

sage



Sage DacEasy: Take Another Look

See what you've been missing.

Your business changes with the times. So does Sage DacEasy.

Over the past few years, we've made significant upgrades to Sage DacEasy to meet the increasingly diverse ways companies conduct business. Beyond a major facelift with a more intuitive user interface, we added powerful capabilities, exceptional usability, and rich functionality.

The result? A complete accounting and business management system that is easy to use but has the depth to increase your productivity and efficiency even as you modify your business processes. The culmination of development and collaboration over the past few years, not just with the Sage development team, but also with customers like you, has helped ensure each new version is responsive to your evolving business needs.

We're not just a pretty(ier) face!

If you haven't taken a look at Sage DacEasy recently, we invite you to read on and discover what you may have missed. You just might be surprised at the range of features that can save you time, money, and resources while increasing flexibility and your overall profit potential.

Stay current with a Sage Business Care Plan and Payroll Tax Update Service

Ensure you never miss an important Sage DacEasy update when you subscribe to a Sage Business Care plan. You'll get updates through an Internet download of the software. You'll also enjoy other benefits such as access to the most current product information, technical expertise from Sage product experts and our award-winning customer support team, discounted training sessions, and more.

And, if you add the Sage DacEasy Payroll Tax Update Service, you'll automatically be entitled to receive tax table updates for your Payroll module so you can more easily administer payroll in-house and ensure your payroll system is in compliance with the latest regulations. Call us at 800-Dac-Easy—we'll help you find a plan that's right for you.

Ready to get reacquainted with Sage DacEasy?

Discover all of the new and enhanced features available in the latest version of Sage DacEasy. Just contact your Sage DacEasy representative today at **800-Dac-Easy** or email **Sales.DacEasy@Sage.com** and we'll get you started!

See something new?

When you take a look at the features and enhancements now available in Sage DacEasy, we think you'll see that we took your suggestions and feedback seriously, then designed the software to be an integral part of your business success.

Enhanced Usability

Modernized look and feel

Sage DacEasy has an updated, more modern look. As you navigate through the modules, you can appreciate the change in appearance without any disruption in your business processes. The Sage DacEasy module toolbars now provide you with more intuitive access to commonly used commands, and updated program icons better represent the integrated relationship among the modules. The Sage DacEasy interface also supports the appearance conventions of the most current Microsoft® Windows® operating systems.¹

More room to write

The 30-character limit in descriptions on Quotes, Orders, Invoices, and Sales Receipts is gone. You can now enter up to 1,024 characters in the description fields in the Accounting, Order Entry, and Point of Sale modules; fields will automatically expand to accommodate the text.¹

Easier to see and understand data fields

Using Sage DacEasy is easier and more intuitive than ever before, thanks to a number of usability enhancements such as the location of Lookup buttons, grid-view watermarks, and the addition of scroll bars to various grid views.¹

Quick-find help topics

The help files for Sage DacEasy have been updated with a new easier-to-read format and also include improved navigation options so you don't need to search endlessly for the particular help topic you want.²

Longer customer reference numbers

Sage DacEasy now has expanded reference fields (supporting up to 20 characters), so you can have a valid reference number that matches your customers' exactly. We've also added some new fields to store important information such as the Vendor Reference field in Merchandise Receiving, the Return Reference field in the Sales Return form, and the Order Reference field in Orders and Returns.³



Simplified Business Processes

Advanced workflow tool

Sage DacEasy now includes an enhanced workflow feature that makes it easy to access common tasks and relevant resources and walks you through 16 common business processes. Workflow guides include the following:

- Vendors and Purchasing
- Inventory and Pricing
- Customers and Sales
- Orders and Shipping
- Employees and Payroll
- Payroll Month End
- Payroll Quarter End
- Payroll Year End
- Daily Sales
- Banking and Financials
- Period End
- Period Year End
- Company Setup
- Table Setup
- Defaults
- Records

The Sage DacEasy Business Center also opens to the Workflow Guides view by default. Once there, simply click a Workflow Guide to access it and to be guided through the procedures within the workflow. The Sage DacEasy Business Center also displays reports relevant to workflow activities.¹

Enhanced history lookup

With a new history lookup shortcut, you have the right information to make the right decision(s) at your fingertips! Now you can quickly see vendor past history to purchase the correct item, plus easily view past customer history, ensuring you select the appropriate entry for the quote.³

Customized email subject lines

Sage DacEasy provides better support for electronic billing and records delivery with custom email subject lines where you can define custom text for each form you generate. When you print these forms and send them by email, Sage DacEasy automatically inserts this custom text into the subject line of the email message, along with the form number and customer/vendor name if you choose.⁴

Customized sort order for picking tickets

The new Sort Picking Ticket By feature offers four different options to sort the picking ticket—as entered on the order, by Item Number, by Bin, or by Department. Your warehouse staff can pull your inventory more efficiently, put orders together easier, and get them out the door faster.³

Fast lookup for unpaid invoices

No more endless scrolling! We've added a filter to easily exclude fully paid invoices, so you see only the ones that are outstanding and may require follow up. Then simply use various options to sort and select the order in which you want them to appear.³

Easy kit bundling

Now you can assign several items to create a predefined kit in both Order Entry and Point of Sale, which can be sold at a specific price, saving time and ensuring accuracy. When the kit is sold, all of the items in the bundle are properly deducted from inventory. Not only do you complete sales faster, your entire inventory can be turned more rapidly.^{3,5}

Accurate returned goods tracking

Sage DacEasy now has bin numbers for all items that are listed not only on the invoices, but on the return forms as well. You can more closely monitor shipments versus returns, see which products shipped, which are returned, and quickly identify in which bin returned items belong.²

Efficient multiple record updates

Several of the most common fields have been added to the Sage DacEasy global change utility. Just enter the change one time and have it apply to all items that were selected so you save time, ensure accuracy, and avoid costly errors. Also use this functionality to apply discounts to various products, delete several invoices at once, change billing rates for a number of customers, apply ZIP code changes, update salespeople's territories, and more.²

Identifiable customer payment methods

Now you're able to more accurately assess your customer preferences (credit card, check, money order, and so on) as they remit payments for invoices. You can analyze customer payment trends to make sure your business is on top of the latest market and industry developments.²

Improved Customer Service

Additional ship-to search options

Improve your shipping accuracy with the ship-to name search in Sage DacEasy. Simply search by ship-to name to quickly find the order. Customers can get the information they need faster, and you can get on with your day!³

Fast reprint for receipts and gift receipts

With Sage DacEasy you can quickly reprint the sale with just the click of a button. Better yet, you also have the option of printing a gift receipt without prices on the spot.³

Enhanced Credit Card Processing and Analysis

Credit card processing in the Accounting module

This single most requested feature is now incorporated into Sage DacEasy. We've expanded the capability to process credit cards directly in Accounting, reducing lengthy duplicate data entry and the potential for bookkeeping errors.²

Compliance with Payment Card Industry Data Security Standards (PCI-DSS)

Sage DacEasy uses Sage Exchange to process credit card and debit card transactions. Sage Exchange not only provides you with a compliant solution, but also the flexibility to use multiple merchant account providers to process your credit card transactions—a winning combination!²

Improved Reporting and Analysis

Single reference point for key performance data

Now you can see all of your dashboard information from one screen. View all five dashboards—Bank Accounts, Sales, Customers, Vendors, and Products—in a single dashboard for at-a-glance access to the data you use most. And from this location you can drill into your data for more information.¹

Better reporting

You'll appreciate the detailed bank reconciliation report available in Sage DacEasy, which is so effective, it allows you to reproduce bank reconciliation reports at any time. During the reconciliation process, you can choose to print the original Summary Bank Reconciliation report or the new Detail Bank Reconciliation report and print for any date range.¹

Happier Employees

Enhanced earnings codes

Your employees will feel more confident—and less confused—about what their paycheck data really means. Use the added flexibility in Sage DacEasy to create custom titles more in line with your company's own terminology. You'll have more control from the previously hard-coded title fields to display these new titles within Sage DacEasy Payroll, on the interface, reports, paychecks, and direct deposit advices.²

Flexible payroll data

When printing payroll checks or direct deposit advices, you now have the option to include starting balance and time used for sick and vacation time. In addition to their current balance, employees can now easily see how much vacation and sick time they started with at the beginning of the pay period, as well as how much vacation or sick time was paid during the same period.⁴

Secure direct deposit data advices

Sage DacEasy also provides more options to protect your employees' personal data. When printing direct deposit advices, you can mask the social security number and bank routing number—as well as all but the last four digits of the bank account number. This protects the employee's personal information while still providing enough information to verify that funds were deposited into the correct account.⁴



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Get connected!

There are many valuable resources available online for all Sage DacEasy software customers. Visit us online to ask questions and share product experiences, tips, tricks, and suggestions with colleagues as well as industry and product experts at: www.SageDacEasy.com/Community

About Sage

Sage is a leading global supplier of business management software and services for small and mid-sized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 13,500 people and supports more than 6 million customers worldwide. For more information about Sage in North America, please visit the company website at: www.NA.Sage.com, or follow us on Facebook: <http://www.facebook.com/SageNorthAmerica>, and Twitter: <http://twitter.com/SageNAmerica>

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¹ 2011 ² 2012 ³ 2013 ⁴ 2011.5 ⁵ 2014

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