Sage Accpac ERP

Sage Accpac ERP Version 5.6 Guide
Get Ready for New Functionality that Provides Better Insight into Your Business

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sage

Take a Look at What's Inside:

New Enhancements and Functionalities

As the world of business is constantly evolving, so must your business management software. At Sage, we work to continually improve your experience with Sage Accpac and develop new functionality to help you get more out of your solution. We work directly with our extensive customer base (over 45,000 companies and 200,000 users) to ensure our products work the way you do to improve processes and enhance productivity. This guide provides a list of the new Version 5.6 new functionalities and enhancements.

Proficiently Manage Bank Services

Today's business environment is ultra-complicated when it comes to managing money. Multiple companies, multiple bank accounts, and multiple currencies translate into a lot of time spent managing and reconciling accounts in order to get an accurate view of your cash position. Thankfully, Bank Services pulls information from your financial transactions into a single location, and now Sage Accpac Version 5.6 empowers you with a more straightforward way to reconcile your accounts and finish month-end in record time.

More Straightforward and Automated Reconciliation

Deposit and Withdrawal Transaction Types

Easily Sort Transactions

More Intuitive and Easier to Use

The new user interface simplifies the user experience and allows for greater flexibility and more efficient daily task management. Cash management processes are greatly improved. You can also take advantage of new functionality such as bank security resources for separation of duties, an improved reversal process, and a bank entries posting journal. With Version 5.6, you will be more efficient in your daily tasks so you can focus your time on strategic projects, improving processes, and generating more profits.

Improved Reversal Process–A new Reverse Transactions form lets you reverse both payments and receipts quickly and accurately

Easily Conduct Bank Transfers

More Visibility into Cash Management

You have the ability to get a fast and accurate view of your cash position and better insight into cash flow with the improved reporting. Enhanced reporting includes many new options and new reports such as the Deposit Register, Bank Entries Posting Journal, and Transaction History Inquiry reports. It has never been easier to ensure that you have accurate, up-to-date information to determine your cash position.

Inquiry Bank Services Transactions and Print the Results

Better Audit Trail and Integration to General Ledger

A new Bank Entries Posting Journal form maintains your audit trail and keeps a history of posted transactions, so you can review bank transactions even after posting them. We also improved the General Ledger integration as you can specify different reference information from bank entries, bank entry details, and reconciliation entries to use in the corresponding G/L entries. Also, if you use the "Create G/L Transactions By Creating A New Batch" or the "Create And Post A New Batch" and you reverse multiple checks, Bank Services 5.6 assigns all the check reversals to a single G/L batch.

Increase Productivity–Finish Tasks Faster

For over 30 years, Sage Accpac software has provided businesses with the flexibility and business management tools they need to take the complexity out of their processes, and with the new Version 5.6 release, the bar has been raised even higher. Now you have more ways than ever to accommodate your procedures and get your job done even faster.

Improved Accounts Payable Prepayment Search Functionality

Version 5.6 saves you time when processing prepayments entered in Accounts Payable that are applied to a purchase order. You can apply payments to existing Purchase Orders when you prepay a vendor. This enhanced feature allows you to quickly find the information you need to validate the prepayment details.

Quick Access to Vital Information on Accounts Receivable

Satisfied, loyal customers are more profitable, spend more per purchase, and refer other customers to you—all of which translates into better financial performance. Sage Accpac Version 5.5 provided the AR Inquiry tool as part of the Accounts Receivable module. And now Version 5.6 goes one step further, as functionality of AR Inquiry is completely built into the Accounts Receivable module, allowing you to provide faster, more informed responses to customer inquiries, gain quick access to detailed account information, and track detailed notes. You can even utilize this tool to improve your collections process and optimize your cash flow. Concentrate your efforts on clients who fit specific criteria that you define—such as number of days overdue, dollars over limit, call back date, and more. Keep records of all phone conversations, e-mails, and even resend customer invoices with a few clicks. This way anyone who talks to the customer has the ability to know what the customer has been told by other employees. Empower your staff with the vital information they need to provide exceptional customer service, improve collaboration, and optimize your collections process.

Get Detailed Information on Accounts Receivable

Customer Inquiry

The Customer Inquiry form lets you view document history and drill down from Documents, Receipts, and Refunds tabs to original entries. Use the Customer Inquiry form to:

- View customer-related details, such as the customer's billing address, ship-to locations, or recurring charges, comments, credit status–including pending, outstanding, and overdue balances and contract pricing (with Inventory Control).
- Look up transaction activity for a customer and miscellaneous receipts for unspecified customers and sales history (if you use Order Entry).
- View transactions that are pending in Accounts Receivable, as well as orders that are outstanding or shipped in Order Entry (if you use Order Entry).
- Check a customer's tax group or credit bureau information.

Document Inquiry

A new Document Inquiry form displays all the information for a specified document, including all transactions that are applied to the document. The Document Inquiry form also lets you open the Customer Inquiry form to view information for the customer associated with a document. When using the Document Inquiry form, you can:

- Set a customer filter to display only documents for the current customer when you use the Finder or the navigation buttons for the Document No. field.
- Display amounts in customer currency or in functional currency (Multicurrency required).
- Print a copy of the original invoice, debit note, credit note, receipt, or interest charge directly from the Document Inquiry form.
- Drill down to the batch header for the batch that contains the current document in the original transaction entry forms and order numbers and shipment numbers to view the original order or shipment in the Order Entry program.
- View transactions that have been applied to the current document.
- If the selected document is job-related, or if it includes retainage, you can see how transactions were applied on a detail basis.

Customer List

The new Customer List is a powerful, flexible reporting tool. It lets you apply a wide selection of criteria, including optional fields, to produce a variety of reports to suit different needs. For example, you can:

- Print a report of customers with amounts overdue, for collections purposes. You can age the report by due date or by document date, and you can specify whether to filter the report results by credit limit.
- Get a list of customers by territory and customer group for a marketing campaign.
- Provide salespersons with a list of customers by comment follow-up date, and include customer contact information to ensure timely follow-up with customers.
- If you use optional fields, you can print a report by any number of optional fields that you use to identify customers.
- Print a report of customers whose accounts are inactive, prior to deleting their accounts.

Optimized Payroll Management

Sage Accpac is known for its fast, dependable, and secure payroll management, which ensures your privacy while providing reliable and accurate information. Version 5.6 introduces several usability enhancements. Get payroll done faster utilizing improved performance, new FLSA weekly calculation (U.S. only), and employee security features. Ensure your payroll is up to date and compliant with the latest government updates and regulations. A Payroll Update Plan is required to receive regular tax updates. Call us at 866-709-2436 to get more information or go to: http://www.sageaccpac.com/support/pup

Better Manage Project and Job Costing for Higher Profitability

Quickly find projects with new search functionality. As your business grows, you have more information to track! With Sage Accpac Version 5.6, you can now easily find and access project information even when you have hundreds of jobs in the system. We also have included the ability to quickly print Billing and Revenue Recognition Worksheets. These worksheets provide the information you need to ensure maximum profitability for each project.

Better Manage Your Inventory

Version 5.6 delivers several enhancements to assist you with inventory management–a key area for process improvements used to reduce costs that also result in better service —and greater customer satisfaction.

New Serialized Inventory and Lot Tracking

As you know, tracking your inventory by serial and/or lot numbers can dramatically improve your inventory traceability and allows you to manage product recalls, returns, repairs, and charge-backs more efficiently. Sage Accpac Version 5.5 delivered Serialized Inventory and Lot Tracking as one bundle, saving you money and giving you more flexibility. Version 5.6 takes Serialized Inventory and Lot Tracking to the next level as this functionality has been completely redesigned to improve workflow and performance and add customer requested functionality.
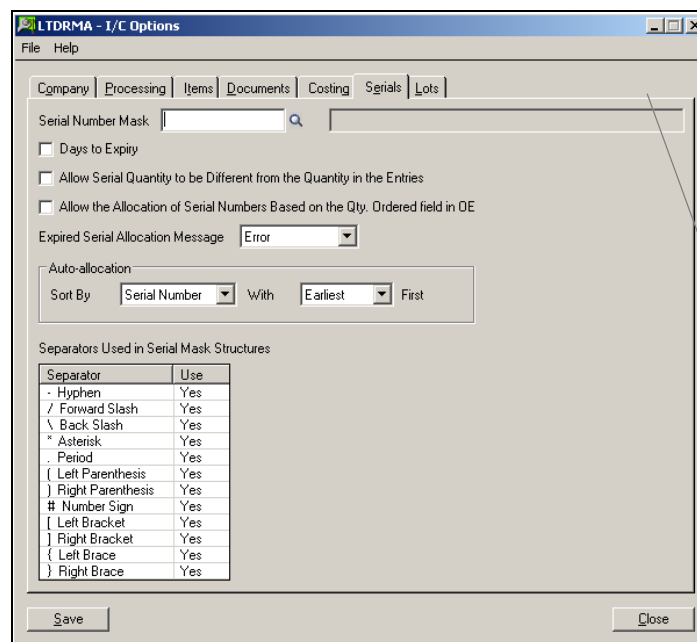
Improve Workflow and Performance, and Access New Functionality

Every smart business is constantly looking for ways to reduce costs and create more productive operations. With this tighter integration you can expect better transaction tracking for improved auditing and better performance and usability. You will also find:

- Improved Serialized Inventory and Lot costing methods traceability.
- Mask structure per item–rather than per system.
- The ability to allow the quantity to be different at the item level rather than the system level.
- Auto-allocation of serials and lots

Gain tighter control of stock levels with the improved integration and functionality. Your serial and lot tracking will be more accurate then ever before, while eliminating costly mistakes and allowing you to get your work done faster.

Mask Structure per Item Rather than per System

Serial Number and Lot Tracking Costing Methods

Optimized Inventory Valuation Report

The Inventory Valuation report plays a crucial role in your month-end inventory management process by providing a snapshot of inventory activity for each day within the date range you specify. In Sage Accpac Version 5.6 we have greatly improved the performance of this report, so you can now get your detailed valuation information faster.

Faster Access to Information

In Sage Accpac Version 5.6 inquiry selections are passed directly from the inquiry parameters to the report. The Sales Statistics Inquiry/Report, Transaction History Inquiry/Report, and Transaction Statistics Inquiry/Report support this time-saving functionality.

New Internal Usage Form

Inventory Control's new Internal Usage form lets you record transactions that take items from inventory for your own company's use. For example, an office supply store could take a desk from inventory for a new employee. Or it could take paper, pencils, and pens from inventory for office supplies. In both cases, you are taking goods for internal usage.

Improved Integration to Sage FAS Fixed Assets

If you use Sage FAS to manage the fixed assets in your company, you can also mark goods taken out of inventory for internal use as fixed assets, and choose the Sage FAS template that you want to use for the new asset. Sage Accpac ERP software transfers the asset information to Sage FAS when you run Create Assets in the Sage FAS Integration module.

Additional Costing and Transaction Creation Options

Inventory Control 5.5 provides more options for costing items and creating subledger transactions and audit information—either during posting or when you run Day End Processing. Previously, Inventory Control let you cost inventory items when transactions were posted or when you ran Day End Processing. However, if you decided to cost inventory items during posting, the program would automatically create subledger transactions and audit information at the same time. In Version 5.6, these two processes have been separated to give you better control over posting performance and to provide you with up-to-date item information.

Item Inquiry and Drilldown Functionality

Inventory Control now allows you to view the number of items at each location on purchase order, on sales order, and committed to orders. Simply open the Location Details form, highlight the location you want, and click the appropriate drilldown button to see purchase order and sales order details. You can drill down again to specific purchase orders and sales orders. In addition, you can now drill down to Project and Job Costing transactions from job-related inventory shipments and adjustment transactions.

Posting Dates for Transactions

Inventory Control now provides a Posting Date field on transaction entry forms (in addition to the document date) that lets you specify the date to use for the transaction when it's posted in General Ledger. The ability to specify posting dates is particularly useful if you need to post a document to a different year or period from the document date. In addition, a new option lets you specify the type of date to use as the default posting date on transaction entry forms. (You can select the document date or the session date as the default posting date.)

Streamline Your Business Processes with SageCRM to Boost Profitability

Growing a business in today's economy can be challenging. To help you succeed, the latest version of Sage Accpac software offers you CRM included in your solution! Version 5.5 introduced the Sage Accpac Extended Enterprise Suite–a revolutionary approach to connecting your front and back offices, dynamically linking processes, information, workflows, and communication channels. The foundation of the Extended Enterprise Suite is made up of Sage Accpac and the award-winning SageCRM solution. Sage Accpac Version 5.6 continues this tradition–integrating seamlessly with SageCRM 6.1 and with 6.2, which includes important enhancements to how Sage Accpac and SageCRM interact.

Solo Synchronization

A comprehensive CRM solution enables organizations to guarantee their sales and customer care professionals have access to critical data–regardless of whether or not they have an Internet connection. With Version 5.6, you can view and synchronize SageCRM data on the Solo client when integrated with Sage Accpac. The only exception is that Sage Accpac-related data cannot be added or modified. As a result, Offline Synchronization simply makes your field sales, marketing, and service personnel more productive and efficient because they can work anytime, anywhere, irrespective of connectivity. Offline Synchronization is also cost effective since end users can install the offline client by downloading it directly from Sage Accpac CRM and it does not require additional software such as Microsoft Internet Information Services (IIS) or Microsoft SQL Server® Desktop Engine (MSDE).
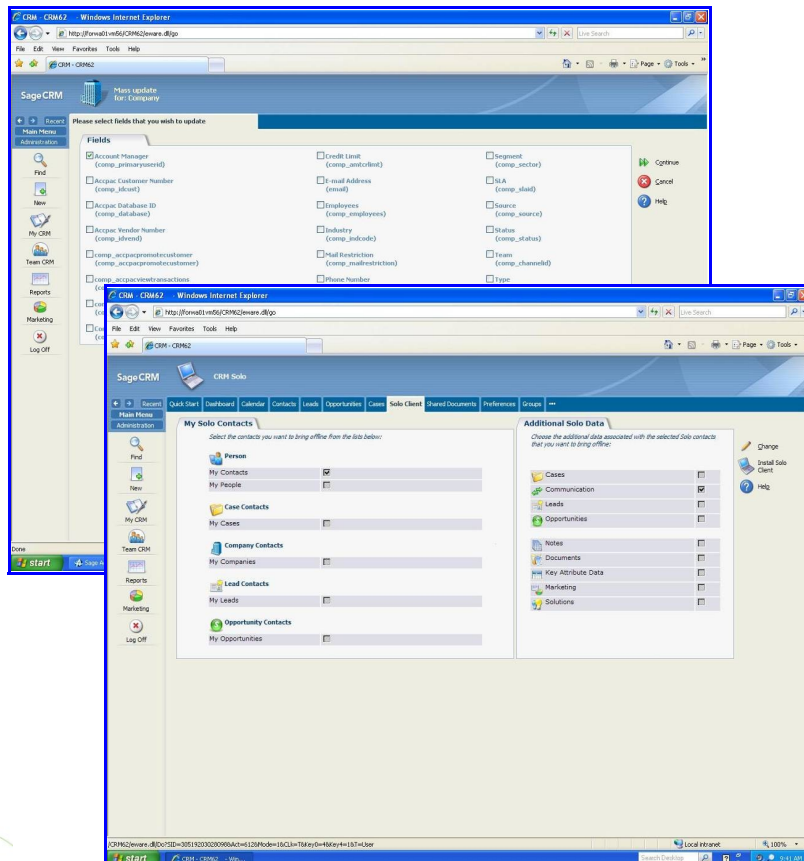
Benefits

- Access to important account contact and history information

- Maximize time while traveling

Cultivate stronger sales relationships

- Improve customer service

- Update account information

- Add key account data

- Schedule activities and appointments

- Synchronize information at a later point in time

Relationships

Customer National Account relationships are now being maintained between SageCRM and your Sage Accpac solution. The synchronization of National Accounts is supported from Sage Accpac to SageCRM, so National Account relationships must be maintained within Sage Accpac. You will find an additional menu choice to "Import National Accounts" in the Sage Accpac Administration menu, and the integration can be turned on and off in SageCRM Setup (**Note**: Initially it is off). Save time and keep your Customer National Account relationships in sync.

Salesperson Integration

Version 5.6 provides the ability to set the Salesperson Codes on companies that are promoted to Sage Accpac. A new table is available in SageCRM to allow finder capabilities on Salesperson Codes, which can be synchronized from Sage Accpac in the "Synchronize Tables" menu choice of the Sage Accpac Administration menu. After a company has been promoted, Salesperson codes are displayed only within SageCRM and can only be modified within Sage Accpac. Salesperson codes are displayed on the Customer Statistics tab. You can also display the Sales-Split on O/E Orders, Shipments, and Invoices.

All Shipments and Receipts

New menu choices have been added in SageCRM to provide the ability to display all shipments and receipts. These new menu choices were added to support the ability to display "Standalone Shipments," which do not have a corresponding order.

Tax Information

Sage Accpac Version 5.6 has added the ability to hyperlink where total tax amounts are displayed. The hyperlink displays the breakdown of the tax by tax authority, saving you time in locating detailed information.

Customer Price List and Vendor Contract Costs

A new menu choice, "Customer Price Lists," has been added to the Order Entry Inquiry menu to display customer price list information. A hyperlink has been added to the unit price field for easy access to how the unit price was obtained based on the customer price list information. A new menu choice has been added to the Purchase Order Inquiry menu. "Vendor Contract Costs" to display vendor cost information as well.

Serial Number and Lot Tracking Integration

Serialized Inventory and Lot Tracking integration have been added to Order Entry and Purchase Order Inquiry. Serial and lot numbers are displayed on those documents within where serials and lots are attached. Additional menu choices have been added to the menus to display serial and lot information. In order to display serial and lot sales history, day-end processing must be run.

Lower Total Cost of Ownership

Version 5.6 offers the new Sage Accpac Intelligence module as part of your Software Assurance plan, which may eliminate the need for current custom reports. This version also improves the upgrade and activation process to ensure cost-effective adoption. We improved the installation, setup, and upgrade processes to facilitate fast deployments, especially when utilizing multiple company databases. Activation has also been greatly enhanced so you can easily activate multiple modules through the new intuitive interface. In addition, we have added additional support for companies that want to deploy the software in virtual environments, further lowering the cost of ownership.

Proven Quality = Confident Upgrades with No Surprises

You can be assured that Sage Accpac ERP 5.6 will be tested, tried, and true for our General Availability (GA) release. We have already completed extensive alpha and beta testing cycles. These cycles continuously test our software through internal quality assurance and user-centered design teams as well as independent business partners. The next step in the quality assurance process is a 12-week "Controlled Release" cycle, which puts the software live in many customer sites. These sites utilize the software in their everyday processing and work closely with our teams to ensure Sage Accpac ERP Version 5.6 is ready for release.

We also provide a "Detailed Technical Changes List" so there are no surprises during your upgrade process. You as well as your Sage Accpac Certified Consultant have access to this information through the Knowledgebase and it is updated as we provide each Product Update. This is just another example of how we are working with you to deliver the lowest Total Cost of Ownership possible. This focus on quality ensures you can be confident that new functionality in Sage Accpac Version 5.6 can be put to work in your business.

Technology Updates

The evolution of technology is as certain as death and taxes. Hardware, databases, operating systems (OS), servers, and all IT infrastructures are ever-evolving. New versions of Sage Accpac are designed to support these latest servers, operating systems, hardware, and database technologies, ensuring that your system is supported and running at peak performance. Not upgrading means you might be faced with legacy systems that are no longer supported or maintained by the manufacturer. For the latest Sage Accpac compatibility information, please refer to the documents available here:

http://www.sageaccpac.com/products/systemrequirements

This document will be updated with Version 5.6-specific information after November 2009. Most notable changes in this release are that Sage Accpac ERP Version 5.6 has been tested with Microsoft Vista and Windows 20008.

Compatibility

Database Platforms	
Pervasive SQL (32-bit and 64-bit)	9.7 and 10.2
Microsoft SQL 32- and 64-Bit–Express, Workgroup, Standard, and Enterprise	2005 (SP3) and 2008
Oracle 32- and 64-Bit–Standard Edition One, Standard Edition, Enterprise Edition	11G

Operating Systems–Server	
Microsoft Windows® (32-bit and 64-bit)	2008, 2003 (SP2)
Linux RedHat Enterprise	4 or 5
Citrix Presentation Server	4.x

Operating Systems–Workstations	
Microsoft Windows	Vista, XP (SP2)

version numbers subject to change

Making the Move to a Microsoft SQL Database

With Microsoft SQL Server, users and information technology professionals across your organization benefit from improved availability, increased scalability and performance, and tight, yet flexible security controls. Sage Accpac Extended Enterprise
Suite is available bundled with Microsoft SQL Server. The bundled SQL Server version includes all the same database administration tools and performance characteristics as the Microsoft SQL Server Standard Edition, with no restrictions on database size. The only difference is that it can only be used for Sage Accpac applications. So why move?

- Performance: The scalability of Microsoft SQL Server has been tested with 1,000 concurrent midmarket ERP users. You can add indexes to improve performance without interfering with access to tables or existing indexes.

- Availability: Microsoft SQL Server includes innovative high-availability features such as database mirroring, replication, and enhanced online operations to minimize downtime and help to ensure that critical enterprise systems remain accessible.

- Security: A new security model beginning with Microsoft SQL Server 2005 allows administrators to easily manage permissions at a granular level. Administrators can set policies on logons so that a consistent policy is applied across all accounts in the domain. Microsoft SQL Server includes encryption capabilities within the database itself. Client/server communications are encrypted by default. A server policy can be defined to reject unencrypted communications.

- Low cost maintenance: A single management console enables data administrators anywhere in your organization to monitor, manage, and tune databases and associated services across your enterprise. A Microsoft SQL Server database user is now priced the same as a Pervasive database user, so

now there is no price obstacle to moving! You can also "trade in" your PSQL licenses for Microsoft SQL Server licenses at no charge for the software.