Sage BusinessWorks v6
Enhancement Summary

- **New ACT! Link Module** – Improve productivity and maximize your relationships with your customers and vendors with the new ACT! Link Module. The Sage BusinessWorks ACT! Link integrates the BusinessWorks Accounts Payable, Accounts Receivable, Order Entry and Inventory Control and Purchasing modules with ACT! 2005 to create a completely integrated front office and back office solution. Vendor and customer information can be synchronized with ACT! contact information, accounting transactions such as quotes or purchase orders can be launched on-the-fly through ACT! and a record of when an accounting transaction was posted (i.e. payment received) can optionally update the ACT! History.

  Note: Available to be purchased as an add-on Module, the ACT! Link module is available in the Sample and Demo companies for an unlimited period of time. The module is also available as a 30 day trial with a live v6 company. Unlike other modules, the trial period commences based on the installation date of v6 (not the company creation date

- **Sage Software Information Center** – All BusinessWorks users can now access the latest Sage news and announcements, tips and tricks, product alerts and training and support information with the new Sage Information Center accessible from the Main Resource Bar in the Sage BusinessWorks launcher. The Information Center will help all BusinessWorks users stay informed and get the most out of their BusinessWorks software.

- **Improved Installation**
  - Reinstalling detects that the software was previously installed and automatically installs to the existing directory minimizing the occurrence of multiple installations. If you want to install BusinessWorks to a different directory, uninstall the program first and then select to install the software.

  - The BusinessWorks product installation and client installation will detect if Pervasive is already installed on the computer. If a more recent Pervasive version is detected, the user will be presented with a message indicating the version of Pervasive already installed on the machine and will ask if the user wants to run with the newer (untested) version of Pervasive. If "Yes" is selected the installation will proceed and Pervasive will be configured to work with BusinessWorks. If "No" is selected the installation will be aborted.

  - BusinessWorks Gold has been rebranded to Sage BusinessWorks. When selecting to launch the program from the Windows Start menu, select the Sage BusinessWorks program group and choose the "Sage BusinessWorks" application.

- **Improved Lookups** – Locate a record quickly with the improvements made to the BusinessWorks lookup options including:

    - **Additional search criteria** – Create custom power searches using a variety of new criteria including:
        - Vendor Lookups: Sales Contact, Sales Phone, Sales Fax and Sales E-mail
        - Part Lookups: Part long description field
        - Purchase Order Lookups: Sales Order Number (for a related Purchase Order) and Purchase Order drop ship
        - Customer Lookups: Finance Fax, Finance E-mail, Purchasing Contact, Purchasing Phone, Purchasing Fax, Purchasing E-mail, MTD Sales and YTD Sales
        - Order Lookup: Drop ship

    - **Quick Search view** – Additional display information has been added to the Quick Search including:
        - AP, AR, CM: Finance Contact
        - AR, OE, CM: MTD Sales, YTD Sales and Sales Order drop ship

    - **Quick Find** – Quickly locate a record and minimize the number of keystrokes required with the new Quick Find option that has been added to all Inquiry options.

- **Inquiry Balance Drill Down (AP Inquiry and AR Inquiry)** – the new drill down on open balance feature available in the Customer Inquiry and Vendor Inquiry will assist in identifying the invoices that make up the open invoice balance improving workflow and minimizing the need to produce lengthy reports.

- **Cash Balance Inquiry** can now be accessed directly from the Cash Management Accounts menu providing the ability to allow certain users to view the balance without giving access to the General Ledger module.

- **Copy Company** – Minimize the time to create a clone of your company with the “Copy Company” feature which performs a backup and restore as a single step.

- **Prompt to Backup** – Users now receive a friendly reminder to backup when exiting BusinessWorks or when performing a month-end close. Note: the prompt to backup on exit may be disabled in the System Preference or User Preference options so that only those users responsible for backing up receive the message.

- **Voiding AP Credit Card Payments** can now be accomplished easily in a single step that re-instates the original Accounts Payable invoice, resets the payment term to “none” and if necessary adjusts the General Ledger payables account.

- **Improved GL Reporting Sort Options** – Create reports the way you want to see them. The Account Detail Report, Journal Detail Report and Detailed Trial Balance now have a “Sort by” option that provides up to three sort options per report, the ability to sort in either ascending or descending order and includes the following sort criteria: Posting date, Journal ID, Reference number, Description and System date*.

  *System Date is available on the Journal Detail Report only.

- **Create Purchase Orders from a Sales Order** – The new Create Purchase Orders from a Sales Order option ensures you have inventory necessary to satisfy your customer's needs, improves productivity and increases order accuracy by automating the purchasing process. One or more Purchase Orders can optionally be created directly from the Sales Order option (once the Sales Order is saved) providing you with complete control to determine the parts, quantity and vendor to order from. You can even specify to order the item from someone other than the default vendor, indicate that the PO will drop ship to the customer (and the customer's ship to address from the SO will be used) and add additional parts, non-stock parts or comments to the purchase order. Locating the relationship between the purchase order and the sales order is a breeze with the various improvements made to the inquiry options, reports, custom reports, custom spreadsheets, custom exports and custom forms.

- **Drop Ship** – Maintain Purchase Orders now includes a drop ship flag that when selected allows better tracking of drop ship POs in the Purchase Order Inquiry, Purchase Order form and various inventory reports.

- **Convert Sales Orders to Invoices** – Convert a Sales Order into an Invoice directly from the Sales Order option providing the ability to modify the sales order prior to invoicing improving workflow.

- **Part Description Field expanded** – A 1000 character field has been added to Maintain Parts to provide greater flexibility in describing your inventory items. Note: the existing part description fields 1-3 are still available for customers who want to be able to customize their part descriptions further or need a portion of the part description to appear on certain forms and not others.

- **Line Item Description expanded** – In addition to the existing description lines 1-3, a new text block line item description field that supports up to 1000 characters is now available for parts, non-stock parts, visible comments, hidden comments, labor and miscellaneous charges. Additionally the expanded description field can be optionally included/excluded on various reports and forms.

- **Purchase Order part description line 2 and 3** are now accessible for editing in Maintain Purchase Order providing for greater flexibility when creating and printing POs.

- **More fields are available to print on forms** including: Text Block Word Wrap, Drop Ship, Sales Order Number for the PO, Ship Weight, PO Description, Line item discount total, Original line item price, part Base Price, YTD Deductions and YTD Other Pays.

Additional Improvements:

- IC Receipt Adjustment can now optionally update the Vendor's Last Cost
- IC Transactions Receipt register can now be produced based on range of vendors related to the receipts (instead of only based on the part's assigned vendor)
- New Payroll Deduction Calculation Method % of Medicare Taxable Pay
- 1099s Supports Boxes 13 and 14