** - The Merchant ID assigned to you by the credit card issuer or processor. Normally, the Credit Card Verification Service you are using assigns this number to you, and it should be printed on the credit card slip.
- **MICR Reader** - MICR is an acronym for Magnetic Ink Character Recognition. MICR Readers are normally used to read the encoded information within the ink on a check.
- **Modem** - An internal or external component of a computer system attached to a telephone outlet.
- **OCR** - Optical Character Recognition. Technology for machine reading of human readable text.
- **Online Balance** - The current customer balance that can be viewed from the Customer Inquiry.
- **Order** - An order is a transaction that identifies products and/or services requested for purchase by a customer. An order has no accounting value.
- **Order Link** - A unique feature in Sage DacEasy Order Entry that allows you to import orders entered in a remote location into the host machine.
- **Order Link Transfer File** - Allows you to create a link file by exporting existing orders from a remote location and import into the host machine.
- **Packing Slip** - A packing slip is identical to an invoice/purchase order, except that no dollar amounts print. Packing slips are simply used for verification that the item numbers (product codes or service codes) and quantities are correct. A packing slip is usually included with the items being shipped.

- **Picking Ticket** - Use picking tickets to help fill the order in your warehouse or fulfillment center. Picking tickets print in the same format as orders but include special picking information such as bin number or special instructions for your warehouse personnel.
- **Printer, Thermal** - A thermal printer uses chemically coated stock that changes color when heated by a set of pins that contact the stock.
- **Printer, Thermal Transfer** - A thermal transfer printer uses elective heating of pins to produce images. The pins strike a thin film or paper-based ribbon with a waxy coating. The heat melts the coating, causing pigment to flow onto paper.
- **Price Breaks** - Sales price discounts based on quantity, percentage, dollar amount or flat price.
- **Production Schedule** - The report that shows you the products on order and the date the customer requests the order delivered.
- **Promotional Price** - Special sales price discounts for a specific date range based on price, flat amount or percentage.
- **Purchase Measure** - The unit in which you purchase the product.
- **Quote** - A quote is similar to an order but has no impact on your inventory. It is used to give your customer a written estimate of the items with prices or discounts offered that he wishes to purchase now or at a later date. Saved quotes can be converted to an order.
- **Recall By** - Use this field on the **Edit Product** dialog box to be able to quickly refer to a product by either the code you assign to the product, the vendor's item code or by both.
- **Request Date** - The date the customer requests shipment of the order or a specific product on an order.
- **RMA** - Stands for Returned Merchandise Authorization. RMAs are used when a customer is returning a product they purchased.
- **Sales Analysis** - This is a detail or summary report by Customer, Item or Salesperson of orders shipped and invoiced.
- **Sales Measure** - The unit in which you sell your product.
- **Sales Return** - When you ship your RMAs (Returned Merchandise Authorizations) they are converted into sales returns.
- **Scanner** - An electro/optical device that converts the bars and spaces of a bar code field into human readable format.

- **Ship Orders** - The Ship Orders routine converts orders into invoices and RMAs (Returned Merchandise Authorizations) into sales returns. This routine also commits units for products sold if the Check Product Availability Online check box is selected on the **System Preferences** dialog box.
- **Shipping Labels** - Shipping labels print the shipping address from the Ship To section of an invoice. Shipping labels only print for customers who are currently on an invoice.
- **SKU** - See Stock Keeping Unit
- **Stand alone** - This term refers to running Sage DacEasy Order Entry without the interface to Sage DacEasy Accounting.
- **Starship** - A complete automatic shipping program that calculates zones, rates and accesses charges automatically. Can be used with Sage DacEasy Order Entry or Sage DacEasy Accounting. The program captures information directly from the orders or invoices and calculates charges. It also prints shipping labels or COD tag and automatically adds freight to the invoice or order.
- **Status of an Order** - The status of an order depends on the routines that have been run on the order such as the Ship Order routine or the Cancel Shipment routine.

  Complete—All merchandise on the order was shipped. An order with the status of Complete cannot be edited.

  Backorder—Some of the merchandise on the order was not shipped. An order with the status of Backorder can be edited.

  Hold—The Hold status disables your order temporary. You cannot edit any part of an order that has been put on Hold.

  New—An order that has just been entered will have the status of New in the Order LookUp. An order with the status of new can be edited.

  Cancel—The Cancel status actually cancels the order. You cannot edit an order that has been canceled.

  Void—If you delete an order it has the status of Void in the Order LookUp. You cannot edit a voided order.
- **Stock Keeping Unit** (SKU) - The identification of a product by name and number. A single unit that is completely assembled.
- **Terms** - The means or method of payment of an obligation. Terms are established by the seller and are included on the order and invoice.
- **Thermal direct** - A printing method where dots are selectively heated and cooled and dragged upon heat-sensitive paper. The paper turns dark in the heated areas.

- **Thermal transfer** - A printing method like thermal direct except a one time ribbon is used and common paper is used as a supply. This eliminates the problems of fading or changing color inherent in thermal direct printing.
- **UPC** - Universal Product Code. The standard bar code type for retail products in the United States.
- **UPC-A bar code** - The UPC-A bar code (for numeric data only) is used to encode a 12-digit number. The first digit is the number system character, the next ten digits are the data characters, and the last digit is the checksum character. UPC-A is the most common Universal Product Code bar code.

  The number system character (the first digit) is normally in human readable form to the left of the printed symbol. This character serves as a key to the category and meaning of the other numbers. There are currently seven categories of number system characters. The number systems are as follows:

  The first digit specifies use of the item (what type of item is the bar code used for). The first digit can be any one number in the list provided.

  - ■**0**—Regular UPC code. Assigned to all items except as follows.
  - ■**2**—Assigned to all items sold by unit-of-measure.
  - ■**3**—Assigned to items that have delegated their National Drug Code number as their UPC manufacturing ID number.
  - ■**4**—Assigned to items without a code format restriction for retail use only (non food item).
  - ■**5**—For use on coupon
  - ■**6,7**—Currently assigned to all retail products.

  The next five digits are used for the manufacturer identification number, which is assigned by the UCC, the Uniform Code Council.

  The next five digits after the manufacturer identification are used for the item code number. This is a unique number assigned to each SKU or product by the manufacturer.

  The last digit is a check digit, which enables the scanner system to verify the accurate data translation of the UPC as the symbol is scanned.

- **UPC-E bar code** - The UPC-E bar code is a zero suppressed version of the UPC-A bar code. Like the UPC-A bar code it is used for numeric data only. This bar code compresses the data characters and the checksum characters into 6 digits. It is used for marking small grocery item packages and for use in the medical field.

  Only items tagged with a number system character of 0 can be encoded into UPC-E. The original 10 data characters must have at least four zeros. The first five characters of the 10 are the manufacturer number. The last five characters are the product number.

- **UPS** - An acronym for uninterruptible power source. A UPS is primarily used as a back up power source for computers and computer networks to insure on-going operation in the event of a power failure. Sophisticated units also have power conditioning and power monitoring features.

- **Zone** - This field indicates the area of the country where the package is to be sent. Many shipping and parcel services require you to supply them with a zone code. The usage of zone codes is not standardized in the shipping industry, so the zone value may differ from shipping company to shipping company.

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