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info

For Sage BusinessWorks

What's Inside

Headline News

Sage BusinessWorks Accounting Version 6.0 was awarded 4.5 out of a possible 5 stars in the September issue of *CPA Technology Advisor* magazine.

Categories evaluated included: Integration/Import/Export, Ease of Use/Transaction Entry, Notable Features, Reporting, and Support/Training/Help System.

The review of Sage BusinessWorks Accounting Version 6.0 was very favorable and included a perfect 5-star score in the Integration/Import/Export category.

Sage BusinessWorks Order Entry And Inventory Control Modules

Even if your company does not keep a perpetual inventory, all companies can benefit from the enhanced data entry features, comprehensive reporting, and increased tracking provided by the Sage BusinessWorks Order Entry module. When used with the Sage BusinessWorks Inventory Control and Purchasing module, the power increases. Let's take a closer look.

Orders, Quotes, And Invoices

The **Order Entry** module has the same look and feel as the Sage BusinessWorks Accounts Receivable module, making it easy for users to master the entry of Quotes, Orders, and Invoices. Your sales team can quickly create custom quotes for your customers and either print and fax them, or email them directly from within Sage BusinessWorks. When a new customer calls to place an order, enter their information on-the-fly from within Order Entry, saving the hassle of opening up a separate Maintain Customers window.

Sage BusinessWorks Accounting offers a winning distribution solution.

Enter notes and packing or shipping instructions in the Lines section and choose whether these comments should appear on your printed forms. This allows you to keep information that is not intended for customer viewing from printing on the customer's Invoice.

When you are ready to invoice and ship orders, you can either invoice each order individually from the Invoicing menu, right from the order, or you can create many Invoices automatically, based on a range of Sales Orders you select.

Ship To Addresses

Many times a customer will request that you ship their order to an address different from their billing address. The Order Entry module enables you to enter and maintain up to 500 separate shipping addresses for each customer. Select the address from a list during Order Entry or choose to enter a one-time address.

Partial Shipments

Using Order Entry, you are able to ship a partial order leaving the remaining items backordered on the Open Order. This feature not only makes your customers happy as their parts ship faster, but it increases cash flow as you can invoice immediately for the parts you ship.

Informative Reports

More than one dozen reports put crucial information at your fingertips. A **Back Order Fill Report** details which parts are now available and which orders contain parts that can now be shipped (either fully or partially) due to receipt of parts into inventory. The **Gross Profit Report** lets you review sales and profit information on an invoice-by-invoice basis, including gross prof-

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Power Search
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it and profit margin. Produce a commission report by including only paid invoices and sorting by sales representative.

Kits Add Convenience

If you sell several items grouped together, you'll find the **Kits** feature in the Order Entry module a real time-saver. Although similar to the Inventory Control module's Subassemblies feature, the on-hand quantity is not maintained for Kits, and each item in the Kit appears on Quotes, Orders, and Invoices as a separate line item with a separate quantity. In other words, you do not build Kits like you build Subassemblies. Kits are simply a collections of parts, which are typically sold together, often with special pricing. Setting up pre-defined Kits helps to ensure accuracy—there's simply less to enter, so less opportunity for error.

Purchase Orders From A Sales Order

Here's a feature added with Version 6 that will save you valuable data entry time. The option to create Purchase Orders from a Sales Order enables you to create one or more purchase orders directly from the Sage BusinessWorks Sales Order module. You have control of the parts, quantity, and vendor—you can even specify to order the item from someone other than the default vendor. Indicate that the purchase order will drop ship to the customer and add Additional Parts, Non-stock Parts, or Comments to the purchase order.

Later, locating the relationship between the purchase order and the sales order is simple through changes made to various inquiry options and reports.

Efficient Returns Handling

Handling returns is a necessary component of any order entry system and the Order Entry module has three options for processing returns: Part Returns, Invoice Returns, or Void Invoice.

The **Part Returns** option gives you the ability to return parts to inventory even if you don't know the original invoice number, or to return parts that were shipped on more than one invoice. Simply enter the Customer ID and record the return of any quantity of any part without being concerned with the details of the original purchase.

The **Invoice Returns** allows you to record the return of items from specific invoices recorded in Order Entry. Enter the Customer ID and the Invoice Number and the parts from that invoice will fill into the lines section of the return for you. Then you indicate the quantity being returned for any or all of those parts.

You can use the **Void Invoices** function to void an entire Order Entry or Accounts Receivable Invoice and return all parts to stock.

All three of the return methods let you print credit memos to send to your customer and to record the transaction. For invoices that have already been paid, you can choose to issue a cash refund or create an open credit to the customer's account. Returns from cash customers are always processed as cash refunds.

ACT! Link

ACT! by Sage is the world's best-selling contact management solution. It delivers comprehensive contact and customer management functionality to organizations and has the ability to super-charge your company's sales engine—making it the perfect companion to the Order Entry and Inventory Control and Purchasing modules.

The Sage BusinessWorks ACT! Link was introduced with Version 6. It integrates ACT! by Sage with the following Sage BusinessWorks modules: Accounts Payable, Accounts Receivable, Order Entry, and Inventory Control and Purchasing. This creates a completely integrated front office and back office solution. Your Customer and Vendor information can be synchronized with ACT! Contact information. Order Entry module transactions such as Quotes can be launched on-the-fly through ACT! by Sage, and a record of when an accounting transaction was posted can optionally update the ACT! history. The Sage BusinessWorks ACT! Link combines an industry-leading contact management solution with the powerful operational functionality of Sage BusinessWorks. Call us to learn more about ACT! by Sage.

Inventory Control And Purchasing

The **Inventory Control and Purchasing** module is not required to operate Order Entry; you may continue to sell Standard Items maintained in the Accounts Receivable module. However the Inventory Control and Purchasing module does add tremendous functionality, making it worth considering as part of your complete distribution solution.

With the Inventory and Purchasing module, users can inquire into Part information with the click of a button when entering Quotes, Orders, and Invoices. The Part Information screen presents information such as: part status (committed, backordered, available, on hand, and on-order quantities), ship weight, substitute parts, and even an image of the part.

Substitutes For Out-Of-Stock Items

Have you ever lost a sale when a customer requests an out-of-stock item? With the Inventory Control and Purchasing module, entry clerks are presented with a list of substitutions for out-of-stock items and can easily select these substitute parts while processing Quotes, Orders, and Invoices.

Purchase History

A convenient Part History button appears after you enter a part number on an Order, Quote, or Invoice. It allows you to display the customer's purchase history of the part. You will see the invoice number, date, quantity, price, discount, and the sales representative. This provides an excellent reference when your customer wants to know how many they ordered the last time.

Generous Part Description

In addition to the existing three line description fields, a new 1,000-character field was added with Version 6. This adds great flexibility in describing your inventory items. It's also available for non-stock parts, visible comments, hidden comments, and labor and miscellaneous charges in Order Entry. Use it to detail safety precautions, return policies, or just greater product description. You decide which forms will include or exclude this extended text block.

Purchase Orders

The Inventory Control and Purchasing module includes purchase order functionality providing you with a full distribution solution. We'll feature the Purchase Order functionality in an upcoming issue.

A Great Solution

The Order Entry and the Inventory Control and Purchasing modules enable you to improve the customer service, efficiency, and control in your company. Give us a call for more information. ★

Year-End Preparation Tips

It's wise to plan ahead for the tasks involved in year-end processing to help eliminate any surprises during the actual procedure. Timing is the critical factor associated with many of these tasks; they must be completed in a certain order or you risk losing valuable data. In this article we'll offer some tips to consider and outline many of these time-sensitive tasks to ensure that when it's time to close your Sage BusinessWorks Accounting year, you're well prepared.

Backup Your Data

You know the importance of performing routine backups. Perhaps no other backup is as critical as the final backup you perform before closing any Sage BusinessWorks modules for the year. This is an essential step, and the backup you produce should be kept indefinitely on a tape, CD ROM, DVD, or other removable media—but not a floppy disc. Below is a quick refresher course in the backup procedure:

1. From the Launcher's File menu (or from the Resources Bar's Utilities group): Select *Backup* to open the Database Backup Wizard; then click *Next*.
2. Select the Company you wish to back up and click *Next* again.
3. From the Select Backup File Name window: Select the Location and the file name for your backup, and click *Next*. Suggestion: Use a file name that you will easily recognize as your year-end backup, for example, "2005_Archives.zip."
4. Click *Finish* and select *Yes* to begin your backup. When the backup is complete, click *Close*. Or to back up an additional company, select *Back*.

Closing Order Matters

Year-end processing is a vitally important step in keeping your data healthy. It is important to remember that there is an order to the year-end closing process. Failure to follow that order could lead to serious data problems.

Many modules keep *buckets* of data by year such as year-to-date or prior-year. This data is re-initialized during year-end processing. Many other housekeeping tasks are performed during each module's year-end closing. The order you close your modules is important, as some modules write data to the General Ledger module, which should always be closed last. Close the modules in the following order:

- Accounts Receivable
- Inventory Control and Purchasing
- Order Entry
- Payroll
- Accounts Payable (or Cash Management if you don't have Accounts Payable)
- Job Cost
- General Ledger

Payroll Tips

A checklist helps ensure no steps are overlooked and each is performed in order. Sage BusinessWorks provides an **End of Year Checklist** for Payroll; reviewing it early will help you plan for the actual close. Find it from the Launcher Checklists menu. As you complete each listed activity, click the box next to it to check it off the list.

The Payroll Year-End Checklist helps you ensure that all your tasks are completed in the correct order.

Although Sage BusinessWorks saves five years of payroll history, the Payroll module does not retain the totals needed for printing W-2's after closing the year. Therefore, it is essential that you verify your W-2 figures before closing December.

If you have not printed and verified W-2's and you need to process the first payroll of 2006, you should copy your data to a temporary company prior to performing a December close. If you're uncertain how to perform this task, just give us a call.

Printing year-end payroll reports is crucial, since the year-end close will zero year-to-date totals and remove all employee check detail. The Payroll Year-End Checklist provides suggestions of the most important reports to print and save.

Any required 2006 tax table updates will be available by December 31, 2005 on the Sage Software Online Web site. Be certain you have printed W-2's and closed Payroll for December before installing the new year's tax tables.

Accounts Payable Reminders

If you have 1099 vendors, you must produce the 1099 Worksheet and print 1099 forms at the end of the calendar year. Once you close the calendar year, you lose all 1099 information. For this reason, do not close the calendar year before printing 1099 forms. Even if your fiscal year does not coincide with the calendar year, be sure you produce this report at the end of the calendar year.

Inventory Tips

If you maintain a perpetual inventory, you should perform a year-end physical count and make any necessary adjustments. Do not perform year-end processing (or even a month-end close) in the Inventory Control module during any phase of the Physical Inventory process. The Inventory Control module does not retain book quantity information for a relative inventory update after the close.

Calling In The Experts

Year end is a busy time for most businesses and frequently internal accounting lands on a back burner. Nevertheless, do not neglect this procedure, as its delay can have far-reaching impacts on your data. With a little planning, information, and a minor time commitment, year-end processing can proceed smoothly. Be certain to phone us if you find data corruption or errors while processing or printing any reports. If any part of year-end processing makes you uneasy, or you have questions, give us a call. We are available to assist in any part of year-end processing, such as producing W-2's and 1099's and helping you to archive last year's data.

Are You Current?

The benefits of having an active support plan covering your Sage BusinessWorks software are many. Important at this time of year, only those customers with an active support plan will receive important Payroll Tax Table updates. If you have questions about your support plan, or would like to renew now, give us a call. ★

Spotlight On Sage BusinessWorks Accounting
Power Search

There's a powerful search option available to Sage BusinessWorks users that you may not even be aware of—Power Search. While Power Search isn't new, with Sage BusinessWorks Version 6 it is enhanced. The power and flexibility it brings to the search process makes it worth exploring.

Using Power Search

Power Search is accessed from the lookup icon on your Sage BusinessWorks entry windows. When you *click* on the lookup icon, the search window is opened with two tabs: Quick Search and Power Search. *Click* on the **Power Search** tab and make use of the comprehensive search options available.

Power Search makes it fast and easy to identify a single record or list of records within Sage BusinessWorks. You can use it to create custom views and save them for future use. So, rather than entering the same search criteria each time you need the data, you can save an unlimited number of views and reuse them at any time.

Keep in mind that when you save a view, you are saving the search criteria, not the data. Each time you select that view, the most current data matching your search criteria is selected. The searches you create are user specific, so you can feel free to create as many views of the data as you need.

Zero In On Your Data

It is easy to find the record you need with flexible search criteria like: Beginning, Exactly, Anywhere, or Range. Use Anywhere to find an inventory Part with a description containing "valve." Use Range to find Customers within a certain ZIP code range, or use Beginning to find Vendors contacts beginning with "Joe."

Remember that 1,000-character long description field added with Version 6? Using Power Search you can search for a key word contained anywhere in that description—that's power!

You can even search for what isn't there, identifying all your vendors with a blank Federal ID number, for example, or customers without an email address. *Click* on a column heading to sort by that value, stretch or shrink a column, or even hide a column of data entirely. Limit your Power Search to only active records to better zero in on the data you seek.

Export Your View

Once you locate these records using Power Search, you can export your list to Microsoft Excel with a single *click* of your mouse. The export feature delivers big benefits. You can export call lists, mailing lists, parts lists, or job statuses—any list where some action is required.

Once your Excel list is created, use it as a work list, filling in additional data as you find it or checking off completed tasks. As a spreadsheet, you'll also have the ability to email that list to those who need it, such as sending a list of delinquent accounts to your sales manager.

Customize Your View

You are able to truly customize your search grid by using some easy, intuitive tools. Reorganize the columns in the search grid by dragging the column header and dropping the column to a new location in the grid. Resize a column by clicking and dragging the border of the column header. Show or hide any column by *right-clicking* on a column heading and then selecting or clearing the check mark next to the column name.

Make It Your Default View

Chances are, once you use the Power Search you'll want to make it your default search tool. This is easy to do, a check box on the Power Search window lets you indicate whether you'd like to "Auto load Power Search." Simply check the box, and the next time you access the search window, the Power Search tab will be your initial view.

Capitalize On Your Data

Your company's data is one of its most valuable assets. That data is only useful, however, when it can be readily accessed and used. The Power Search makes it easy to find the data you're looking for quickly and effortlessly. This is more than a simple lookup tool; use it as a quick reporting tool to generate fast lists of important data, or more comprehensive lists destined for further analysis in Excel. We'd be pleased to help you set up custom views within Power Search, allowing you to better capitalize on your data—just give us a call. ★

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Contact

Atlantic Software Alliance

Charlotte, NC
(704) 283-0311

Raleigh, NC
(919) 786-9191

Richmond, VA
(804) 935-1900

Virginia Beach, VA
(757) 461-1280

Columbia, SC
(803) 931-0170

Greenville, SC
(864) 297-6263

Alexandria, VA
(703) 837-0447

Roanoke, VA
(540) 986-1300

Web Site:
www.atlanticsoftwarealliance.com

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