Sage 300 ERP Newsletter

Year End 2013

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SAGE 300 ERP YEAR IN REVIEW

While there hasn't been a major release of Sage 300 ERP since Version 2012 from late last year, there were still plenty of noteworthy enhancements and new features added through interim product updates and new connected services in 2013. Let's take a look at the year in review.

Product Update 1 (PU1)

Released in March 2013, Product Update 1 (PU1) for Sage 300 ERP Version 2012 included a bunch of great new features and a range of usability improvements including:

- **Over 20 new Payroll features** for both U.S. and Canadian customers.
- **Color-coded company screens** to help customers - who run multiple Sage 300 ERP databases - stay organized when screens for several companies are open at the same time.
- **Sage Source** provides employees with the ability to access and print their payroll history using an online portal, without tying up your internal payroll staff for routine administrative requests.
- **Sage CRM** Integration Enhancements.

Download the Product Update 1 Release Guide for all the details.

***Note:** Sage has ended support Sage 300 ERP **Version 5.5** as of March 30, 2013. Be sure to contact us if you're currently running Version 5.5 and would like to schedule an upgrade.*

Sage Inventory Advisor

2013 brought us Sage Inventory Advisor - an affordable cloud-based service that helps you reduce excess inventory and lower carrying costs while eliminating stock-outs. It works by connecting with your Sage 300 ERP inventory module, crunching the numbers using a sophisticated forecast engine, and continuously monitoring inventory status to help you optimize stocking levels.

Sage Mobile Apps

Also new this year was the launch of 3 mobile apps designed to help you improve sales, customer service, and cash flow using a mobile device or tablet. These Sage Mobile Apps - including Mobile Sales, Mobile Service, and Billing & Payment - are cloud-based solutions that are affordable, easy-to-implement, and integrate directly with your Sage 300 ERP system.

Sage City – An Online Community

This year, we also saw the launch of **Sage City** - an online community that replaces all of the previously separate online product portals and destinations. If you have question about your Sage 300 ERP system, head over to Sage City where you'll connect with fellow customers, industry peers, and a whole community of support to help you get the most out of your software.

Join the discussion at: SageCity.NA.Sage.com

CLOSING PROCEDURES CHECKLISTS

Year end processing in Sage 300 ERP (formerly "Accpac") 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 check-list 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 2014 Payroll Tax Update (PUP) is expected to be available some time after December 20, 2013 and can be downloaded from the Sage Customer Portal. Sage will update the download with any late-breaking legislative changes, as necessary, throughout January 2014.

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 the "**Sign Up for a Portal Account**" link and provide your Sage customer account number.

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 Sage 300 ERP (Accpac) version 5.6 and later.*

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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 check your version number and service pack before starting year end.

3. **Create a New Fiscal Calendar** - Sage 300 ERP 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 > Fiscal Calendar** and then **General Ledger > G/L Periodic Processing > Create New Year** before entering transactions for 2014.

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 2014, 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 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 ERP **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.

Sage 300 ERP - The Road Ahead

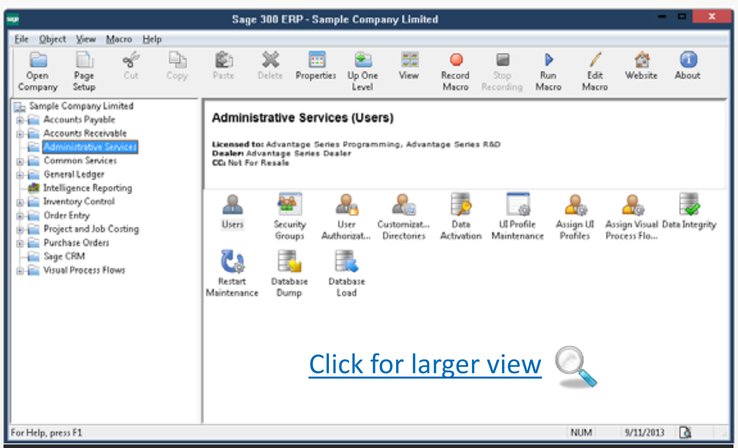
Preview of Sage 300 ERP 2014

Expected for release very soon, Sage 300 ERP Version 2014 will feature a new look for the Desktop, redesigned data entry screens, added Visual Process Flows, and great new features based on feedback gathered from customers like you at www.sage300erp.com/feedback. Here's a preview.

Enhanced Desktop and Data Entry Screens

Over the years, quite a bit of attention has gone into the Sage 300 ERP Desktop because it's your first impression when you launch the application. So in that spirit, Sage 300 ERP 2014 will feature a modern Desktop design including all new icons for both the programs and toolbar. But more than just a pretty face, it's about simplicity, convenience, and finding the screens and functions you need quickly.

In addition, Sage has revisited the design, form, and function of individual data entry screens including larger screen size, improved alignment, and more clear indication of required fields - all designed to speed up data entry and efficiency.



Sage 300 ERP 2014 Will Feature a New Desktop Design Along with New Icons and Toolbars.

New Visual Process Flows & Functionality

Introduced with the release of Sage 300 ERP 2012, Visual Process Flows have been a very popular feature. Version 2014 will build on that momentum by bundling in 3 new process flows for Project and Job Costing Transactions, U.S. Payroll Transactions, and Canadian Payroll Transactions. New functionality will also allow you to add external links - like Macros or third party products - to your Visual Process Flows.

Customer-Requested Enhancements & Other Notable Features

If you haven't already visited the Sage Customer feedback forum at www.sage300erp.com/feedback, we recommend you take a moment to check it out. Many of the new features that customers suggest and vote for through this website have already been added to Sage 300 ERP or are scheduled for a future release. So let your voice be heard!

Here are some of the new features in Sage 300 ERP 2014 that are inspired by customer requests:

Improved License Management (Lanpacks) - A very popular customer request, you can now see who is in the system without logging in or using a Lanpack.

Required Fields Indicator - Another popular request, an asterisk will be added to required fields within data entry screens to help avoid those annoying warning messages.

Mobile and Cloud Applications - Sage 300 ERP 2014 will be integrated with new Sage Mobile Solutions that you can access from your phone or tablet including Mobile Sales, Mobile Service, and Mobile Billing & Payments.

Once the 2014 release is live and available for download, we'll provide more detail about the new features and product updates - so keep your eyes open for our follow up.

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Sage CRM Supplement

CRM Software for Sage 300 ERP

Sage CRM Version 7.2

Now Integrated with Sage 300 ERP 2012

Released earlier this year, Sage CRM Version 7.2 was only available to customers using Sage CRM as a ***standalone*** implementation. The integration for Sage 300 ERP was still only compatible with Sage CRM 7.1. But a recent update means that **Sage CRM 7.2** is now available as an integrated part of Sage 300 ERP Version 2012 (and will be the same integration for Sage 300 ERP 2014). So let's take a look at some of the newer features of Sage CRM 7.2 now that it's available to ERP customers.

CRM Gets Social

Our communication with business contacts and customers has changed over the last few years. While people still rely on email and phone, more folks are starting to use social media platforms like Twitter, LinkedIn, and Facebook to connect with companies and make buying decisions.

So in order to help you keep in touch with customers, stay on top of industry trends, and monitor competitors, Sage CRM 7.2 introduced a few social features.

A new **Facebook Integration** means you can merge data from Facebook - like contact photos, customer data, and more - right into your Sage CRM screens. A great way to get a more complete picture of your customers and prospects.

Another social feature added in Sage CRM 7.2 is integration with Yammer - a private social network for your company that allows you to collaborate across departments and office locations. Now your sales team and customer service departments can communicate company-wide and share information right from Sage CRM.

Already integrated with Twitter and LinkedIn with previous releases, these new integrations for Sage CRM make it even easier to leverage the valuable customer/prospect data on social media and combine it with your Sage CRM screens.

CRM Gets Mobile

These days, business doesn't only happen in the office. More people work from home, are on the road, and onsite meeting with customers face to face. That's why Sage rolled out a slew of new features that allow you stay connected with the office and take Sage CRM with you.

With previous releases, Sage CRM already introduced several important mobile features. But with Sage CRM 7.2, new mobile apps were designed to be ***natively*** compatible with **iPhone**, **iPad**, and **Windows 8** devices. So regardless of whether you're a Microsoft or Apple user, Sage CRM has an app that's optimized for your device of choice.

Other New Features

Sage CRM 7.2 also introduced a handful of other enhancements that are worth noting - many of which came from customers requests through the Sage CRM Ideas Hub online.

- **Reporting** - the ability to clone reports, new security settings for better control over access, and new HTML5 report format that no longer requires Adobe Flash.
- **Customization** - new codeless customization allows you to customize screens without any technical knowledge.
- **Sage 300 ERP Integration** - the updated integration improves the quote-to-order process from Sage CRM to Sage 300 ERP. Many of these changes have already been released in service packs or hotfixes for Sage 300 ERP 2012 - so if you are fully current you won't see much difference. But if you are coming from an older version, you'll notice a number of improvements.

Be sure to **contact us** with any questions or to discuss an upgrade to the current version.