

Accpac Tips and Tricks
Prepared by: Jeruzalski Computer Services Ltd.

Drill down features in Sage Accpac Order Entry and Inventory Control

Sage Accpac version 5.5 order entry offers easy access to the history of the selected order and to additional inventory information for selected items.

The screenshot shows the 'SAMSER - O/E Order Entry' window. At the top, the Order No. is ORD00000000072, No. of Shipments is 1, and Last Shipment No. is SH0000000000000000080. Customer No. is 1200, Mr. Ronald Black, and Last Invoice No. is IN0000000000066. The window has tabs for Order, Customer, Taxes, Optional Fields, Sales Split, Rates, and Totals. Below these are fields for Template Code (ACTIVE), PO No., Status (Posted), Source (Entered), Order Date (02/07/2009), Location (1), Central warehouse - Seattle, Order Type (Active), From Multiple Quotes, Ship-To Location, Exp. Ship Date (02/07/2009), Calc. Tax, and On Hold. A table below shows the order items:

Description	Tracking No.	Orig. Order	Shipped To Date	Qty. Committed	Completed	M.
Cross-Country Tr...		10	1	0	No	

At the bottom, there is a summary table for inventory:

	Qty. on Hand	Qty. on Sales Order	Qty. on Purchase Order	Qty. Committed	Qty. Available
Location: 1 (Ea.)	114	13	300	0	114
All Locations (Ea.)	638	36	476	1	637

Buttons at the bottom include Post, Delete, History..., Prepayment..., and Close. The Order Subtotal is 539.91 USD.

When selecting an item on the order, if you go to the "Shipped to Date" field you notice a drill icon in the header of the column. Clicking on the drill icon opens up a new screen showing all shipments and invoices related to the selected order/item.

The screenshot shows the 'Shipments/Invoices' window. It has a table with two columns: Shipment Number and Invoice Number. The first row contains SH0000000000000000080 and IN0000000000066. There is a drill icon in the header of the Shipment Number column. A Close button is at the bottom right.

You have access to the details of these documents by using the drill icons of the shipments/invoices

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Another useful screen that now has the drill down feature is the Inventory Control /Location Details

Quantity on Hand (Ea.)	Quantity on P/O (...)	Quantity on S/O (...)	Cost Unit of Measur
114	300	13	Ea.
266	50	13	Ea.
42	126	0	Ea.
206	0	10	Ea.
10	0	0	Ea.

When one of your customers asks about availability you have all the item information at your fingertips:

- Quantity on hand, on purchase order, available
- Date when you will be receiving more
- Committed quantities information lets you prioritize orders easily