

# Sage ERP Solutions

## Sage Accpac Extended Enterprise Suite Version 5.6 Release Guide

Improve Productivity. Streamline Operations. Increase Visibility.

December 2009



## Overview

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. Led by dedicated User-Centric Design teams, we strive to understand not only how customers interact with and utilize our software, but also how their businesses work and how we can help to solve their core business issues. This team collaborates with our customers through several data collection and interpretation methods, making it easy for you to get involved and get your voice heard! Over the past year, over 5,000 customers and partners worldwide have been consulted through on-site visits, surveys, interviews, and observational studies in our state-of-the-art usability laboratories. The results of this rigorous research are poured into the product development process helping us to design and build better software.

In this guide you will find an overview of the updates you and our customers prioritized for Sage Accpac Version 5.6, scheduled for release in December 2009. The key enhancements developed will help to automate workflow and reduce costs throughout your organization, helping you accomplish more in less time. You can:

- Access decision-quality information and significantly improve your visibility into business measurements with the new Sage Accpac Intelligence application.
- Better manage IT costs and facilitate secure system access through virtualization.
- Save money on your upgrade costs with free training, higher quality, and faster implementation procedures.
- Accelerate your collections efforts and improve your cash flow utilizing the now built-in AR Inquiry tool.
- Improve your customer experiences by providing faster and more informed responses through improved reporting, AR Inquiry and SageCRM.
- Better manage growth expectations and create loyal customers through SageCRM.
- Improve the productivity of your workforce with the many user-requested enhancements throughout your software.
- Gain a faster and more accurate view of your cash position with improved workflow in Bank Services.
- Reduce the risk of penalties and fees through the new functionality in Payroll
- Lower operations costs through better management of your inventory

As you journey through this resource guide, you may be wondering how you can get your hands on all of the dynamic new features packed into this version. Great news! You are entitled to software upgrades and maintenance updates as part of your Sage Accpac ERP Software Assurance plan. If you need to renew your Sage Accpac Software Assurance plan, you don't have to miss out. Simply contact us at 866-709-2436 (615-777-6150 for international) today.

## New Enhancements and Functionality

### “What’s New” Anytime Learning Training Course

You can quickly get all employees up to speed on the improvements in this release through the “What’s New” Anytime Learning course specifically for Version 5.6. This online course demonstrates how you can put all of the great new enhancements to work in your business. Best of all, this course is offered at no additional cost to you. Visit [www.SageU.com/accpac](http://www.SageU.com/accpac) for details.

### Better Insight into Your Business

Increase insight into your business to realize your strategic vision! Take a look at how this new functionality outlined below can enable your employees and partners to adapt successfully to changes in today’s markets and make better, faster business decisions.

#### Sage Accpac Intelligence Provides Strategic Planning Tools

Sage Accpac Intelligence—a new product within the Sage Accpac Extended Enterprise Suite—empowers you to quickly and easily obtain the information you need for operations and strategic planning from your Sage Accpac solution. Sage Accpac Intelligence lets you effortlessly create reports and analyze data, utilizing the familiar Microsoft® Excel® application. With Sage Accpac Intelligence, you can spend more time focusing on information analysis and interpretation and less time pulling the data together. Best of all, Version 5.6 provides you with the Sage Accpac Intelligence application at no additional cost. You receive:

- Sage Accpac Intelligence Application
- Connection to a single Sage Accpac company database
- Standard report templates for management, sales, purchases, and inventory (defined in the next section)
- Sage Accpac Intelligence Report Manager
  - One User License
  - Author new reports (organizing, creating, editing), as well as filter and aggregate data and set permissions/security

**Familiar Microsoft Excel Interface Connecting to Your Comprehensive Sage Accpac Data**

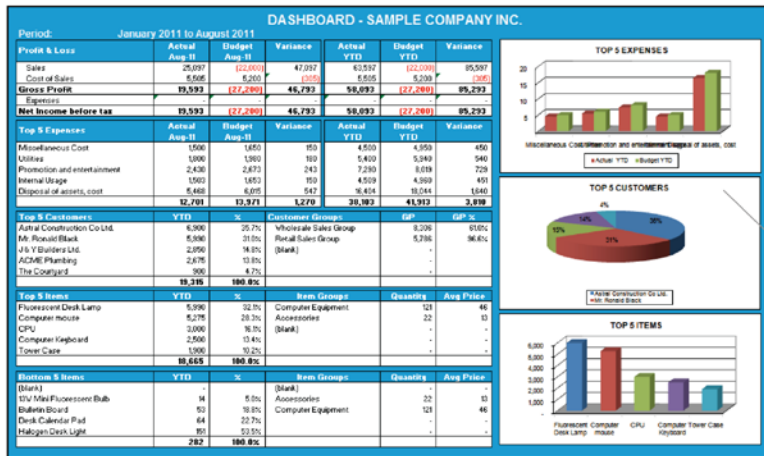
	00-Jan			00-Feb			00-Mar		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Revenue	296 516.85	250 500.00	(23 982.95)	357 062.85	380 000.00	(22 937.15)	396 896.00	420 000.00	23 104.00
Sales	296 516.85	250 500.00	(23 982.95)	357 062.85	380 000.00	(22 937.15)	396 896.00	420 000.00	23 104.00
Cost of Sales	177 298.92	180 000.00	2 601.08	295 841.47	300 000.00	4 158.53	310 000.00	300 000.00	10 000.00
Cost of Sales	177 298.92	180 000.00	2 601.08	295 841.47	300 000.00	4 158.53	310 000.00	300 000.00	10 000.00
Inventory Adjustment	9 368.45	-	(9 368.45)	207 900.27	-	(207 900.27)	180 000.00	-	(180 000.00)
GROSS PROFIT / (LOSS)	119 217.93	170 500.00	(51 282.07)	61 221.38	80 000.00	(18 778.62)	86 896.00	120 000.00	(33 104.00)
Overheads	78 287.72	185 475.00	(107 187.28)	92 841.69	200 000.00	(107 158.31)	100 000.00	200 000.00	100 000.00
Legal Fees	-	2 400.00	2 400.00	-	2 400.00	2 400.00	-	2 400.00	2 400.00
Leases	-	400.00	400.00	-	400.00	400.00	-	400.00	400.00
Salaries and Wages	30 989.32	80 000.00	(49 010.68)	53 795.66	100 000.00	(46 204.34)	50 000.00	100 000.00	50 000.00
Skills Leases	-	200.00	200.00	421.67	200.00	(221.67)	-	200.00	200.00
Employees Training	-	1 200.00	1 200.00	-	1 200.00	1 200.00	-	1 200.00	1 200.00
Employee Recruitment	-	5 000.00	5 000.00	-	5 000.00	5 000.00	-	5 000.00	5 000.00
Fuel Paid	9 645.00	10 000.00	354.00	4 923.00	5 000.00	77.00	1 177.00	1 177.00	5 783.00
Retirements	45.81	100.00	54.19	-	100.00	100.00	-	100.00	100.00
Repairs and Maintenance	207.67	500.00	292.33	2 747.36	500.00	(2 247.36)	1 769.36	1 769.36	1 769.36
Car Repairs and Maintenance	1 750.00	5 000.00	3 250.00	1 988.27	2 400.00	411.73	-	-	-
Car Insurance	-	5 400.00	5 400.00	-	5 400.00	5 400.00	-	5 400.00	5 400.00

## Standard Report Templates (Included in 5.6)

Get easy-to-use, in-depth financial, operations, and strategic planning intelligence so that you are always in the know. Sage Accpac Intelligence provides several standard report templates with your solution, so you can focus on interpreting information to make faster, better business decisions, rather than trying to create custom reports.

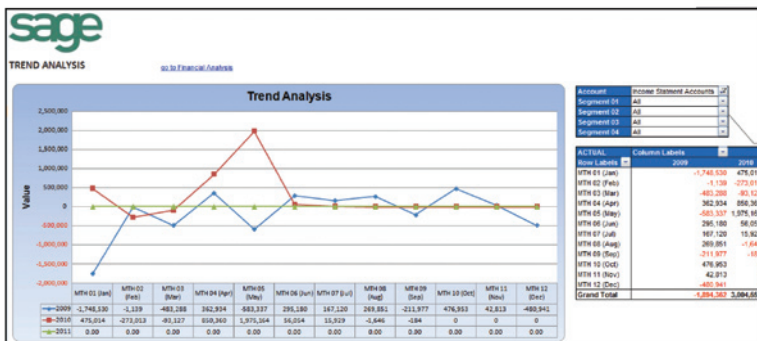
### Dashboard Analysis

The Dashboard Analysis report contains a one-page summary of key business information. The report features "Top N" Reporting on customers, items, and expenses, and contains both text and graphics to help with daily and long-term planning. In addition, comparative Profit and Loss figures are displayed for both the current month and year-to-date figures from the start of the financial year.



### Financial Analysis Reports

Three powerful financial reports are available out of the box. Each of these reports generates comparative balance sheets and/or income statements for any specified financial year, period, quarter, and budget. These reports are readily customizable within Microsoft Excel. It is possible to drill down to the GL Transaction details for any of these accounts.



**Powerful Analysis Capabilities**

The Income Statement and Balance Sheet layouts are automatically generated, grouped, and subtitled by mapped financial categories.



**Sample Company Inc.**  
Management Accounts

1 - Actual / Budget / Variance / Blank 1-12, Qtrs & YTD / Annual Budget	Income Statement	
2 - Actual / Prior / Blank 1-12, Qtrs & YTD / Annual Prior	Income Statement	Balance Sheet
3 - Actual / Budget / Prior / Blank 1-12 & YTD / Annual Budget & Prior	Income Statement	
4 - Actual 1-12, Qtrs & YTD	Income Statement	Balance Sheet
5 - Actual 1-12 / Blank / Budget 1-12 & YTD / Annual Budget	Income Statement	
6 - Actual 1-12 / Blank / Prior 1-12 & YTD / Annual Prior	Income Statement	Balance Sheet
7 - Actual 1-12 / Blank / Budget 1-12 / Blank / Prior 1-12 & YTD & Annual Budget / Annual Prior	Income Statement	
8 - Actual / Budget / Variance / Blank - Current Month & YTD / Annual Budget	Income Statement	
9 - Actual / Budget / Prior / Blank - Current Month & YTD & Annual Budget / Annual Prior	Income Statement	
10 - Annual Prior / Blank / Actual Current month / Blank / Actual YTD		Balance Sheet
11 - Actual Current month / Blank / Actual YTD / Annual Prior	Income Statement	
12 - Actuals YTD Comparison Last 5 Years	Income Statement	

View Income Statement and Balance Sheet layouts


## Sage ERP Solutions

### General Ledger Transaction Details

This fully customizable report displays the account transaction details and relevant date, reference, description, and amount totals. It is possible to transform this report into a monthly trial balance by simply manipulating the Pivot Table within Microsoft Excel.

### Inventory Master Report


Displays item cost and quantity information over any given date range, as well as relevant item location details. The report can easily be filtered by item number and location, or additional elements can be added to the pivot table for further analysis.



**Sample Company Inc.**  
**INVENTORY MASTER**  
as of 19 Aug 2010

CATEGORY CODE NAME (All)

ITEM ACTIVE (All)



		Data									
ITEM CODE NAME	LOCATION	QTY				QTY INCL	STOCKVALUE	STOCKVALUE	STOCKVALUE		
		ON HAND	PO QTY	SO QTY	COVERS	RECENT COST	ACTUAL	RECENT	STD		
<b>A11030 - Fluorescent Desk Lamp</b>		657.00	486.00	31.00	1,112.00	104.24	346,927.38	43,797.91			
1		137.00	310.00		447.00	20.30	2,791.17	2,780.73			
2		262.00	60.00	21.00	291.00	21.05	337,944.00	5,513.79			
3		42.00	126.00		168.00	20.30	774.22	652.47			
4		206.00		10.00	196.00	21.56	4,207.54	4,440.47			
TRANS		10.00			10.00	21.04	210.45	210.45			
<b>A11050 - 13W Mini Fluorescent Bulb</b>		378.00	500,535.00	23.00	500,890.00	14.51	1,370.79	1,378.77			
1		70.00	105.00	15.00	160.00	3.63	253.86	253.86			
2		143.00	30.00	8.00	165.00	3.63	518.58	518.58			
3		75.00	150.00		225.00	3.63	271.98	271.98			
4		90.00	500,250.00		500,340.00	3.63	326.37	326.37			
<b>A12100 - Halogen Desk Light</b>		443.00	865.00	58.00	1,250.00	101.75	11,269.37	11,269.19			

Harness the Analytical Power of PivotTables

### Purchase Master

This report lists relevant purchase information by vendor and item number for any given date range. The report can be filtered by vendor, item number, or unit of measure. It is possible to add additional elements to the pivot table for further manipulation and analysis.

### Sales Master

This report highlights pertinent sales information including item sales quantities, costs, and gross profits by customer and product. Similar to the previous reports, additional elements can be added to the pivot table for further manipulation and analysis.

## Report Manager (One License Included in 5.6)

As defined above, the Report Manager allows you to author new reports (organizing, creating, editing), as well as filter and aggregate data. This tool also allows you to set permissions/security for reports. One user license is included with your 5.6 upgrade; however, additional licenses can be purchased as needed in your organization.

## Report Viewer

This tool provides you with basic editing capabilities (filtering and changing of parameters) and drill-down functionality on existing reports/templates. You can provide Report Viewer licenses to staff members who do not need to create new reports.

## Connector

The Connector tool further simplifies the day-to-day operational tasks of financial managers allowing access to the information they need from multiple sources and consolidation of data from multiple companies. Purchasing this tool allows for consolidations and connectivity to unlimited ODBC data sources.

## Analysis

Support business strategy and decision making through advanced analysis of trends and what-if scenarios. The Analysis product allows you to utilize built-in Microsoft Excel Pivot Tables to get insight into information that goes beyond transactional data. You can create OLAP cubes, which enable multidimensional analysis of your data. However, there is no need to start from scratch, as purchasing the Analysis tool provides several reports, such as:

### Inventory Analysis Cube

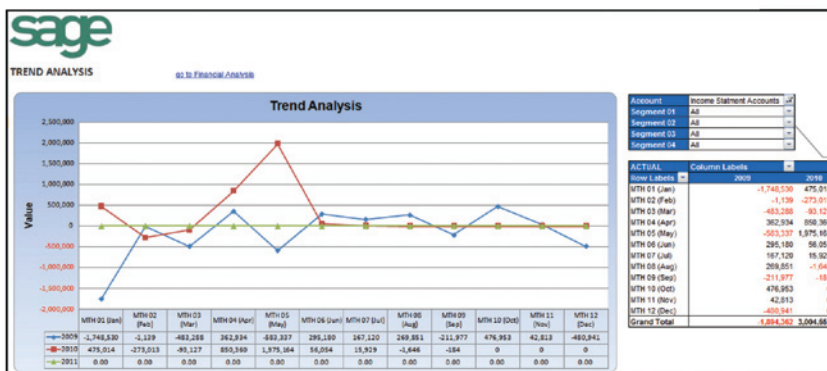
This report allows you to analyze year-to-date stock-on-hand quantities, purchase and sales order quantities, and actual stock values by inventory group. You also receive the ability to perform multilevel drill-down into the required level of detail and a Top N Items graph.

### Sales Analysis Cube

This report allows you to analyze sales quantities, gross profits, and amounts by customer, product, and salesperson over multiple fiscal/calendar years. It also provides the ability to perform multilevel drill-down into the required level of detail and includes Trend Analysis Graph.

### Financial Analysis Cube

This report allows you to analyze G/L accounts by Account Group and segment over multiple fiscal years. It also enables multilevel drill-downs into the required level of detail and includes a Trend Analysis Graph.



**Powerful  
Analysis  
Capabilities**



## Optimized Reports with More Options

We have refreshed and optimized many of the reports that you utilize on a daily basis to incorporate many requests from our users. We have added global enhancements to reports that allow you to save parameters easily and quickly export reports into Microsoft Excel.

### Accounts Payable Reports

The Vendor Transactions, Aged Cash Requirements, and Aged Payables reports now have better visibility for adjustments, as they can be reported as regular documents as well as in applied details. All three reports can now be sorted by transaction type and have an easier way to identify miscellaneous payments. Both the Aged Cash Requirements and Aged Payables report include an option to show Aged Retainage on the report.

### Check Sorting

You can now sort checks during print runs! Using the Sort Checks by list on the Transactions tab of the A/P Options form, you can sort by Vendor Number, Payee Name, Payee Country, Payee Postal Code, and Transaction Entry Number. The selection becomes the default sort order when printing checks.

### Accounts Receivable Reports

#### Customer Statements Report

We have updated the layout and organization of the Customer Statements report to make it easier to read, removing the little-used tear-off portion of the statement. The remaining columns in the body of the statement are now wider and can accommodate longer entries. On Balance Forward statements, we have removed the balance forward amount from the statement body. The previous balance is now presented in a new section at the bottom of the statement that also shows the credits and new charges since the last statement, as well as the new balance.

#### Aged Trial Balance and Overdue Receivables Reports

There are several new options for the Aged Trial Balance and the Overdue Receivables reports, including the ability to sort transactions by transaction type for each customer. You can also list adjustments separately from the transactions that they were applied to and select whether to print aged retainage amounts for each customer, if you are printing the report by due date.

#### Customer Transactions

You can now sort transactions by transaction type for each customer and list adjustments separately from the transactions that they were applied to. If you select the option to show applied details, they also appear with the documents to which they apply.

### Check Sorting

You can now specify the order in which to print refund checks! You can print refund checks by Transaction Entry Number, Customer Number, Payee Name, Payee Country, and Payee Zip/Postal Code.

### Bank Services Reports

Along with the many improvements mentioned in the Bank Services section, we have added three new reports to assist you with insight into your bank services. The new Transaction History Inquiry form lets you print the results of your inquiry on transactions processed in Bank Services. Also, the new ability to print a deposit register lists all deposits to a bank account or a range of bank accounts for a specified period. In addition, you can restrict the report to deposits processed using one source application or a range of applications and specify additional selection criteria, such as deposit types and reconciliation statuses. This new report can be sorted by deposit number, transaction date, or customer name and be printed in summary or detail. Finally, the Bank Entries Posting Journal serves as a printed record of bank entries that were posted together, providing an audit trail of transactions posted in Bank Services by posting sequence.

## General Ledger Reports

New reports that show net changes for a specific period can be printed using the G/L Trial Balance Report form. The trial balance report prints the balance for each account in the range of accounts, segments, account groups, account-sorted groups, or optional fields in the general ledger as of the fiscal period you specify. There are up to seven different trial balance report formats you can print! We have also included new options on the Transaction Listing form, such as the ability to include Balances and Net Changes, include Posting Sequence and Batch-Entry Numbers and the option to sort all transactions by date within the accounting periods.

## Inventory Control Reports

You can now set the period during which a price list is in effect for a particular item on the Item Pricing form. This lets you bring new price lists into effect on particular days and retire old price lists. You can select an option on the Transfer Slips form that lets you exclude transfer slips that have already been printed.

## Purchase Order Reports

We have enhanced several reports in the Purchase Order application. The Purchase Order Action report now allows you to select by document date and sort by item number.

The Purchase History Report now has options to include serial and lot numbers on the report and select by document date. The Purchase History inquiry, Print Posting Journals, Receiving Slips, and Return form will also allow you to view serial and lot numbers for selected transaction that involve serialized or lot items.

## 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.

**Deposit and Withdrawal Transaction Types**

Date	Number	Description	Reconciled	Withdrawals	Deposits	Cleared
1/1/2019	45400033	Levi Industries	X	3,182.56		
1/1/2019	98302	Duke Electrical	X	436,824.47		436
1/1/2019	6010009	Seattle Tacoma	X	9,041.73		
1/1/2019	2150010	MarshallDavid	X	752.00		
1/1/2019	45400033	Levi Industries			474.62	
1/2/2019	2150027	MarshallDavid		15,429.10		
1/8/2019	1350007	Exide Industrial		9,335.18		
1/10/2019	1450003	Intercontinental		2,279.38		
1/10/2019	4	January 2019 ne			143.51	
1/11/2019	1450003	Intercontinental		13,811.52		
1/12/2019	1350	Exide Industrial		6,197.62		
1/13/2019	1890017	Exide Equipm		8,063.62		
1/14/2019	1350007	Exide Industrial		4,726.58		
1/14/2019	1450011	Intercontinental		2,106.95		

Withdrawals: 449,001.56 Deposits: 0.00 Out of Balance by: 449,001.56

Buttons: [Details...] [Bank Entry...] [Save] [Close]

**More  
Straightforward  
and Automated  
Reconciliation**

**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.

Reverse	Payment Date	Check/Payment No.	Amount	Vendor Number	Vendor Name	Rever
No	1/30/2009	357	36,637.01	4540	Leon Industries	
No	1/30/2009	358	73.28	1450	Intercontinental Electronics	
Yes	4/1/2009	390	5,055.99	1200	Leon Industries	6/30/
No	4/1/2009	391	2,471.53	1500	Intercontinental Electronics	
Yes	4/1/2009	392	4,930.30	2300	Intercontinental Electronics	6/30/
No	4/1/2009	393	33,900.00	7936	Intercontinental Electronics	
No	6/19/2009	401	5,535.00	7400	Leon Industries	
No	6/19/2009	402	2,694.00	1350	Leon Industries	
No	6/19/2009	394	21,056.06	1200	Leon Industries	

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

Bank	Distribution	G/L Account	Account Descrip...	Currency	Amount	Taxat
CCB				CAD	0.00	No
SEATAC				USD	0.00	No

**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.

**SAMLTD - Transaction History Inquiry**

Bank Code: CCB Canadian Commercial Bank

Bank Account Number: 78678-09091 CAD

Source Application: Accounts Payable

Document Type: Payments

Reconciliation Status: All

Specify Criteria

Check No. 2/0/2009 11:35:22 AM

Check Date

Check Amount

Source Amount

Source Currency

Vendor No.

Print

**Bank Transaction History Inquiry (BK1750)**

Bank: [C CB] Canadian Commercial Bank

Bank Account Number: 78678-09091 CAD

Source Application: [Accounts Payable]

Document Type: [Payments]

Reconciliation Status: [All]

From Check Number: [1 To 222222222222222222]

From Check Date: [1 To 12/01/2009]

From Check Amount: [0.00] To [999,999,999,999.99]

From Source Amount: [0.00] To [999,999,999,999.99]

From Source Currency: [1 To 222]

From Vendor Number: [1 To 222222222222]

Check/Payment Number	Reconciliation Status	Check/Payment Date	Vendor Code	Vendor/Payee Name	Cur.	Source Amount	Payment Amount
45400003	Outstanding	1/1/2009	4540	Leen Industries	AUD	2,929.53	2,929.56
88302	Outstanding	1/1/2009	8830	Dabo Electrical Supplies	GBP	186,189.69	438,824.47
6010009	Outstanding	1/1/2009	6010	Seattle Tacoma Bank	CAD	5,041.73	5,041.73
2150010	Outstanding	1/1/2009	2150	Marr hall-D ardon Ltd.	CAD	752.80	752.80
4030029	Outstanding	1/1/2009	4030	Megahonic Research Lab.	CAD	27.02	27.02
4030029	Outstanding	1/1/2009	4030	Seattle Tacoma Bank	CAD	474.62	474.62
2150027	Outstanding	1/2/2009	2150	Marr hall-D ardon Ltd.	CAD	15,429.10	15,429.10
1350007	Outstanding	1/6/2009	1350	Excide Industrial Batteries	CAD	9,335.18	9,335.18
1450003	Outstanding	1/10/2009	1450	Intercontinental Electronic	AUD	2,170.33	2,279.28
1450003	Outstanding	1/11/2009	1450	Intercontinental Electronic	CNY	84,944.16	13,811.92
1350	Outstanding	1/12/2009	1350	Excide Industrial Batteries	CAD	8,187.82	8,187.82
1890017	Outstanding	1/13/2009	1890	Racible Equipment Ltd.	CAD	8,083.02	8,083.02
1350007	Outstanding	1/14/2009	1350	Excide Industrial Batteries	CNY	20,033.03	4,720.56
1450011	Outstanding	1/14/2009	1450	Intercontinental Electronic	CAD	2,106.95	2,106.95
1450003	Outstanding	1/15/2009	1450	Intercontinental Electronic	CNY	26,200.92	4,251.63
4030017	Outstanding	1/15/2009	4030	Megahonic Research Lab.	CAD	21,160.36	21,160.36
1500022	Outstanding	1/15/2009	1500	Gold Manufacturing Ltd.	CAD	2,451.94	2,451.94
4540003	Outstanding	1/17/2009	4540	Leen Industries	CNY	455,246.05	79,932.71
2150013	Outstanding	1/17/2009	2150	Marr hall-D ardon Ltd.	GBP	8,128.06	21,204.14
1500017	Outstanding	1/17/2009	1500	Grant Office Supplies	CAD	47,800.99	47,800.99
1500029	Outstanding	1/23/2009	1500	Gold Manufacturing Ltd.	CAD	392.94	392.94
7400003	Outstanding	1/24/2009	7400	Koyo Precision Bearings	CNY	7.52	1.22
74000034	Outstanding	1/26/2009	7400		AUD	2.72	2.83
307	Outstanding	1/20/2009	4540	Leen Industries	USD	27,198.98	36,637.01
308	Outstanding	1/20/2009	1450	Intercontinental Electronic	USD	64.40	79.28
1350001	Outstanding	1/21/2009	1350	Excide Industrial Batteries	CAD	1,110.08	1,110.08
4000027	Outstanding	1/21/2009	4000	Knock on Ward	AUD	631.13	540.20
40300072	Outstanding	2/1/2009	4030	Megahonic Research Lab.	JPN	11,317.787	125,625.68

## 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

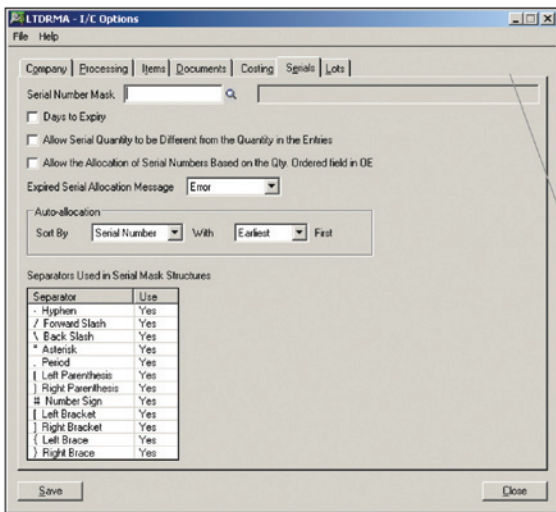
Quickly find projects with new search functionality. As your business grows, you have more information to track! With Sage Accpac Version 5.6, you can now easily find and access project information even when you have hundreds of jobs in the system. We also have included the ability to quickly print Billing 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 than ever before, while eliminating costly mistakes and allowing you to get your work done faster.



### 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.

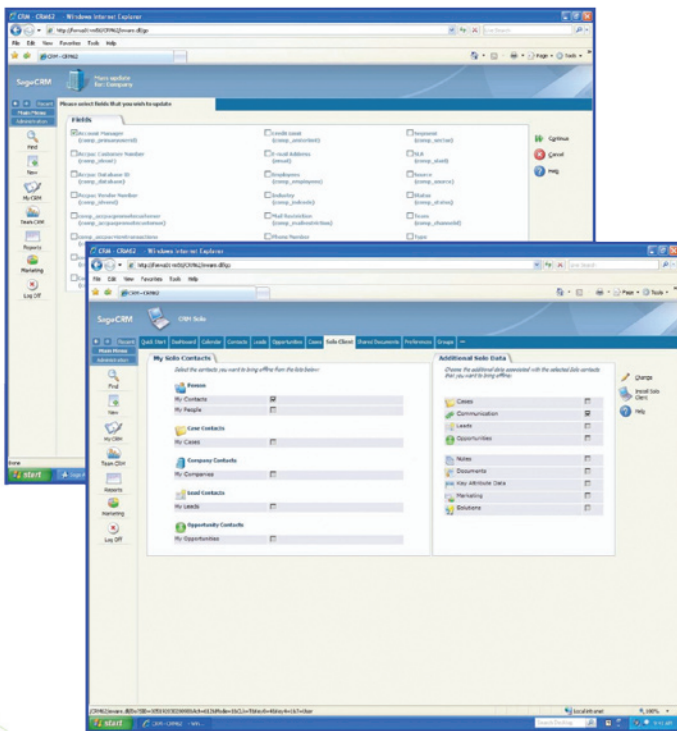
### Solo Synchronization

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).

## Sage ERP Solutions

### 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.

### 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?

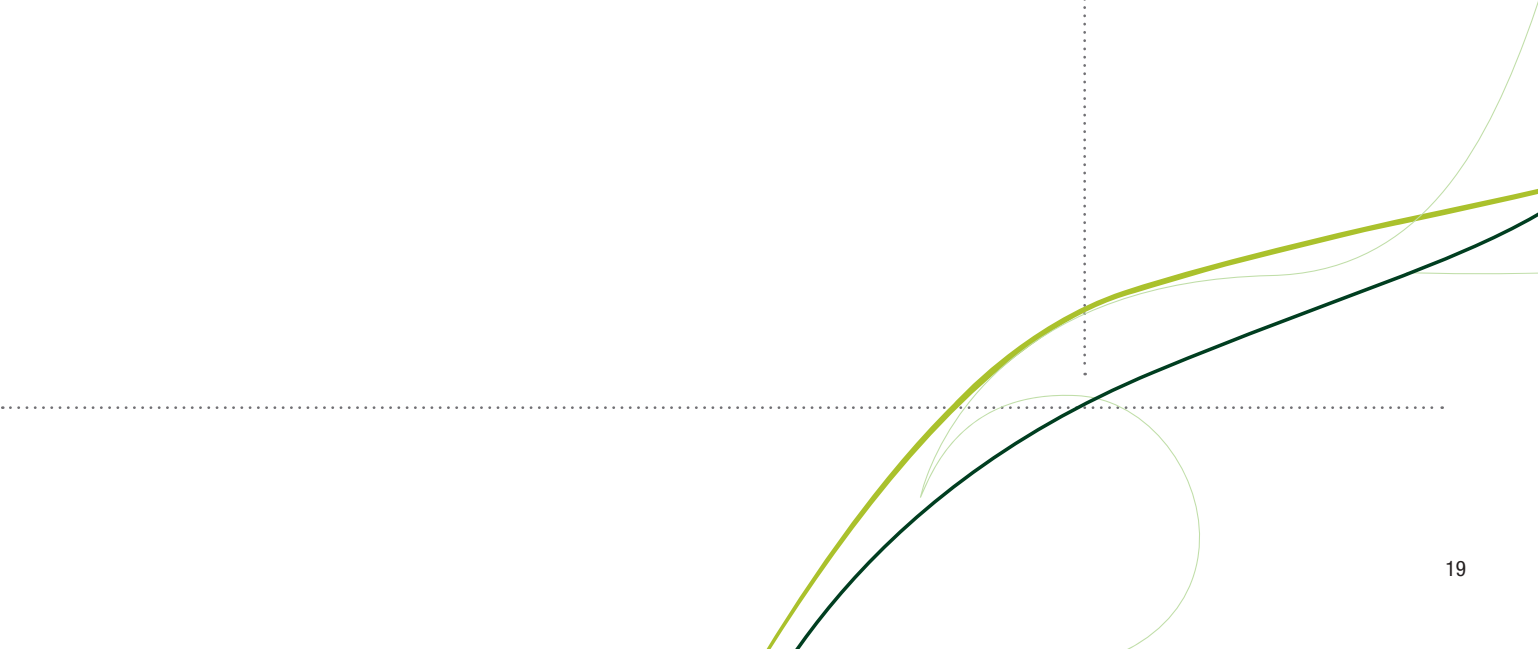
- **Performance:** The scalability of Microsoft SQL Server has been tested with 1,000 concurrent midmarket ERP users. You can add indexes to improve performance without interfering with access to tables or existing indexes.
- **Availability:** Microsoft SQL Server includes innovative high-availability 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 users at no charge for the software.

## Access Additional Information

You can get more information on Sage Accpac Version 5.6, future releases, and all other aspects of Sage Accpac through the community and knowledgebase—share, collaborate, learn—[www.sageaccpac.com/community](http://www.sageaccpac.com/community) and the Sage Accpac Web Current 5.5 Release: <http://www.sageaccpac.com/products/new/>

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