



SAGE BUSINESSWORKS

Version 8 Enhancement Guide





Choose the Best for Your Business – Again! *Upgrade to Sage BusinessWorks Version 8*

Many years ago, you chose Sage BusinessWorks Version 12 Accounting because it was the best choice for your business. Over the last few years, Sage Software has added new features and functionality, and now, it is an even better choice for improving efficiency, increasing profits, and managing your business.

But without the latest upgrades, you can't take advantage of the best that Sage BusinessWorks has to offer! Isn't it time that you discover...

- The invaluable benefits of e-business features that let you harness the power of the Internet to boost productivity and increase your company's bottom line
- New inventory and sales order features that will help ensure accurate order fulfillment and improve communication with customers and vendors
- Powerful payroll, reporting, and forms customization capabilities
- Literally hundreds of additional upgrades and enhancements!

With Sage BusinessWorks Version 8, you get our newest features, PLUS all of the enhancements found in the previous seven releases. It is easy to get up and running on Sage BusinessWorks Version 8 because the daily workflow is virtually identical to what you are used to. We simply took what you like and made it even better!

This guide provides you with a detailed summary of all the benefits you'll gain by moving up to Sage BusinessWorks Version 8. Why wait any longer to get the best for your business again?

Receiving your upgrade is easy—contact your Business Partner or Sage Software at **1-800-447-5700**, option 2 or e-mail us at: **BusinessWorksSales@Sage.com**.

"I love Sage BusinessWorks because it is a very user-friendly program that permits me to accomplish more work in less time. Add the wonderful customer service, and I'm on cloud nine."

Kimberly Bannister
Director
Truck Mixer Supply & Mfg., Inc.

"The transition to Sage BusinessWorks went smoothly as everyone was familiar with the way Version 12 worked. Plus the new features, like e-mailing statements, were very well received."

Laurie Vigil
Director of Financial Services
Advanced Retail Management Systems, Inc.

E-Business Features

E-business takes your company into high gear with high-tech capabilities including remote access, e-mail forms, import/export of sales orders and quotes, and eFile payroll tax payments and reports.

eFiling

You now have the option to eFile your payroll tax forms and payments as well as your 1099s. Plus, W-2 and 1099 processing services are now available to print, stuff, and mail your vendor/employee copies of your W-2s and 1099s, eFile the state and federal copies, and provide a plain paper copy for your records.¹ For more information visit www.aatrix.com/sagebusinessworks.

E-Mail Forms

- Save postage and printing costs and expedite communications with e-mail forms.
- Collect on receivables more quickly by e-mailing your invoice directly to your customer's accounting department.
- Ensure timely delivery of key inventory items by e-mailing purchase orders to your vendors.

Gain Remote Access Using Terminal Services

- Stay on the pulse of your company by directly accessing your accounting software and critical business information—anytime and anywhere.
- Access and post information from remote locations.

Please note Terminal Services is available only with the client-server edition of Sage BusinessWorks.

Import/Export Quotes and Sales Orders

- Easily transmit quotes and orders between two disconnected Sage BusinessWorks sites, such as a laptop user in the field and a main office.
- Shorten your sales cycle and improve your bottom line by having your remote sales people export orders and quotes from a remote system, and then e-mail the export file to the main office for importing.

E-Business Features

With the ability to send forms by e-mail (i.e. statements, invoices, etc.), Sage BusinessWorks harnesses the power of the Internet to boost productivity and increase your company's bottom line.

Save Time and Money with Print-N-Sign Forms

How much time could you save by completing federal and state tax reports directly from your accounting software? Now you can save big with Sage BusinessWorks Enhanced Tax Reporting. This valuable feature enables you to produce automatically more than 250 tax forms on plain paper, including state and federal unemployment forms, new hire reports, W-2s, W-3s, 1099s, and much more—all conveniently filled out using the data in your Sage BusinessWorks accounting system.

The interface is simple to understand and easy to use because it displays an exact replica of the actual government form, with one big exception...it's already filled out! Suddenly, your quarterly and annual reporting becomes a snap. The reports are automatically completed and can be reviewed or edited on screen. After you've verified the information, print the signature-ready form to plain paper for mailing or send it using the convenient eFile option.

Visit www.aatrix.com/sagebusinessworks for a complete list of available forms and for more information regarding eFiling.

- Import Orders from your Web storefront.

Please note that importing orders from an outside source may require the knowledge of a programming expert. Consult your Sage BusinessWorks business partner for more information.

Enhanced Core Efficiency

Enhancements to the efficiency at the core of your business operations.

- **NEW!** The new **Cash Account Register** available in the **Cash Management module** displays in detail all the transactions that affect a cash account. It also provides the flexibility and security of allowing certain employees to view the information while blocking them from other sensitive general ledger account information.
- **IMPROVED!** **Enter Handchecks** has been renamed **Enter Payments** and now provides the ability to quickly and easily select from one convenient location both invoices for payment and printing of vendor checks.

¹ Available from within Sage BusinessWorks, this service is provided by Aatrix eFile Service and additional fees apply.



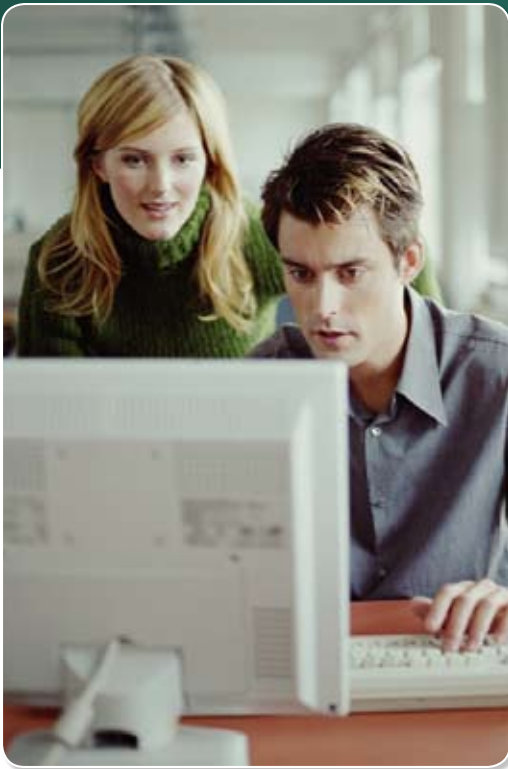
- **IMPROVED! Inquiry Balance Drill Down (Accounts Payable Inquiry and Accounts Receivable Inquiry)** — The drill down on open balance feature available in the Customer Inquiry and Vendor Inquiry will assist in identifying the invoices that make up the open invoice balance. You can even drill down from the invoice to the invoice inquiry for the item, improving workflow and minimizing the need to produce lengthy reports.
- **Fine-Tuned Search Features** — Conduct faster, more advanced searches with the new Search, Lookup and Find capabilities, saving you valuable time and keystrokes.
- **Advanced Power Search** — Customize your lookups to meet the unique needs of each employee. Using the Advanced Power Search, you can select the field to search on, hide and rearrange columns, and change the sort order of a column. You can also designate your custom lookup as the default lookup, bypassing the standard Quick Search.
- **Export Lookup Information** — Transfer information from any Sage BusinessWorks lookup into Microsoft Excel, enabling you to create reports quickly, including Customer call lists, Active parts lists, Active vendor lists, and more.
- **Vendor Invoice Inquiry** — You can now look up a vendor record by searching on an invoice number. This feature is most beneficial when the invoice number is known, but you're unsure of the vendor ID.
- Deactivate customers, vendors, parts, and General Ledger accounts. Minimize data entry errors and keep lookups clutter free by hiding inactive records when performing search lookups. You can also streamline report information to exclude inactive records with the Report Filter feature in Sage BusinessWorks .
- Easily accomplish voiding bank transfers with a single entry, either by voiding the charge or the deposit, which will automatically void the offsetting entry. This eliminates the previously required step of making an adjusting journal entry.
- Void Accounts Payable Credit Card Payments easily in a single step that re-instates the original Accounts Payable invoice, resets the payment term to "none" and if necessary adjusts the General Ledger payables account.
- Record an invoice using standard invoice terms and later make a full or partial payment to the invoice using a credit card as your payment option. Gain the flexibility of paying with a credit card and retain accuracy of tracking and aging accounts payable invoices.
- Post adjustments to Credit Card Vendor invoices to account for interest, annual fees, and other adjustments.
- Easily transfer General Ledger entries to your CPA or export them to Microsoft Excel for further analysis.
- Use new, flexible print options for Accounts Receivable statements including a Minimum Balance threshold and e-mail statements.
- Provide more extensive Accounts Receivable invoice line item and journal entry descriptions utilizing expanded text fields with word wrap capabilities.
- Improve the accuracy and efficiency of Accounts Receivable and Order Entry with the new streamlined customer Refund Check feature.
- Reprint invoices from Accounts Receivable as needed.
- Access Cash Balance Inquiry directly from the Cash Management Accounts menu providing the ability to allow certain users to view the balance without giving access to the General Ledger module.

- Include your customer's open balance on quotes, orders, and invoices. This is helpful if you don't want to incur the additional expense of sending out statements, or if you just want an extra reminder for faster collections.
- Accounts Payable and Payroll EFT Payments — Payments made by an electronic funds transfer (EFT) and the corresponding confirmation number can now be recorded after the fact in Sage BusinessWorks without wasting a check number or using the "cash" payment type.

Improved Inventory Control and Order Entry

New inventory and sales order features help ensure accurate order fulfillment and improve communication with customers and vendors.

- **IMPROVED!** Reprint Closed Invoices and Sales Orders from the Order Entry Invoice Inquiry option and Closed Sales Orders from the Sales Order Inquiry option.
- **IMPROVED!** "Ship-to-Address" — A number of significant improvements have been made to the "Ship-to-Address" feature.
 - ⇒ Data entry and address maintenance is more intuitive with easy, on-the-fly access to the Order Entry "Maintain Ship-to-Address" in "Maintain Customers."
 - ⇒ Ship-to-Address lookup now uses a standard show control and includes Quick Search and Power Search capabilities, making it much easier to locate an address. Better still, you can now locate the ship-to address using the following criteria: ship-to name, address line 1, address line 2, city, state, and ZIP code.
 - ⇒ The primary ship-to-address is now accessible when performing lookups and creating custom reports.
 - ⇒ Quotes, orders, or invoices can be easily located based on the ship-to-address in the quote, order, and invoice inquiry options.
 - ⇒ Ship-to-addresses can be imported and exported through standard import/export.
- ⇒ Easily create custom reports, spreadsheets and Crystal Reports® that include the ship-to-address information. Assign up to three sales tax IDs to each customer Ship-to-Address, which provides for fast, more accurate sales tax data entry on quotes, orders, and invoices.
- ⇒ Easily copy the Bill-to-Address into the Ship-to-Address in the Maintain Ship-to-Address option.
- **Drop Ship Capabilities** — Specify to drop ship a Purchase Order to a customer or vendor, use a saved ship-to-address for the customer or vendor, or create a new address on the fly.
- **Purchase Orders from a Sales Order** — Automate the purchasing process by creating one or more Purchase Orders directly from the Sales Order option with complete control to determine the parts, quantity and vendor. Specify which vendor to order from, indicate drop ship to the customer, and add additional parts, non-stock parts or comments to the purchase order.
- Quickly and easily look up sales orders and invoices using the customer's purchase order number.
- Purchase Order part description line 2 and 3 are now accessible for editing in Maintain Purchase Order providing for greater flexibility when creating and printing Purchase Orders.
- IC Transactions Receipt Register can now be produced based on range of vendors related to the receipts in addition to being produced based on the part's assigned vendor.
- IC Receipt Adjustment can now optionally update the Vendor's Last Cost.
- Determine the relationship between the purchase order and the sales order with improvements made to the inquiry options, reports, custom reports, custom spreadsheets, custom exports and custom forms.
- Convert Sales Order to Invoice directly from the Sales Order option to improve workflow and to modify the sales order prior to invoicing.



- Maintain Purchase Orders now includes a drop ship flag that when selected allows better tracking of drop ship POs in the Purchase Order Inquiry, Purchase Order form and various inventory reports.
- Provide more extensive line item descriptions on purchase orders, quotes, orders, and invoices with the new 1000 character description field. Available for parts, non-stock parts, visible comments, hidden comments, labor and miscellaneous charges, the new text block provides greater flexibility when describing transaction lines.
- Customize packing list and pick tickets to your unique specifications and send them to your customer or warehouse via e-mail as needed.

Whether you plan to upgrade your operating system, replace your server, or add new workstations to an existing network, Sage BusinessWorks provides the platform to help you grow.

Easily Copy Parts

Easily copy parts to a new part making the set up of like items faster and easier, with the following fields:

- Part Description (all lines)
- Fractional Quantity
- Product Line
- Unit of Measure
- Ship Weight
- Primary Warehouse
- Bin Location
- Comments
- Inventory Items
- Taxable
- Discount
- Back Orders OK
- Fractional Cost/Price
- UPS® Shippable
- Track Serial Numbers
- Category Information
- Sales Promotion (Promo)
- Pricing Method
- Pricing Matrix
- Vendors
- Components
- Warehouses

IMPROVED! Job Cost Capabilities

This flexible module empowers you with the financial insights you need to manage projects and improve your bottom line.

- Import Job Cost Transactions including charges, bills, cash postings, credit memos, and debit memos.
- Enhance database performance by deleting closed or obsolete jobs.
- Sort job code details by priority number within a phase.
- Reassign job codes that have been previously deleted from a phase and re-open a canceled phase.
- Optionally post General Ledger journal entries to a job minimizing double entry and improving productivity.
- Job Cost Reporting
 - ⇒ The Pre-billing worksheet sorts in priority order
 - ⇒ The Job Transaction Report sorts in date order.
 - ⇒ The Cash Posting Report sorts in date order when no phase detail is provided.

Powerful Payroll Capabilities

Expanded Payroll/HR capabilities help you better manage your resources.

- **Print-N-Sign Tax Forms** — You can now print more than 250 federal and state payroll tax forms on plain paper including 941, 940, 4-up W-2s, W-3, state tax reports, and much more. These signature ready forms minimize the need for preprinted forms, streamline the tax filing process, and will greatly reduce the amount of time needed to produce your returns and payment coupons.²
- Store a combined total of 30 active deductions and other pays per employee.
- Use report functions that accommodate expanded deduction capabilities and two new preprinted check formats.
- Transform your payroll system into a mini-HR system by using custom fields for each employee. Track and report information such as birthdays, certifications, last raise, equipment issued, etc.
- Keep your employees informed with payroll check stubs that provide pay rate and other pertinent details.
- Direct deposit parameter is easier to use, uses the same terminology as your financial institution and supports direct deposit when used for multiple Sage BusinessWorks companies.

Please note, the National Payment Corporation (NPC) interface is no longer available; however, NPC customers can use the new NACHA interface to transmit direct deposits to NPC.

- Retain payroll data and historical reports for up to five calendar years.
- FICA has been split into OASDI and Medicare providing the flexibility to make employees, deductions and other pays exempt from one but not the other.

Seamless Integration with Sage Payroll Services

Sage Payroll Services is the only full-service outsourced payroll solution designed to integrate seamlessly with your Sage BusinessWorks software, so you don't have to spend hours manually entering your payroll information into your General Ledger and Cash Management modules. Sage Payroll Service isn't just the easiest solution, it can also be the least expensive. And, our Penalty-Free Guarantee means that your tax filings and deposits will be accurate and on-time, or we'll pay any penalty.³

Services can include:

- Compliance with tax rule changes
- Tax Filings and Reporting
- New Hire Reporting
- Payroll checks printed and delivered or sent to your desktop for on-site printing

For more information e-mail payrollinfo.na@sage.com or call 866-271-6054.

New and Improved Reporting

Increase your ability to gain insight into your company's operations with reliable reporting.

- **Improved General Ledger Reporting Sort Options** — Create reports the way you want to see them. The Account Detail Report, Journal Detail Report and Detailed Trial Balance now have a "Sort by" option that provides up to three sort options per report, the ability to sort in either ascending or descending order.
- **Consolidated Cash Flow Report** — Forecast and better manage your company's cash. Available in both a detailed and summary format, you can analyze your cash needs and easily determine if a shortage or surplus exists. You'll also receive an early warning alert when expenditures exceed projected receivables.
- **Accounts Receivable Line Item Report** — View complete Accounts Receivable invoice line item detail with this new report. You can even indicate whether you want to see complete line item detail or produce a more concise report by limiting descriptions to three 40 character lines per part.

² Your Sage ClientCare plan must remain active in order to be eligible to download the required updates that ensure that you are in compliance with the latest tax laws. If your plan becomes inactive or if you do not download the mandatory maintenance updates, the Enhanced Tax Reporting features will become inactive and the forms produced cannot be filed until your ClientCare plan is renewed.

³ Sage Software will pay any tax penalties for inaccurate or late tax deposits and filings as long as the data provided is on time, complete and accurate, and your accounts are properly funded.



Valuable Forms Customization

For accounting departments, the ability to customize forms is vital. Sage BusinessWorks provides increased data access and customization options.

- Batch-load or import custom forms from a floppy disk or CD.
- Make use of the new features in the Maintain Forms option, which consist of:
 - ⇒ Add fields to custom forms, including Accounts Payable Our Acct #, Accounts Payable Fed ID #, Accounts Receivable/OE Invoice Due Date, and Accounts Receivable/OE Discount Date.
 - ⇒ Adding calculated fields to your custom forms, such as sum, minimum, maximum, average and count.
 - ⇒ More fields are available to print on forms including: Text Block Word Wrap, Drop Ship, Sales Order Number for the Purchase Order, Ship Weight, Purchase Order Description, Line item discount total, Original line item price, part Base Price, Year-to-Date Deductions and Year-to-Date Other Pays.
 - ⇒ Enhancing productivity in your shipping department with the ability to display or print fields in a bar code format.
 - ⇒ Inserting Inventory Control product categories on Order Entry and Inventory Control forms.
 - ⇒ Customizing pick tickets to include on-hand and short quantities, and whether the customer is on hold.
 - ⇒ Support advanced printer driver functions, such as draft mode, watermarks and multi-tray capabilities.

ACT! Link Module

Improve productivity and maximize relationships with your customers and vendors with the new ACT! Link module. The Sage BusinessWorks ACT! Link integrates the Sage BusinessWorks Accounts Payable, Accounts Receivable, Order Entry and Inventory Control, and Purchasing modules with ACT! by Sage to create a completely integrated front office and back office solution. Vendor and customer information can be synchronized with ACT! contact information, accounting transactions such as quotes or purchase

- **Multi-Warehouse Reporting** — Several reports in the Inventory Control module have been improved to support multiple warehouses and report generation from non-primary warehouses. These include:
 - ⇒ The Transaction Detail Report, Receipt Adjustments Register and Transfers Register for a specific warehouse now include transaction detail for the specified warehouse only.
 - ⇒ The Transaction Detail Report has been enhanced to reflect transfers.
 - ⇒ Pick Tickets now include the correct warehouse.
 - ⇒ The On Hand Detail Report for a specific warehouse reflects correct quantity values for that warehouse.
- **Warehouse Stock Report** — Easily determine the total value of stock in your warehouse(s).
- **Detailed Trial Balance Report** — Filter inactive General Ledger accounts with greater report setup flexibility and two report settings: Include Zero Activity Accounts and/or Include Zero Balance Accounts.
- Reports and inquiry options have been improved to sort based on the Purchase Order, Quote, Order, or Invoice Number.

orders can be launched on-the-fly through ACT!, and a record of when an accounting transaction was posted (i.e. payment received) can optionally update the ACT! History. To learn more or to purchase the ACT! Link module, please contact your Sage BusinessWorks Business Partner.

Capitalize on System-wide Improvements

Sage Software Information Center

All Sage BusinessWorks users can now access the latest Sage Software news and announcements, tips and tricks, product alerts, and training and support information with the new Sage Information Center accessible from the Main Resource Bar in the Sage BusinessWorks launcher. The Information Center will help all Sage BusinessWorks users stay informed and get the most out of their Sage BusinessWorks software.

Supports the Latest Operating Systems

Sage BusinessWorks supports the latest operating systems including Microsoft Windows Vista Business, Vista Ultimate, Windows 2000 and Windows XP. Whether you plan to upgrade your operating system, replace your server or add new workstations to an existing network, Sage BusinessWorks provides the platform to help you grow. For a complete list of Sage BusinessWorks system requirements and supported operating system configurations, please visit the Sage BusinessWorks Web site at: www.sagesoftware.com/businessworks/product/sys_req.asp

Web-Enabled Launcher

The built-in Web browser lets you quickly check the status of a shipment with your vendor, conduct transactions through the Internet, search for information on the Web and more.

IMPROVED! Links to Sage BusinessWorks Web Sites

Quickly gain access to important Sage Software Web sites designed to help you maintain and get the most out of Sage BusinessWorks, such as Download Updates, Online Support, System Requirements, Free Web Seminars, Submit Enhancement Requests, and more.

New Database

Sage BusinessWorks full 32-bit program incorporates an open database. This new architecture supports your growth and empowers you to take advantage of tools like Microsoft Access or Crystal Report Writer.

Data Conversion

Built-in data conversion makes it easy for you to take advantage of this new and powerful upgrade without losing important historical data.

Separate City and State Fields

City and State are now in two separate, longer fields providing the flexibility you need for data export and synchronization with third-party applications.

Solid, User-Friendly Security

Sage BusinessWorks new database structure provides more secure data protection features including the ability to assign different levels of task-specific security for each employee. Additionally, manager-level security rights are no longer required to access Custom Reports, Report Groups or Custom Office.

Save Time with Copy Security Settings

Now, setting up user security is fast and easy with the new "Copy Security" option. Your security settings can be copied between users within the same company or even from users across different companies.

Start-Up Feature

Save time by setting Sage BusinessWorks to automatically launch the functions you use most. Whether you enter invoices, post receipts or issue purchase orders, Sage BusinessWorks is ready when you are.

Shortcuts

Streamline your workflow by creating personalized Shortcuts that put the options you use all the time at your fingertips.

Related Tasks

Reduce the learning curve for new employees and help experienced employees navigate Sage BusinessWorks with the Related Tasks function.



Running Tasks

A glance at this new Windows toolbar tells you which Sage BusinessWorks options are currently operating and lets you quickly switch among them.

Copy Company

Minimize the time to create a clone of your company with the “Copy Company” feature, which performs a backup and restore in a single step.

Built-In Backup and Restore

Protecting your important financial information is easy with the new intuitive backup and restore options. A wizard interface simplifies the process and newly introduced safety measures, including automatic prompts, ensure that a reliable backup is completed every time. You can also backup on the fly when conducting a company close, closing the general ledger month, payroll quarter, payroll calendar year and Accounts Payable calendar year. CD backup is supported as well, and now includes backup capabilities using Windows XP and Roxio Easy CD Creator.

Cash Management Module

This new module is included at no additional charge. By consolidating bank reconciliation features into a single comprehensive module, Cash Management gives you more control and greater security.

Pop-Up Calendar

Use this handy tool to display and select dates in any Sage BusinessWorks date field. For example, you can select the date you would like a particular invoice to become due.

Robust Online Help

Save time and get answers quickly with the new context-sensitive “How Do I” help feature, which displays specific topics related to the currently open task. You no longer have to hunt through Help or leave your active Sage BusinessWorks option. For example, if you’re working on an invoice, you can simply click on the “How Do I” button to learn how to make an adjustment to the invoice.

Intuitive HTML Checklists

HTML-based checklists are available for a variety of tasks including initial setup and various re-occurring processes. Checklists are particularly useful for training employees and providing reminders about the steps that need to be completed prior to performing routine operations such as the month-end close.

Expanded Field Lengths

Sage BusinessWorks field lengths and chart of account limits have been significantly expanded to accommodate your company’s needs. See table on the next page for specific details on field length increases.

Tip Of The Day

Drawn from the wealth of knowledge in our technical support database, the Tip of the Day is designed to provide you with important insights on how you can maximize the efficiency and functionality of Sage BusinessWorks .

**To learn how Sage BusinessWorks can benefit your business,
contact your Sage BusinessWorks Business Partner or Sage Software today!**

Sage BusinessWorks field lengths and chart of account limits have been significantly expanded to accommodate your company's needs.

Field	Sage BusinessWorks Version 12 Field Length	Sage BusinessWorks Field Length
Address Lines (System Wide)	Lines 1 and 2 = 30	Lines 1 and 2 = 40
City (Separate from State)	30 (including State)	40 (excluding State)
State (Separate from City)	Included in City Field	2
Your Company ID	8	15
Your Company Name	30	40
General Ledger Account Number Digits	4 (supports 8000 accounts)	8 (supports 99999999 accounts)
General Ledger Department Number Digits	2 (supports 99 departments)	3 (supports 999 departments)
General Ledger Account Number Description	30	40
General Ledger Department Number Description	24	40
General Ledger Journal ID	3	6
General Ledger Journal Description	22	40
General Ledger Journal Entry Description	3 lines at 24 each	250
General Ledger Special Journals	4	Virtually Unlimited
Accounts Payable Vendor Name	24	40
Accounts Payable Contact Name	24	40
Accounts Payable Invoice Number	12	20
Accounts Payable Invoice Reference	12	20
Accounts Payable Recurring Invoice Number	8	20
Accounts Payable Recurring Invoice Reference	12	20
Accounts Receivable Customer Name	24	40
Accounts Receivable Contact Name	24	40
Accounts Receivable Customer Invoice Purchase Order Number	12	20
Accounts Receivable Invoice Description	40	1,000 characters
Payroll Employee Name	1 field, 24 characters	4 fields, 54 characters
Payroll Department Number	99	999
OE Customer Purchase Order Numbers on Orders and Invoices	12	15
OE Ship to Name	24	40
IC Part ID	12	20
IC Part Description	3 fields, 84 characters	4 fields, 1084 characters
IC Purchase Order Number	8	15
IC Purchase Order Ship to Name	24	40
Job Cost Contact	24	40
Job Code ID	12	20

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