Sage BusinessWorks Accounting

2013 What's New Guide

Sharpen your competitive edge with Sage BusinessWorks Accounting 2013.

Your company might not be in the Fortune 100 (yet), but you still need to be productive and profitable—and outdistance the competition at every stage. The robust features and high-level performance of Sage BusinessWorks Accounting 2013 help you stay in the lead with a full-featured solution that goes beyond basic accounting packages. And an affordable price tag keeps your budget lean.

Exercise the financial flexibility your business needs with Sage BusinessWorks by using an unlimited number of cash accounts, better cash account management, and enhanced bank reconciliation. Cut time and effort when you export reports without saving, utilize additional export to Microsoft Excel® functionality, and quickly scroll through report pages. Become even more agile: Add an A/P invoice on the fly in the Manual Invoice selection or easily mask credit card numbers on orders and invoices for instant receipts.

With Sage BusinessWorks 2013, you set your company's pace and choose the right direction to keep it moving at the speed you want.

Stay current with a Sage Business Care Plan

Sound good? Ensure you have all the new features in Sage BusinessWorks 2013 and never miss an important update when you subscribe to a Sage Business Care plan. 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. No matter what Sage Business Care plan you choose, you're sure to find one that is perfect for your particular business requirements.

Don't zig when you should zag.

The path to success is rarely straight. Economies change; markets change; customers change; just when you think your business is revving up, you hit a fork in the road, a sharp turn, or maybe even a roadblock.Sage BusinessWorks provides critical insight into your key business metrics, so you can make intelligent, informed decisions at every twist and turn. Take a look at how our latest features and enhancements can help keep you on track, no matter what challenges you face.

Unlimited cash accounts

The previous nine-account limit is gone! As your business grows, so does the need for more cash accounts, especially if you own multiple locations, each with its own set of checking, savings, and money market accounts. Now you can easily accommodate an unlimited number of cash accounts and take advantage of the convenient bank reconciliation feature for all of them.

Questions?
We're here for you!

Contact your Sage BusinessWorks representative at **800-447-5700, option 1**, or send an email to BusinessWorksSales@sage.com today. We'll be happy to take you on a tour of Sage BusinessWorks 2013, review your current benefits, help you choose a new plan, renew your existing plan, and more!

Improved cash account management

No need to set up and manage cash accounts in individual modules, now that we've consolidated that function in the Cash Management module. Define and maintain all your cash accounts in one central location. For example, if you have a cash account to post receivables, another to post vendor payments, and one more to issue payroll checks, you just need to access the Cash Management module for administration. And default cash accounts for each module display on a single screen!

Enhanced bank reconciliation

If you deal with hundreds of bank transactions every month, you'll especially appreciate the new ability to quickly reconcile cash accounts. Simply download the transaction status files from your bank and import them into Sage BusinessWorks. From the Bank Reconciliation screen, just a couple clicks will autocheck all the transactions that have cleared the bank—cutting the time and tedium associated with manual processing.

On-the-fly A/P invoices

You wanted this feature back, and we listened! Now you can once again add an A/P invoice on the fly (for your zero balance vendors) in Manual Invoice Selection. As you select AP invoices for payment and find an invoice that has not been entered for a vendor, you can create that AP invoice immediately in the new Manual Invoice Selection screen even if that vendor has a zero balance.

Masked credit card numbers

Streamline your invoice and payment process by adding masked credit card numbers to order, invoice, and credit memo forms. Now that those documents can reflect the credit card utilized in the transaction, they can become instant receipts!

Undo button confirmation

Avoid the frustration of losing hundreds of changes after entering a lengthy invoice/order/purchase order. If you hit the Undo button, you'll receive a confirmation message asking if you are sure. This simple feature can save untold hours of time reentering data if it's accidently undone.

Payroll report upgrade

Take advantage of updated technology in the new payroll reporting system to print reports in virtually every printing environment with drill-down and drill-to capabilities. You can also customize reports specifically to your needs with:

- Quick Reports—perfect if you want to simply add/subtract/move fields or change the filter or sort options.
- Comprehensive Reports—ideal if you are more comfortable in the report design arena and need to add/subtract/move fields, add calculations, add your own drill-down or drill-to fields, and more.
- SQL Report Programming—available to those who own the Custom Office module and are Microsoft SQL® programmers, this feature is accessible in the Comprehensive Reports option.

Get connected!

Don't forget about all the valuable resources available online for Sage BusinessWorks 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: http://SageCity.NA.Sage.com

New payroll timecard tables

The TC1 and TC2 records are history! Create reports and queries with greater ease now that the payroll timecard tables have been reconfigured on a one-to-one basis so that each line on the timecard now has its own unique record.

Export unsaved reports

We've eliminated the two-step process of exporting reports. You can still save General Ledger reports, but it's no longer necessary before quickly exporting them to a Microsoft Word, Excel, or PDF format. Sage BusinessWorks 2013 creates a report in a temporary folder until you are ready to save the final copy.

More Excel export functionality

You don't need a pretty report. You want to dive into facts, figures, and data without fancy formatting and get to the bottom line faster. The improved export to Excel functionality helps you do just that—clearly see where your finances stand without any distractions.

Page scrolling in General Ledger reports

One click takes less than a second, but those seconds add up when you're constantly clicking! Not only can you now scroll through the pages of your General Ledger reports (minus the clicks), but you can also view and scroll through two pages side by side enabling you to see twice the information at a glance.

Post Only button for invoices

Do you import orders from a web store and are concerned about wasting paper? The Post Only button helps you go a little greener by allowing you to select multiple orders, convert to invoices, and post them without forcing you to print as well.

About Sage

Sage is a leading global supplier of business management software and services for small and medium-sized companies, creating greater freedom for them to succeed. Sage understands how and why each business is unique. We provide products and services that suit varying needs, are a pleasure to use and are secure and efficient. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has over 6 million customers and more than 13,380 employees in 24 countries covering the U.K. and Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil. For further information please visit www.sage.com.

For more information about Sage in North America, please visit the company website at NA.Sage.com. Follow Sage North America on Facebook, Facebook.com/SageNorthAmerica, and Twitter, Twitter.com/SageNAmerica.

Ready to upgrade to Sage BusinessWorks 2013?

Take the lead when you fine tune your operational processes with this latest version of Sage BusinessWorks. To keep your business running strong, contact your Sage BusinessWorks sales representative today at **800-447-5700, option 1**, or send an email to: BusinessWorksSales@sage.com.

Sage | 6561 Irvine Center Drive, Irvine, CA 92618-2301 | 800-447-5700
www.SageNorthAmerica.com | www.SageBusinessWorks.com

©2013 Sage Software, Inc. All rights reserved. Sage, the Sage logos, and the Sage product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities. All other trademarks are the property of their respective owners. 13-02947 6/13