

# Sage BusinessVision Accounting

A Powerful, Comprehensive Suite of Business Management and Accounting Solutions Designed to Automate Processes and Help you Succeed in Today's Dynamic Business World





## Sage BusinessVision Accounting – Optimized to Maximize Profits

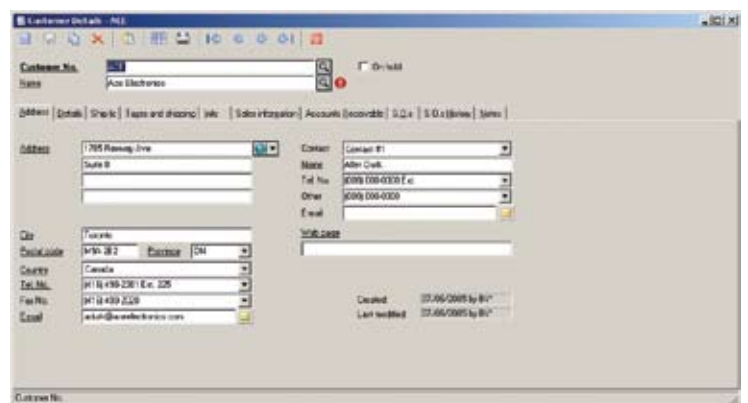
Designed to fill the gap between entry-level and complex high-end systems, Sage BusinessVision Accounting provides small and mid-sized organizations with sophisticated business management and accounting solutions packed with innovative features, productivity-enhancing benefits, and a range of customization options. Sage BusinessVision is available in four configurations: Limited Edition, Small Business Edition, Standard Edition, and Client-Server Edition. Unlike some software options, there is no need to purchase additional modules at a later time. Each edition comes standard with a set of fully integrated modules developed to streamline your business, raise productivity, and increase revenue. As your business grows, additional user licenses can be easily added, providing valuable investment protection for years to come.

### Easy to Use

The intuitive interface of Sage BusinessVision puts all the information you need at your fingertips. You can review a comprehensive picture of any customer—including open sales orders, sales order history, comparative sales per period for current and prior years, and past and outstanding accounts receivable transactions—all from a single module.

Sage BusinessVision solutions help you manage your receivables, payables, orders, sales, purchases, inventory, light manufacturing, jobs, general ledger, budgets, payroll, and more. The software effectively manages the majority of your daily accounting requirements automatically; for example, when the system processes an invoice, it automatically adjusts stock levels, sales statistics, sales and cost accounts, taxes, and accounts receivable.

In addition, Sage BusinessVision eliminates the need to close one month before starting the next. The system posts transactions to the applicable period based on the date of the transaction or activity. Year-end processing is automatic, and you can continue to apply backdated transactions to the previous year, and even after year-end with appropriate authority.



*The unique tab design of Sage BusinessVision displays important customer information centrally, giving you a complete picture at a glance.*

### Real-Time Business Data

With Sage BusinessVision, you can view up-to-the-minute information at any time, facilitating better decision-making. Data about customers, vendors, orders, inventory, receivables, payables, job cost, payroll, sales analysis, purchase analysis, budgeting, and the General Ledger is available for virtually any time period you desire.<sup>1</sup>

Furthermore, with a reporting suite containing more than 300 predesigned reports, forms, and graphs, you'll know exactly how well your business is performing at any moment. With the built-in Crystal Reports® report designer, you can create and modify your own forms and reports and publish them in practically any format. You can export your reports to Microsoft® Word, Microsoft Excel®, PDF, or HTML, and save valuable time by conveniently e-mailing invoices and statements directly to clients. If you prefer to work with a familiar product such as Microsoft Excel, you can also choose to export data for further analysis from the Export utility, the Find utility, or Sales and Purchase Analysis.

<sup>1</sup>Requires appropriate access authority.

**Built-in Security**

Sage BusinessVision provides full security features designed to help protect your valuable data. User codes and passwords prevent unauthorized access to sensitive business records, and authorization settings allow designated employees limited or full access to critical business information. Security is set on a modular and feature basis so you can grant access to an entire module or just a few processes within a module.

**Customizable and Scalable**

Tailor the Sage BusinessVision system to fit your unique business requirements. You can print onto common business forms, adjust the terminology to suit your type of business, and more. The versatile Sage BusinessVision CustomPack add-on tool allows you to add up to 50 additional fields per module.

In addition, Sage BusinessVision solutions are scalable to accommodate more than 100 users and includes robust multiuser capabilities. There's no need to change accounting systems or retrain staff, making Sage BusinessVision a natural choice for growing businesses.

**Seamless Integration**

Seamlessly integrated with Microsoft Office, Sage BusinessVision enables you to publish financial reports easily in Microsoft Word, analyze financial reports in Microsoft Excel, or populate a Microsoft Access® database.

In addition, several third-party integrated solutions are available that cover a wide range of industries served by Sage BusinessVision.

For more information on these solutions, please visit:

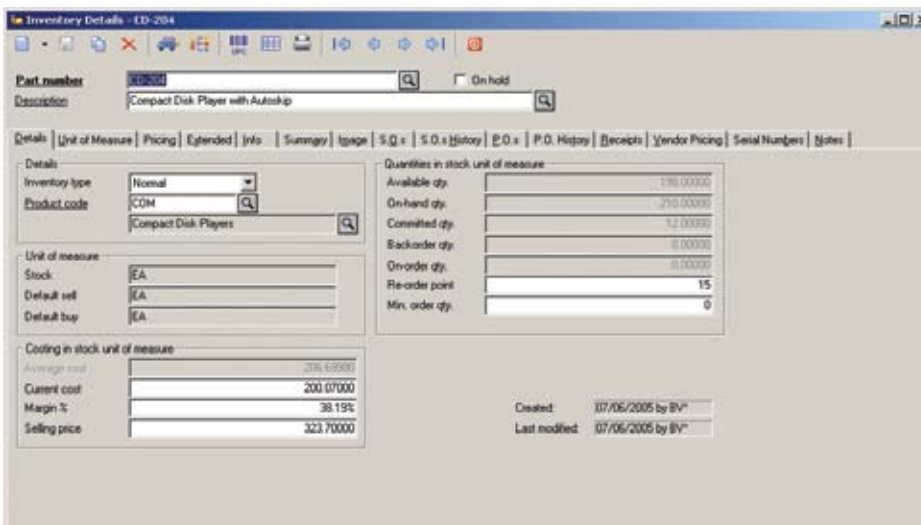
[www.sagepss.com](http://www.sagepss.com)

*“Once it became obvious that we would be changing systems, I proceeded to devote a large amount of time investigating various accounting solutions. After careful research, I found the ease-of-use and close integration of Order Entry, Inventory Control, and Purchasing made Sage BusinessVision stand out in comparison to other software programs on the market.”*

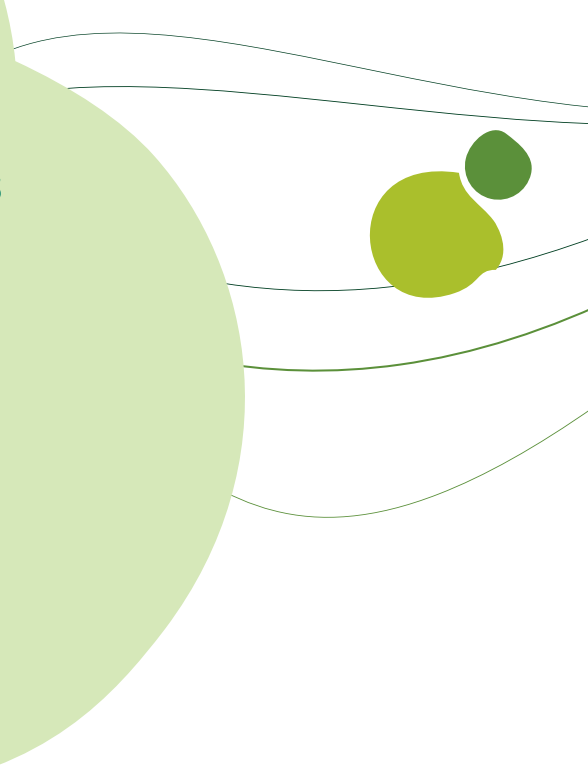
George Little

National Hydraulics & Engineered Systems,

a PTS Production Technology Support Company



The single intuitive interface of Sage BusinessVision provides instant access to detailed information exactly when you need it.



Sage BusinessVision includes powerful modules that work together to deliver unparalleled performance, reliability, and value.

A range of customization options lets you tailor the system to fit your unique business requirements.

### General Ledger

The core of your Sage BusinessVision system, the Sage BusinessVision General Ledger can produce up-to-date financial statements at any time, without batching or waiting until month-end. It also allows you to post transactions to either prior or succeeding years, making year-end processing easy and error-free.<sup>2</sup>

The General Ledger Inquiry function offers five levels of detail, including: an onscreen overview of all General Ledger accounts and present balances; the net change and monthly closing balance for each account; every transaction in the General Ledger, starting at a user-defined period; and onscreen viewing of the journal entry, invoice, or purchase order.

If desired, the General Ledger may be split to permit different company divisions to record transactions within a unique Chart of Accounts. Departmentalization and the ability to create account numbers with up to 24 characters and four segments facilitates the most sophisticated financial reporting requirements. Sage BusinessVision accurately reflects the financial health of your business at all times to deliver a true financial scorecard. With the optional Sage BusinessVision Multiple Currency Manager, you can revalue, track, and report on numerous currencies simultaneously.

### Find

The Sage BusinessVision Find feature allows you to run queries on your data from any major module. Perform a search on customers, vendors, items, and more! This feature allows up to two levels of search criteria, which will display in a list format on your screen. You may drill down into the modular data or export the entire list directly into Microsoft Excel.

### Customer and Sales Analysis

The Sage BusinessVision Customer module makes managing critical customer information easy and instantaneous. You can access sales and gross profit statistics for current and previous years, assign customers to geographic territories, and designate shipping from a certain warehouse or prices from a particular price list. With the optional add-on module within CustomPack, the Customer Specific Pricing feature even allows for contract pricing. The module also supports unlimited billing and shipping addresses.

You can use the Sage BusinessVision Sales Analysis module to keep track of critical sales data. Sales information can be viewed by invoice number, time period, customer, part number, or serial number, and additional filters can be used to specify your desired display or reporting criteria. Sales history can be retained indefinitely, and customer invoices, statements, and quotations can be printed or e-mailed directly to clients at any time. Sales history can also be used to create a credit note or process a new order similar to a previous invoice to a customer. Plus, with the optional Multiple Currency Manager, sales can be made and tracked in virtually any currency, making foreign transactions quick and easy.

### Order Entry

Sage BusinessVision Order Entry supports unlimited orders, including quotations, layaways, and repeat orders, as well as the automatic or manual backordering of out-of-stock items. Sage BusinessVision ensures your inventory balances are always accurate by drawing down both inventory and non-stock/service items immediately as an order is entered. The system also automatically calculates taxes, revenue, cost of goods, receivables, and more, posting this vital information directly to the General Ledger. It also maintains a history of

<sup>2</sup>Requires appropriate access authority.

<sup>3</sup>Not available in the Canadian version of Sage BusinessVision.

every system-generated invoice, affording in-depth analysis of sales, margins, and profits. When Order Entry is used in conjunction with Sage BusinessVision Bill of Material, all items within the kit or finished goods are automatically drawn from inventory.

### Point of Sale

Designed for fast-paced retail environments, Sage BusinessVision Point of Sale offers a simple and easy-to-use interface that lets sales clerks sell to customers without having to use other Sage BusinessVision modules. As a sales clerk performs a sale, the system seamlessly handles all accounting activities transparently. The system can be used as a full point-of-sale application, interfacing to cash drawers, barcode readers (wands or laser scanners), invoice printers, or roll-feed receipt printers. You can also choose one of the integrated credit card processing options that is included with Sage BusinessVision.

### Inventory

Multiple warehouses, a choice of three costing methods—average cost, FIFO, and LIFO<sup>3</sup>—multiple units of measure, multiple price lists, promotional pricing, quantity breaks, and vendor pricing are just some of the functions that the Sage BusinessVision Inventory module manages. It also handles an unlimited number of serial numbers and SKUs, as well as accompanying images that can be associated directly with inventory items for rapid and easy recognition. Inventory is maintained dynamically, so you always know exactly what's in stock and where to find it. Automatic tracking of backordered items and stock commitment levels are available onscreen, and numerous reports let you track the sales and usage of parts / components and services. Reorder, backorder, and margin calculations are built right into this versatile module.

When used with Bill of Material, the Inventory module allows you to enter and track data corresponding to regular parts, raw materials, manufactured parts, and kits. Serialized inventory items can be tracked from the time of receipt through invoicing and after-sale monitoring. The Receiving function facilitates the rapid data entry of quantity, location, cost price, and selling price changes when new shipments are received.

### Purchase Order

With the fully integrated Sage BusinessVision Purchase Order, Accounts Payable, Inventory, and Vendor modules, you can easily keep track of vendors, purchases, cost prices, payables, and more. The system can receive inventory on a partial basis and automatically calculate

freight and landed costs. Purchase orders can be printed or e-mailed directly to vendors. When purchase orders are fully received they can be automatically sent to Accounts Payable to await payment as well as to the General Ledger, updating all related accounts.

The Sage BusinessVision solution's automatic posting feature, AutoPost, manages accounting accruals at the time goods are received. Purchase history can be retained indefinitely, and purchase orders may be viewed at any time. You can monitor data by purchase order number, time period, vendor, or part number, and can employ additional filters to specify your desired display or reporting criteria. The optional Multiple Currency Manager makes it easy for purchases to be made and traded virtually anywhere.

### Accounts Receivable

Sage BusinessVision Accounts Receivable helps you stay on top of your accounts receivable activities by maintaining a complete history of open (unpaid) and closed (paid) items for every customer. You can establish your own aging periods and produce graphs of customer account aging at any time. Unique “flagging and linking” features enable you to apply payments to many open items, or you can link associated items together. Take payments from customers easily and quickly in many formats, including checks, cash, or credit card, and using the integration to popular credit card processors, you can have payments authorized and processed automatically. Accounts Receivable details can be kept on file indefinitely, with instant access to original invoices and General Ledger transactions.

### Payroll

In the United States, Sage BusinessVision comes integrated with the Sage Pro Payroll module, which allows you to calculate and maintain payroll and labor distribution for hourly, salaried, commissioned, and per-unit employees. This powerful module includes withholding calculations for all 50 states, the District of Columbia, and Puerto Rico.

In Canada, the integrated Payroll module manages all of your critical payroll functions, including calculating required withholdings according to legislation, producing paychecks (or pay advices if you pay employees by direct bank deposit), and generating the required legislative output. The module maintains information on past earnings, benefits, and withholdings, and can be customized to honor varied pay frequencies.

### Budgets & Forecasts

This module simplifies the creation of budgets and forecasts by allowing extensive manipulation of existing financial data, including previous and current year trends, budget, forecasts, and actual values. You can copy, move, and massage data in an online, interactive environment. The advanced automatic forecasting capability projects revenue and expenses to the end of the year, providing you with an accurate view of your position and facilitating more informed decision making.

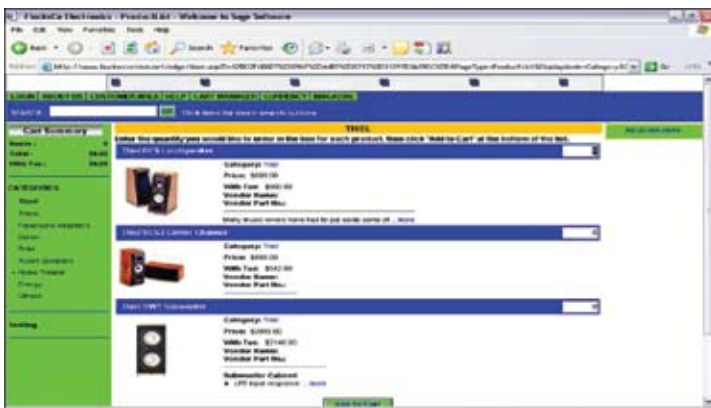
# Sage BusinessVision includes a range of add-on solutions designed to enhance your system. Like all Sage BusinessVision modules, each add-on module offers value-added capabilities, flexibility, and unmatched performance.

## Multi-Currency Manager

The Sage BusinessVision Multiple Currency Manager is an add-on module that allows you to work with bank accounts, customers, and vendors in foreign currencies. Sage BusinessVision translates all amounts into your base currency and keeps the base accurate in terms of currency fluctuation. The system handles all conversions and translations and calculates foreign currency gains and losses automatically. You can revalue unrealized gains and losses on demand, either retroactively or currently, permitting the backdating and adjustment of balance sheets and financial statements after the fact. The system displays the appropriate currency symbol and date format for each currency on invoices, checks, and other output.

## Sage e-BusinessVision

Sage e-BusinessVision is a unique e-commerce add-on solution that offers you the ability to expand your operations to the Internet. Sage e-BusinessVision provides a fully integrated Web store that is linked to your existing Web site using data from within your Inventory and Customer modules, allowing your customers to learn more about your company, place orders, view the status of their existing orders, and research their account information. It also enables anyone with an Internet connection to visit your Web site and place orders.



The fully integrated Sage e-BusinessVision module allows you to sell to new or existing customers with little setup and a fully hosted Web store.

## CustomPack

The Sage BusinessVision CustomPack add-on tool transforms your Sage BusinessVision system into a unique solution designed specifically for your business. CustomPack is comprised of five components:

- **WorkBook**—lets you add up to 50 additional user-defined fields to many Sage BusinessVision records, such as customer, vendor, and inventory. These custom fields can be used to track critical customer or vendor information or other items that may be specific to your industry.
- **Customer Specific Pricing**—provides the ability to have unique selling prices, by customer, for each inventory item.
- **Document Linking**—allows you to link Microsoft Word documents, Excel spreadsheets, text files, images, and virtually any other document type to individual customers, vendors, and inventory items.
- **Mail Merge**—lets you use data elements of customer, vendor, and employee records in Microsoft Word documents for the creation of custom letters, newsletters, email blasts, and more. Additionally allowing you to merge in your custom WorkBook fields, this feature gives you the personalized marketing that's required in today's marketplace.
- **SuperTicker**—provides access to critical changing data through a marquee window built into the Sage BusinessVision desktop; alternatively, the data can be sent directly to an e-mail address.

## Quick Facts

- Sage BusinessVision Multiple Currency Manager\*—provides multiple currency capabilities, including multiple company consolidation and more.
- Sage e-BusinessVision—a fully integrated e-commerce Web store and shopping cart solution.
- Sage BusinessVision CustomPack\*—includes unique customization capabilities, customer specific pricing, document linking, mail merge, and the SuperTicker information monitor.

\*Available for Small Business, Standard, and Client-Server Editions. CustomPack is included with the Client-Server Edition at no extra charge.

## Sage BusinessVision at a Glance

### Configurations

Sage BusinessVision is available in four configurations: Limited Edition, Small Business Edition, Standard Edition, and Client-Server Edition. Each edition comes complete with a set of fully integrated modules developed to streamline your business, raise productivity, and increase revenue. As your business grows, additional user licenses can be easily added, providing valuable investment protection for years to come.

	Limited	Small Business	Standard	Client-Server
<b>Concurrent Users</b>	1	3	1, 5, or 10	10-100
<b>Included Modules</b>				
SM, AR, AP, GL, IC, OE, PO	●	●	●	●
POS	●	●	●	●
Sales Analysis	●	●	●	●
Payroll	●	●	●	●
Bank Reconciliation	●	●	●	●
Purchase Analysis	●	●	●	●
Job Costing	●	●	●	●
BOM			●	●
Serialized IC	●	●	●	●
Budget and Forecasting			●	●
Customize Browser			●	●
Vendor Item Pricing	no quantity breaks	no quantity breaks	●	●
Crystal Reports®	●	●	●	●
<b>Optional Products</b>				
Multicurrency Manager		Optional	Optional	Optional
Custom Pack		Optional	Optional	●
e-BusinessVision	Optional	Optional	Optional	Optional

### Modules

Sage BusinessVision comes with a standard number of modules, so there is no need to purchase additional modules at a later time. The great value in Sage BusinessVision comes in receiving these fully integrated modules right out of the box!

- Accounts Receivable
- Accounts Payable
- General Ledger
- Inventory Control
- Order Entry
- Point-of-Sale
- Sales Analysis
- Payroll
- Bank Reconciliation
- Purchase Order
- Purchase Analysis
- Job Cost
- Bill of Material\*
- Budgets & Forecasts\*
- Financial Reporting

*\*Included in Standard and Client-Server Editions only*

### Add-on Modules

- Multiple Currency Manager
- e-BusinessVision
- CustomPack\*

*\*CustomPack is included with the Client-Server Edition*

## About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. At Sage, we live and breathe business every day. We are passionate about helping our customers achieve their ambitions. Our range of business software and services is continually evolving as we innovate to answer our customers' needs. Our solutions support accounting, operations, customer relationship management, human resources, time tracking, merchant services, and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries. Sage North America employs more than 5,000 people and supports nearly 2.9 million small and medium-size business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 14,500 people and supports 5.8 million customers worldwide. For more information, please visit the Web site at [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com) or call 866-308-2378.

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