



SAGE BUSINESSWORKS

Version 8 Enhancement Summary



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Improve accuracy, productivity, and data accessibility with the new Sage BusinessWorks v8

Your Sage BusinessWorks Accounting software has always been one of the easiest accounting solutions to use. But the latest release now makes it even easier for you to get the information you need while maintaining the accuracy that you value. This enhancement summary outlines the ease of use improvements along with new functionality that can also improve your productivity. Why not upgrade today and get more of the features your business needs to succeed with version 8?

To upgrade to Sage BusinessWorks v8, or to learn more about how it will benefit your business, please contact your Sage Software business partner, Sage Software directly at 800-447-5700, or send us an e-mail at: **BusinessWorksSales@sage.com**

SAGE BUSINESSWORKS





Enhanced Customer Inquiry Balance Drill Down

When you select the Unpaid Invoices in the Customer Inquiry, it not only displays a list of invoices that make up the balance (as it currently does in v7), but now it also supports further drill-down functionality into the invoice transaction inquiry. Gain additional visibility into your customer's account, including customer purchase order information, invoice adjustments, payments received, and much more.

Customer Inquiry

Customer ID	YATES	Current	22985.75
Name	Yates Bike Shop	1 to 30	0.00
Phone #	(415) 555-2393	31 to 60	0.00
Fax #	(415) 554-2000	61 to 90	0.00
Contact name	Renee Yates	Over 90	0.00
E-mail		Unpaid invoices	<u>22985.75</u>
Customer since	04/25/00	- Open credits	0.00
Avg days to pay	n/a	+ Finance chgs	41.34
Credit limit	1000.00	Net balance due	23027.09
Available	0.00	Deposits	0.00
Percent used	2303%	<input type="checkbox"/> Credit hold	

Credit Limit Exceeded

Buttons: Edit, Notes, History, Transactions

Invoices

Quick Search | Power Search

Look for Invoice #

Invoice #	Invoice Date	Due Date	Description	Invoice Balance	Status
1000	06/25/2010	07/25/2010		435.61	Open
559	06/15/2010	07/15/2010	summer	10871.66	Open
554	05/15/2010	06/14/2010		988.48	Open
5	05/01/2010	05/31/2010	4 bikes	1640.67	Open
4	04/27/2010	05/27/2010	Restocking	653.43	Open
2	04/10/2010	05/10/2010	restocking	495.98	Open
552	02/05/2010	03/06/2010		7333.96	

Buttons: Accept, Cancel

Invoice Information - #554

Reference	Sales Accounts?...	Subtotal	943.85
Customer PO #	Credit Card Info...	Misc chgs	0.00
Invoice date	5/15/2010	Discount	0.00
Due date	6/14/2010	Month begin bal	988.48
Sales rep	5	Month activity	0.00
	- undefined -	Balance	988.48
		Orig bal	988.48

Date	Transaction / Reference	Charges	Credits	Balance
05/15	Original invoice	988.48		988.48

Buttons: OK, How Do I...

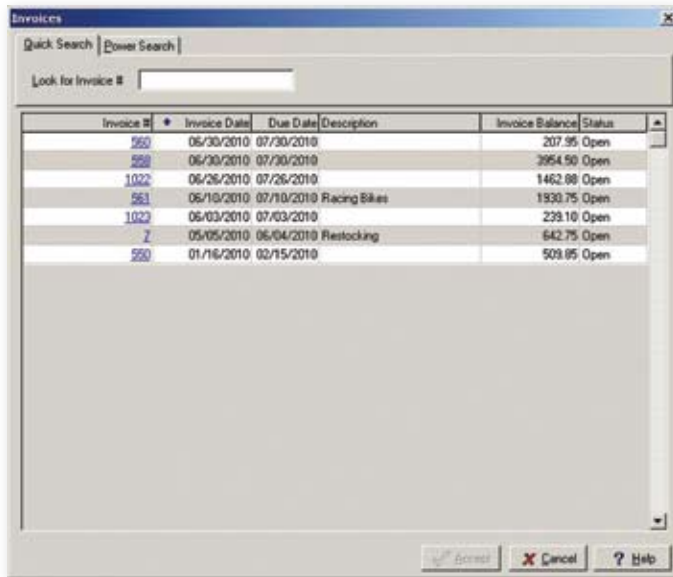
SAMPLE Shortcuts Tasks Info

Enhanced Vendor Inquiry Unpaid Balance Drill Down

Similar to the Customer Inquiry, when you select the Balance hyperlink in the Vendor Inquiry it now supports further drill down to the specific transaction inquiry for all the invoices that make up the balance.

System Wide

The new alternating color scheme found in all Lookups improves readability and helps you more easily review information contained within a single row.



Invoice #	Invoice Date	Due Date	Description	Invoice Balance	Status
550	06/30/2010	07/30/2010		207.95	Open
528	06/30/2010	07/30/2010		3954.50	Open
1022	06/26/2010	07/26/2010		1462.88	Open
561	06/19/2010	07/19/2010	Racing Bikes	1330.75	Open
1022	06/03/2010	07/03/2010		239.10	Open
Z	05/05/2010	06/04/2010	Restocking	642.75	Open
550	01/16/2010	02/15/2010		509.95	Open

Accounts Payable Invoices Paid by Credit Card

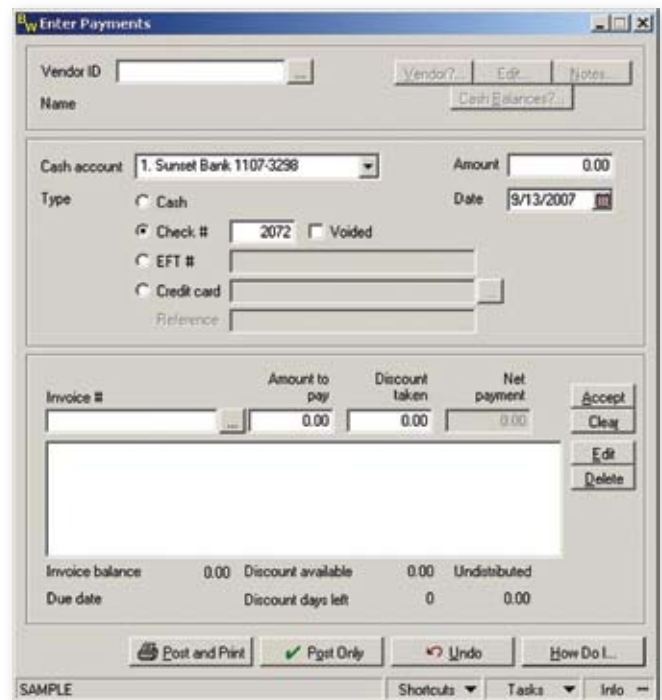
Previously, to record that an accounts payable invoice was paid by credit card, the invoice needed to be entered using a Credit Card invoice term at the time the payable invoice was entered into Sage BusinessWorks. New with version 8, you can now record an invoice using standard invoice terms and later make a full or partial payment to the invoice using a credit card as your payment option. This allows for more accurate tracking and aging of accounts payable invoices while still providing you with the convenience and flexibility of paying the invoice with a credit card.

Post Adjustments to Credit Card Vendor Invoices

You can now easily post invoices directly to the Credit Card vendor to account for interest, annual fees, and other adjustments.

Enter Payment Option

Enter Handchecks has been renamed to Enter Payments and now provides the ability to quickly and easily select invoices for payment and print vendor checks from one convenient location.



Vendor ID: [] Vendor?: [] Edit [] Notes []
Name: [Cash Balance?]

Cash account: 1. Sunset Bank 1107-3298 Amount: 0.00
Type: Cash Check # 2072 Voided EFT # [] Credit card []
Date: 9/13/2007 []
Reference: []

Invoice #	Amount to pay	Discount taken	Net payment	Accept
[]	0.00	0.00	0.00	Accept

Clear [] Edit [] Delete []

Invoice balance: 0.00 Discount available: 0.00 Undistributed: []
Due date: [] Discount days left: 0

Post and Print [] Post Only [] Undo [] How Do L... []

SAMPLE Shortcuts Tasks Info

Sales Tax IDs Assigned to Ship To Addresses

Up to three sales tax IDs can be assigned to each customer Ship To Address, which provides for faster, more accurate sales tax data entry on quotes, orders, and invoices.



Copy Bill To Address Button

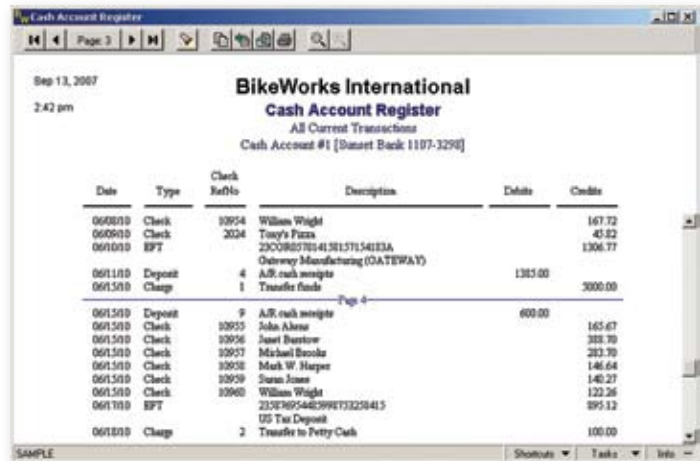
You no longer have to open Maintain Customers to copy the Bill To Address into the Ship To Address windows. Now there's a new button called Copy Bill To that will populate the Ship To Address with the Customer's Bill To Address with a single click. This is a nice timesaver.

Reprint Closed Invoices and Sales Orders

You can now reprint closed invoices from the Order Entry Invoice Inquiry option and closed sales orders from the Sales Order Inquiry option.

Cash Account Register Report

The new Cash Account Register available in the Cash Management module is a useful reconciliation tool that displays in detail all the transactions that impact a cash account. It also provides business owners with the flexibility and security of allowing certain employees to view this information, while preventing employees from viewing other sensitive general ledger account information.



Date	Type	Check RefNo	Description	Debits	Credits
060809	Check	10954	Wilson Wright		167.72
060909	Check	2024	Tracy's Pizza		45.52
061009	EFT		2302807894138157154183A		1304.77
061109	Deposit	4	Outway Manufacturing (GATEWAY)	1385.00	
061509	Check	1	A/R cash receipts		3000.00
061509	Check	1	Transfer funds		3000.00
061509	Deposit	5	A/R cash receipts	600.00	
061509	Check	10955	John Alena		165.67
061509	Check	10956	Janet Bantow		388.70
061509	Check	10957	Michael Brooks		283.70
061509	Check	10958	Mark W. Harper		146.64
061509	Check	10959	Stevan Jones		140.27
061509	Check	10960	Wilson Wright		122.26
061709	EFT		23280544059873220415		895.12
061809	Check	2	US Tax Deposit		100.00
061809	Check	2	Transfer to Petty Cash		100.00

Microsoft Vista Capable

Sage BusinessWorks v8 is supported for use on the 32-bit version of Microsoft Vista Business and Vista Ultimate. Microsoft Vista is now available and is being included on new computer purchases. Vista offers several improvements to security and desktop management. The security improvements will help minimize the likelihood of malware attacks.

Submit Your Enhancement Suggestions

We'd like to better understand how we can improve. Now you can easily submit your suggestions on the fly using the new Submit Enhancement Suggestions link found under the Sage BusinessWorks Help menu.

Note: WinHelp is not included with the Microsoft Vista operating system (as with previous operating system platforms) and as a result must be downloaded from the Microsoft Web site. See the Version 8 System Requirements for additional information to be aware of before upgrading to Microsoft Vista.

Sage Software

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