*info Newsletter
For Sage Accpac

Special Edition

Sage Accpac Version 5.4
What's New In Each Module

In This Issue

Sage Accpac ERP 5.4 is here. This generous release includes 267 features that combine to give you greater operational flexibility and to enable you to run your business more efficiently than ever before.

In this Special Edition of the Sage Accpac newsletter, we'll take a look at many of the new features and the power they bring to your organization.

For each module, we spotlight one feature and then group the features into Efficiencies, Reports, Forms, Inquiries, and International Considerations, as appropriate.

System Manager

Open Financial Exchange (OFX) enables banking customers to download transactions and update account balances on a daily basis through an electronic file. Version 5.4 enhancements allow you to easily reconcile OFX bank entries and individual receipts within each deposit.

General Ledger

Spotlight Enhancement

Now you can choose to have transactions flow directly from subsidiary modules to the General Ledger. Continue to post in a batch if you prefer, or send them directly to the General Ledger from the Accounts Receivable, Accounts Payable, Inventory Control, Order Entry, Purchase Orders, Project and Job Costing, and Payroll modules.

Efficiencies

With Version 5.4, you can define your own account groups and assign those group codes to your General Ledger accounts. Such grouping can help you better classify your accounts for reporting and analysis.

Version 5.4 adds fields to store credit card information in an encrypted format. Controls are added to limit access to the new fields.

Numerous options have been added that allow you to fully control the details that are transferred to the General Ledger during updates.

Version 5.4 includes 267 new features designed to streamline data entry tasks and add flexibility.

International Considerations

You'll have the ability to specify a tax reporting currency and automatically calculate taxes in the source currency, functional currency, and the tax reporting currency. Additionally, full control over the taxing of retainage amounts will help you better comply with international tax requirements.

Accounts Receivable

Spotlight Enhancement

With Version 5.4 you have the ability to write a refund check directly from the Accounts Receivable module. Now there is no need to create an Accounts Payable Vendor, create the check from Accounts Payable, and then clear out the transaction in Accounts Receivable separately.

Continued on Page 2

RMA Module Coming Soon

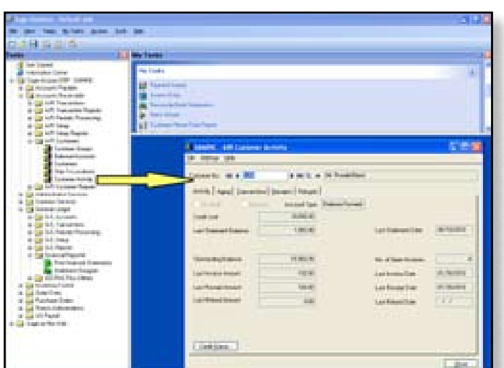
See page 4 for more info!

Compliments of: TRIO consulting

Efficiencies

There are a number of enhancements to optimize workflow in the Accounts Receivable module. With Version 5.4 you can:

- check a customer's available credit based on pending transactions in both the Accounts Receivable and Order Entry modules plus their aged transactions.
- specify the payment method such as check, cash, or credit card in Customer Refunds.
- track the credit card payments you receive from your customers.
- include item details, comments, and tax information on recurring invoices.
- designate defaults (tax groups, tax classes, salespeople, and statement options) for groups of customers to streamline data entry and reduce errors.
- specify a default inventory location for the customer so that goods are shipped from the nearest warehouse location.
- view and enter customer comments more easily and capture comment dates.
- give authorized users the ability to change customer credit information.
- save the selections you make to view transactions so that they can be used as defaults for subsequent entry sessions.
- allow multiple users to add entries to the same batch at the same time.



Now you can give authorized users the ability to change customer credit information.

Reports, Forms, And Inquiries

In Version 5.4 you can print a receipt document for receipt, prepayment, unapplied cash, and miscellaneous receipt transactions. Now, with Version 5.4, you also can:

- elect to print statements for open item customers that show only those documents that have had activity since the last statement.
- view Year-to-Date statistics for the Customer and the Customer Group.
- choose from a summary or item detailed invoice format for your Project and Job Costing Fixed Price invoices.
- print labels for the customer's ship-to location.

International Considerations

Several enhancements in Version 5.4 make handling international transaction easier.

You now can:

- designate a multicurrency rounding account.
- print checks for multiple banks and languages when processing Accounts Receivable refunds.
- record receipts with different currencies in the same batch during receipt entry.

Accounts Payable

Spotlight Enhancement

For those COD payments, or other unexpected expenses, you can now enter an invoice (with taxes) and apply a payment at the same time for on-the-spot settlement of an invoice.

Efficiencies

There are a host of enhancements to add efficiency to the Accounts Payable module. For example with Version 5.4 you can:

- establish your own payment codes to define the payment methods you use, whether it is credit card, cash, check, or other.
- automatically post General Ledger journal entry batches created from Accounts Payable.
- keep your tax reports accurate and up-to-date with the ability to calculate taxes on miscellaneous payments and update the Tax Tracking Report.
- automatically carry forward descriptions and comments from invoice detail lines when in the quick entry mode.
- specify the maximum payment amount for a document in Control Payments.
- easily view and enter vendor comments and capture comment dates.
- allow multiple users to add entries to the same batch at the same time.
- store comments and handle taxes on recurring payable invoices.
- void checks while entering payments or pre-payments.

In addition, the system will warn users when they enter a payment in Payment Entry for a document that is currently on hold. And when a vendor has documents that have not been posted, the system will now prevent that vendor from being deleted. It also will prohibit a remit-to location from being deleted or set to inactive if documents exist that have not been posted.

Reports, Forms, And Inquiry Updates

Keep better track of your vendor activity with the ability to view Year-to-Date statistics for Vendors and Vendor Groups.

Payments on the Vendor Activity screen can be viewed in either date or check number order. Streamline your inquires with the ability to save the selections you make when viewing transactions within Vendor Activity so that they can be used as defaults for subsequent sessions.

An ANSI-complaint check form for both the U.S. and Canada is provided.

Isolate just the data you need by electing to include or exclude prepayments when printing the Aged Payables report.

Inventory Control

Spotlight Enhancement

You may know when it shipped, and you can record when it arrives, but how do you track goods in transit? Version 5.4 helps you track these items using logical versus physical inventory designations.

Efficiencies

Multi-level bill of materials are new in Version 5.4, and now you can post General Ledger journal entry batches created from Inventory Control, automatically.

Additional features enable you to:

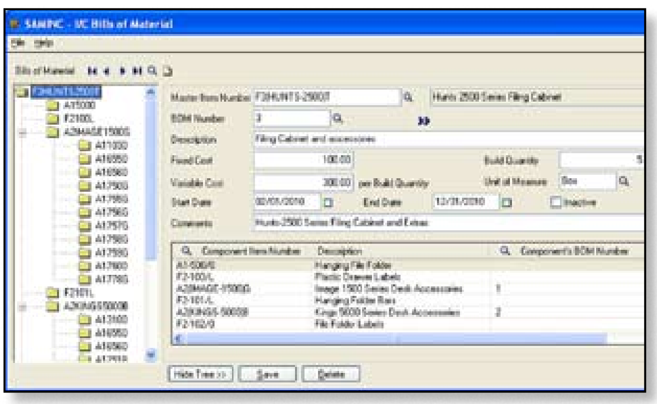
- create new inventory items using the new Items Wizard.
- define a table of weight units of measure with conversion factors and assign them to

inventory items.

- make automatic inventory adjustments.
- specify a physical inventory adjustment account.
- define custom units of measure for inventory items.
- separate components from finished product using a new sellable item designation.
- maintain customer-specific item numbers in inventory.
- specify by customer if you wish to use the lower of contract prices or any special offers currently in effect.

Reports, Forms, And Inquiries

A new Stock Movement report is added with Version 5.4, as is a Transfer form. Plus, you'll now be able to generate Stock Aging reports for all costing methods.



Version 5.4 supports multi-level bills of material.

Order Entry

Spotlight Enhancement

Assign customer item numbers to inventory items, and then use those numbers during order entry for convenience.

Efficiencies

Now you can automatically post General Ledger journal entry batches created from Order Entry. Additional enhancements allow you to:

- copy an order from one customer to another, and then make the appropriate changes.
- enter a discount for the entire order, as well as for individual detail lines.
- check a customer's available credit based on pending transactions in both Accounts Receivable and Order Entry in addition to their aged transactions.
- receive a warning if a Credit Note has been previously posted for an invoice, preventing possible duplication.
- restrict the visibility of item costs to authorized users only, during order entry.
- enter an item's weight and weight unit of measure during Order, Shipment, and Invoice Entry.
- check the price of an item to ensure that price is not below a specified cost or margin.
- temporarily or permanently prohibit the sale of certain inventory items.
- select items for sale based on physical versus logical inventory designations.
- price inventory items based on weight, multiple units of measure, or cost plus a specified percentage or amount.
- specify a default location for each customer so that goods are shipped from the nearest warehouse.
- use new encrypted credit card fields to store credit card information.

Reports, Forms, And Inquiries

Now you can drill down at every level of the order, shipment, and invoice process to uncover the details behind your data.

Now it's easier to find the orders you need with the ability to inquire into sales orders by order status.

Trace item-related problems or questions more easily with the ability to find all invoices that reference a specific item number.

You'll now be able to view the full bill of materials during order, shipment, and invoice entry.

Purchase Orders

Spotlight Enhancement

Print an invoice posting journal showing both the audit information for the invoices that are created in Accounts Payable and any General Ledger entries created from posting the invoice.

Efficiencies

Now you can automatically post Accounts Payable batches created from Purchase Orders. In addition, with Version 5.4 you can:

- establish and maintain contract pricing for each vendor.
- assign new security rights to allow specified users to view costing information in Receipt Entry.

Project And Job Costing

Spotlight Enhancement

Version 5.4 introduces integration between Payroll and Project and Job Costing, saving data entry steps and ensuring your projects have current labor figures.

Efficiencies

Now your Project and Job Costing Fixed Price projects can be billed using a summary or item invoice. For added flexibility, when your customer has multiple locations in different taxing jurisdictions, you now can specify a customer's tax group for each contract and project. Now customer receipt balances are updated when a refund is issued to the customer.

With the additional efficiencies added to the Project and Job Costing module you can:

- manage and track small project costs more accurately with the ability to enter miscellaneous costs directly to a contract, project, and category.
- add a new category and resource to a contract's project at any time.
- specify the fiscal year and period when recognizing revenue and creating a billing worksheet.
- verify that purchase order committed amounts equal those displayed in Contract Maintenance using the enhanced integrity checker. Check Accounts Receivable, Accounts Payable, Purchase Orders, and U.S. Payroll, or Canadian Payroll for job-related entries in which contract or project is either closed, completed, or still an estimate.
- specify material allocation for current quantities and the amount (quantity, cost, and related billing) that is actually used.

Sage Accpac Version 5.4 CONTINUED

Reporting And Forms

Enhanced reporting features are included for audit lists, transaction lists, posting journals, committed costs reports, and contact information for each project.

Keep compliant with the ability to print A.I.A. documents: G703 - Continuation Sheet and G702 - Application and Certificate for Payment.

U.S. And Canadian Payroll

Spotlight Enhancement

You'll now have more control over earnings and deductions for non-annualized wage bracket calculations, incremental wage bracket tables, increased accrual periods, and percentage above maximum.

Efficiencies

You can now consolidate multiple EFT (Electronic Funds Transfer) files for greater efficiency and cost savings. New and improved overtime calculations for salaried employees allow you to override the overtime calculations.

The new improved integration between the Payroll and Project and Job Costing modules allows you to update your projects with all payroll costs.

The maximum earning and deduction amounts can now be specified at the employee level for finer control. In addition, in Version 5.4, you have the ability to:

- copy timecards to save valuable data entry time.
- override an employee's cost center during data entry.
- enter Piece Rate Table and Commission Table earnings in Employee Timecards.

Reports, Forms, And Inquiries

Now you can view a list of timecards in one place, and there is also the ability to view a listing of checks.

Take advantage of the expanded selection lists within Payroll for easier processing. Union employers will appreciate the added ability to print a Certified Payroll report in U.S. Payroll.

Respond to questions more easily with the ability to view details of individual employee paychecks.

In Version 5.4 you have the ability to drill down from General Ledger to Payroll to see the details behind the postings.

How To Get It

Version 5.4 includes 267 new features that add tremendous value. This latest release is available for purchase now.

Sage Accpac comes in three editions: 500, 200, and 100 to meet the needs of different businesses. While the new features we've detailed for you here are all available in Sage Accpac 500, some may not be included in the 200 and 100 editions. We can answer any questions you may have about the different editions and what's included.

You'll receive the update automatically with your current maintenance agreement beginning in August. If you are not currently covered by an annual maintenance agreement, you can still purchase Version 5.4. Give us a call for pricing. ☆

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RMA Is Coming

Accepting returns or exchanges is a necessary component of good customer service. Your customers expect it, appreciate it, and tend to buy from those vendors that offer a flexible return policy. You must ensure the process is handled efficiently and accurately, both for your protection and for your customers' satisfaction. Sage Software is gearing up to release a brand new module for Sage Accpac—RMA or Return Merchandise Authorization. The RMA module will make it easy to handle every aspect of the return, whether your customer wants a credit, a replacement, a substitution, or a repair.

Scheduled for release before the end of the year, we'll detail the features and functionality of this new version in our next issue of *info Newsletter for Sage Accpac. ☆