# STAR-INFO

**Newsletter for Sage 300 ERP**

Pur-Logic Solutions Inc.

## Sage 300 ERP 2012 Product Update 1

### Many New Features And Capabilities Added

## What's Inside

## Headline News

In 2013, Sage is presenting a one-day educational event in key cities throughout the United States. This complimentary Customer Symposium includes product news, cloud and mobility technology impact on your business, and the technology roadmap for Sage 300 ERP. Sage executives will be on hand to discuss trends and answer your questions. For more information and to register, click here.

P roduct Update 1 for Sage 300 ERP 2012 is now available. This product update includes many new features such as new color-coded company identification, and new capabilities in Sage CRM, and Sage 300 ERP Intelligence Reporting. Let's learn more.

### Color Code Your Companies

Many Sage 300 ERP users use more than one company code within their software installation. If you do, no doubt there have been occasions when a transaction has accidentally been posted to the wrong company.

Now you can assign a different color to each of your companies, giving you the ability to see at a glance in which company you are working.
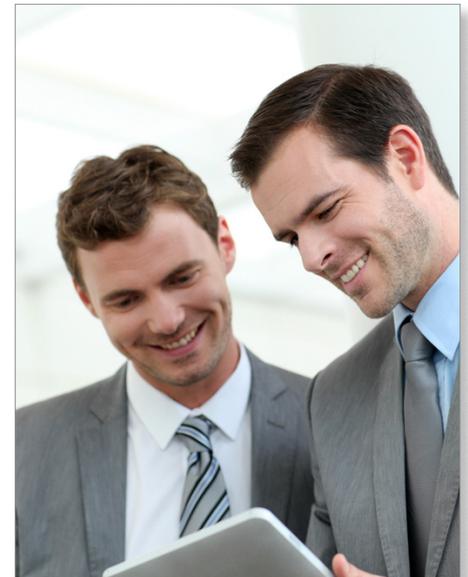
### Sage CRM Enhancements

A new Item Inventory button has been added to the company summary screen. Now salespeople can get quick access to inventory information right from Sage CRM.

The Sage CRM mobile solution provides sales teams with the ability to effectively work remotely. In addition, Sage CRM also supports iPhone devices.

### Intelligence Reporting Enhancements

Sage 300 ERP Intelligence Reporting now includes a new Report Designer Add-In. This Mapping Tool allows users to take full control of the design of their report layouts and takes the complexity out of designing financial reports inside Microsoft® Excel®. You now can drag and drop financial formulas from Excel, and easily add and delete existing reporting groups. In addition, now each text column is automatically sized according to the longest value that the field contains.

Also included is a new *Current Month* financial report layout where you can view the actual values for a specific period. Financial Containers now include Segment Code Descriptions, New Budget YTD fields Expressions, Prior Budget YTD fields, and YTD Excel Expressions. Please call with your questions about Sage 300 ERP 2012 Product Update 1.

# Sage 300 ERP Payroll Is Now Sage HRMS Payroll

Sage 300 ERP Payroll is now Sage HRMS Payroll for both Canadian and U.S. versions. A major enhancement release for Sage HRMS Payroll is now available, here we summarize the new capabilities that are included.

## Online Pay History

Sage Source is a personalized web-based workspace that is available to customers using Sage HRMS Payroll. Use Sage Source to publish payroll information to a secure website, enabling company employees to sign in, review, and print their payroll history.

## New U.S. Federal And State Electronic Filing Feature

A new format for submitting U.S. government reports has been introduced with Federal and State e-filing by Aatrix. The State Tax Filing window is a new feature that allows entry of a new state tax form or review of forms created in the past. This service also offers a reminder system, for the states in which you file, to help avoid late filing penalties.

## Workers' Compensation (WC)

Workers' Compensation Codes now provide for the assignment of Expense and Liability GL accounts to a WC Group for posting the employer's portion of WC for payroll. The new WC information will appear on reports as well as on the pre-check register and payroll check register. You also can enter any adjustments for workers' compensation using the Transaction History window, and the Transaction History Report includes workers' compensation information.

## New Foreign Or Domestic Field

New fields have been added to the Payroll EFT options window to accommodate the new NACHA international ACH transaction (IAT) rules requiring each transaction to be classified as foreign or domestic.

## Expanded Cost Center Override

On the Basic Info tab in the Earnings/Deduction setup, you now can define the cost center override for *Flat* calculation method deduction codes. After an earning is associated with a flat deduction type, the deduction will be allocated based on the associated earnings allocation.

## Common Deduction Limits

A new menu item, Common Deduction Limits, has been added to Payroll Setup. When you use the Common Deduction Limits functionality, you will no longer have to do manual calculations of group limits for multiple deductions such as union dues, garnishments, and retirement plans, ensuring that employee deductions do not exceed defined annual maximums.

## New Work Location Tab

A new Work Location tab on the Payroll Employee window allows you to define the employee's work location demographics such as address and country.

## Company Payroll Tax Number

A new Tax Number field has been added to the Company tab on the Payroll Options window, enabling you to store the U.S. Payroll EIN (Employer Identification Number) or the Canadian BN (Business Number) for each of your companies.

Government Report windows in U.S. Payroll will display the value from the Tax Number field by default when the user generates a tax file or form, and the Payroll Tax Number field value will be used for Federal and State eFiling and Reporting. The Canadian BN will be used for integration purposes only, and will not affect the current functionality of the Reporting ID field.

## Check Printing Security

Security rights now can be established at the employee level. For example, a payroll clerk could be limited to view and print only employees of a certain level.

## Employer Match Override

Two new fields, *Override Employer Rate/Amt/Pct* and *Employer Rate/Amt/Pct*, allow you to temporarily change the employer contributions to the deductions during the Timecard or Manual Check entry process.

## New Features For U.S. Payroll

- **Child Support EFT:** The system has been enhanced to generate federally compliant child support EFT files for states that require electronic submission to a state disbursement unit.
- **U.S. Citizen Field:** A new U.S. Citizen field was added to the *Class/Schd* tab of the Payroll Employee window allowing you to designate an employee as a U.S. citizen.
- **Assign Tax To Employees:** Assigning a tax to multiple employees in a single operation is now available in U.S. Payroll.

## New EFT Format For Canadian Payroll

A new Bank format for HSBC was added in the Payroll EFT Options window.

The 2012 Sage 300 ERP Product Update 1 does not include Sage HRMS Payroll. Installation files for Canadian and U.S. versions are available separately. There are special considerations for upgrading Sage HRMS Payroll, and a specific version of Pervasive SQL is required. Please call us for details and assistance. ✦

# Leverage The Power Of Business Activity Monitoring

**B**uried in all of your Sage 300 ERP system transactions is information requiring attention, such as expiring quotes, overdue activities, changes in the pipeline activity, low stock levels, and changes in customer buying patterns. Every minute that this information goes undetected can cost your organization in terms of productivity, revenue, and customer loyalty. But as important as this information is, you may not always have time to create and analyze reports to identify the issues requiring attention.

## It Minds Your Business

Sage Alerts and Workflow by Vineyardsoft is a powerful business activity monitoring tool that reviews your data and sends alerts to the appropriate persons by e-mail when it identifies items needing attention. And it can even update your data automatically based on criteria you set.

Sage Alerts and Workflow is like the perfect personal assistant that monitors the situations you deem important, notifies the appropriate people of issues for review and action, and helps to get at the root of each problem by providing access to the relevant Sage 300 ERP reports and inquiries. And this assistant works tirelessly, 24 hours a day, seven days a week!

## Stay Alert

Sage Alerts and Workflow, monitors the activity in your system and automatically notifies you, your staff, your business partners, and even your customers when important events take place. Alerts use your existing e-mail system to notify you of significant events transpiring within your database. Notifications enable you and your staff to avoid missed deadlines, steer clear of problem situations, and capitalize on opportunities. Here are some examples of the types of issues alerts can handle:

- Send an e-mail to the account manager when one of their customers has an invoice past due by 30 days.
- Communicate to the sales staff when a key inventory item is out of stock.
- Notify clients when they are nearing their credit limit.
- Notify the shipping manager when there are items that have been on back order for a certain amount of time
- Alert the purchasing manager when an item is below its minimum stock level.
- Prevent fraud or catch errors with an alert when an Accounts Payable check over a certain amount is created.

Sage Alerts and Workflow even can act as a receivables collections tool by sending your customers an e-mail message when invoices become past due and simultaneously adding the items to a list for internal follow up.

## Scheduled Or On-Demand

You will want to schedule most tasks to run automatically at specified intervals, such as daily or weekly, so that the system can notify you automatically when the selected conditions are met. However, you also may run alerts on demand to run a quick check or to update the list of items meeting the criteria. Alerts can be sent via e-mail, fax, pager, cell phone, screen pop up, or Web browser, so you can be sure to reach the required person anywhere at any time.

## Workflow Automation

Sage Alerts and Workflow also can take action based on events that occur. For example, you can set up a workflow to route purchase orders for approval, and when integrated with your CRM solution, schedule follow-up calls with customers and leads. You even can configure Sage Alerts and Workflow to monitor and send an automated response to incoming e-mail messages and Web form submissions.

## Monitor Activity Across All Your Applications

Sage Alerts and Workflow can monitor data from all your business applications, even home-grown ones. You can synchronize data from one application to another, and identify inconsistencies between databases. It provides the ability to identify trends or problems across your entire business by combining and analyzing information from all your business systems.

## Get Started Quickly

Sage Alerts and Workflow and comes with dozens of pre-configured triggers. You can design your own conditional triggers using the wizard-driven *Query Design Module* that require no technical expertise or programming skill to create.

Give us a call with your questions, or to discuss your business activity monitoring needs.

# IN THE SPOTLIGHT:
## Tips: Reversing Payment And Receipt Transactions

### Reversing A Receipt Transaction

You may need to reverse a receipt if the customer's check has been returned from the bank, or if the receipt was posted to the wrong invoice or customer.

1. First, identify the transaction you need to reverse, then navigate to *Accounts Receivable/AR Transactions/Receipt Batch List*.
2. Select the receipt you wish to reverse. Make a note of the bank code, customer number, check/receipt number and document number.
3. Navigate to *Bank Services/Bank Transactions*, and double-click on **Reverse Transactions**.
4. Input the bank code that was noted earlier and be sure that the module selected is Accounts Receivable.
5. For *Reverse Document* select **Receipts**.
6. Enter the customer number and the check number.
7. Optionally, change the date and enter a reason.
8. When you are ready, click *Post*. A message will display indicating that the reversal was successful.
9. To verify that the receipt entry has been properly reversed, reopen the Receipt Batch List, navigate to the receipt entry that you have reversed, select the document number in the grid, then select history. Here you should see your reversal transaction.
10. You also can review this transaction in Bank Services. Navigate to Bank

Transactions and select Reconcile statements. Enter the bank code, then select the reconciliation tab. Here you will see two entries, one the actual deposit and next the reversal.

**Note:** Cleared withdrawals can not be reversed, but it is possible to reverse cleared deposits.

### Reversing An AP Payment

1. First, identify the transaction you need to reverse, then navigate to *Accounts Payable/AP Transactions/Payment Batch List*.
2. Select the payment you wish to reverse and click **Open**. Make a note of vendor number, bank code, document number and check number.
3. Navigate to *Bank Services/Bank Transactions*, and double-click on **Reverse Transactions**.
4. Input the bank code that was noted earlier and be sure that module selected is Accounts Payable.
5. For *Reverse Document* select **Payments**.
6. Input the bank code, vendor number and check number that was noted earlier.
7. Optionally, change the date and enter a reason.
8. When you are ready, click **Post**. A box will appear indicating that the reversal was successful. When finished, click **Close**.
9. To verify that the payment has been properly reversed, reopen the Payment Batch List, navigate to the payment

that you have reversed, then select the document number in the grid, then click on history. Here you will see your reversal.
10. You can also review this transaction in Vendor Activity. Enter the vendor number, then click on the Payments tab. Locate the payment in the grid. You will see that the status is reversed.
  Please call us if you need assistance. ✴