

SAGE ACCPAC

# Sage Accpac ERP Application Specifications



sage  
software

Sage Accpac delivers high performance, advanced functionality, cross-product integration, and unmatched freedom of choice.



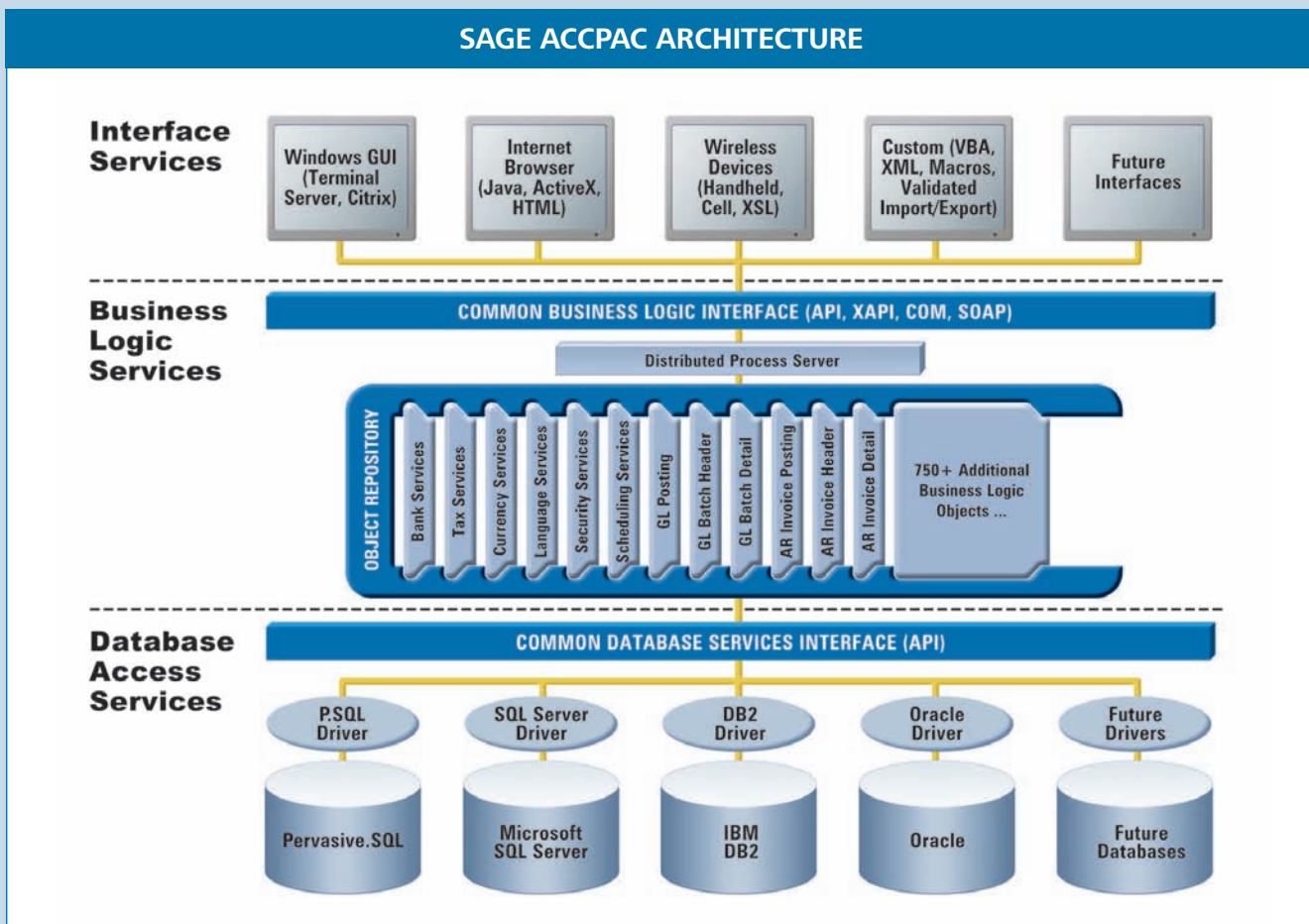
Sage Accpac ERP is designed from the ground up to meet the demanding needs of diverse business environments. Delivering an unprecedented degree of flexibility, Sage Accpac comes in three powerful editions, offers a robust suite of modules, and provides seamless integration to a full set of end-to-end business management applications.

With Sage Accpac, you get instant integration, flexible deployment options, and unmatched investment protection. You can choose the applications, technology, and deployment options that best suit your business—without anything you don't need.

All Sage Accpac editions are built on the same world-class, object-oriented, multitiered architecture, making them highly customizable and scalable. Each edition shares an identical user interface and uses the same

database design, making it easy to seamlessly upgrade to subsequent editions as your business needs change.

Sage Accpac is the foundation for a complete set of end-to-end business management applications designed to enhance the capabilities of your system. Each application delivers transparent, bi-directional data flow between all parts of your system—the back office, the front office, the warehouse, and more. Select from a range of applications that include customer relationship management (CRM), human resources management, warehouse management, electronic data interchange (EDI), point of sale, e-commerce, business analytics, advanced reporting, and hundreds of vertical solutions.



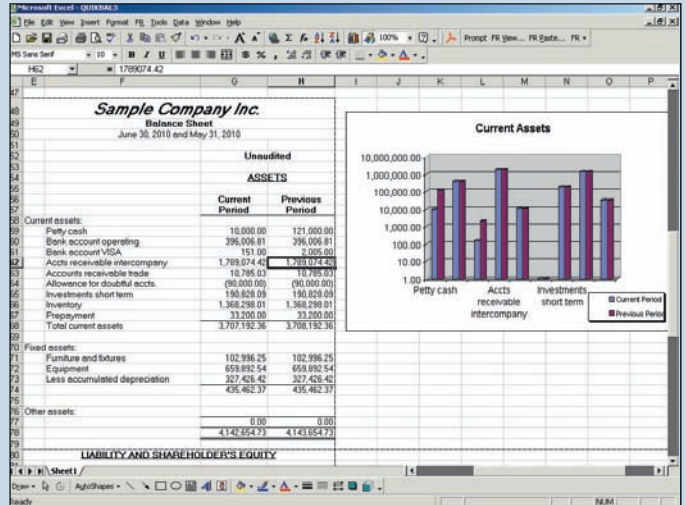
*Sage Accpac is built upon industry-leading architecture that stands the test of time—quickly adapting to new technologies and easily integrating external applications for effective information exchange.*

Take a closer look at Sage Accpac and discover why companies around the world have chosen Sage Accpac to run their organizations. You'll find that Sage Accpac helps businesses operate more efficiently and profitably, providing better control, tighter integration, and more flexibility.

## Sage Accpac 100

Sage Accpac 100 ERP is a scalable, Web-based application designed for growing companies that require a complete accounting and operations solution. Like all editions, Sage Accpac 100 is built from open, multitiered technology, which allows businesses to efficiently increase the functionality and capabilities of the software as needed.

Designed for customers with no more than five concurrent users, this edition provides powerful accounting and operations management tools, extensive reporting capabilities, e-business readiness, and a secure growth path.



Powerful and flexible financial reporting is fully integrated with Microsoft Excel.

Cross-module capabilities let you drill down to the original transaction.

## SAGE ACCPAC MODULES

- System Manager
- General Ledger
- Accounts Receivable
- Accounts Payable
- Inventory Control
- Order Entry
- Purchase Orders
- Payroll (U.S. and Canadian)
- Project and Job Costing
- Multicurrency
- Transaction Analysis and Optional Field Creator
- National Accounts Management
- G/L Security
- G/L Consolidations
- Intercompany Transactions
- Process Server

## PLATFORMS/CERTIFICATIONS\*

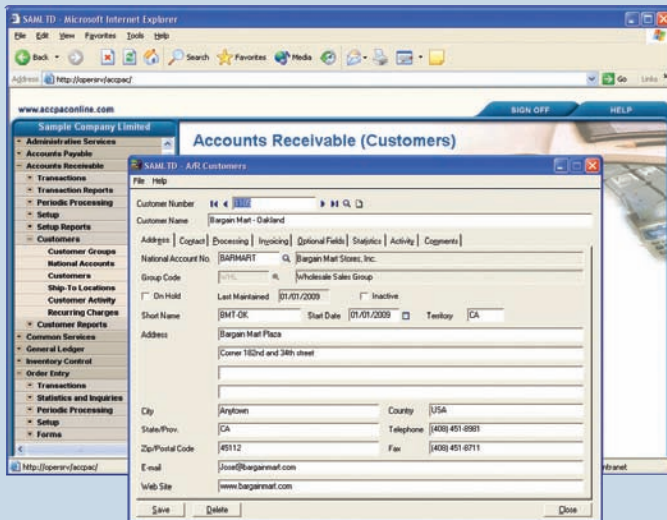
- Network Server: Microsoft Windows 2003 Server, Microsoft Windows 2000 Server, Novell NetWare, and Linux
- Workstation: Microsoft Windows XP Professional, Microsoft Windows 2000, Microsoft Windows 98, and Linux
- Database: IBM DB2, Microsoft SQL Server, Pervasive.SQL, and Oracle

\*For up-to-date information about supported platform versions and certifications, please visit [www.accpac.com/products/system\\_requirements.asp](http://www.accpac.com/products/system_requirements.asp)

## Sage Accpac 200

Sage Accpac 200 ERP is a completely Web-based, affordable, and expandable business management solution designed for midsized accounting environments. Built on the same superior architecture as Sage Accpac 500, Sage Accpac 200 offers powerful analysis and reporting tools, a complete accounting feature set, and operations management capabilities.

Sage Accpac 200 is ideal for a business that requires a fully integrated financial management application that supports as many as ten concurrent users. As business needs evolve, this edition offers an easy upgrade path to accommodate future growth.

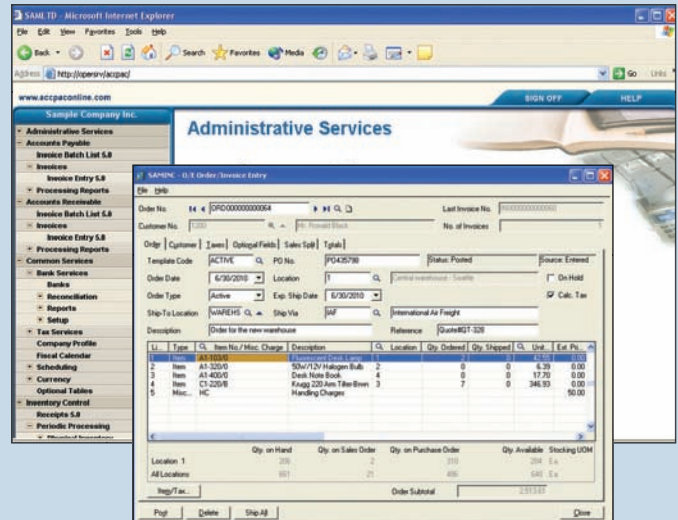


Take advantage of powerful AR features to make the most of your customer and contact information.

## Sage Accpac 500

Sage Accpac 500 ERP is a comprehensive, Web-based business management solution with powerful financial and operations management, e-business, and customization capabilities. This edition supports unlimited users and provides an easy upgrade path from other Sage Accpac editions.

Sage Accpac 500 is designed for midsized and large businesses, typically with multiple locations and a global marketplace. With powerful analysis, reporting, and customization options, Sage Accpac 500 is ideal for companies requiring a highly scalable system that supports international business infrastructures.



The Sage Accpac Web Desktop and Order Entry screens allow secure access to business functions—anytime, anywhere.

*“Sage Accpac has fulfilled all of our objectives in terms of financial reporting and our ever-expanding chart of accounts. With Sage Accpac business analysis tools, we are more confident than ever in our ability to make the best possible decisions for our company. With such a seamless conversion of our data and significant gains in productivity and efficiency, it is clear that Sage Accpac was the right choice for NAA.”*

Steve Harfst, COO  
North America Airlines

# Sage Accpac Modules

## System Manager

System Manager controls access to all Sage Accpac accounting modules and information. It is the hub from which all other modules operate and affects nearly everything you do in your Sage Accpac system—from establishing security to searching for a record within a file. System Manager includes effective tools that ensure data integrity and complete processing and security management, enabling users to work more productively. System Manager also allows Sage Accpac to run through a standard Web browser—without client software—centralizing IT management and lowering overall ownership costs. Additionally, System Manager provides employees, customers, and partners with secure anytime, anywhere access to Sage Accpac.

### System Manager Capabilities

- Create analytical reports, graphs, charts, and budgets using Microsoft Excel.
- Provide true bank administration and reconciliation.
- Automate your bank reconciliation process using Open Financial Exchange (OFX), a file format that lets you download bank data electronically.
- Track checks and deposits from Accounts Payable, Accounts Receivable, and U.S. or Canadian Payroll, and reverse and return checks.
- Maintain all tax authorities and tax classes, and provide centralized tax reporting for Accounts Receivable, Accounts Payable, Order Entry, and Purchase Orders in one place.
- Calculate surtax on tax amounts for specified tax authorities.
- Use security groups to control access to applications and specific functions within them.
- Set up different user permissions for different applications.
- Use custom macros to rearrange fields on entry forms to change how data is entered and processed, and to add business logic and rules to data entry.
- Use Microsoft Visual Basic for Applications for easy customization and interaction with other Windows-based applications.
- Automate recurring General Ledger, Accounts Receivable, and Accounts Payable transactions with scheduling and Reminder List capabilities.
- Set up schedules to remind you when recurring transactions become due and process them directly from the Reminder List.
- Automatically restart batch operations, such as importing or posting, when they are not completed successfully.

- Quickly and easily customize your desktop.
- Organize tasks by business process and create your own Sage Accpac startup group.
- Share user and security information among several company databases or create separate system databases to support different security needs.
- Easily resize forms and hide fields in forms for certain users.

### Standard Reports

Some of the reports included are:

- Bank Transaction Types
- Company Profile
- Currency Rates
- Currency Rate Types
- Customization Directories
- Data Integrity Log
- Bank Deposits Status
- Fiscal Calendar
- Bank Reconciliation Posting Journal
- Bank Reconciliation Status
- Security Groups
- Tax Tracking
- Bank Transfer Posting Journal
- UI Profile
- Bank Withdrawals Status

### Advanced Reporting

Sage Accpac includes Crystal Enterprise, a flexible, scalable, and reliable solution for delivering powerful, interactive reports to end users. With Smart Reporting Technology, Crystal Enterprise delivers an ad-hoc DHTML-based reporting solution that meets the needs of power analysts and end users alike. Designed to meet Web and enterprise standards for flexibility and openness, Crystal Enterprise offers a cost-effective solution for delivering the critical information you need to drive your business forward.

Whether it is used for distributing weekly sales reports, providing customers with personalized service offerings, or integrating critical information into corporate portals, Crystal Enterprise delivers tangible benefits that extend across and beyond the organization. As an integrated suite for reporting, analysis, and information delivery, Crystal Enterprise provides a solution for increasing end-user productivity and reducing IT costs.

### System Manager Comparison

Feature	Sage Accpac 500	Sage Accpac 200	Sage Accpac 100
Number of Companies	Unlimited	Unlimited	5
Number of Users	Unlimited	10	5
Some module features vary by edition. The above table highlights primary differences between editions.			

## General Ledger

General Ledger is the foundation of your accounting system, with flexibility that meets the current and future financial management requirements of organizations of all types and sizes. It provides a robust feature set designed to handle your most demanding budgeting and processing needs. General Ledger fully integrates with all modules and is the key to maximizing the efficiency and accuracy of your financial data.

### General Ledger Capabilities

- Integrate powerful financial diagnostic and strategic analysis tools through ACCPAC CFO.
- Create alphanumeric account numbers as long as 45 characters.
- Flag General Ledger accounts as inactive to stop using them, but retain them in the system for historical and reporting purposes.
- Maintain separate periods for adjusting and closing entries.
- Assign different retained earnings accounts to different account segments.
- Set up and schedule recurring journal entries for transactions that are processed on a regular basis.
- Drill down to the originating journal entry and transaction from transaction history.
- Lock budgets to prevent unauthorized changes.
- Limit the batches shown in the Batch List window to only those from a single subledger.
- Automatically create budgets using prior-year information or choose from seven other computation methods.
- Create analytical reports, spreadsheets, graphs, and charts, and update budgets automatically through full integration with Microsoft Excel.
- Produce fast, flexible, customized financial statements through full integration with Microsoft Excel.
- Print consolidated statements or statements for any accounting division represented by an account number segment code.
- Auto-reverse entries to eliminate manual accrual tracking and specify the period for the reversal.

- Reverse a posted transaction.
- Drill down from an unposted journal entry to the originating transaction.

### Standard Reports

Some of the reports included are:

- Batch Listing
- Batch Status
- Chart of Accounts
- Comparative Balance Sheets
- General Ledger Options
- General Ledger Transactions Listing
- Income Statements
- Posting Journals
- Trial Balance

## Accounts Receivable

With Accounts Receivable, you can manage your customers and fine-tune customer relations by keeping track of important sales information and outstanding balances. Accounts Receivable allows you to easily apply cash to outstanding invoices and create recurring charges for quick invoicing of monthly charges. Accounts Receivable is also fully integrated with Bank Services, for complete bank reconciliation.

### Accounts Receivable Capabilities

- Create summary or detailed invoices using the item price list and calculate taxes on a summary or line-by-line basis.
- Organize customer records quickly and easily, and create an unlimited number of ship-to locations for each customer.
- Flag customer records as inactive when you wish to discontinue regular use but want to retain the record in the system for historical and reporting purposes.
- Drill down from General Ledger transaction history to Accounts Receivable transactions and then to originating Order Entry transactions.

General Ledger Comparison			
Feature	Sage Accpac 500	Sage Accpac 200	Sage Accpac 100
Number of Account Segments	10	3	2
Number of Account Structures	Unlimited	3	2
Number of Budgets	5	1	1
Years of History	99	5	2

Some module features vary by edition. The above table highlights primary differences between editions.

- Import transactions from other applications.
- Schedule any number of recurring charge invoices for fast invoicing of monthly charges, and update recurring charges automatically by amount or percentage.
- Create adjustment batches automatically to write off small account or transaction balances, and choose whether to charge interest on overdue balances or individual invoices.
- Specify the debit and credit amounts for each detail entered in Adjustment Entry and for miscellaneous adjustments in Receipt Entry.
- Track sales statistics for each salesperson.
- Drill down from the customer's transactions and receipts in Customer Activity to the originating transactions and receipts.
- Track, calculate, and automatically retain a portion of an invoice to handle common billing practices in the construction industry.
- Print and review complete transaction details, including the details of receipts and adjustments applied to transactions, and keep a complete transaction history.
- View your customer receipts by bank range, customer range, receipt status, transaction type, date range, year and period range, and receipt number range.
- Perform on-screen aging and preview customer transactions.
- Review up-to-the-minute information including current balance, last activities and complete transaction details, and detailed statistics for each customer account.
- Send statements and invoices to your customer's billing address, customer's e-mail address, or contact's e-mail address.
- Create custom invoices, statements, and deposit slips.
- Set up standard e-mail messages you can automatically send to your customers with their documents.
- Create a new customer and ship-to location when entering an invoice.
- Print aged Trial Balance, Overdue Receivables, Customer Transactions, Customer List and Statistics, and General Ledger transaction reports using sorting and selection options to focus on desired transactions.

### Standard Reports

Some of the reports included are:

- Aged Trial Balance
- Batch Listing
- Batch Status
- Customer Transactions
- Deposit Slips
- General Ledger Transactions
- Invoices
- Item Sales History
- Posting Journals

## Accounts Payable

Accounts Payable provides robust accounting features to streamline your entire cash flow process and help you save money. Accounts Payable has a powerful library of accounting and reporting features that facilitate rapid entry of vendor invoices, flexible cash disbursement and full check reconciliation using Bank Services. With this comprehensive financial management tool, you can prioritize payments, negotiate terms, reduce bad debts and keep 1099 and Contract Payment Reporting System (CPRS) information for vendors that are subject to 1099/CPRS reporting—all in a timely manner. With its powerful accounting and reporting features, Accounts Payable makes it easy to manage the detailed information your company requires.

### Accounts Payable Capabilities

- Force or withhold payment of individual transactions, controlling the maximum payment amount, and/or excluding specific vendors.
- Organize vendor records quickly and easily, and flag inactive records that are retained for historical reporting.
- Create a new vendor and remit-to location when entering an invoice.
- Drill down from the vendor's transactions and payments in Vendor Activity to the originating transactions and payments.
- Indicate vendors subject to 1099/CPRS reporting.
- Drill down from General Ledger transaction history to Accounts Payable transactions and then to originating Purchase Orders transactions.
- Import transactions from other applications.
- Automatically distribute invoices to as many general ledger expense or asset accounts as you require by defining distribution sets.
- Set up and schedule recurring payables for invoices paid on a regular basis and automatically remind staff to process recurring payables.
- Calculate tax for vendor invoices or manually distribute tax.
- Track, calculate, and automatically retain a portion of an invoice to handle common billing practices in the construction industry.
- View your vendor payments by bank range, vendor range, check status, transaction type, date range, year and period range, and check number range.
- Generate and print system checks for current payables and forced transactions with or without payments advices.
- Prepay invoices that you have not yet received.
- Automatically generate separate checks for each invoice or create summary checks.
- Reinstate invoices by reversing posted checks.
- Print checks in English, French, and Spanish.
- Change discount percentages or amounts as required and establish standard payment selection criteria for creating check batches.

- Keep details of all fully paid transactions and print them when needed.
- Print a journal of the entries posted in each posting run, listing key pieces of information for tracking each detail.

### Standard Reports

Some of the reports included are:

- 1099/CPRS Amounts
- Aged Cash Requirements
- Aged Payables
- Batch Listing
- Batch Status
- Check Register
- General Ledger Transactions
- Posting Journals
- Vendor Transactions

## Inventory Control

Inventory Control is a complete multi-location inventory management system that keeps track of stock levels and processes inventory receipts, shipments, returns, and adjustments. Inventory Control includes extensive screen inquiry and reporting functions to give you the detailed, current information crucial for effective inventory management.

### Inventory Control Capabilities

- Integrate advanced radio-frequency and barcoding technology through Sage Accpac WMS.
- Handle fractional quantities to four decimal places and maintain different units of measure for purchasing, selling, and stock-keeping.
- Use categories to classify stock and to allocate costs to departments or cost centers.
- Include 250-character comments with each transaction detail.
- Assign as many as nine vendors per item with automatic update of the last purchase.
- Specify different item bin numbers for each inventory location.
- Assemble items using single-level bills of materials.
- Combine any number of items into a single kit and then sell the kit through Order Entry using a single kit price instead of a price per item.

- Receive both stock and non-stock items.
- Maintain as many as six different costs per location, including standard, most recent, average, last unit, and two optional user-defined costs.
- Cost items to six decimal places by moving average, FIFO, LIFO, standard, most recent, or user-specified costing methods.
- Cost transactions as soon as they are posted or during day-end processing.
- Allocate additional costs to transferred inventory items by quantity, cost, and weight, or manually specify the cost per item.
- Assign as many as five markup or five discount price levels per item and price list.
- Cost items by location with complete reporting.
- Set pricing by percentage or amount, and by customer type or quantity purchased.
- Maintain separate price lists for different customer types, payment methods, regions, or currencies.
- Define an unlimited number of units of measure per item with fractional conversion factors.
- Print inventory analysis reports for efficient management of your product lines.
- Review complete transaction history and drill down to the originating transactions in Inventory Control, Purchase Orders, and Order Entry.
- Assess outstanding purchase orders and sales order transactions, and drill down to the originating transactions in Purchase Orders and Order Entry.
- Maintain multi-period reorder information and sales projections by location for better stock management.
- Record serial numbers using optional Serialized Inventory functionality.

### Standard Reports

Some of the reports included are:

- General Ledger Transactions
- Item Status
- Item Valuation
- Markup Analysis
- Overstocked Items
- Physical Inventory Worksheet

### Inventory Control Comparison

Feature	Sage Accpac 500	Sage Accpac 200	Sage Accpac 100
Number of Item Segments	10	10	4

Some module features vary by edition. The Inventory Control module is available for all editions. The above table highlights primary Inventory Control differences between editions.



- Posting Journals
- Reorder Report
- Sales Statistics
- Selling Price/Margin Analysis
- Slow-Moving Items
- Transaction History
- Transaction Statistics

## Order Entry

Order Entry allows you to enter orders and sales returns and print invoices, credit notes, order confirmations, picking slips, and shipping labels. You can track transaction details and sales information on-screen and in printed reports. Order Entry integrates fully with Inventory Control and Accounts Receivable, so you always know your inventory levels and the status of your customer accounts.

### Order Entry Capabilities

- Increase sales force efficiency and strategic customer management through integration with Sage Accpac CRM.
- Enter active orders, future orders, standing orders, and quotes.
- Enter orders, shipments, and invoices as separate transactions so you can divide the duties of your personnel.
- Create an order by simply selecting and copying the details of existing customers' orders.
- Include multiple orders on a single shipment and multiple shipments on a single invoice.
- Ship items with or without first entering an order for those items.
- Send partial shipments to those customers that allow them.
- Edit and invoice partially shipped orders.
- Add new customers on the fly when you enter orders or add the customer records later.
- Assign sales proportionally to as many as five salespeople.
- Use multiple payment schedules and other payment terms defined in Accounts Receivable.
- Use password-controlled override of credit advisories.
- Recall complete invoice information when issuing credit notes.
- Print packing slips, order confirmation, and invoices for selected orders.
- Send packing slips, order confirmations, and invoices by e-mail.
- Set up standard e-mail messages you can automatically send to your customers with their documents.
- Look up customer pricing based on customer contract price, item base price, or discounted or marked-up sales prices.

- Use prices with as many as six decimal places and include taxes in the selling price.
- Automatically determine available item quantities while entering orders.
- Review sales history by customer or inventory item during order and invoice entry.
- Review and reprint customer invoice and credit note transactions, orders, invoices, and credit notes by primary salesperson.
- Easily customize order templates with standard information to speed data entry.
- Set up any number of miscellaneous charges to speed invoicing.
- Specify whole or fractional quantities on orders, if fractional quantities are used in your inventory.
- Enter order quantities using any unit of measure.
- Use customer types on orders that correspond to as many as five markup or discount price levels.
- Track sales commissions from each invoice using as many as five commission rates, based on increasing sales amounts for each salesperson.
- Calculate commissions based on sales amount or margin.
- Include serial numbers (or lot numbers) with order details using optional Serialized Inventory (or Lot Tracking) functionality.

### Standard Reports

Some of the reports included are:

- Aged Orders
- Order Action
- Posting Journals
- Sales History
- Sales Statistics
- Salesperson Commissions
- Transaction List

## Purchase Orders

When combined with Accounts Payable, Inventory Control, and Order Entry, Purchase Orders provides a comprehensive, fully integrated purchasing system. You can combine multiple purchase orders on a single receipt and multiple receipts on a single invoice. The Shippable Backorder report helps identify orders that can be completed based on recent Inventory Receipts.

### Purchase Orders Capabilities

- Enter active purchase orders, standing purchase orders, future purchase orders, and blanket purchase orders.
- Automatically update the amount spent and remaining on each blanket purchase order as additional items are ordered.

- Use seven costing methods for the default item cost, Most Recent Cost, Standard Cost, Average Cost, Vendor Cost, Last Unit Cost, and two alternate amounts, for added flexibility.
- Enter details for requested items from multiple vendors or without specifying vendors on a single requisition, and then automatically create purchase orders for each vendor.
- Create one purchase order from multiple requisitions and select the requisition details by vendor number and Inventory Control vendor type.
- Leave purchase orders open indefinitely until all items are received or cancel any remaining ordered items at any time.
- Quickly consolidate items from multiple purchase orders on a single receipt.
- Process multiple invoices for a single receipt.
- Designate non-inventory item numbers for one-time purchases, office supplies, and any non-inventory item.
- Automatically receive all items on a purchase order at once or receive partial purchase orders, entering quantities only for received items.
- Receive items with or without first entering a purchase order for those items.
- Process adjustments to quantities, item costs and additional costs directly on the receipt or return, rather than as separate inventory adjustments.
- Allocate additional charges by quantity, weight, or cost, or manually specify the cost.
- Automatically produce purchase orders from Inventory Control reorder information or from Order Entry orders.
- Quickly create templates of standard information to speed data entry.
- Include all items on sales orders or only those items that have a back-ordered quantity, or items that have an insufficient inventory quantity.
- Automatically drop ship items directly from the vendor to the customer.
- Enter additional costs such as freight or duty on a single receipt for received inventory items from multiple vendors, and easily create a separate invoice for each vendor.
- Set up any number of additional cost codes for efficient entry of standard costs.
- Choose the type of Inventory Control item cost to display as the default cost.
- Enter quantities using any unit of measure defined in Inventory Control.
- Restrict access to Purchase Orders windows, costs, and quantities on invoices, and credit note adjustments.
- Print requisitions, purchase orders, receiving slips, returns, and mailing labels using standard Purchase Orders formats, or design custom forms and reports using the built-in report writers.

- Create messages you can use when sending purchase orders and returns to your vendors by e-mail.
- Use Purchase Orders as a stand-alone module or integrated with Inventory Control.

## Standard Reports

Some of the reports included are:

- Aged Purchase Orders
- Payables Clearing Audit List
- Posting Journals
- Purchase History
- Purchase Order Action
- Purchase Statistics
- Shippable Backorders
- Transaction List

## Project and Job Costing

Project and Job Costing provides an effective solution for project managers in construction, job service, and other professional industries who require a time-and-material system. It delivers the tools necessary to manage the simplest to most complex contract or job. It makes the estimating, tracking, costing, and billing of projects easy and manageable—simplifying cost control and planning. With the powerful features of Project and Job Costing you can identify potential issues and determine success factors for any project. Automated billing streamlines customer invoicing, reducing the time spent managing this process.

### Project and Job Costing Capabilities

- Assign staff, material, subcontractors, equipment, miscellaneous items, and overhead to each project within the contract.
- Set up complex estimates by specifying the quantity (e.g., hours), unit cost, and billing rate (for time-and-materials projects) for each staff member, material (inventory item), subcontractor, equipment, miscellaneous item, and overhead expense allocated to the project. Assign cost categories and automatically calculate cost and revenue estimates per cost category, or simply define the cost and revenue estimates for each project category.
- Manage contracts or jobs to three levels—contract (job), project (phase), and category.
- Maintain multiple projects or phases within each contract and track multiple categories within each project.
- Change contract, project, and category names to match industry-specific terminology.
- Maintain multiple contracts or jobs per customer.
- Use as many as five segments in your contract numbers to represent types of contracts and divisions.

- Easily navigate through the projects and categories within the contract using the optional tree view.
- Choose from three different project types—time and materials, cost plus, and fixed price.
- Select the accounting method (revenue recognition method) for each project within the contract. Choose from total cost percentage complete, category cost percentage complete, labor hours percentage complete, billings and costs, project percentage complete, completed project, or accrual-basis.
- Mix and match the project types and accounting methods for very complex or simple projects.
- Assign each category to one of six cost types (labor, material, equipment, miscellaneous, overhead, and subcontractor) to track costs at a level necessary for your company.
- Assign as many as seven progress status categories to each contract and project. Choose from estimate, approved, open, on hold, inactive, complete, and closed.
- Close a project to billings and/or costs at any time.
- Automatically override General Ledger revenue account segments for each project and cost account segments for each category.
- Allocate overhead and labor burden to each category.
- Specify whether each transaction is billable, non-billable, or no charge.
- Track, calculate, and automatically retain a portion of an invoice to handle common billing practices in the construction industry.
- Automatically create the customer's invoice based on the transactions that are due to be billed. Review the generated billings for the customer and make necessary changes before updating Accounts Receivable.
- Transfer inventory items to a contract, project, and category and bill the customer for the inventory used.
- Return inventory items not used in the project to inventory for availability on other projects.
- As equipment is used within a project, record the cost and billing rate (for time-and-material projects) of the equipment so you can bill the customer for usage.
- Easily have employees manage their time and billing records from any location (on site or at the office) by entering timecards using an Internet browser.
- Approve employee timecards and expenses before updating U.S. or Canadian Payroll.
- Record miscellaneous charges such as service fees.
- Update revenue and cost estimates at any time with a full audit of the changes.
- Choose when to recognize revenue, based on GAAP requirements and your business needs.

- Review the current state of each of the projects through the centralized inquiry capabilities. Review the project status, profitability, and estimate-to-actual comparisons.
- Drill down to the originating transactions.

## U.S. and Canadian Payroll

U.S. and Canadian Payroll flexibility is your key to absolute control over employee earnings and benefits, special payroll situations and government reporting—allowing you to effectively meet your company's payroll requirements and uphold personnel policies. Enter or import time cards, enter after-the-fact paychecks, run automatic calculations, or combine all three methods to get your pay data into the system and your paychecks out. Payroll handles all pay frequencies, multiple work states or provinces, unlimited earnings, deductions, benefits and taxes, and other pay factors such as expense reimbursements, accruals, and advances.

### U.S. and Canadian Payroll Capabilities

- Integrates with ACCPAC HR Series for comprehensive human resource management.
- Track cash and non-cash benefits.
- Choose from a wide variety of calculation methods to compute employee benefits, earnings, and deductions.
- Assign an earnings or a deductions code automatically to a range of employees.
- Use General Ledger's flexible account structure for cost center accounting (post to cost centers by employee, by job, or even by part of a job).
- Track Canadian earnings for WCB reporting.
- Tailor benefits, deductions, and earnings to track and report RPPs, RRSPs, and other benefits; court-ordered alimony and maintenance payments; wage advances; plus in the U.S., report cafeteria plans, 401(k)s, 403(b)s, 408(k)(6)s, 457s, 501(c)(18)(d)s, wage garnishments, IRAs, and more.
- Post expenses only, or post liabilities and expenses to cost centers and easily change the cost center for all the accounts involved in a transaction.
- Create templates to quickly add new employees and set up selection lists of employees for whom you can calculate payroll and perform other processing functions.
- Streamline your timecard entry by providing support for self-service timecards.
- Globally update particular fields for earnings, deductions, and taxes assigned to employees.
- Process by date without being tied to pay periods with required openings and closings.

- In Canada, create as many as four different classes to allow payroll calculation, paycheck sorting, and report production for any combination of employees.
- Set up single schedules covering vacation or sick day accrual for all employees, regardless of years of service, and a single overtime payment schedule for employees in every pay frequency, or create as many schedules as needed.
- Use in concert with Bank Services to track checks, handle check reversals, and keep an audit trail of all paychecks.
- View employee statistics and checks.
- Produce comprehensive processing reports, including pre- and post-check registers and analysis of earnings, benefits, deductions, accruals, and taxes for the pay period.
- Process payroll in a currency other than your functional currency.
- Provide electronic funds transfer and direct deposit capabilities through integration with EFT Direct Payroll.
- In the U.S., print W-2s on paper forms and submit to taxing authorities on diskette, proof and print a 941 report with the exact information needed to complete Form 941, and track and report Workers' Compensation, SUTA, and FUTA.
- In Canada, track employment insurance, print complete Record of Employment information, and print T4 and Relevé 1 forms.

### Standard Reports

Some of the reports included are:

- Accruals
- Advances
- Benefits
- Deductions
- Earnings
- Earnings and Hours
- Earnings/Deductions Summary
- Employee Information
- Expense Reimbursements
- Manual Checks
- Overtime Schedules
- Payroll Processing Exceptions
- Payroll Register
- Pre-Check Payroll Register
- Shift Differential Schedules
- Tax Calculation Analysis
- Tax Profiles
- Timecards
- Workers' Compensation
- Workers' Compensation Codes

### U.S. Government Reports

- 941
- Quarterly Wage
- W-2 Forms

### Canadian Government Reports

- CCRA Remittance Info
- Ministère du Revenu Info
- Record of Employment
- Relevé 1 Forms
- T4 Forms

## Multicurrency

Multicurrency delivers powerful and comprehensive multicurrency accounting functions. Sophisticated currency management and the ability to process transactions in any number of currencies give your business the global competitive edge required in today's business world.

### Multicurrency Capabilities

- Unlimited currencies.
- Unlimited rate types.
- Print reports in both functional and source currencies.
- Enter transactions in any currency.
- Process payments or receipts in any currency.
- Restate outstanding source currency balances and transactions as exchange rates fluctuate with comprehensive currency revaluation.

## Transaction Analysis and Optional Field Creator

Transaction Analysis and Optional Field Creator provides complete support for unlimited optional fields throughout all Sage Accpac applications. Optional fields allow you to customize Advantage Series and provide comprehensive reporting and analysis capabilities across your entire accounting system. You can manage information more effectively and easily obtain necessary data for analyzing business operations and practices.

Transaction Analysis and Optional Field Creator allows you to define all the information you require for each General Ledger account, customer, vendor, item, transaction, and transaction detail, making it easy to record and track data from the originating transaction through to your General Ledger. Imagine being able to trace the optional field information you define for customers and items to your Order Entry orders, Order Entry shipments, Order Entry invoices, Accounts Receivable invoices through to your General Ledger journal entries and accounts! You can define unlimited text, amount, date, time, integer, number, and yes/no optional fields for use in all Sage Accpac applications.

## G/L Security

Sage Accpac G/L Security enables organizations to control which users can view or use certain general ledger accounts based on segment validation in G/L Security settings.

### G/L Security Capabilities

- Control access to any account in your general ledger by segment. This allows you to limit user activity to a prescribed set of accounts, blocking sensitive or confidential accounts from being seen or changed.
- Tailor access to accounts for each Sage Accpac user or group of users
- Set access rights for single or multi-segment validation or for single or multiple account validation.
- Restrict users from viewing batches containing accounts from which they are prohibited.
- Restrict users to adding accounts only to segments to which they have access.
- Add or remove user restrictions at any time in response to staffing changes, changes to your account structure, or as security concerns arise.
- Restrict financial reports only to valid accounts.

## G/L Consolidations

G/L Consolidations lets you transfer and merge General Ledger account and transaction information between separate company and branch office locations. It is also designed to enable subsidiaries and holding companies to run without being on the same network or accounting database. G/L Consolidations provides a feature set that allows your company to define the level of detail to consolidate and provides a comprehensive audit trail. The system is available in two versions: a full version for the head office and a remote-sites version for branch offices.

### G/L Consolidations Capabilities

- Consolidate multiple general ledgers by transactions, net period changes, or account balances.
- Consolidate general ledgers with differing fiscal years and fiscal periods, and with different account structures by using a mapping table.
- Include budgets for a range of years in the consolidated company.
- Maintain a separate general ledger for your consolidated ledgers or consolidate with the head office or central general ledger.
- Consolidate all accounts or a partial set of accounts using the automatic balancing account (exclude entries from the consolidation if needed).
- Merge multiple accounts in subsidiaries into single holding company accounts.

- Specify a description for account balances or net change transactions.
- Maintain a detailed audit trail of all consolidation activities.
- Transfer transactions originating in a holding company back to subsidiaries to centrally maintain payroll or fixed assets.
- Automatically perform currency translation with the provision of gain or loss on translation\*.
- Consolidate multicurrency and single currency accounts, and general ledgers with differing functional currencies\*.
- Translate amounts from functional currency or source currency in the originating ledger, and specify the translation rate type\*.

### Standard Reports

Some of the reports included are:

- Export Audit
- Export Setup
- Import Audit
- Import Unit Maintenance
- Mapping Table

## Intercompany Transactions

Intercompany Transactions lets you enter General Ledger and Accounts Payable transactions that affect more than one company by automatically distributing transactions across two or more companies. In addition, its built-in flexibility automatically generates intercompany loan account entries according to user-defined relationship tables called routes. Intercompany Transactions simplifies and significantly reduces the amount of work required for intercompany accounting.

### Intercompany Transactions Capabilities

- Process intercompany General Ledger journal entries and intercompany Accounts Payable invoices, debit notes, and credit notes.
- Create an unlimited number of routes to define relationships between companies, including multilevel routes.
- Automatically make loan account entries for intercompany transactions and distribute invoices to as many General Ledger accounts as required by defining distribution sets.
- Fully integrate with Tax Services to handle tax computations for expensed, allocated, or recoverable taxes.
- Enter transaction references and descriptions to provide a detailed audit trail for reconciliation purposes.
- Print an intercompany loan account reconciliation report to identify loan accounts that do not agree.
- Process multicurrency transactions in Intercompany Transactions, General Ledger, and Accounts Payable\*.
- Distribute transactions to companies with differing functional currencies\*.

\*Available with the add-on Multicurrency module.

- Create routes with originating companies, intermediate companies, and destination companies having different functional currencies\*.
- Process multicurrency transactions for multicurrency or single-currency intermediate and destination companies\*.

### **Standard Reports**

Some of the reports included are:

- Invoice Batch Listing
- Invoice Batch Status
- Loan Account Reconciliation
- Route Listing Report
- Unposted Invoice Batches

### **National Accounts Management**

National Accounts Management lets you use Accounts Receivable to process single payments from a customer's head office and apply it to the subsidiary accounts. The module also lets you limit the amount of credit you extend to a company in one step.

During receipt entry, Accounts Receivable displays the transactions for all members of the national account at once, so you can quickly assign the payment to applicable customer accounts.

### **Process Server**

Process Server enables you to off-load transaction processing and reporting from an individual workstation onto other Microsoft Windows 2000 or Windows NT 4.0 systems (process servers). Running on these systems, Process Server lets you send processor-intensive tasks to a computer (or a cluster of computers in high-volume environments) dedicated solely to providing processing services to client computers. In addition to providing the efficiencies of centralized processing, Process Server immediately frees client workstations, reduces network traffic, and lets you schedule exactly when the process server will begin its task, maximizing computing resources.

*"Sage Accpac is an exciting product that combines high-quality software engineering with ease of use. It is built on an open design foundation that provides maximum flexibility, both in installation and use."*

Rated ★★★★★ out of ★★★★★  
CPA Software News  
January/March 2003

\*Available with the add-on Multicurrency module.

