Year End 2012

Sage 300 ERP Newsletter

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THE 2012 YEAR IN REVIEW

Every year, we see **Sage 300 ERP** evolve along with changes in business and technology - and 2012 was no different. Sage 300 received many new features, enhancements, and performance improvements to give you better value for your software investment. Here is a look at the year in review.

Sage 300 ERP 2012

Released in September, Sage 300 ERP 2012 simplified business processes and added powerful productivity enhancements. New **Visual Process Flows** provide you with graphical workflow diagrams that help you navigate the system and give you a clear view of the steps and tools required to complete daily tasks. Also included in this latest release is the new **Sage Advisor** technology. Designed to make updating your system simple and hassle-free, Sage Advisor notifies you of any available upgrades and patches, then walks you through the download and installation process.

Download the 16-page guide What's New in Sage 300 ERP 2012 for more detail.

Web-based Connected Services

Sage continues to develop the web-based Connected Services platform with the addition of many new specialized add-on "apps" and services that are integrated with Sage 300 ERP. Here are some of the notable Connected Services that were added or enhanced this year.

Sage Exchange - This secure online vault stores sensitive credit card information and processes transactions outside of your Sage 300 ERP system.

Sage Sales Tax by Avalara - Automatically performs address validation, jurisdictional research, and up-to-date rate calculations for every transaction.

Sage Alerts - Actively monitors your HR database and automatically sends email notification to management, HR personnel, and employees when certain events occur.

Rebranding Officially Rolls Out

Last year, Sage announced plans for a major brand overhaul. This year, that plan was officially implemented. As a result, your Sage ERP Accpac software is now officially called **Sage 300 ERP**. However, it's important to note that the name change will not affect your system or business in any way. Visit http://na.sage.com/sage-na/company/brand for more information about the rebranding.

New BI Tools and Resources

New reports and features were added to Sage Intelligence Reporting for Sage 300. The new **Report Designer** provides additional drag-and-drop Excel financial formulas, while the **Reporting Trees** allow you to create a visual model of your company's reporting structure.

To get the most out of your Sage intelligence reporting tool, be sure to join The B.I. Community for Sage 300, where you'll have access to demo videos, support documentation, free report downloads, discussion forums, and much more.

Need help figuring it all out? Be sure to contact us with any questions about upgrading, updating, or anything in between!

Authorized Partner

CLOSING PROCEDURES CHECKLISTS

Year end processing in Sage 300 ERP is designed to be fairly straight-forward. But understanding how to coordinate the process within each of the modules and in the proper sequence is important. It also requires a bit of judgment based on your specific system configuration and business processes. In this section, we provide a checklist for general period end and year end closing processes.

Period End Processing

Before you can begin **year end** processing, you'll need to run through your **period end** processes first. So here's a checklist of typical period end procedures. Make sure you've finished the typical **daily** procedures in all ledgers, then proceed with these period end processes:

Order Entry

- ☐ Print Order Action and Aged Orders reports
- ☐ Print Sales History and Sales Statistics reports
- ☐ Clear transactions and printed posting journals that you no longer need

Purchase Orders

- ☐ Print Purchase Order Action, Aged Purchase Orders, and Shippable Backorders reports.
- ☐ Print Purchase History and Purchase Statistics reports.
- ☐ Print audit lists
- ☐ Clear transactions and printed posting journals that you no longer need

Inventory Control

- ☐ Print stock control reports
- ☐ Print price and sales analysis reports
- ☐ Clear printed posting journals, serial numbers, item labels, and transactions that you do not need

Project & Job Costing

- ☐ Run Update Payroll
- ☐ Create billings
- ☐ Recognize revenue
- ☐ Print audit and analytical reports
- ☐ Clear posted documents and posting errors

U.S. / Canadian Payroll

- ☐ Run Update Payroll in Project and Job Costing, if you use that program.
- ☐ Transfer employee timecards to Payroll employee timecards.
- ☐ Calculate payroll, and print and verify the pre-check register.
- ☐ Process payroll checks, or direct deposits.
- ☐ For Canadian Payroll, print and file government reports, such as records of employment.
- ☐ Print transaction listings and other reports you require.
- ☐ Delete inactive records that you no longer need.
- ☐ For US Payroll, print reports required by federal and state law (941, W-2, and Quarterly Wage reports).

Year End Processing

Once you've completed all period end processing tasks, you're ready to begin closing out the year as follows:

Order Entry

- ☐ Clear transaction history that you do not need
- ☐ Clear statistics and sales history that you don't need

Purchase Orders

- ☐ Clear transaction history that you do not need
- ☐ Clear statistics and purchase history that you do not need

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Project and Job Costing

- ☐ Clear transactions for closed contracts and closed contracts that you do not need to keep

Inventory Control

- ☐ Do an inventory count
- ☐ Post a reconciliation worksheet to adjust for any variances found in the inventory count
- ☐ Clear statistics, expired contract prices, and transaction history that you do not need for drilldown

U.S./Canadian Payroll

- ☐ In addition, for calendar year end, print reports required by statute

Accounts Receivable

- ☐ Clear sales tax tracking information that you no longer need
- ☐ Clear history and statistics that you no longer need
- ☐ Run Year End to reset batch numbers, clear activity statistics, recurring charge amounts, invoices paid and Days To Pay counter
- ☐ Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year

Accounts Payable

- ☐ Clear purchase tax tracking information that you no longer need
- ☐ Clear history and statistics that you no longer need.
- ☐ Run Year End to reset batch numbers, clear activity statistics, recurring payable amounts, invoices paid and Days To Pay counter
- ☐ Print the Customer List and customer statistics reports to verify the transfer of data to the previous fiscal year

General Ledger

- ☐ Run Create New Year to transfer balances in the income and expense accounts to retained earnings and enter opening balances for the new year
- ☐ Print and clear the Batch Status report and the posting journal generated when you created the new year
- ☐ Using Period End Maintenance, delete prior-year fiscal sets, and reset batch numbers

SAGE 300 ERP TAX UPDATES

The January 2013 Payroll Tax Update (PUP) is expected to be available some time after December 20, 2012 and can be downloaded from the Sage Customer Portal. Sage will update the download with any late-breaking legislative changes, as necessary, throughout January 2013.

Note: you must have a user name and password along with a current Sage Business Care plan to access and download the update. If your plan has expired, please contact us to discuss support options. If you do not have a current logon, click "Sign Up for a Customer Portal User Account" in the lower portion of the screen.

How to Install and Activate Tax Updates

To download the appropriate tax update:

1. Login to the Sage Customer Portal and visit Sage 300 Downloads to access the latest updates.
2. Choose **Get the Update** on the appropriate link.
3. Click **download** in the upper right of the page, then click **run** to start the process.

To install the tax update:

1. Run the executable file that you just downloaded
2. Confirm or change the location that the files will be saved to (default is c:\AI_Temp), click **next**, and follow the onscreen prompts.
3. Accept the license agreement and click **next**.
4. Select or change the location where the files will be set up, select the features you wish to install, select or enter a new program folder, and click **next**.
5. Verify components to be installed and file locations. If you need to make changes, click **back**. If details are correct, click **next**.
6. Click **finish** to complete installation.

Watch How to Download and Install Tax Updates on YouTube to review the process step-by-step.

Note: *This applies to both U.S. and Canadian payroll in versions 5.5, 5.6, and 6.0.*

TIPS FOR A SUCCESSFUL YEAR END

1. **Back Up Your Data** - before you begin any year end process, be sure to execute a complete back up of your database. You should also **test the back up** to ensure it was successful and the data is readable. The only way to "reverse" year end processing is to restore your data from a backup. So do it now!

2. **Check Your Version Number** - closing procedures can vary depending on the version of Sage 300 ERP (or "Accpac") you're currently running. So be sure to check your version number and service pack before starting year end.

3. **Create a New Fiscal Calendar** - Sage 300 allows you to begin entering transactions for the new year without closing out the current year. But you must first create a new fiscal calendar in **Common Services** before entering transactions for 2013.

4. **General Ledger Closing** - While it's a good idea to close modules and purge historical data in a timely fashion, your General Ledger can remain open as long as you need while awaiting final processing in other modules or audit adjustments.

5. **Check Data Retention Settings** - Sage 300 ERP retains historical data based on the version you're running and the settings you've configured in each module. So it's a good idea to review your module and system settings so you don't lose important data during year end close. In particular, check GL Options to see how many years of history your system is set up to retain.

6. **Remember, We're Here to Help** - As you begin year end closing procedures and prepare to start fresh in 2013, be sure to contact us if you need assistance during this important time of year. As your software and technology partner, we're here to help!

LOCKING FISCAL PERIODS IN SAGE 300 ERP

Locking fiscal periods in Sage 300 is an important part of your overall year end process. Enhancements that were included in Sage 300 ERP (formerly Accpac) Version 6.0 introduced the ability to lock or unlock fiscal periods individually **for each module**. In previous versions, you could only lock or unlock all modules at once. This added capability makes it easier to lock down modules in the proper sequence and prevent unexpected errors.

Preparing to Lock Fiscal Periods

It's important to understand how transactions flow through Sage 300 **before you begin** locking fiscal periods for individual modules.

The Preparing to Lock Fiscal Periods video on YouTube provides important information that you should review prior to locking fiscal periods.

Locking Fiscal Periods

After you review the set up and workflow information, you're ready to use the fiscal calendar to begin locking and unlocking fiscal periods. Here are some general best practices to keep in mind:

1. Lock operations modules (OE, Inventory, etc.) ***before*** financial modules (GL, AP, AR, etc.).
2. When locking Bank Services, also lock modules that integrate directly with it including AR, AP, & Payroll.
3. Create and post all outstanding GL batches for a fiscal period before you lock it for GL.

Watch the Locking Fiscal Periods video on YouTube for step-by-step instructions. Or be sure to contact us if you'd like personalized guidance.

10 Reasons to Upgrade to Version 2012

If you're running an older version of Sage 300 ERP (formerly "Accpac"), you might be wondering if an upgrade to the newest version 2012 is right for your company. So we've compiled a list of the top 10 reasons to upgrade to help you make the right decision.

1. **Easier Updates** - The new **Sage Advisor** automatically checks and notifies you about updates and patches for your system, then walks you through the download and installation.

2. **It's All About You** - This release incorporates enhancements inspired by customer requests such as copy orders, create PO directly from order entry, and reverse GL batches.

3. **Easy on the Eyes** - Easy-to-read tables, an improved Finder, and enhanced help documentation make Sage 300 2012 the most user-friendly version yet.

4. **Find Info Faster** - New Inquiries for the Operations Modules give you quick access to your customized lists without the need for costly custom report development.

5. **Faster Navigation** - New **Visual Process Flows** and customized user roles and tasks mean you'll find what you need faster and spend less time navigating the menu system.

6. **Catch 'Em and Batch 'Em** – With the ability to capture pre-authorized payments during shipment or invoice entry, you can invoice multiple pre-authorized payments in a single batch.

7. **More Intelligent Analysis** – new features in **Sage Intelligence Reporting** give you more options to slice and dice your data to make faster, better-informed decisions.

8. **More Customized Reporting Capabilities** – new options in several standard reports and an updated Crystal Reports run-time engine provides more reporting flexibility than ever before.

9. **Head Knows What the Tail is Doing** – Tighter integration between **Sage CRM** and Sage 300 keep sales and operations in synch.

10. **Ship More, Pay Less** – Reduce shipping costs and take the hassle out of entire shipping process with a new, fully-integrated shipping solution.

Get the Whole Scoop

Visit the Sage 300 Version 2012 microsite to learn all about the new release including access to brochures, webcasts, technical details, and answers to commonly-asked questions.

Sage 300 ERP 2012 Resources

Downloading and Installing

If you're on a current Sage Business Care plan, you can download your copy of Sage 300 ERP 2012 by logging into the Customer Portal, then go to:

www.Sage300ERP.com/download2012

User Documentation

Click below to get access to all user documentation that was released with Sage 300 ERP 2012 including release notes, pre-installation checklists, and user guides.

Sage 300 ERP 2012 User Documentation

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SAGE CRM SUPPLEMENT:
CRM Software for Sage 300 ERP

YEAR END - 2012

WHAT'S NEW IN SAGE CRM?

A Review of Version 7.1 Service Pack 2

Bundled with the Sage 300 ERP 2012 release was the latest version of Sage CRM 7.1 Service Pack 2. In this article, we'll explore some of the primary enhancements to Sage CRM - along with the newest Sage 300 integration components - that are included in this service pack for your CRM software.

Cross Browser Support

Earlier versions of Sage CRM were primarily tested and optimized for Microsoft Internet Explorer. But with the Service Pack included in Sage 300 ERP 2012, Sage CRM now runs on your choice of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, or Apple Safari.

Similarly if you prefer running a computer or device that does not have Internet Explorer installed (like a Mac or iPad), you can now access Sage CRM with that device.

Document Attachment and Mail Merge

In the process of making Sage CRM compatible with any of the 4 popular web browsers, Sage removed dependency on Internet Explorer plug-ins (like Active X) in order to use features like **Document Drop** or **Mail Merge**.

Since Mail Merge no longer relies on Microsoft Word or the Active X plug-in, you can **create HTML templates** and merge data from within the Sage CRM user interface. What's more, enhancements to Document Drop will allow you to drag and drop multiple files (i.e. customer correspondence or price lists) in a single task.

Sales Splits In Quotes to Orders

In a previous release, we saw the rollout of fully web-based quote and order entry screens within Sage CRM that were completely integrated into the Sage 300 ERP back office. The screens all "live" in CRM and the sales person doesn't know whether he or she is accessing a screen and data from the accounting side or not. It's all one consistent experience which doesn't require training and familiarity with Sage CRM ***and*** Sage 300 ERP.

In this new release, Sage continues to build that seamless experience by incorporating functionality that's near and dear to the hearts of most salespeople. **Commissions**! These web-based Quote and Order screens within Sage CRM now offer the ability to enter sales splits that allow you to allocate transactions totals for up to 5 salespeople on a quote or order.

Better Dashboard Integration

Leveraging recent enhancements to the SData platform, it's now even easier to incorporate data from Sage 300 ERP into your Sage CRM interactive dashboards. The interactive dashboard is a configurable workspace that allows you to display contacts, reports, industry news, social links, and a wide range of resources you need quick and easy access to.

Get All the Details

Download the What's New Guide for Sage CRM v7.1 SP2 to learn more about the new features and enhancements. Or Contact us with your specific questions or to request assistance with an upgrade.