SAGE 300 2019

FINANCIAL AND DISTRIBUTION SOFTWARE REVIEW BY SHELDON NEEDLE

ctsguides

Your trusted guide for software selection since 1983

Software Platform

Sage 300 2019 provides small and midsized businesses a broad range of end-to-end business management applications designed to enhance customers' competitive advantage.

Sage 300 2019, previously Sage 300 ERP (formerly ACCPAC ERP), offers business management products and services that provides small and midsized customers in North America the insight for success throughout the life of their business. Its parent company, The Sage Group plc (London: SGE.L), supports 6.2 million customers worldwide.

The unique object-oriented and multitiered architecture of Sage 300 2019 increase the functionality of business management solutions, making them easily adaptable to third party solutions, e-business applications and existing user interfaces.

Sage also offers Sage 300cloud software which offers SAAS pricing and runs in the cloud.

Unique Features

Sage 300 2019 is a complete but modular integrated accounting systems. The product has been designed as a multiuser, multiyear, multicurrency, multilingual, and multicompany product.

What seems to be consistent throughout Sage 300 2019 is well thought out design and organization of setup screens and validation tables within each module. This gives the user the ability to maintain rules and options that can easily be updated, and that will speed up data entry and provide consistency and accuracy during use.

Sage 300 2019 provides a powerful integrated macro language based on Visual Basic for Applications (VBA) for automation of common tasks. VBA not only supports features you would expect from a modern language, it also include DDE support and the ability to access external

subroutines in DLLs. VBA macros can make use of Sage 300 2019 logic (as subroutines) to secure the process of writing to the database. Most people do not understand the significance of such a built-in tool. These macros can give you the feeling that your custom needs came prepackaged with the core software.

Sage 300 2019 Intelligence Strategic Planning Tools

Sage 300 2019 Intelligence empowers you to quickly obtain the information you need for operations and strategic planning. Sage 300 2019 Intelligence lets you create reports and analyze data, utilizing the familiar Microsoft® Excel® application. With Sage 300 2019 Intelligence, you can spend more time focusing on information analysis and less time pulling the data together. It provides you with the Sage 300 2019 Intelligence application at no additional cost. You receive Standard report templates for management, sales, purchases, and inventory

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.

Standard Report Templates

Templates provide easy-to-use, in-depth financial, operations, and strategic planning intelligence so that you are always in the know. Sage 300 2019 Intelligence provides several standard report templates with your solution, so you can focus on interpreting information to make faster, better business decisions, instead of having to create custom reports.

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.

Sage 300 2019 also supports light manufacturing and is a solid distribution solution. For more sophisticated manufacturing a third party product, MISys Manufacturing is required.

System Manager

All functions common to the applications are maintained here. The functions are broken down into two major categories: *Administrative Services* and *Common Services*.

Administrative Services

Administrative services are responsible for grouping related company information together when you are working with multiple companies. User information, security access, and administrative utilities are maintained here. Applications to be used for each individual company are also defined here.

Each individual user can be set up with passwords, security groups, and customization settings (including screen layouts, standard report definitions, and printer selections). A language option has been included to allow users to specify which language "add-in" they wish to use. Language overlays are currently available in Chinese, French, and Spanish.

A data integrity check function is available to work across companies and applications, and can be preset to log and fix (or only log) errors. As is true with any software product, hardware malfunctions, power fluctuations, and database tampering can all create software integrity issues. This feature is useful for finding these potential problems and fixing many of them without the need to restore data.

Another extremely important feature of Sage 300 2019 is the Restart Maintenance function. This exploits the power of the database in that it enables you to restart an interrupted posting function without loss or corruption of data. You can process and post throughout the day without backing up prior to these operations. This function also allows you to safely interrupt processes that you initiated but choose not to complete. You can restart the process where it left off when you are ready.
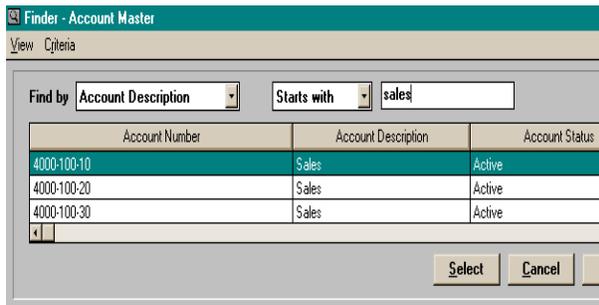
Common Services

Common Services provides and receives information shared between modules within a company, so that data need only be keyed in once. Company profile settings, fiscal calendars, and currency tables are defined under Common Services, because all modules must have access to this information.

A feature in Sage 300 2019 is the ability to create optional tables or text fields. These tables are given certain characteristics (such as number field, date field, length of field). The choices available are listed so that information can be validated during data entry. These optional tables can be assigned to different screens within each module.

The fiscal calendar is located in Common Services. All modules use the fiscal calendar. There is no limit to the number of fiscal years. All modules have the capability of posting to multiple months and years. This makes year-end easier. You can start the new year's work and go back and make

adjustments, run W-2s and post final audit or year-end adjustments.

Bank Services is also located under Common Services (although it conceivably could be its own module) and provides the functionality of a full bank reconciliation system. Detailed bank account information and check layouts are defined here. General ledger transactions relating to the reconciliation of your bank accounts (such as service charges, interest revenue, and more) can be entered here.

Tax Services is another component of Common Services. This function allows you to define an unlimited number of tax authorities (such as state, county, GST, VAT, and so on). Each authority can be broken down further by the type of transaction being taxed (such as sales versus purchases). When setting up customers, items, and vendors, this tax information can be pulled up and specific taxable and nontaxable classifications assigned. Complete flexibility with G/L account postings and detailed Tax Reporting is available.

General Ledger

Pros

- Powerful financial reporting capabilities through the use of popular, integrated spreadsheets and report writers.

- Multiple years processing capability.

- Cross-module drill-down to the transaction level.

- Automatic allocations can be set up using percentages only. Recurring batches can be used if allocating by amount is required.

- Powerful consolidation function for multiple entity organizations

Setup

G/L Accounts can have up to 45 total characters, with up to 15 characters within each segment. Individual segments can be closed at any time in the fiscal year into their own closing G/L account.

Segment names and their corresponding validation tables (possibilities within that segment) must be maintained. For example, a segment name may be "Region," and the validation table may be "East," "West," "South" and "North." You can then define an unlimited number of account structures, which can combine different segments in different orders. So one subsidiary may have an account structure with Region-Division-Account, and a second subsidiary may use Account-Division.

Accounts can be flagged inactive so that historical figures can be reported and accidental postings can be avoided. Accounts can also be flagged to maintain quantities (statistical accounts), again adding mainframe-like reporting capabilities.

Accounts can be flagged as control accounts and assigned to particular subledgers, thus prohibiting the posting of entries from any other subledger or general ledger. This prevents the situation where the detail in the subledger does not match the balance in the control account.

Each account can be designated for posting in detail or consolidated. The consolidation option

automatically combines entries for the account during posting.

Other consolidation options include the consolidation of transactions after a detailed report has been printed in the subledger prior to going into the G/L. Another option is consolidating by account or any segment of the account, by fiscal period, by source code, and more. Sage 300 2019 allows multiple companies to consolidate General Ledgers regardless of account structure, source currency, or fiscal calendar.

Accounts can be automatically set for allocation of balances to other accounts based on predefined percentages. A typical requirement would be to allocate overhead or administrative expenses among departments. Using the import/export capabilities, allocation instructions can easily be duplicated for other accounts.

Another powerful setup feature is the use of source codes and journals. The first two characters of the source code are assigned by the system for audit trail purposes and identify the originating subledger. The second two characters represent the nature of the transaction, and can be used to classify transactions on source journal reports. For example, a source code of "AR-IN" signifies that an invoice was entered directly into the Accounts Receivable module.

Thus a user can create an almost unlimited number of reports for audit purposes by selecting transaction types. Other setup options include prior year posting, provisional posting, and the forced printing of batch listings. Provisional posting is a powerful feature that lets you see the results of transactions ready to post but still allows editing or deleting transactions before a permanent post.

Historical data and transaction history can be maintained for up to 99 years. Posting to any of those prior years and periods is available as long as the system administrator doesn't lock the periods and years for security purposes.

Budgets

Part of the power of Sage 300 2019 is its ability to maintain and report on budget data. You can define up to five budget amounts per G/L account per currency, for each year, for up to 99 years. Each budget set (such as original budget, revised budget, and more) can be locked to prevent unauthorized changes. You can maintain up to five years of history but only one budget.

Budgets can be calculated in a variety of ways, including moving data as is, or with a percent, amount, or prorated spread amount, from one G/L account or fiscal set to another (that is, actual dollars from any year maintained as history or any budget set). Data can also be moved as a fixed amount, spread amount, or a percent or dollar increase over some base amount. You can also bring in a budget as an annual total, in which case the system distributes the amount among each period.

Sage 300 2019 automatically updates budget information from Excel. Budgets can also be prepared from the different currencies maintained in the system.

Journal Entries

Journal entries are entered in batch mode, and multiple batches can be opened at the same time (especially useful in a multiuser environment, where each person can maintain his own batches).

Entries are posted to the period and year you specify, rather than the date of the transaction (this is true in the subledgers as well). You can also flag the entry as "Auto Reversal" so that the system automatically creates the reversing entry in the following period.

When recording the actual figures, you are presented with a myriad of columns to enter additional information with each debit and credit. This *Container* permits the user to enter data, point to a field in the column, enlarge or shrink column sizes, hide columns, reorganize columns, and more. If changed, these customized containers can be saved with each user ID. This can be a pro or a con, depending on your requirements and preferences. It seems that one advantage of Windows products is that you can enter much more information. The disadvantage is that it can become information overload and slow for data entry purposes.

The F9 key, allows you to change from a container-type format to a more traditional format. This accommodates different user preferences. You can see the different formats below.

GL Journal Entry Screen: container format

GL Journal Entry Screen: traditional format

The program checks data during the posting process and posts all valid journal entries within the batch. In the event of invalid entries, such as entering to a closed period, the program automatically creates a new error batch where invalid entries can be edited (or in our example the fiscal period can be re-opened) prior to final posting. This approach can be a significant time saver when dealing with large batches.

An alternative to this approach is to print the batches prior to posting. The batch listing report is especially useful in identifying errors with an error code for easy identification of the problem.

Posting journals provide the G/L audit trail. They can be printed and cleared after each posting or can be appended to and cleared at month end, quarter end, year-end, etc. This flexibility allows each user to choose how they want to handle closing procedures.

Financial Reporter

The Financial Reporter adds functions and commands to Excel to allow it to directly read general ledger data. Once the data is in Excel, the Financial Reporter uses Excel's formatting and printing capabilities to produce the statement.

Thus you have complete spreadsheet capabilities, including the ability to create multi-dimensional spreadsheets, and access the G/L data on-line. There is no need to import, or export, or use an external report writer product.

Financial reporting capabilities include handling critical business decisions, cost center analysis, multi-year/multi-departmental audit reports, multi-currency tracking, customer trend analysis, budget/forecast reporting, graph and chart information, complex, multi-dimensional models to perform what-if analysis, etc. The financial designer also provides a DDE link to other Windows applications.

General Ledger Transaction Details in version 5.6

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.

Also available as selection criteria within the financial report writer are the common functions such as wildcarding, masking, ranging, account grouping, and more.

The system allows you to directly link to actual financial information, budgets, and statistical units. The system has the ability to report on multiple periods and years.

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.

U.S. and Canadian Payroll

Pros

- No need to close the year to run year-end reports, such as W-2s. You can print these reports at any time, even if you have begun processing for the new year.

- Calculate a single manual check for an employee at will.

- Any prior year report can be reprinted; "hard closes" do not exist in Sage 300 2019.

- Multiple checks can be issued for an employee in a single payroll.

Cons

- You must use military time when entering start and stop times during timecard entry.

- Workers' compensation calculations are for reporting purposes only; they do not create G/L transactions.

- Optional fields can only be added to the employee master file, not to any transaction detail lines.

- Check reversal reverses by date reversed, not by period originally posted. (The date reversed is based on the Session date; using the appropriate Session date will reverse in the corresponding period.)

Setup

There are many setup flags in Payroll to maximize future processing requirements. Some settings include the number of years of history to maintain, how to handle fractional hours, how many decimal places are required in the rates, what pay frequencies are needed, and how many hours comprise these pay frequencies.

There are also up to eight optional fields to be tracked with each employee. Any of the optional fields can access the validation tables set up under Common Services in the System Manager module. However these fields are limited as to their length and data type (that is date, amount, character, and so on).

The options for integrating with the General Ledger module allow the user to determine when payroll transactions create a G/L batch, how transactions are posted to the account (that is consolidated or detail), what information makes up the transaction reference and description fields, and what date should be used for the journal entry date. Much attention has been given to ensure that for complex payroll accounting the correct G/L accounts and transactions are generated automatically (for instance, an "override" table is available to process different cost centers easily).

Class codes, designed to group employees, are a useful feature for processing and reporting payroll. You can assign up to four class codes per employee.

Earnings and Deductions

There are variety of categories of earnings and deductions that can be set up when creating employees including: Accrual, earning, advance, deduction, expense reimbursement, and benefit.

Before and after tax switches (for identifying pay items) are available. PTD and YTD minimum and maximum amounts can be set up based on dollars earned or hours worked. Calculation methods include fixed amount, hourly rate, amount per hour with a minimum or maximum dollar or hour amount, piece rate, percentage of base, and sales commission table. Calculation base types can be set up so you can define the appropriate earning and deduction amounts and hours that need to be included in the base. Tips can be set up as reported and/or allocated.

All workers' compensation requirements are handled, although G/L transactions are not automatically created.

Overtime and shift differential schedules are available. This is a significant feature for those who use timecards without intelligent timeclocks. In this way the data entry person does not need to

manually calculate overtime hours. Calculated overtime can be paid or accumulated as comp earnings for future use (in fact, when hours worked fall under the pay periods' standard hours, the system can automatically apply comp earnings against the shortage, if so flagged).

Employees

Each employee is assigned a home cost center (although earnings can be distributed to multiple cost centers during timecard entry). These cost centers can be comprised of up to three segments (as defined during Payroll setup or during General Ledger setup if you are using that module).

Employees can be assigned up to four class codes. Earnings, deductions, and taxes, previously defined during setup, are associated with the individual employee, and can be modified for a specific amount relative to the specific employee. You can assign an unlimited number of earnings and deductions to each employee.

The 'Template' feature allows you to copy any employee's master file to the current employee file that you are adding. You can use this function to set up generic type employees, such as manager, office person, salesperson, and so on, and then you can copy these attributes to employees as you set them up. Alternate address information can be maintained, as well as a 250-character comment.

A nice feature is the ability to assign an employee a status of active, inactive, or terminated. An inactive employee would be someone who may be back on payroll at some later date, such as a person who is temporarily laid off. An employee flagged as terminated is automatically be included on year-end reports, and is deleted from the system (if no longer referenced in Payroll history) during period-end processing.

Payroll Processing

Icons are well organized. By clicking on the employee ID number or pressing the F5 key, you can bring up a list of employees (or you can find an employee through search by last name, first name, or class). The Container can be changed to meet your individual input needs.

Payroll is very flexible. Different companies can have different options. If employees are paid a salary or work the same number of hours every pay period, you can simply calculate the payroll and print the checks. If your payroll includes both salaried and hourly employees, then you need only enter the timecards for the hourly employees. You can also use a "selection list" to calculate payroll for a specific group of employees (for example, to use to process bonuses for key employees). Multiple payroll frequencies are accommodated.

Timecards can be saved, and you need only edit the dates. Timecard entry can be used to enter earnings, deductions, and tax withholdings, both for standard and nonstandard payroll runs. In other words, if a salesperson receives a base salary semimonthly, but commissions are paid monthly, then payroll can be run to include both the salary and the commission dollars by entering only the commission dollars on a timecard. Or a specific payroll run can be done to process commission checks only.

Timecards can be imported from other systems, such as the popular timeclock and time and attendance systems, or from a remote location using a modem.

During timecard entry, employee pay rates, overtime rates, and shift differentials can be accepted as defaults from the employee master or can be overridden. Hours, general ledger account numbers, and payroll department codes can be changed from their default values, and start and stop times may be entered. Earnings, deductions, and tax line items are entered on the same screen. Once the payroll calculation has been processed, you can print the payroll register to verify the payroll run. If mistakes are found, you simply edit the employee timecards and recalculate the payroll for only those timecards with changes. You can also calculate a single manual check for an employee without running the whole payroll cycle.

Check Printing

Payroll checks can be designed to fit on your current forms. An option is available to print zero balance checks. If printed, they are marked void. You can automatically have the system reverse a check-all related transactions and period information will be reversed.

Direct Deposit

EFT (direct deposit) is available now as a separate module. The system allows an unlimited number of deposits by employee.

Reports

Payroll reporting is very powerful. Quarterly payroll reports, W-2s and other reports can be reprinted from a prior month, quarter, or year. This capability is limited only by disk space.

The earnings and deductions register can be printed for an individual employee or range of employees. Employee ID, employee name, payroll department, or group name can sort both the check register and payroll checks. The vacation, sick, and comp time reports show the number of hours earned, taken, and remaining by individual employee. W-2s state reports and 941s can be customized. Historical check information can be printed in detail or summary form, by employee. This register includes all the wages, deductions, and taxes for the employee. A Workers Compensation report can be

useful in monitoring employees who work in multiple classifications.

Accounts Payable

Pros

- Group accounts can be maintained; checks can be applied across multiple vendors using these group accounts.

- Flexibility in changing the status of invoices in order to control the actual payment to the vendor.

- Complete bank and check reconciliation functions provided through "Bank Services," which falls under "Common Services," and comes packaged with the System Manager module.

- Full 1099 Support including a 1099/CPRS window, the ability to add zero 1099 amounts, and the ability to print by 1099 code.

Cons

- There is no link between customers in Accounts Receivable and vendors in Accounts Payable.

- Printer support for dot matrix checks is limited.

Setup

Accounts Payable has been designed in an efficient manner. The system has many options to allow the user to customize the system to his particular needs. You can select multicurrency processing, and whether checks should be in the home currency or in the foreign currency. You can select how you want statistics to be calculated and maintained for vendors and vendor groups. For example, you can choose to gather statistics on a calendar year or fiscal year basis. You can determine the optional fields required during invoicing, set defaults for ease of data entry, select audit controls for processing, and identify master file optional fields and their validation tables.

The system also gives you the flexibility of choosing how transactions will be generated for posting to the General Ledger module. For example you can choose to have the vendor name and document number included in the transaction reference and description fields.

You can set up data verification tables to ensure that data entry will be accurate and consistent. One table is for Account Sets. These define different combinations of General Ledger accounts to associate with each vendor. 1099 Codes allow you to establish categories of transactions relating to 1099 reporting requirements. Distribution Codes give you the ability to set up descriptive categories of transaction types and their corresponding General Ledger account. Distribution Sets give you the ability to create combinations of distribution codes. For example, during invoice entry, you can set up default distribution accounts for the vendor and be prompted only for amounts.

Terms setup is flexible. You can create standard-type terms such as net 30 days, 2% 10 net 30 days, and C.O.D. terms. You can also create much more complex terms that require scheduled due dates and amounts, such as one-third due now, one-third in 30 days and the final third in 60 days.

Vendors

Prior to vendor setup, there are a number of tables that you can establish to speed up the setup process, to provide data entry validation, and to allow common information to be entered once. Group Codes are available to group common "type"

vendors together, where they share the same account sets, terms codes, bank codes, and default distribution options.

Remit-To Codes can be associated with vendors. The check language can be identified. Optional fields are available for additional information.

Vendors can have their designated group codes. All information that is associated with these group settings can be modified for the particular vendor at this time. You can determine whether duplicate invoices should be allowed, prohibited, or flagged with a warning. You can choose to generate separate payments for each invoice. You can set up purchase tax information, 1099 codes, 250-character comments, follow-up dates, and expiration dates. Statistics are accumulated by vendor and vendor group.

Bank Accounts

The system works with the "Bank Services" function under "Common Services" (as do the Payroll, Accounts Receivable, and General Ledger modules).

Multiple bank accounts are supported, and checks can be written in home or foreign currency. All transactions are passed to the "Banking Services" function. All setup relative to banking is handled under "Banking Services," to avoid duplicate setup entry and provide validation across modules.

Invoicing and Check printing

Invoices, credit notes, debit notes, and interest can be entered into the system. You can distribute these to an unlimited number of general ledger accounts or distribution codes.

The system uses a common calendar for all of the applications and allows processing in multiple periods. Invoicing is speeded by use of defaults previously determined.

Checks can be printed for open invoices based on the criteria you select and the vendors you exclude. Once selected, users can change the status of a document prior to printing checks.

Checks can be reprinted selectively as necessary. An entire check run can be voided after printing but before posting. You can customize the printing of checks according to their preprinted forms. All cash-related transactions are posted to this function for future bank reconciliation.

Cash invoices can be posted in this module. During invoice entry you can click a button opening a form to select a payment batch and then print the check immediately or later in batch mode.

Periodic Processing

General ledger transaction batches are processed periodically. Invoice batches, payment batches, and adjustment batches can be sent automatically on posting or periodically in some user-specified combination when the user is ready.

Inactive vendors, vendor groups, and remit-to locations can be deleted automatically by the system, based on some inactive date range. (Although the system selects all records falling under this date range, the user can still unselect any or all of the selected records prior to deletion).

Other periodic functions include the clearing of transaction history and statistics through some specified time period, the revaluation of currency amounts (if using multicurrency) and the year-end close.

Reporting and Inquiry

Viewing invoice and payment history, in detail and in summary, is available under "Vendor Account Inquiry." The user can inquire on a particular vendor's invoices, credit notes, payments, and so on. By highlighting and clicking on the individual invoice, for example, you can view the documents that went against this invoice, such as a credit note, a discount, or a check.

Processing Reports include batch listings, batch status, posting journals, posting errors, check register, and general ledger transactions. These reports provide the audit trails required for true accountability. The Analytical Reports include vendor transactions, aged payables, and aged cash requirements. Each of these reports has a multitude of selection criteria. 1099s, Letters, and Labels are also available in the system. They are fully customizable and can be printed again using a multitude of selection criteria.

Accounts Receivable

Pros

- National accounts can be maintained; cash receipts can be applied across multiple customers using these national accounts.

- Commissions can be calculated and tracked for salespersons, by customer ship-to codes.

- Invoices can be produced from AR

Cons

- There is no link to Inventory Control. (This would be useful when not using the Order Entry module. However you do

have the ability to maintain an item list in this module.)
- There is no link between customers in Accounts Receivable and vendors in Accounts Payable.

Setup

You can select how you want statistics to be calculated and maintained for customers, national accounts, customer groups, items, and for salespersons. You can also choose to gather statistics on a calendar year or fiscal year basis. You can define the numbering schemes for each type of document (for instance invoices, credit notes, and so on), determine the optional fields required during invoicing, set defaults for ease of data entry, select audit controls for processing, and identify master file optional fields and their validation tables.

The system also gives you the flexibility of choosing how transactions are generated for posting to the General Ledger module. For example you can choose to have the customer name and document number included in the transaction reference and description fields.

There are also many tables that the user can set up to ensure that data entry is accurate and consistent. One table is for Account Sets. These define different combinations of General Ledger accounts to associate with each customer. Billing Cycles allow you to set up billing frequencies and remit to addresses. Distribution Codes give you the ability to set up descriptive categories of transaction types and their corresponding General Ledger account. Dunning Messages can be set up in a table. Interest Profiles can be set up and assigned to each customer. Receipt Types are used during cash receipt entry to identify the type of receipt being entered (cash, VISA, AMEX, and more).

Terms offer significant flexibility to the user. You can create standard type terms such as net 30 days,

2% 10 net 30 days, and C.O.D. terms. You can also create much more complex terms that require scheduled due dates and amounts, such as one-third due now, one-third in 30 days and the final third in 60 days.

You also have the ability to set up inventory items in the system. This is a useful feature when you do not have the Inventory Control and Order Entry modules and you want to produce invoices. Salespersons can also be maintained in the system. Once set up, you can associate salespersons with ship-to addresses and define commission rates, and more.

Version 5.6 enhancements

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.

The Customer Inquiry form lets you view document history and drill down from Documents, Receipts, and Refunds tabs to original entries.

Collections

With version 5.6 you can improve your collections process and optimize your cash flow by concentrating 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. You can also keep records of all phone conversations, emails, and even resend customer invoices with a few clicks.

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.

Customers

Prior to customer setup, there are a number of tables that you can establish to speed up the setup process to minimize data entry.

Group Codes are available to group common "type" customers together, where they share the same account types, account sets, terms codes, billing cycles, interest profiles, and credit limits. Statistics are maintained by these group codes as well.

National Accounts allow users to create customer groups, which aids in billing and cash receipt entry. For example, you can set up individual accounts but apply cash to one consolidated account. Statistics are also maintained by national accounts.

Ship-To Codes can be associated with customers and national accounts. Shipping instructions can be listed. Optional fields are available for additional information. Salesperson commission splits can be maintained here as well.

Customers can have their designated national account and group codes. All information that is associated with these group settings can be modified for the particular customer at this time. Salesperson commission's splits can also be modified by customer. You can set up sales tax information, credit limit and credit bureau type information, 250 characters of comments, follow-up dates, and expiration dates. Statistics are accumulated by customer.

Invoicing

Invoices, credit notes, and debit notes can be entered into the system in detail or in summary. You can distribute these to an unlimited number of items, distribution codes, or general ledger

accounts. Commissions can be split among salespersons at this time.

Cash invoices can be posted in this module. During invoice entry you can click a button opening a form to select a receipt batch and then apply a payment immediately.

The system uses a common calendar for all of the applications and allows processing in multiple periods. Invoicing is speeded by use of defaults.

Cash Posting

Cash transactions can be entered in direct entry mode by keying the document number, or select mode by highlighting the appropriate invoices and hitting return. During select mode, invoices can be sorted by document number, PO number, due date, sales order number, document date, or balance due. Miscellaneous receipts, unrelated to customers, can be entered into the system and sent to the General Ledger.

Cash application is easy. For example if the payment is sent by a national account, you can enter in the national account code, and all invoices pertaining to each customer under that national account will be displayed.

You can print deposit tickets (based on a customizable specification) from the system. The system works with the Bank Services function under Common Services (as do the Payroll, Accounts Payable, and General Ledger modules). All cash-related transactions are posted to this function for future bank reconciliation.

With version 5.6 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. General Ledger integration has been improved as you can specify different reference information from bank

entries, bank entry details, and reconciliation entries to use in the corresponding G/L entries.

Periodic Processing

Automatic interest charges, recurring charges, and write-off entries can be generated by the system on a periodic basis. Criteria, as defined during setup, are used by the system to determine what transactions need to be processed.

General ledger transaction batches are also processed periodically. Invoice batches, receipt batches, and adjustment batches can be sent automatically on posting or periodically in some user-specified combination when you are ready.

Inactive customers, customer groups, national accounts, salespersons, and ship-to locations can be deleted automatically by the system, based on some inactive date range. (Although the system selects all records falling under this date range, the user can still 'unselect' any or all of the selected records prior to deletion).

Other periodic functions include the clearing of transaction history and statistics through some specified time period, the revaluation of currency amounts (if using multi-currency), and the year-end close.

Reporting and Inquiry

Viewing invoice and receipt history, in detail and in summary, is available under "Customer Account Inquiry." You can inquire on a particular customer's invoices, credit notes, cash receipts, and more. By highlighting and clicking on the individual invoice, for example, you can view the documents that went against this invoice, such as a credit note, a discount, or a check.

Processing Reports include batch listings, batch status, posting journals, posting errors, deposit

slips, invoices, and general ledger transactions. These reports provide the audit trails required for true accountability. Analytical Reports include customer transactions, item sales history, and aged trial balance. Statements, Letters, and Labels are also available in the system. They are fully customizable and can be printed again using a multitude of selection criteria.

Order Entry

Pros

- Can view sales history by customer or inventory item during order and invoice entry.

- Can accept prepayments (deposits) on orders and invoices.

- Can password protect the "override" for customers with credit restrictions.

- Can move easily from a quote to an order to an invoice.

- Can add new customers while still in Order Entry.

- Can edit partially shipped orders.

Cons

- RMA is not a separate process.

Setup

Setup options are available for multicurrency accounting, transaction templates to speed up order/invoice/credit note processing, miscellaneous charge tables, and ship through tables. Also included in the setup are the processing options, which allow you to accumulate sales history, commissions, and statistical information. Sales history and Sales statistics can be accumulated by fiscal or calendar year and in one of ten period types.

Order Entry allows you to define up to eight optional fields to be used with orders, invoices, and credit notes. The optional fields can access the validation tables previously set up under the Common Services in the System Manager module. However these fields are limited to length and data type (that is, date, amount, character, and so on).

With all the tax functionality under the Common Services, almost any type of sales tax situation can be handled.
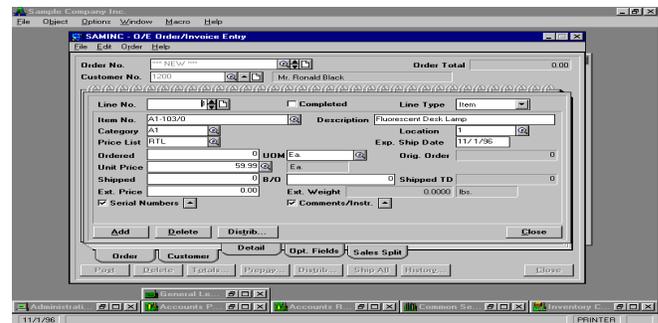

Order Processing screen

Commissions

If you track commissions, Order Entry can calculate and track commissions earned by specific salespeople. The system can calculate the earnings using either the inventory category rates defined in Inventory Control or using up to five defined rates, which are set in the Salesperson Commission Setup. Multiple salespersons can receive commission on the same order.

Transactions

Quotes, Orders, Shipments, and Invoices are accessed and entered through the same multiuse window. Optionally, orders, shipments, and

invoices can be entered in separate screens, suitable for more secure access. You may enter either an *active, standing*, or *future order* or enter a quote from this window. With the total integration of Accounts Receivable and the customizable order templates, much of the customer information is already provided .
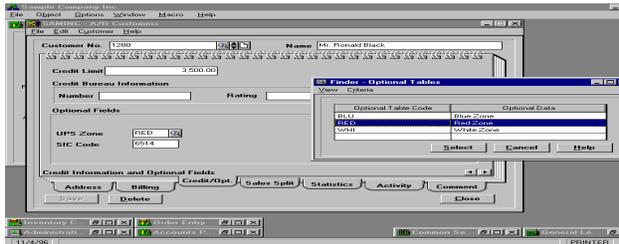
Customer lookup screen

Line item input is also facilitated by the use of the templates as well as various lookups. The system automatically provides you with the inventory location of each item, pricing, the customer default price list, the unit cost, extended price, and whether the order line is completed. The inventory item category may be edited at this time if so desired, as well as the customer price list. If an item requires a serial number, the system prompts for the number. Miscellaneous charges can also be added at this time. Comments and Instructions can be entered for each line if so desired. Processing the order once it has been entered and verified requires only the click of a button. If the order requires credit authorization or approval the system prompts you for it at this time.

You can enter a prepayment for an order or an invoice. If you are producing an invoice, the prepayment is automatically applied to the invoice. If you are not producing an invoice, the prepayment is applied to the order. Prepayments made for the order do not reduce the amount of the next invoice but are matched to the invoices when they are posted (using the order number). You may book the cash receipt in accounts receivable by using the prepayment function on the order entry screen.

Invoicing the order can be accomplished in various ways. You can generate both an order and an invoice in one step. If you use a two-step billing process, all you are required to do is bring the order up on your screen and enter the shipped quantities of the items you are shipping and invoicing; you can also use the Ship All option to have the system automatically enter the shipped quantities for all the unshipped items. When you have finished editing the shipped quantities select "Post," and the system posts the change and generates the invoice.

Returns and Credit Notes are processed through their own multiuse window, but the processes are exactly the same as the order/invoice entry function. The invoice lookup also allows the user to pull the invoice up by either invoice number or order number to apply the credit note to it. Detailed lines can be identified as either Items Returned to Inventory, Damaged Items, or Price Adjustment. The credit note is applied to the selected invoice on posting.

Order Documents

Orders, confirmations, shipments, picking slips, invoices, credit notes, and shipping labels can all be customized. You can specify the number of labels required for individual orders or invoices.

Reports and Inquires

There is a full complement of management and audit reports available in Order Entry. The Sales History Report provides the user with total sales, including the number of invoices, the cost of sales, and the profit or loss for each invoice. The report may be sorted on the customer number, the item number, or the primary salesperson. The Sales Statistics Report provides you with Order Entry statistics accumulated since you last cleared the sales statistics data for the period specified. This allows you to track the volume of business that you process for a specified period.

Audit reports include the Invoice and Credit Note Posting Journals, the Order Entry Transaction List Report, the Order Action Report, and the Aged Order Report.

Inventory Control

Pros

- Separate costing for each location.

- Flexibility in assigning general ledger accounts to different transactions, to accommodate even the most complex costing configurations.

- Supports complex item code configurations (for example retail)

- Can handle very sophisticated pricing strategies

Cons

- Cannot track multiple bin locations for an item within a location

Setup

Sage 300 2019 inventory control setup has been designed in the same efficient manner as other modules. Included in the setup are options for multicurrency accounting, the ability to determine if an item belongs to all locations (or just a specific location), the ability to use fractional quantities (up to four places to the right of the decimal point), and the ability to accumulate statistical information by fiscal or calendar year in one of ten period types.

There are a variety of field definitions you can set up to work with your inventory data. For instance, you can define two additional cost fields and up to eight optional fields to be tracked with each item. The optional fields can access the validation tables previously set up under the Common Services in the

System Manager module. However these fields are limited to their length and data type (that is date, amount, character, and so on).

You can choose when inventory transactions update the General Ledger (by batch or periodically in detail or summary). Also, the user can define what information will make up the transaction line; for instance, you can choose to have the inventory number update the transaction reference field and the document number update the description field.

Version 5.6 enhancements–lot and serialized inventory

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.

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.

Posting Dates for Transactions

Inventory Control 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.
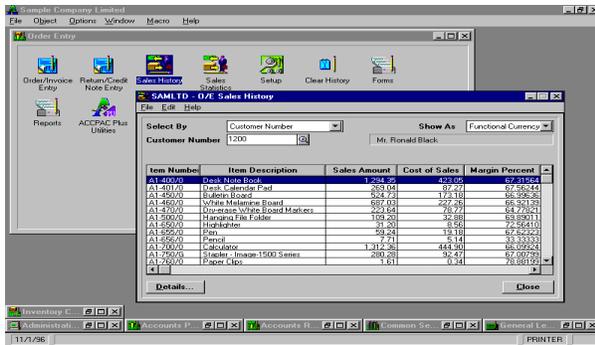
Sales history and profitability query

Categories, Locations, and Account Sets

Category codes provide the ability to define general ledger income statement accounts such as sales and cost of sales accounts. Flexibility lies in the ability to associate category codes with individual item numbers, and then to override this default, per item number, during order processing. With this override capability, one could send sales transactions to a "customer class" sales account instead of to a "product" sales account. This offers a tremendous amount of flexibility in profit and loss reporting.
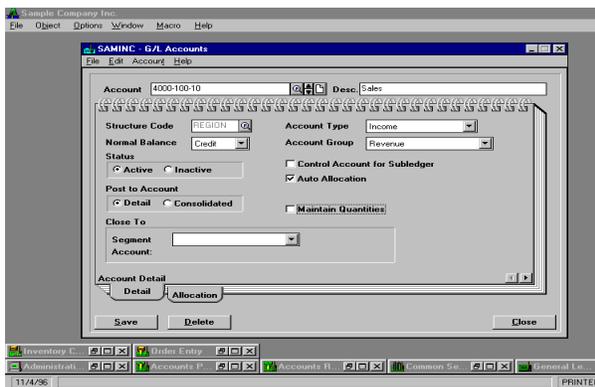
GL inventory account setup screen

Commissions, if paid, can be set up under the category codes. Pricing is first defined by category code. Item tax information, if required, is also defined here. These definitions serve as default information when setting up items to provide quick data entry when adding new items (this information can be edited, by item, if necessary).

Locations

Locations allow you to define a General Ledger segment override so that inventory cost, sales, and cost of sales transactions can be generated specifically for that segment (that is branch, division, and so on). There is no limit to the number of inventory locations. Reorder quantities, minimum/maximum levels, and projected sales data can be defined per item, per location, per user-defined period.

A very important feature is the system's ability to maintain a selected costing method (LIFO, FIFO, moving average, and more) by Account Set.

Account Sets

Account Sets are used to define general ledger balance sheet accounts. The specific costing method or methods used are also defined here, and include moving average, FIFO, LIFO, standard cost, most recent cost, and user, specified cost (this is mostly used for nonstocked items).

Items and Price Lists

Item numbers can be up to 24 characters with ten segments. Individual segments can be associated with validation tables (set up in Inventory Control Setup-Segment Codes) if desired. During the setup, segment names and their corresponding validation tables are identified. For example a segment name may be color, and the validation table may include Brown, Green, Black and Burgundy. You can then define an unlimited number of item structures (a particular combination of segments in a particular order) using different item separators between segments. So one product line may require an item

structure of Manufacturer/Color-Size and another product line may require an item structure of Color\Product Type.

You can set up an unlimited number of units of measure per item, and define a fractional conversion factor with up to six digits to the right of the decimal. Extensive tax information can be defined for every item, but defaults are picked up from the category codes, to allow for international tax requirements. You can also associate nine vendors per item and maintain vendor item numbers.

Bill of Materials

Bill of Materials (BOM) capabilities are available in the core Inventory Control Module. You can define an unlimited number of BOMs for each item. A strong feature is the ability to define build quantities with the bill of material. This allows you to plug in a recipe for an item that makes more than one of that item (such as a recipe to make a dozen cookies). Many packages do not offer this capability. You can also associate a variable cost and a fixed cost with each bill, and these costs are added into the cost of the item when the BOM is assembled. A "contra" expense account can be defined for proper cost accounting handling.

Costing and Pricing

Costs and the associated costing methods are set up using the Control Account Sets as described above. A very significant feature of the cost handling is the system's ability to maintain costs, and to assign cost of sales based on the appropriate costing method, at the location level. If you choose LIFO or FIFO as your costing method, all receipt layers are maintained by location.

With all the tax functionality under the Common Services, the user can handle almost any type of purchase tax situation and add it to the cost of the item.

Pricing

Pricing can be as simple or as complex as you desire. You can simply define a list price for each item, set pricing discounts or markups per item using percentages or amounts, or use price codes. With price codes, you can set up different pricing policies per item/price list code combination. This feature has opened up possibilities for companies with very sophisticated and often complex pricing policies to work with Sage 300 2019. For example, you can create multiple price list codes for one item, each maintaining a list price and a complete pricing package (different quantity break schedules and different markup and discount policies, and so on). This price code can then be associated with a customer.

Another plus is that the price list can be updated and copied using various methods, or exported to a spreadsheet for manipulation, and imported back into the system.

Transactions

The following stock movements may be entered directly into Inventory Control: *receipts, adjustments, transfers between locations, physical inventory adjustments, shipments, sales returns and assemblies* (for bill of material processing). All transactions entered must be printed to provide an audit list. Transaction detail may be kept indefinitely in the transaction history file.

With version 5.6 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.
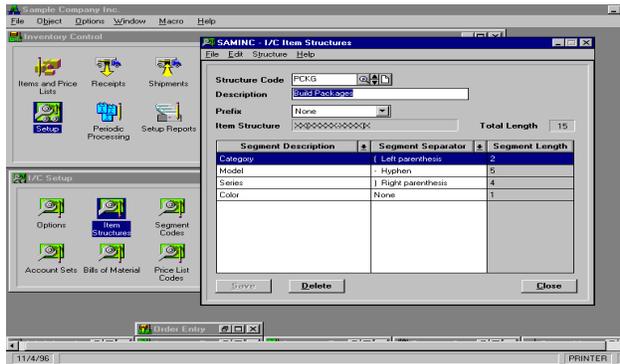
Sage 300 2019 supports segmenting the item code for more specific ordering and tracking

Sage 300 2019 has a special prorate function, which allows allocation of additional costs to items as receipts are entered. This is useful in a situation where a large freight bill comes in that applies to many different items. The system prorates the freight cost proportionately across the items so that you do not have to perform that calculation manually.
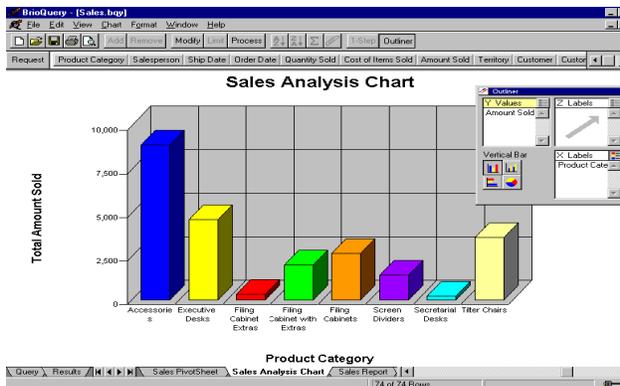
Sales report

If you are using multicurrency, you can receive items using any currency for the unit cost and for the additional prorated costs. An exchange rate is displayed which will convert the source currency value to the home currency equivalent.

Reports

The reports generated from the Inventory Control module are quite extensive. The stock control reports and the processing reports provide the audit trail necessary for true accountability. The price and sales analysis reports are easy to generate and provide a full range of information from Sales Statistics by Location to the Selling Price/Margin sorted by segment. These reports are easily customized to meet the users diverse needs.

Purchase Orders

Pros

- Allows the use of item numbers that are not set up as items in Inventory Control

- Database design uses common files from Accounts Payable, Inventory Control, and Tax Services

- Autogenerate P.O.s from Order Entry and Inventory Control

- Supports expected ship date by line item

- Purchase history report can include details on lot and serialized inventory

Cons

- No auto-generate for requisitions.

The Purchase Order system is designed to produce requisitions, prepare purchase orders, and receive and invoice against the purchase orders. The system has many options to allow the user to customize the system to his particular needs. You can keep purchase history, allow noninventory items, select multicurrency processing, and specify

costing method and whether purchase orders should be in the home currency or in the foreign currency. You can select how you want statistics to be calculated and maintained for vendors. You can choose to gather statistics on a calendar year or fiscal year basis. You can determine the optional fields required during invoicing, set defaults in templates for ease of data entry, select audit controls for processing, and identify master file optional fields and their validation tables.

PO templates can be set up to use default information. The template is used to automatically fill in fields in requisitions, purchase orders, receipt entry, invoice entry , and return entry. Templates are optional but can be used to define your most frequent type of purchase orders. The codes can be used for active, standing, future and blanket orders. Ship via codes are used for particular carriers or shipping methods. Additional cost codes allow you to identify extra costs, such as for shipping and handling. These codes define different General Ledger accounts to be charged.

Purchase order requisitions are entered in two notebooks. Drop shipments are accommodated. The system allows multiple units of measure and locations. The first screen is used to set up the requisitions, and the second notebook is used to specify the detail items. You can create purchase orders from requisitions. Drop shipments can be done by line item. Expected ship dates are by line item.

Purchase orders can be created from requisitions. You specify the requisition as you begin the purchase order. You can use more than one requisition to create a purchase order. Multiple detail lines can be consolidated to a single line. Requisitions are completed by issuing purchase orders. The system creates active, future orders, blanket orders, and standing orders.

You can edit all information on a purchase order except the vendor number. New vendors may be added from the purchase order entry notebook without going to accounts payable. The templates, ship via codes, and additional cost codes can be used. Template variables can be specified such as: Arrival date, FOB, ship to location, bill to location, description, optional description (up to 250 characters), and tax group. With version 5.6 you can enter a prepayment amount for the vendor to the purchase order.

The purchase order type determines how it is processed. Active orders are processed immediately. Future orders are processed with a future date. Standing orders allow changing vendors, items, and all other necessary information. Purchase orders allow stock and nonstock items and allows optional fields to be assigned and used. Purchase orders can automatically be generated from requisitions, Inventory Control, and from active orders in Order Entry. An icon in PO lets you check available stock against outstanding orders.

When you post a receipt, quantities on hand immediately increase in Inventory Control. When you enter receipts, you can post invoices, credit notes, and debit notes. Payment invoices are automatically transferred to Accounts Payable. The system allows additional costs to be entered such as service charges, handling, freight, and duty. Additional costs can be entered under the same vendor or under a different vendor than the vendor from which goods are received. You can prorate additional costs and post debit notes, credit notes, and returns to the system.

There is a good help system, which is sensitive to the area you are working in. Screens and text can be modified using the customization kit.

With version 5.6 the Purchase History Report 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.

Project and Job Costing

Sage 300 2019 Project and Job Costing is a sophisticated module that provides the tools necessary to manage the simplest to the most complex contract or job. It makes the estimating, tracking, costing, and billing of projects easy and manageable-simplifying cost control and planning. With the powerful features included in Project and Job Costing, you can identify potential issues and determine success factors for any project.

Project and Job Costing provides an effective solution for project managers in construction, job service, and other professional industries, as well as for businesses that require a time and materials system.

Powerful Estimating Capabilities

- Assign staff, material, subcontractors, equipment, miscellaneous items, and overhead to each project within the contract.

- Set up complex estimates by specifying the quantity (for example, hours), unit cost, and billing rate (for time and materials projects) for each staff member, material (inventory item), subcontractor, equipment, miscellaneous item, and overhead expense allocated to a project. Assign the cost categories to which they apply to automatically calculate cost and revenue estimates for each cost category, or simply define the cost and revenue estimates for each category within a project.

Flexible Contract Management

- Manage contracts or jobs at three levels: Contract (job), project (phase), and category.

- Maintain multiple projects or phases within each contract and track multiple categories within each project.

- Change contract, project, and category names to match industry-specific terminology.

- Maintain multiple contracts or jobs per customer.

- Use as many as five segments in your contract numbers to represent types of contracts and divisions.

- Easily navigate through the projects and categories within the contract using the optional Tree view.

- Choose from three different project types: Time and materials, cost plus, and fixed price. Each project within the contract can be a different type.

- Select the accounting method (revenue recognition method) for each project within the contract. Choose from total cost percentage complete, category percentage complete, labor hours percentage complete, billings and costs, project percentage complete, completed project, or accrual-basis. Mix and match the project types and accounting methods for very complex or simple projects.

- Specify begin and end dates for each project to allow for timelines.

- Set up projects and categories that you can use for default information.

- Assign each category to one of six cost types (labor, material, equipment, miscellaneous, overhead, and subcontractor) to track costs at an appropriate level for your company.

- Assign up to seven progress statuses to each contract and project. Choose from estimate, approved, open, on hold, inactive, completed, and closed.

- Close a project to billings and/or costs at any time.

- Automatically override General Ledger revenue account segments for each project and cost account segments for each category.

- Easily set up a new contract using the step-by-step wizard.

- Quickly create a new contract by copying an existing contract.

- Maintain records for subcontractors, equipment, staff, miscellaneous items, overhead expenses, and charges that can be assigned to any project. Record the Accounts Payable vendor on each subcontractor record.

- Allocate overhead and labor burden to each category.

Comprehensive Transaction Processing

- Specify whether each transaction is billable, nonbillable, or no charge.

- Bill a customer for different contracts, projects, and categories on the same Accounts Receivable invoice. Create billings in the customer's currency.

- Transfer inventory items to a contract, project and category and bill the customer for the inventory used.

- Return inventory items not used in a project to inventory for availability on other projects.

- As equipment is used within a project, record the cost and billing rate (for time and materials projects) of the equipment so that you can bill the customer for usage.

- For small contracts, post contract transactions directly to revenue and cost accounts using the accrual-basis accounting method.

- Allow employees to easily manage their time and billing records from any location (on site or at the office)
-
- Approve employee timecards and expenses before updating Sage 300 2019 U.S. or Canadian Payroll.

- Record miscellaneous charges such as service fees for time and materials projects.

- Update revenue and cost estimates at any time with a full audit of all changes.

- Allow a project manager or another designated employee to approve each transaction before updating the contract.

- Recognize revenue at the project level and costs at the category level.

- Choose when to recognize revenue based on GAAP requirements and your business needs.

Extensive Inquiry Capabilities

- As actual costs are recorded, use the comprehensive inquiry tools to determine whether the project is within budget.

- Review the current state of each project through the centralized inquiry capabilities. Review the project status, profitability, and estimate-to-actual comparisons.

- Track original estimates, current estimates, and actual amounts for each project.

- Track costs for labor, material, equipment, subcontractor, miscellaneous item, and overhead expense categories.

- Track original estimates, current estimates, and actual amounts for staff, equipment, material, subcontractors, miscellaneous items, overhead expenses, and charges assigned to the project.

- Drill down to the originating cost and billings transactions.

- Print comprehensive, customizable reports to analyze project status and profitability.

Integrated Solution

- Integrates with Sage 300 2019 General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, and U.S. and Canadian Payroll.

- Integrates with Microsoft Project for additional control of your projects and resources.

Document Management enhancements v 5.6

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.

Sage 300 2019 Insight

Sage 300 2019 Insight is an enterprise-wide reporting, budgeting, forecasting, and consolidations solution. A high-performance financial management tool, Insight helps you create and customize reports that can withstand the toughest scrutiny. Insight extends far beyond your general ledger, providing a powerful solution complete with bottom-up budgeting, write-back, drill-down, and other advanced capabilities. It provides access to your critical operational and sales data, as well as customer, product, vendor, employee, geographic data, and more. You can quickly integrate information into meaningful reports and distribute them across your enterprise in real time while applying user-level security, ensuring that confidential information remains confidential.

From basic reporting capabilities to full-feature enterprise consolidations, Insight offers a range of

components designed to help you build a system according to your particular business requirements.

Insight Author helps you create new templates quickly and easily in Microsoft Excel for repeated use. The wizard-driven template design allows you to easily create pixel-perfect reports in minutes. Once your reports have been generated, you have the full capabilities of Excel at your disposal to further format and generate additional charts and graphs.

Insight Viewer allows you to run reports against the Data Mart within Insight and present reports in Excel, extending the value of the data available through your Sage 300 2019 system. Featuring powerful cross-module drill-down capabilities, Viewer lets you drill down to supporting transaction detail and even "drill around" from the General Ledger into other modules, making it simple to view underlying transactions and subtotals.

Ideal for mobile and remote staff, Insight Web Deployment Server offers you the ability to generate reports and publish them on the Internet or a company intranet. Authorized staff can view the reports through a standard web browser. You can maintain realtime reporting and provide complete drill-down capabilities without the need to install any software on users' computers beyond their web browsers.*

Sage 300 2019 Insight Enterprise Budgeting can be used to create very complex models containing multiple worksheets. You can deliver templates for end-user data entry and manipulation, and consolidate input into a single Data Mart to prepare an end-user budget in a true bottom-up fashion.**

Sage 300 2019 Insight Consolidations manages the consolidations process to deliver financial statements that illustrate financial critical performance indicators. Consolidations allows you to produce merged accounts for statutory or management reporting purposes that are ready for analysis. Multiple unrelated databases can be consolidated into a single set of financial reports, so that employees, branch offices, and partners can operate with a single, unified view of key financial data at any time.**

Sage 300 2019 Insight offers two data warehouse management suites to fit every business need. Each delivers a powerful financial reporting solution by optimizing and correlating your data from different databases into a single, easy-to-manage database.*

The Professional Data Warehouse acts as a warehouse for your vital information, allowing you to extract only the key data you want to report on. By capturing only the data you need, you eliminate the time-consuming task of sifting through irrelevant information and can focus on business at hand. It also contains vital budgeting and scheduling capabilities, along with special security features to ensure that only authorized personnel have access to key data.

The Enterprise Data Warehouse is designed for large enterprises that require an elevated set of functionalities. It contains all of the components in the Professional Data Warehouse plus the ability to connect and integrate with other non-Sage 300 2019 applications through the Universal Database Access (UDA) component, which provides access to any ODBC-compliant database. It also includes replication capabilities that let you synchronize your data warehouse across multiple locations, making key information even more accessible to employees across the enterprise.

Limitations

- Requires the Author module.

- Web Deployment Server is limited to 20 concurrent users.

** Requires the Professional Data Warehouse or the Enterprise Data Warehouse.

Crystal Reports

Crystal Reports lets you create your own ad hoc reports. Information can be shared, allowing scheduling of reports and smart processing technologies. Crystal Reports has the capability to use email and the web to distribute reports. Reports can be shared among work groups. Crystal Reports, when used properly, can provide a comprehensive decision support system for management decisions.
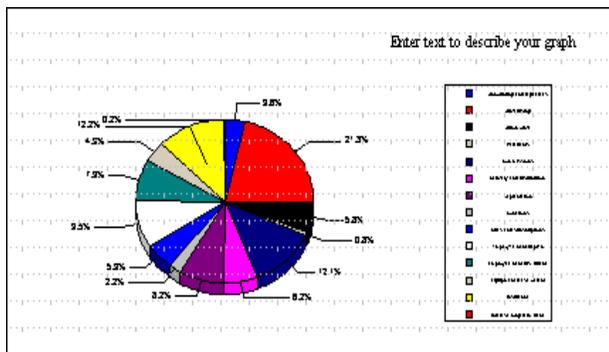
Crystal Graph Report

Reports and graphs present your data in a professional manner. Twelve graph styles are available including bar, line, area, 3D, stacked, and more. Seventeen report templates are provided. You can browse your data as you create the report. One-step sort and subtotal is available. Drill-down capability is provided to review the detail behind a summary number. Crystal Reports allows you to print and view reports but also allows graphical presentation with a few simple commands.

A five-user license for Crystal Enterprise is provided with the system manager. Additional seats are available.

iConnect Suite

The iConnect Suite is designed to work with a distributed or centralized company. The system can be used for distributors, service, or manufacturing companies. The system provides a multilevel password system, digital certificate system, encryption protection system, acknowledgement, and powerful customization. Currently applets are available for Order Entry Inquiry, Order Entry, Accounts Receivable Inquiry and Payroll Inquiry, and PO Requisition.

The iConnect server acts as a bridge between your data and the Internet. The system has a data encryption option. Customers under proper security can place their own orders and look at there own accounts. Salesmen can place their orders over the Internet. Taxes are calculated automatically, customers can print their own acknowledgements, and order entry is updated with no redundant duplicate data entry.

Third-Party Products

Sage 300 2019 enjoys the same integration with third- party products, like Manufacturer's Information Systems (MISys), Smart Sales, Tobit Software, Musick International, Enright Software, D-Bit, Unisoft Jet Forms, MSS Computer Systems, Wellspring, and Bridge Works.

Sage 300 2019 CRM

As a browser-based application Sage 300 2019 CRM is built on thin technology, providing rapid deployment, efficiency, speed, and cost effectiveness. Sage 300 2019 CRM is installed on a single server, eliminating the need for unpredictable and costly client installations, configurations, upgrades, customizations, and the costs associated with them. Thin network-designed CRM web pages and graphics are considerably smaller in size than standard web pages, allowing

faster downloads even over slow connections. With Sage 300 2019 CRM, a web browser and Internet access is all that you need to access the entire solution, anywhere, anytime.

Sage 300 2019 CRM seamlessly integrates with Accpac ERP providing access to vital back-office data and customer information. Sage 300 2019 CRM provides bidirectional data transfer—updating both systems and avoiding redundant data entry. Transactional and statistical data in your back-office system is viewed in real-time through the Sage 300 2019 CRM solution so you know the information is up to date. Sage 300 2019 CRM offers point-and-click promotion of prospects to customers, creating the account in the Accounts Receivable module, allowing your collection staff to access the necessary transactional information through a single, complete CRM solution.

Sage 300 2019 CRM provides multicurrency, multilingual support from a single code base—English, U.K. English, French, German, Spanish, Dutch, and Japanese—making this solution the logical choice for businesses around the world. Sage 300 2019 CRM's single-server installation, web browser, and wireless application protocol (WAP) access, allow employees, partners, and customers alike to view the information they need to get the job done, anytime, from anywhere in the world.

Sage 300 2019 CRM is a single integrated solution, which includes Sales Force, Marketing, and Customer Care automation. As a tool for sales force automation, it allows easy account and activity management, insures timely sales cycle management, mobilizes the sales team through wireless application protocol, and provides management with graphical and report analyses that assist in forecasting and reacting to the trends and patterns of the marketplace. Marketing campaigns can be tracked and evaluations made with tools and data properly recorded for customized team efforts. This translates from the prospecting side of the

Sage ERP Accpac CRM product to a proven and controllable customer contact management tool that traces documents and employee time to individual customer accounts. Any effort can be traced, logged, and analyzed.

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 300 2019. The only exception is that Sage 300 2019-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 300 2019 CRM and it does not require additional software such as Microsoft Internet Information Services (IIS) or Microsoft SQL Server® Desktop Engine (MSDE).

Sage 300 2019 Warehouse Management System

Sage 300 2019 Warehouse Management System (WMS) is a powerful, feature-rich solution for automating the inventory-handling process in your warehouse that scales to accommodate the varied demands of small and midsized distribution centers to highly complex, high-volume environments. Sage 300 2019 WMS provides the core functionality for fulfillment center and warehouse management, including order management, receiving, stocking, replenishment, picking, labor control, radio frequency support, and warehouse task management. It works as part of a

complete end-to-end e-business solution by integrating radio-frequency (RF) and bar-coding technologies, shipping systems, and other warehouse automation equipment with your Order Entry, Inventory Control, and Purchase Orders modules. Sage 300 2019 WMS is designed to improve allocation of human resources within the warehouse so orders are accurately picked, packed, and shipped.

WMS reengineers warehouse operations with virtually paperless item tracking, timely order fulfillment, accurate validation of all warehouse activities, and extremely accurate inventory control. The objective is increased productivity and customer service, fewer errors, and lower costs.

Sage 300 2019 WMS is a single integrated solution, which includes Receiving & Put Away, Picking and Packing, Shipping, and Inventory Control. Sage 300 2019 WMS receipt and put away is about moving received goods from your dock into your warehouse, into the right location, in the most efficient fashion. This is based on an optimized order-picking environment for warehouse staff. WMS works with various warehousing modes including: Wave, batch, simultaneous, or sequential zone. The system maintains detailed information on the flow of inventory from both "pick" and "overstock" location.

Requests to replenish empty bins may be managed during off-peak hours or coordinated to run simultaneously with picking activities without interruption. Upon completing an order, pickers verify the package weight, tape up the box, and put it aside for the carrier. With Sage 300 2019 WMS you can give your customers immediate information about when their shipment will arrive. When replenishment is needed, there is a full audit report of every product moved through your warehouse—giving you a clear picture of what is going on in the warehouse and allowing you to reduce "just in case" inventory levels.

Sage 300 2019 WMS dramatically improves the accuracy of cycle counting by taking advantage of RF based bar-coding systems, eliminating transcription errors. Automatic updating of inventory information with your Sage 300 2019 Inventory Control system further improves efficiencies.

Sage HR Series

The HR Series is a powerful, feature-rich human resource (HR) management solution that enables midsized enterprises to effectively collect, manage, calculate, and report all employee data. Designed to help you better manage your human capital, HR Series keeps your staff on track with clear, concise information at their fingertips—calculated and reported in real time and accessible over the Internet.

HR Series can significantly increase productivity and efficiency by reducing paperwork and manual input, and streamlining your HR tasks. It automates almost every aspect of the HR process, including maintaining full compliance with government Human Resource Management requirements, such as COBRA administration and 401(k) management.

HR Series is simple to use, intuitively designed, and offers maximum control over your HR information and requirements while reducing the administrative overhead and costs associated with managing your human resources. It is built to work the way people do—with screens and "wizards" that lead nontechnical users through data entry step by step.

HR Series fully integrates with Sage 300 2019 and scales to meet the varied demands of mid-market enterprises.

Sage 300 2019 ePOS

Sage 300 2019 *e*POS is a comprehensive Point of Sale (POS) solution for fast-paced, high-volume, multisite retail operations. Whether you need to manage a single retail location or face the challenge of tying together dozens of stores with multiple POS registers at each location, *e*POS offers you full integration with your Sage 300 2019 Advantage Series solution. With *e*POS, you can keep your finger on the pulse of your retail activities. Integration with all retail technologies (including barcode scanners, real-time credit card processing, weigh scales, pole displays, and more) further increases your check-out speed and accuracy while providing real-time integration and reporting across the enterprise.

By deploying over the Internet, *e*POS offers retailers a cost-effective and easy-to-administer POS solution that scales to meet even the most complex demands of retail chains. More than a simple POS system, *e*POS provides a complete view of your enterprise inventory, customer activities, and store management.

This browser-based solution is easy to work with and feature rich. Combined with support for all retail technologies including barcode readers, weigh scales, MSR, pole displays, and more, *e*POS can work the way your store staff does. Complete transactions with point-and-click ease, saving you valuable training time and money

You have very flexible deployment options with a browser-based application. *e*POS enables you to respond quickly and easily as your POS needs change. Finally, you can respond to seasonal demands and peak check-out times by dynamically adjusting the number of POS workstations deployed at the store level.

*e*POS allows you and your staff to see, manage, price, and control inventories across multiple locations, make informed decisions with real-time data, and maintain a unified view of each customer–regardless of the sales channel.

Sage 300 2019 Exchange

Sage 300 2019 Exchange (Exchange) is a comprehensive electronic data interchange (EDI) solution that complies with traditional EDI technologies and offers cost-effective EDI connectivity over the Internet. Exchange supports global EDI and Internet standards, empowering you to conduct business with trading partners, regardless of the EDI system or Value Added Network (VAN) they're using.

Exchange offers back-office integration for automated transaction processing, and a wide range of deployment options designed to meet your business requirements and those of your trading partners. It easily integrates with Sage 300 2019 out of the box, as well as providing stand-alone capabilities

Sending EDI information over the Internet is highly cost-effective, but historically, the Internet is not viewed as a secure network. Exchange addresses the issue of security by complying with EDI-INT (EDI over the Internet) standards, which includes two levels of encryption standards: AS1 and AS2, both incorporating 128-bit data encryption, the same encryption method used in online banking. AS1 defines a set of parameters to which applications must comply in order to exchange secure EDI data over SMTP or POP. AS2 defines the exchange of secure EDI data over HTTP/HTTPS, including over SSL. Both AS1 and AS2 provide message level encryption using S/MIME and support signed acknowledgements.

In addition, Exchange provides nonrepudiation, which means all EDI data is sent with a digital signature, is encrypted using dual-key security processing, and is date-time stamped. With nonrepudiation, the receiving trading partner is certain about the source of the transaction, thereby eliminating the risk of processing transactions from unauthorized trading partners. The digital certificate can be either obtained from external sources such as VeriSign or self-generated by Exchange communication software. Dual-key security processing involves signing of the EDI data using sender's private key and encrypting it using receiver's public key. The receiver then decrypts the EDI data using its private key and verifies the transaction using sender's public key.

Exchange offers enhanced benefits to companies that have already standardized on EDI, and it opens up new opportunities to businesses that have found traditional VAN-based EDI cost-prohibitive. With minimal infrastructure requirements and convenient monthly service plans, Sage 300 2019 Exchange enables small and midsized companies to send and receive EDI orders, invoices, shipping acknowledgements, and other documents, without the expense typically associated with traditional VANs, such as setup fees, lease lines, interconnect fees, and so on.

With support for thousands of trading partner documents and a user-friendly interface, you'll quickly find yourself looking for opportunities to conduct more of your business through Exchange. In fact, Exchange is an ideal platform for improving business efficiencies across your entire supply chain by creating your own cost-effective EDI trading community.

Key Benefits

- Reduce business transaction costs by using a competitively priced solution or a low monthly subscription-based pricing model.

- Rapidly comply with customer and vendor EDI mandates.

- Leverage legacy EDI relationships with VANs while migrating to newer Internet standards.

- Eliminate duplicate data entry and reduce error rates associated with manual data entry.

- Provide timely order processing and reconciliation.

- Speed collection times.

- Improve shipping and receiving accuracy.

- Improve customer satisfaction with faster response times.

- Provide flexibility to modify and refine processes between buyers and suppliers by using a soft-coded solution.

- Provide fully integrated solution with Sage 300 2019

- Offer enhanced data security and privacy through the use of accepted Internet security protocols such as encryption and digital certificates.

In sum, Sage 300 2019 Exchange is designed to be a cost-effective one-stop, EDI solution.

About Sheldon Needle

A former CFO, consultant and software designer, Sheldon Needle has authored or co-authored more than 20 books on software selection and has contributed articles to major publications, including the Journal of Accountancy and Nation's Business. CTSGuides.com has the distinction of being the very first company to do hands-on, independent evaluations of software for the middle market.

Sheldon speaks with business owners and managers every day about software selection and makes personalized recommendations based on their needs and budget. He is widely known and respected throughout the business software community for his independence, integrity and expertise.

As part of registering for our free software selection kit, you receive a 15-minute consult with Sheldon. Sheldon understands financial and business issues and speaks your language.

He knows the leading software companies—how they compare, their strengths and weaknesses, where they fit into the market and which ones would be suitable for your business.