Sage Accpac ERP 5.6A

What's New

sage

Contents

Sage Accpac ERP
What's New in Version 5.6

Sage Accpac ERP 5.6 delivers the features that our customers have requested most often, including more efficient installation and activation processes and major enhancements throughout the entire suite of programs.

This document contains information about the exciting new features and changes in the following Sage Accpac ERP programs:

- System Manager
- Sage Accpac Intelligence
- Bank Services
- General Ledger
- Accounts Payable
- Accounts Receivable
- Canadian and US Payroll
- Inventory Control
- Order Entry
- Project and Job Costing
- Purchase Orders
- Return Material Authorization
- Tax Services
- G/L Consolidations
- Intercompany Transactions

It also includes information about our revised documentation set.

Changes and New Features in System Manager

System Manager 5.6 introduces the following new features and improvements:

- Easier and more efficient program installation and activation.

- A new License Manager that lets you maintain all your program activation codes and LanPak licenses in one place.

- New security authorizations that support changes in Bank Services and Canadian and US Payroll.

Dramatically Improved Program Installation and Activation

You can now install, upgrade, or modify all your Sage Accpac ERP programs from a single DVD in one smooth process.

Similarly, you can activate all your Sage Accpac programs in a single process. Now, you select all the programs you want to activate on the Data Activation form, and then click once to begin activation.

Note: You now install Bank Services, Tax Services, and G/L Subledger Services separately from System Manager. In earlier versions, these programs were installed together with System Manager.

New License Administration and Registration

We have added a new License Manager that launches during program installation, letting you enter serial numbers and activation codes for your new Sage Accpac programs and LanPaks.

You can also open the License Manager from the Sage Accpac desktop, if you need to add or change any licensing information, later.

- View licensing information for your Sage Accpac programs, including the number of users authorized under each LanPak license.

- Enter serial numbers and activation codes for the Sage Accpac programs and services that your company is using.

- When necessary, change the company name to which your Sage Accpac software is registered.

New Security Authorizations for Bank Services

The Security Groups form in Administrative Services provides the following new security authorizations to support changes in Bank Services 5.6:

- Reverse Bank Entries
- Post Bank Entries
- Transaction History Inquiry
- Print Deposit Register
- Clear History
- Setup Maintenance

In addition, we have renamed the Return Customer Receipts authorization. It is now called Reverse Customer Receipts.

New Security Authorizations for US and Canadian Payroll

The Security Groups form in Administrative Services provides the following security authorizations for US and Canadian Payroll:

- Employee Security Setup
- Selection List Maintenance
- Transfer Employee Timecard.

These changes support the new Employee Level Security features added to US and Canadian Payroll in this version.

Discontinued Support for IBM DB2

Sage Accpac ERP version 5.6 does not support IBM DB2 databases. As an alternative to DB2, Sage is offering assistance to our customers to migrate data to MS SQL. For details about this offer, check the information at the following URL:

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

New Sage Accpac Intelligence

Sage Accpac 5.6 ships with a new business intelligence program, Sage Accpac Intelligence (SAI).

SAI lets financial managers easily create reports and analyze Sage Accpac data using the familiar Microsoft Excel application. It includes the following components:

- **Report Viewer** (provides basic editing functions that let you filter data, change parameters, and drill down from existing reports and templates).

- **Report Manager** (lets you use Sage Accpac data containers to create and edit reports, and set security and permissions for the reports).

- **Connector** (lets you connect to unlimited ODBC data sources, such as CRM or additional ERP companies).

- **Analysis** (lets you create OLAP cubes for rapid analysis of your Sage Accpac data in Microsoft Excel).

> **Note:** No 30-day licenses are available for Sage Accpac Intelligence. One Report Manager license for one user is free with Sage Accpac ERP. However, you must have a permanent license to use the Analysis and Connector programs.

SAI is compatible with Microsoft SQL and Pervasive.SQL.

If you are using Windows Vista, Windows 2008, and Windows 7, you must log in as the Windows administrator the first time you run SAI.

A user with Windows administrator privileges must register the ActiveX component, SageACCBI56.exe, that SAI requires. Open any form in the Sage Accpac Intelligence folder to register this component. Once it is registered, other types of users can open SAI forms.

Changes and New Features in Bank Services

Bank Services 5.6 offers many keenly anticipated improvements to reconciliation and bank transaction processing, including:

- Simplified bank reconciliation.

- New options for transaction processing and reconciliation.

- New distribution sets that can simplify transaction entry.

- A new Bank Entry form that lets you process complex bank transactions.

- Changes to G/L Integration that support new bank transactions.

- A new Transaction Inquiry form that lets you inquire on posted bank transactions.

- A new Reverse Transactions form that lets you reverse both payments and receipts.

- Improvements to existing transaction reports.

- New Transaction History Inquiry, Deposit Register, and Bank Entries Posting Journal reports to maintain your audit trail.

Overhauled and Streamlined Bank Reconciliation

We have streamlined and simplified the Reconcile Statements form, which now consists of three tabs. The updated form includes these highlights:

An enhanced
Summary tab
- The Summary tab provides a new zoomed form that shows the change to your bank balance since you last reconciled the bank account. If you use Sage Accpac General Ledger, this new form also shows the balance of the associated G/L account.

  The simplified Summary tab is also easier to understand and to use.

Now, you need to fill in only the Statement Date and the Reconciliation Date. We have removed the Reconciliation Posting Date field from the Summary tab. (We have also removed this field from the Reconcile OFX statements form.)

Bank statement balances and adjustments are now labeled as such, so they are immediately identifiable.

You can now post any unposted bank entries simply by clicking the Go button beside the amount of unposted bank entries.

An efficient, new Reconciliation tab

- A new Reconciliation tab consolidates reconciliation information and provides new tools to help you reconcile efficiently.

In earlier versions, transactions were assigned to four different tabs that you used to reconcile different types of transactions. You couldn't view or reconcile all transactions in one place.

Now, a convenient new Reconciliation tab replaces these four tabs, letting you view and reconcile all types of transactions.

Filter and sort displayed transactions

You can also filter the transactions by reconciliation status and transaction type — and sort the result by document date or by transaction number. You don't need to scroll through an unwieldy list to find the transactions you want to clear!

Clear transactions with a mouse click

To clear the full amount of a transaction, you now simply double-click the transaction on the reconciliation grid to mark the transaction Cleared.

To clear the transaction with a different amount, you select a reconciliation status to clear the transaction with an error or with a write-off, and then you enter the amount to clear.

To view individual receipts that make up a deposit, you select the deposit, and then click the Details button.

Note: The Details button is available only for deposits that consist of multiple receipts. (These can include deposits entered in Bank Services using version 5.5, which permitted multiple details for each deposit. In version 5.6, although you can enter multiple details for each deposit in Bank Entry, posting the deposit creates one lump sum for the Reconcile Statements form.)

When reconciling transactions in version 5.6, note that:

- The reconciliation status Cleared With Credit Card Charges is no longer available for withdrawals.

You can select the Reversed reconciliation status to reverse a payment or other withdrawal. However, you must use the Reverse Transactions form to reverse a receipt (deposit).

Clear a range of transactions quickly

— A new Quick Clearing button on the Reconciliation tab opens a Quick Clearing form that lets you clear an entire range of payments all at once. (If you clear a range of transactions accidentally, you can restore the Outstanding status just as easily!)

— The Bank Entry button on the Reconciliation tab opens a new Bank Entry form, where you can enter any kind of reconciling transaction — from simple service charges to compound entries that use distribution sets.

Drill down to source ledgers

— You can drill down to source ledgers to view withdrawals and deposits in the original entry form. For example:

- If you select a vendor payment on the Reconciliation tab, then click the Drilldown button ( ) for Withdrawals, the payment appears in the A/P Payment Entry form.

- If you select a deposit that contained multiple receipts, and then click the Details button, the program lists the individual receipts on the Deposit Details form. You can select a receipt on the detail list, and then click the Drilldown button (or press the F9 key) to view the receipt in the A/R Receipt Entry form.

Note: The Deposit Details form no longer supports the reconciliation of individual receipts. You reconcile deposit totals using the Reconcile tab.

A new Totals tab

- A new Totals tab provides a breakdown of cleared payments and deposits by reconciliation status (for example, Cleared With Bank Error or Cleared With Write-Off).

New Options for Transaction Processing and Reconciliation

The Bank Options form now has three tabs that let you specify:

- Contact information for a Bank Services contact person.

- New processing options, including a default bank code and options for reconciliation and transaction entry.

- New document numbering options.

New Distribution Sets that Simplify Transaction Entry

Consistent with other Sage Accpac applications, you can now add distribution sets as well as distribution codes to simplify transaction entry. (In earlier versions, distribution codes were called "transaction types" in Bank Services.)

Distribution sets are groups of distribution codes that you use together in a transaction.

New Bank Entry Form that Handles Complex Bank Entries

A new Bank Entry form (similar to the G/L Journal Entry form) lets you record more complex transactions than in previous versions.

Because the new form accommodates any number of general ledger accounts, you don't have to use Accounts Payable or Accounts Receivable to include interest and taxes in bank transactions. For example, you can record mortgage payments right in Bank Services — you don't have to set up your bank as a vendor in Accounts Payable.

You open the Bank Entry form using the icon in the Bank Transactions folder, or by clicking the Bank Entry button on the Reconcile Statements form. The Reconcile OFX Statements form also lets you open a modified Bank Entry form that includes just the fields required for a reconciling entry.

You can post a bank entry using the Bank Entry form, or you can use the Post Entries form to post a range of entries.

New Bank Entries Posting Journal

A new Bank Entries Posting Journal maintains your audit trail of posted bank entries.

Updated G/L Integration to Support New Bank Transactions

The G/L Integration form lets you specify different reference information from bank entries, bank entry details, and reconciliation entries to use in the corresponding G/L entries.

Also regarding G/L Integration, 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.

Ability to Inquire on Posted Bank Transactions

Because Bank Services now keeps a history of posted transactions, you can review bank transactions even after posting them.

A new Transaction History Inquiry form lets you look up the status of transactions that affect your bank accounts, and print the results of your inquiry. You can also drill down from this form to view selected transactions in the original entry form in Bank Services, Accounts Payable, Accounts Receivable, or US or Canadian Payroll.

More Efficient Transaction Reversal

A new Reverse Transactions form lets you reverse both payments and receipts more easily than in previous versions.

The Reverse Payments and Return Customer Checks forms no longer exist.

Note: You must use the Reverse Transactions form to reverse deposits in version 5.6. You cannot reverse deposits by changing their reconciliation status in the Reconcile Statements form.

You can reverse a deposit that was entered (but not cleared) in Bank Services version 5.6. The program removes the reversed transaction from the Reconciliation tab of the Reconcile Statements form. Corresponding journal entries appear on the Bank Entries Posting Journal and, once you post the reconciliation, on the Reconciliation Posting Journal (in the Summary section).

You can also reverse a deposit that was entered in Bank Services version 5.5, or earlier, provided the deposit has not been cleared. When you reverse a deposit entered in an earlier version, Bank Services creates an offsetting withdrawal entry with Outstanding status. It also resets the deposit status to Outstanding (similar to the treatment of deposits from Accounts Receivable). Both the offsetting entry and the reversed deposit remain outstanding on the Reconcile Statements form, where you can clear them in the next bank reconciliation.

Paycheck reversal

IMPORTANT: If you use Sage Accpac Canadian or US Payroll, read the section "Bank Services Changes that Affect Paycheck Reversal," later in this document, for important information about how this new functionality in Bank Services affects the reversal of paychecks.

Terminology Changes

Payments, Withdrawals, and Deposits

In previous versions, all transactions were either "withdrawals" or "deposits" in Bank Services.

Deposits
In version 5.6, "deposit" describes all funds moving into the bank account.

The following transactions are classified as deposits on the Reconcile Statements form, Bank Entry form, Transaction Listing report, Reconciliation Status report, Bank Reconciliation report, and Deposit Status report:

- Deposits.

- Withdrawal bank errors where the Withdrawals amount is greater than the Cleared Amount.

Withdrawals
Now, "withdrawal" describes funds moving out of the bank account.

The following transactions are classified as withdrawals on the Reconcile Statements form, Bank Entry form, Transaction Listing report, Reconciliation Status report, Bank Reconciliation report, and Withdrawal Status report:

- Payments.

- Withdrawals.

- Reversed receipts.

- Deposit bank errors where the Cleared Amount is greater than the Deposit amount.

Payments
A/R refunds, A/P payments, and payroll checks are labeled "Payments" on the Transaction History form, Transaction History report, Reverse Transactions form, and Check/Payment Register.

New "Outstanding" Status for Deposits

"Outstanding" reconciliation status is now used for deposits, rather than "In Transit."

Other Changes for Bank Services

- When checking data integrity for Bank Services, you can check restart records, only. (There is no Fix option for restart recovery.)

- We have updated all transaction reports for version 5.6, and we have added the following new reports:

    – Transactions History Inquiry report, which you print from the new Transaction History Inquiry form.

    – Deposit Register.

    – Bank Entries Posting Journal.

If You Are Upgrading from an Earlier Version of Bank Services

Note that during activation to version 5.6, the program assigns default values to a number of fields in the following forms and tabs:

Form	Tab	Field	Default Value
Reconcile Statements	Summary	Reconciliation Description	Blank
	Reconciliation	Display	All
		Transaction Type	All
		Sort By	Date
Options	Company	Company information Contact Name Phone and Fax Number	Default information comes from the Address tab in the Company Profile
	Processing	Check For Cleared In Future Period	Warning
		Default Bank Code	Blank
		Service Charges (Default Distribution Code, Default G/L Account):	Blank
	Documents	Next Number Bank Entry	1
		Next Number Bank Transfer	As set in previous version.

Form	Tab	Field	Default Value
G/L Integration	Transactions	Bank Entry: G/L Entry Description	Entry Description
		Bank Entry Detail:	
		G/L Detail Reference	Reference
		G/L Detail Description	Description
		G/L Detail Comment	Comments
		Bank Reconciliation:	
		G/L Entry Description	Bank Code, Posting Sequence
		G/L Detail Reference	Blank
		G/L Detail Description	Blank
		G/L Detail Comment	Blank

Changes and New Features in General Ledger

General Ledger 5.6 includes the following enhancements:

- You can use the G/L Trial Balance Report form to print new reports that show net changes for a specific period.

- New options on the Transactions Listing form let you include balances and net changes, as well as posting sequences and batch-entry numbers on transaction listings. Also, you can now sort transactions by date for the fiscal periods you specify.

Changes and New Features in Accounts Payable

Ability to Sort Printed Payment Checks

A new Sort Checks By option, on the Transactions tab of the A/P Options form, lets you specify a default order in which to print batches of checks.

You can print payment checks by:

- Transaction Entry Number
- Customer Number
- Payee Name

- Payee Country
- Payee Zip/Postal Code
- Vendor Number
- Payee Name
- Payee Country
- Payee Postal Code
- Transaction Entry Number

Ability to Apply Prepayments to Existing POs

You can now apply payments to existing Purchase Orders when you prepay a vendor. In earlier versions, you had to enter the PO number manually if the Purchase Order was posted, but not invoiced.

Enhanced A/P Reports

Accounts Payable 5.6 lets you save report settings easily, and export reports to Microsoft Excel.

The Aged Trial Balance and Aged Payables reports include new options that let you:

- Sort transactions by transaction type for each vendor.

- List adjustments separately from the transactions to which they were applied. When you select Adjustment (in the Select Transaction Types section of the report form), adjustments are listed as separate transactions on the report.

  If you select the option to show applied details, they also appear with the documents to which they apply.

- Choose whether to print aged retainage amounts for each vendor, if you are printing the report by due date.

Also, miscellaneous payments now appear on the report with "MC" as the document type (or applied type), so they are easier to identify.

Changes and New Features in Accounts Receivable

Powerful, Integrated Inquiry Forms

In Accounts Receivable 5.6, we have integrated three powerful inquiry forms that used to come with AR Inquiry, a separately licensed product.

Customer Inquiry replaces the Customer Activity form

We have replaced the Customer Activity form with a new Customer Inquiry form. Information that you used to find on the Customer Activity form is available on various tabs on the Customer Inquiry form. You now view:

- Activity information on the Activity/Stats tab on the Customer Inquiry form.

- Aged amounts, together with balance information, on the Credit Status tab.

- Information for posted transactions on the Documents tab.

- Information about receipts on the Receipts tab, and information for refunds on the Refunds tab.

- Information about pending transactions on the Pending tab.

Like the Customer Activity form, the Customer Inquiry form lets you view document history, and it lets you drill down from its Documents, Receipts, and Refunds tabs to original entries. Moreover, Customer Inquiry provides additional capabilities, including:

- Separate tabs, with drilldown, for adjustments and recurring charges.

- Document details and application history that you can view on the same tab. You no longer have to open separate forms to see this information. Customer Inquiry also lets you open the Document Inquiry form to view comprehensive information for a selected document, including ship-to information, taxes, and exchange rates.

- If you use Order Entry version 5.6, separate tabs for O/E orders, O/E invoices, and O/E sales. You can drill down from order numbers and shipment numbers on these tabs to view the original order or shipment in the Order Entry program.

- If you use Inventory Control version 5.6, an IC Contract Pricing tab. You can double-click any item number that appears on the OE Sales tab or on an IC-related tab to view the item record in Inventory Control.

- Together with the transaction-related tabs, Address, Tax/Sales, Comments, Optional Flds., Ship-To, Activity/Stats, and Credit Status tabs provide a ready reference to all the information available in Accounts Receivable for a selected customer.

You can choose which tabs you want to display or hide, and then save your settings for the next time you use the form.

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. You can also drill down to Document Inquiry from Customer Inquiry and from all A/R transaction-entry forms.

If you use Order Entry version 5.6, you can drill down from order numbers and shipment numbers in Document Inquiry to view the original order or shipment in the Order Entry program.

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.

- Produce 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, print a report by any number of optional fields that you use to identify customers. For example, if you use an optional field to identify preferred customers, you can print a list of your preferred customers.

- Print a report of customers whose accounts are inactive, prior to deleting their accounts.

- You can also drill down from a selected customer on the Customer List preview to see more details for the customer in the Customer Inquiry form. If you use the preview when contacting customers, all their information will be readily available to you.

Comment Types

A new Comment Types form lets you set up comment type codes using up to eight characters for each type of comment that you enter for customers. You can then filter customer comments by comment type on the Customer Inquiry form.

Converting from AR Inquiry

If you used AR Inquiry with Accounts Receivable 5.5, you must use the AR Inquiry Migration tool to upgrade your AR Inquiry data.

(For more information about using the AR Inquiry Migration tool, read the *Update Notice*.)

There are some differences between the new inquiry features in Accounts Receivable and similar features in the earlier AR Inquiry forms. These differences are summarized in the online help.

Improved Display of Documents in Receipt Entry

The Receipt Entry form lets you display documents by original document number, making it easier to apply customer payments to retainage invoices.

The AR Options form lets you select Original Document Number as the default order for open documents displayed on the Receipt Entry form.

Ability to Sort Printed Refund Checks

A new Sort Checks By option, on the Transactions tab of the A/R Options form, lets you specify the order in which to print batches of refund checks. You can now print refund checks by:

- Transaction Entry Number
- Customer Number
- Payee Name
- Payee Country
- Payee Zip/Postal Code

Enhanced A/R Reports

We have updated and enhanced three important reports in version 5.6:

- **AR Statements.** We have updated the layout and organization of the Customer Statements report, which is now easier to read and understand. For example, we have removed 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.** New options for the Aged Trial Balance and the Overdue Receivables reports let you:

  – Sort transactions by transaction type for each customer.

  – List adjustments separately from the transactions that they were applied to. When you select Adjustment (in the Select Transaction

Types section of the report form), adjustments are listed as separate transactions on the report.

– If you select the option to show applied details, they also appear with the documents to which they apply.

– Choose whether to print aged retainage amounts for each customer, if you are printing the report by due date.

– Specify the earliest date for which to show fully paid transactions, if you want to see only recent fully paid transactions.

Also, miscellaneous receipts now appear on the report with "MC" as the document type (or applied type), so they are easier to identify.

• **Customer Transactions.** You can now sort transactions by transaction type for each customer on the Customer Transactions report.

Miscellaneous receipts appear on the report with "MC" as the document type (or applied type).

Renamed customer report

Also, we have renamed the Customer List that you used to print using the Customers icon in the A/R Customer Reports folder. The report is now called the Customers report.

To print the Customers report, you select the Customers option (rather than Customer List) on the Customers report form.

Changes and New Features in Canadian and US Payroll

Tightened Privacy with New Employee Level Security

You can now use Employee Level Security in Canadian and US Payroll to restrict the employee information that a user can view or process. For example, you can ensure that employee payroll and management payroll are processed by different users, so that junior payroll clerks cannot see pay information for management.

Employee Level Security is based on selection lists. In previous versions of Payroll, you used selection lists to define groups of employees that could be selected in Payroll forms.

In version 5.6, you also use selection lists for security purposes. If Employee Level Security is turned on:

- Users have access only to the employees on selection lists assigned to them, which can be all employees or only the employees included in their main selection list.

- Employee Finders on forms and reports list only the employees assigned to the user.

- Selection List Finders show only the selection lists assigned the user.

- When a user adds a new employee, the employee record is automatically added to their main selection list. It is also added to any selection list to which their main list belongs (for example, the supervisor's main selection list).

If Employee Level Security is turned off, selection lists work exactly as in previous versions of Payroll.

Employee Level Security affects all US Canadian Payroll forms that include employee information, except for the following:

- Payroll Checks

- Process Manual Checks

- Post Manual (ATF) Checks

- EFT-related processes, forms, and reports

- Data Integrity checks of US Canadian Payroll data

> **Note:** Employee Level Security imposes no restrictions on Sage Accpac programs that integrate with US Canadian Payroll, such as Bank Services, Project and Job Costing, or General Ledger.

New Setup Forms and Options to Support Employee Level Security

Version 5.6 includes the following new forms and changes for setting up Employee Level Security:

- **User Security Setup.** Use the new User Security Setup form to assign Employee Level Security to User IDs.

- **User Security Setup Report.** Use the new User Security Setup Report form to print information that has been entered in the User Security Setup form.

- **Setup Options.** Use the new Employee Level Security option on the Options form to turn on Employee Level Security.

- **Options Report.** The Processing Options section of the Options report now includes the Employee Level Security setting (Yes or No).

- **New option on payroll forms.** Many Payroll forms now let you use selection lists to select employees. Most Payroll report forms also provide Selection List fields.

Enhanced FLSA Payroll Calculation in US Payroll

FLSA Overtime Calculated on a Weekly Basis

In previous versions, for employees who were paid less frequently than weekly (say, biweekly or semimonthly), Payroll made one FLSA overtime calculation for the entire pay period.

Now, Payroll calculates FLSA Hourly overtime, as follows:

- For employees who are paid less frequently than biweekly, Payroll automatically calculates overtime separately for each week in a pay period.

- For employees who are paid biweekly, you use the new Calculate Overtime On A Weekly Basis option to specify whether to calculate overtime on a weekly or a biweekly basis. During payroll calculation:

  - If the option is selected, Payroll checks to ensure that the overtime schedule assigned to the employee is valid for the FLSA calculation. If the overtime schedule is valid, Payroll calculates FLSA overtime pay separately for each week in the biweekly pay period.

    Note: The overtime schedule must be a weekly overtime schedule — that is, it must include a period of seven days.

  - If the option is not selected, Payroll performs one FLSA calculation for the entire pay period.

This new option is available on the Pay tab of the Employees form for biweekly employees, only, when you specify the FLSA Hourly overtime calculation method.

The option is selected automatically as the default for new biweekly employees. However, when you upgrade to version 5.6, the option is not selected for existing employees, and the calculation remains the same as in the previous version (where the program performs one FLSA calculation for the entire pay period), unless you change it.

Finer Control of FLSA Overtime Calculations Involving Tips

For employees whose overtime calculation method is FLSA Hourly and who are not paid daily or weekly, you can now enter a number of days worked for the Reported Tips earning and the Allocated Tips earning on detailed Payroll timecards.

This feature lets you allocate these amounts more accurately over the pay period, giving you more control over the proration of lump sums that may be included in overtime calculations.

Note that while employees can enter reported and allocated tips on their timecards, they cannot enter the number of days worked. The Days Worked field appears only on transferred timecards with a default entry of "1," which you can change.

When you upgrade to version 5.6, the activation program sets the default Days Worked on existing timecards to zero. You may need to specify a different number in this field.

Bank Services Changes that Affect Paycheck Reversal

In version 5.5, you could use the Reverse Payments form in Bank Services to reverse paychecks, or you could reverse them when reconciling bank statements.

In version 5.6, we have replaced the Reverse Payments form with the Reverse Transactions form. You can use the Reverse Transactions form to reverse paychecks. (If security is turned on for your system, you must belong to a security group with authorization to reverse transactions.)

If Payroll does not use the option Use Original Dates When Reversing Checks, Bank Services sets the reversal date for a reversed paycheck. If the check was reversed:

- **Using the Reconcile Statements form** — the reconciliation date specified for the reversal in Bank Services becomes the reversal date in Payroll.

- **Using the Reverse Transactions form** — the reversal date specified for the reverse transaction becomes the reversal date in Payroll.

If your company does use the option Use Original Dates When Reversing Checks, Payroll continues to use the original check date for the reversal, as in previous versions.

Other Changes in Canadian and US Payroll

On the General tab of the Employees form, the Phone field is now located above the SIN (Canada) or SSN (US) field.

Changes and New Features in Inventory Control

Fully Integrated Serialized Inventory and Lot Tracking

In version 5.6, Serialized Inventory and Lot Tracking is fully integrated in Sage Accpac programs. You no longer need to purchase and install Sage Accpac Serialized Inventory and Lot Tracking programs separately. Now, you require a single license that lets you:

- Create and reconcile serial or lot numbers.

- Receive serialized or lotted items from vendors.

- Make adjustments involving serialized or lotted items.

- Use serialized or lotted items in assemblies.

- Use serialized or lotted items for internal usage.

- Take physical inventory counts of serialized or lotted items.

- Ship serialized or lotted items to customers.

- Transfer serialized or lotted items to other locations.

- Register serial numbers for customer warranties.

- Update warranties on serialized or lotted items.

- Recall and release lotted items.

- Release lots from quarantine.

- Split and combine lots.

Before you can perform these tasks, you must set up items in Inventory Control as serialized and/or lotted items. You must also:

- Define serial and lot number formats.

- Specify global default settings for serialized and lotted items.

All the icons for managing serial numbers and lot numbers are conveniently located in existing Inventory Control folders, where you expect to find them, rather than in separate Serialized Inventory and Lot Tracking program folders.

Converting Data from a Previous Version

Serialized
Inventory and Lot
Tracking

If you were using version 5.5 or 5.3B of Serialized Inventory or Lot Tracking with your previous version of Sage Accpac, you must run the Accpac SN/LT conversion program to convert the Serialized Inventory and Lot Tracking data before you can use version 5.6 programs.

To run the conversion program, you double-click the Accpac SN/LT Data Conversion icon, available in the Inventory Control folder.

New Stock Control Reports for Serial Numbers and Lots

We have added the following I/C Stock Control reports to support the integration of Serialized Inventory and Lot Tracking:

- **Serial/Lot Transactions report.** You print this report when you need a list of lot numbers, or serial numbers, and the document numbers that included them. You can sort the report by serial number, lot number, or item number, and by availability.

- **Serial/Lot Number Qty on Hand report.** You print this report when you need to reconcile serial and lot quantities with physical inventory quantities. The report lists all serial numbers, or lot numbers, and their quantities for each item number at each location. You can print summary and detail reports, and you can sort the report by item number or location.

- **Serial/Lot Number List.** You print this report when you need a list of serial numbers or lot numbers for each item. You can print summary and detail reports, and you can sort the report by serial number, lot number, item number, or location.

- **Serial/Lot Stock Listing.** You print this report to obtain a list of serial numbers or lot numbers assigned to items that are sold, reserved, or expired. Reports of serial numbers for sold items can include registered warranties. You can sort this report by item number, customer number, or location.

In addition to the new Stock Control reports, the following reports and forms now print serial numbers and lot numbers:

- Transaction History Detail Report
- Posting Journals
- Transfer Slips
- Transaction Listing Report

Enhanced I/C Reports

We have enhanced several existing reports for version 5.6, as follows:

- **Transaction Statistics Report.** When you print this report from the Transaction Statistics Inquiry form, the report uses the options and settings you selected for the inquiry.

- **Sales Statistics Report.** When you print this report from the Sales Statistics Inquiry form, the report uses the options and settings you selected for the inquiry.

- **Transaction History Report.** When you print this report from the Transaction History Inquiry form, the report uses the options and settings you selected for the inquiry.

- **Item Valuation report.** We have improved the performance of this report. (If you find that performance is still slow, you can edit the ICPRT.INI file tp use a non-datapiped version of the report. The information you need to edit the ICPRT.INI file is contained in the Sage Accpac 5.6A Readme file.)

Changes and New Features in Order Entry

Support for Integrated Serialized Inventory and Lot Tracking

We have redesigned the forms you use to assign serial numbers and lot numbers on orders, shipments, invoices, debit notes, and return credit notes in Order Entry.

Including Serial Numbers and Lot Numbers on Reports

The following Order Entry reports and forms now let you print serial numbers and lot numbers:

- Credit/Debit Notes
- Invoices
- Order Confirmations
- Picking Slips
- Posting Journals
- Transaction List
- Sales History report

Improved Reports

We have enhanced the following existing reports:

- **Sales History Report.** You can now print a Totals report type, in addition to the existing Detail and Summary types. The Totals report lets you select by Document Date or by Fiscal Year/Period.

  When printing a Detail report, you can now:

  - Include Invoice Details, and then specify a range of document dates.

  - Select records by additional criteria (for example, by territory or salesperson).

  When printing a Summary report, you can now select by a range of categories.

- **Salesperson Commissions Report.** You can now print the Commission Type.

  Also, when printing by Detail, you can sort by Document Number, Document Date, or Customer Number. If you sort by Customer Number, you can print subtotals for each customer.

- **Invoice Action Report.** If you select by Order Number when printing this report, you can select orders based on their shipped status (partially shipped, fully shipped, or both) and their invoice status (Not Invoiced, Partially Invoiced, Fully Invoiced, or all statuses).

- **Sales History Report.** When you print from the Sales History Inquiry form, the options and selection ranges you specified for the inquiry are used to print the Sales History report.

- **Sales Statistics Report.** When you print from the Sales Statistics inquiry form, the options and selection ranges you specified for the inquiry are used to print the Sales Statistics report.

No Default Item Quantity for Debit Notes

Order Entry 5.6 no longer inserts a default item quantity for debit notes that are created from invoices.

Changes and New Features in Purchase Orders

Support for Integrated Serialized Inventory and Lot Tracking

We have redesigned the forms you use to assign serial numbers and lot numbers in Purchase Orders transactions. It is now simpler to assign these numbers on receipts, invoices, debit notes, credit notes, and returns in Purchase Orders.

Enhanced P/O Reports

In version 5.6, we have improved the following reports and forms:

- **Purchase Order Action report.** This report now lets you select by document date and sort by item number.

- **Purchase History Inquiry form.** You can now view serial numbers and lot numbers for selected transactions that included serialized or lotted items.

- **Purchase History Report.** This report lets you print serial numbers and lot numbers, and select by document date. In addition, when you print the Purchase History Report using the Purchase History Inquiry form, the options and selection ranges you specified for the inquiry are used to print the Purchase History Report.

- **Posting Journals and Transaction Listings.** You can now include serial numbers and lot numbers when printing posting journals and transaction listings.

- **Purchase History Report.** You can now print this report by document date.

- **Receiving Slips** and **Return Forms.** You can include serial numbers and lot numbers when printing these forms.

Changes and New Features in Project and Job Costing

New Quick Search Fields in Contract Maintenance

New Search fields in the Contract Maintenance form let you display projects and categories in a contract by typing the project or category code, and then clicking a Go button.

You no longer have to scroll through a long list to find the project or category you want to work with.

Ability to Print Revenue Recognition and Billing Worksheets

Version 5.6 lets you print reports of your billing and revenue recognition worksheets. You can either:

- Print the current worksheet by clicking File > Print in the Revenue Recognition Worksheet form or in the Billing Worksheet form.

- Print a range of worksheets using a new Worksheets icon, which is available in the PJC Transaction Reports folder.

Support for Integrated Serialized Inventory and Lot Tracking

Project and Job Costing now lets you print reports of serial and lot numbers assigned to jobs in Project and Job Costing. If you have a license for Serialized Inventory and Lot Tracking, a new Serials And Lots report icon is available in PJC Analytical Reports folder. It lets you print two types of reports:

- The Contract, Project, Category, and Resource report type shows the serial and lot numbers assigned to each project, category, and resource in each contract.

- The Resource report type lists serial numbers and lot numbers for each resource and customer.

You can also include serial and lot number on transaction listings.

Changes and New Features in Return Material Authorization

Sage Accpac RMA 5.6 includes a number of enhancements that we have introduced since version 5.5A.

Support for Integrated Serialized Inventory and Lot Tracking

You allocate serial and lot numbers in RMA 5.6 much the way you do in Order Entry, with the following exceptions:

- You can allocate only *existing* serial and lot numbers in RMA. (If you specify an invoice number for a return, you can allocate only serial numbers that were assigned on the original invoice.)

- For returned items that use serial numbers or lot numbers issued using version 5.5, or earlier versions, you must issue a credit note in Order Entry.

- For returned items that use serial numbers or lot numbers that were assigned using the Serial/Lot Reconciliations form in Inventory Control, you must issue a credit note in Order Entry.

New Reports of Serial Numbers and Lots

We added new reports of serial numbers and lot numbers used in RMA documents. The Serial/Lot Number Report form (available in the Analytical Reports folder) lets you print separate reports for lotted items and serialized items.

Enhanced Comments Options for RMA Templates

The RMA Templates setup form includes the following enhancements:

- We have renamed the option to copy comments to credit notes Copy RMA Comments To Unmatched Credit Notes.

- We have added an option, Overwrite RMA Comments On Matched Credit Notes. This option is available only if you select the option Match Credit Note To Invoice.

Improved Validation in RMA Authorizations Setup

The Authorizations form checks the Authorized By User ID against existing RMA Templates. You cannot delete the Authorized By User ID if the user is currently specified in an RMA template.

Enhanced Return Authorization Entry

Version 5.6 includes the following enhancements to Return Authorization Entry:

- We have added a new Customer tab that includes key information from the A/R customer record.

- You can import RMAs that already have assigned document numbers.

- You can insert required optional fields automatically.

- You can use alternate items on returns, as you do in Order Entry:

    a. Enter an item number in the Item No./Misc. Charge field, then leave the field.

b. Click the Item No./Misc. Charge column heading. If the I/C item record specifies an alternate item, a message appears asking whether you want to view alternate items.

c. Click Yes to display only alternates for the specified item in the Finder. (If you click No, the Finder lists all I/C items.)

Support for Customer, Vendor, and Item Number Change

You can now use these number-changers with Sage Accpac RMA.

Changes and New Features in G/L Consolidations

G/L Consolidations 5.6 includes report changes and additional options when importing data.

You can now import data by net changes and balances for a specific year and period.

Changes and New Features in Intercompany Transactions

Intercompany Transactions 5.6A is compatible with General Ledger 5.6A and Accounts Payable 5.6A. (Earlier versions of General Ledger and Accounts Payable are not supported.)

The Unposted Batches Report includes all G/L batches originating from the ICT company, including batches from ICT Accounts Payable (source ledger AI) and ICT General Ledger (source ledger GI).

Upgrading from Version 5.4

The ADMIN user must reassign the Inquiry permission to users who had Inquiry security authorization, but not Maintenance authorization, for ICT Distribution Sets.

Update Company Information automatically adds the following GI source codes in the remote companies: GI-CL, GI-CO, GI-CV, GI-IC, GI-JE. If Accounts Payable is active in the ICT company, the following AI source codes are also added: AI-CO, AI-CR, AI-DB, AI-IN. In prior versions, this automatic process occurred only when you added a new company to ICT Options.

Upgrading from Version 5.3

If you are updating from version 5.3 to version 5.6, you may not be able to import invoices that you exported in version 5.3 because we added new fields to invoice entry tables (APIBC, APIBH, APIBD) in version 5.4.

You must update account information in ICT Options whenever you change G/L account information in a company, and whenever you add a new company.

ICT Routes do not let you duplicate a company in the levels (up to 50 levels).

Note the following changes that affect A/P Invoice Entry:

- A distribution code field lets you use a distribution code from the destination company, instead of having to remember G/L accounts.

- If the vendor record specifies distribution by distribution set, the distribution set appears automatically for new invoices. When you click the Create Dist. button, the program searches for a matching distribution set in the ICT company (not in the originating company), and uses it to create detail lines.

- A/P Invoice Entry now features a Quick Entry mode.

Batches created in version 5.6 print vendor names in the A/P Batch Listing report.

Batches posted in version 5.6 print the remit-to-location description in the A/P Posting Journal report.

Changes and New Features in Tax Services

This version of Tax Services is compatible with all version 5.6 Sage Accpac ERP programs.

Streamlined Documentation and User Assistance

In addition to this What's New document, version 5.6 provides the following new documentation in PDF format:

- **Pre-Installation Checklist.** This streamlined checklist is designed to ensure that you perform several crucial tasks before you install Sage Accpac version 5.6.

- **Installation and System Administrator's Guide.** This new guide will help you to install and set up Sage Accpac ERP, and perform

administrative tasks, such as setting up user security. It also provides some information about how to deploy Sage Accpac over the Web and how to integrate Sage Accpac ERP with SageCRM.

Checklists to help with periodic processing throughout your system

System Manager's help now includes an overview of periodic processing throughout your Sage Accpac ERP system, and provides instructions for printing the day-end, period-end, and year-end processing checklists that ship with the program.

User manuals and data entry checklists are no longer included with individual applications. Everything you need to know about using Sage Accpac ERP is contained in the help for each application. However, you can download all version 5.5 manuals in PDF format, as well as technical information (such as database changes) from the Sage Accpac community page on our Web site, at http://community.sageaccpac.com/resources/.