# Sage Accpac HRMS Toolkit

Tailor Sage Accpac HRMS to meet the unique demands of your organization with Sage Accpac HRMS Toolkit. It includes superior features and functionality that enable you to create menus, processes, actions, reports, screens, and fields so you can get the most out of your Sage Accpac HRMS solution. With Toolkit you can customize the way Sage Accpac HRMS looks and functions so you can effectively track and record information important to your organization. With the power to modify menus and panels, change actions and processes, even adjust reports and toolbars, Toolkit provides you with tremendous flexibility to maximize the benefits of Sage Accpac HRMS.

Toolkit gives you ultimate control over how information is categorized and how it is viewed. You can create new fields or whole new panels to capture information in your Sage Accpac HRMS database. You can also create new actions for employees, applicants, and requisitions and change the order of existing actions and processes. Additionally, it enables you to create new groups of custom reports and change the order of panels within reports. With Toolkit, you'll have a fully integrated solution that gives your HR department total flexibility in meeting your organization's special requirements.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing your expectations. Our software is supported by a nationwide network of certified business partners who are your resource for implementation, training, service, and support. For more information about Toolkit, please contact your local Sage Software business partner, call us toll-free directly at 800-873-7282, or visit our Web site at www.sageaccpac.com

## BENEFITS

Easily tailor menus, processes, actions, reports, toolbars, screens and fields within Sage Accpac HRMS to match your organization's unique business requirements.

You decide how information is categorized and viewed with complete control over how your organization captures information within the system.

Specify the format and order of actions and processes, change the order of panels within menus, the order of reports, and even remove individual reports from within groups or entire report groups as a whole.

Maximize your organization's effectiveness with a fully integrated solution that gives you the power to customize virtually any Sage Accpac HRMS module.

## FEATURES

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| **Trial Balance View** | Use trial balance view to consolidate the end-of-period information needed to prepare income statements and balance sheets, and adjusting and closing entries. |
| **Drill-down Capability** | View detail within a client balance with easy drill-down capabilities. |
| **Real-Time Adjustments** | Make real-time adjustments with immediate posting to CPAClient Write-Up using the enter adjustments feature. |
| **Insert Documents** | Insert new documents including PDF, Excel, and Word documents. |
| **Version Numbers** | Control stages of completion by assigning version numbers to multiple versions of the same document. |
| **Sign Off Documents** | Ensure accuracy and preserve integrity by signing off on completed documents. |
| **Add Notes** | Add Notes to documents and easily edit and review existing notes. |
| **Search Text** | Conduct full text searches on documents within a client's documentation |
| **Access History** | Access the history of all documents assigned to an engagement.. |

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