



software generation

# Sage Pro ERP

2011  
Release Guide





## Welcome to Sage Pro ERP v.2011 !

Sage is proud to present you with Sage Pro ERP v.2011, the latest generation of our award-winning accounting and manufacturing software.

We have been listening to our customers' requests, and as a result you will find new features in almost every module, to make your workflow even more efficient.

In this version, we have also included our improved credit card module at no extra charge. Credit Card Processing powered by Sage Payment Solutions provides you with a complete credit card processing solution for all your mail and telephone orders.

Check out all the new features in Sage Pro ERP v.2011 - we think that you are going to like them.

The Sage Pro ERP Team

## Reconcile Bank Accounts Faster

The new enhancements in Sage Pro ERP v.2011 give you to the ability to search through your bank records by any number of criteria, including check number. It also gives you the flexibility to sort records by selecting any of the column headings as well as unselecting all records.

**PRO Reconcile Accounts**

Proceed Edit Cancel

Option Grid - Reconcile Accounts:

GL Check Account	[F2] Picklist Options	11010-000-0000
Sort By	{Check No./Check Date/Vendor/Bank Deposit}	Check No.
Sort Order	{Ascending/Descending}	Ascending
Incl Reconciled?	{Yes/No}	No
Check No Range	(check range or blank for all)	
Check Date Range	(check date or blank for all)	/ / / /

Search by full or partial check number.

**PRO Bank Reconciliation - Account: 11010-000-0000 System Checking Account**

Add Deposits Add Charges Check # Contains 62 Show All

End Balance 0.00 Cleared 0.00 Diff -3,494,038.62

General Checks/EFTs Manual Charges/Deposits Cash Receipts Bank Transfers Notes

Beg Balance 3,494,038.62 Open 456,673.03 Book 3,950,711.65

Checks/EFTs	Total	15	-340,691.13	Open	15	-340,691.13
Manual Charges/Deposits	Total	0	0.00	Open	0	0.00
A/R Cash Receipts	Total	3	797,364.16	Open	3	797,364.16
Bank Transfers	Total	0	0.00	Open	0	0.00

<input checked="" type="checkbox"/>	Check #	Date	Payee/Payer	Cleared	Amount
<input type="checkbox"/>	259	03/17/08	IDS1 International Data System	N	-7,099.80
<input type="checkbox"/>	260	03/17/08	IRS Internal Revenue Service	N	-4,277.87
<input type="checkbox"/>	261	03/17/08	SCR1 Scranton Associates	N	-73,895.50
<input checked="" type="checkbox"/>	262	03/17/08	ATS1 Atlanta Trust and Savings	N	-6,530.14

Sort ascending or descending values in a column.

**PRO Bank Reconciliation - Account: 11010-000-0000 System Checking Account**

Add Deposits Add Charges Check # Contains 62 Show All

End Balance 0.00 Cleared 0.00 Diff -3,494,038.62

General Checks/EFTs Manual Charges/Deposits Cash Receipts Bank Transfers Notes

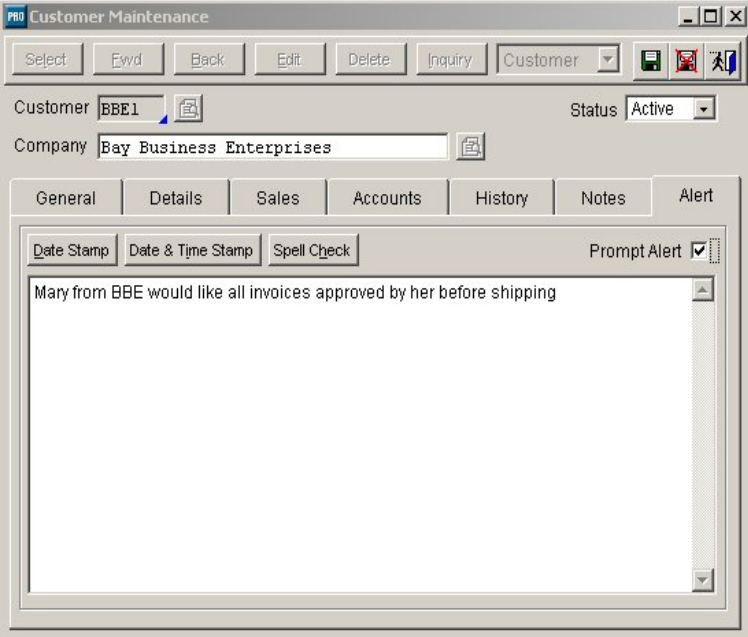
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Bank Transfers	Total	0	0.00	Open	0	0.00

<input checked="" type="checkbox"/>	Check #	Date	Payee/Payer	Cleared	Amount
<input checked="" type="checkbox"/>	255	03/10/08	SBT1 SBT Accounting systems	N	-125,900.00
<input type="checkbox"/>	261	03/17/08	SCR1 Scranton Associates	N	-73,895.50
<input type="checkbox"/>	252	03/10/08	CIS1 Computer International Sale	N	-52,248.57
<input type="checkbox"/>	256	03/10/08	SSU1 Super Software, Inc.	N	-43,650.00
<input type="checkbox"/>	254	03/10/08	SAM1 Mendora, Andrew	N	-13,002.84
<input type="checkbox"/>	259	03/17/08	IDS1 International Data System	N	-7,099.80
<input type="checkbox"/>	262	03/17/08	ATS1 Atlanta Trust and Savings	N	-6,530.14

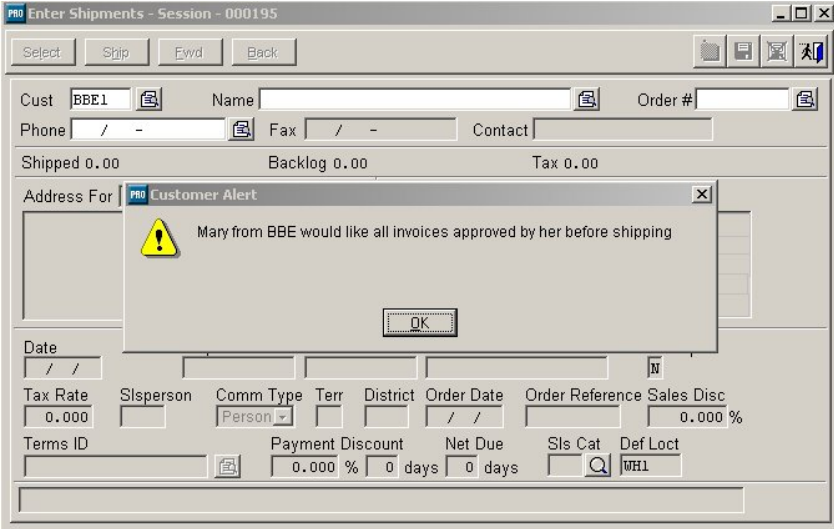
# New Customer Alert System

A new feature allows you to easily alert your employees about an important customer issue. This alert can then be presented on screen prior to important actions being taken such as shipping inventory to a customer.



For example, you could place an alert on a customer to indicate bad credit.

Whenever a transaction is processed for this customer, the alert would appear allowing the user to decide if they would like to move forward with the action.



## Customer Average Days to Pay

Easily view the average days to pay for each of your customers. Identify the customers that take longer to pay their invoices and know your best paying clients. Also view the average days to pay in the Aged Receivables report.

The screenshot shows the 'Customer Maintenance' window for customer 'ACP1' at 'American Computer Products'. The 'Accounts' tab is active, and the 'Avg Days to Pay' field is set to 23. Other fields include Current Balance (0.00), Open Deposits (0.00), Open Credit (0.00), On Order (212005.36), YTD Sales (196891.80), Entry Date (09/09/07), Last Sale (196891.80), Last Sale (02/07/08), Last Payment (196891.80), Last Payment (02/20/08), and Last Applied (0.00).

**Professional Software, Inc.**  
**Open Receivables Aging Detail by Customer**  
**Aged from Due Date**

Date	Invoice #	Amount	0-30	31-60	61-90	91-120	Over 120	Open Balance	Last Payment
<b>Customer:</b> ADG1 Addison, Dutton and Grant, Inc. <b>Contact:</b> Susan T. Andrews <b>Salesperson:</b> DA									
<b>Terms:</b> 2% 5 Days, Net 45 <b>Phone:</b> 415/333-5678 <b>Avg Days to Pay:</b> 31									
03/08/08	1236	67686.08	67686.08					67686.08	
<b>Totals:</b>			67686.08	0.00	0.00	0.00	0.00	67686.08	
<b>Customer:</b> AHC1 Argentina Hanover Corporation <b>Contact:</b> David Culligan <b>Salesperson:</b> AM									
<b>Terms:</b> Net 30 Days <b>Phone:</b> 541/545-9407 <b>Avg Days to Pay:</b> 43									
01/14/08	1218	343202.65		143202.65				143202.65	03/06/08
02/28/08	F1231	5148.04	5148.04					5148.04	
<b>Totals:</b>			5148.04	143202.65	0.00	0.00	0.00	148350.69	
<b>Customer:</b> AHS1 Albany Hospital supplies <b>Contact:</b> Henry Grover <b>Salesperson:</b> DG									
<b>Terms:</b> Net 10 Days <b>Phone:</b> 408/345-7723 <b>Avg Days to Pay:</b> 31									
03/08/08	1238	66498.60	65998.60					65998.60	03/07/08

## Accept Credit Cards Easily and Securely

Improve your productivity by using the improved credit card module that is now included at no charge to all customers. New options are available in this fully PADSS compliant module such as; voiding pre-authorized transactions, modifying expiration dates, and enabling Card Verification Value (CVV), which may lower your merchant fees.

## Set up Deferred Invoicing by Customer

A new setting is available at the customer level to designate whether the customer will be allowed to have deferred invoicing or not.

## Set Default Warehouse Location for each Customer

The default warehouse location can now be set at the customer level. This would, for example, allow west coast customers to be serviced from the west coast warehouse, and east coast customers from the east coast warehouse - lowering shipping costs for both you and your customers.

The screenshot shows the 'Customer Maintenance' window for customer 'ACP1'. The 'Notes' tab is selected, and the 'Default Location' field is highlighted with a red circle. The field is set to 'PLANT2'. Other fields include Salesperson (AM), Tax District (SNFR), Tax Table (CA\_SFO), Territory (NW), Fin Charge % (1.500), Price Code (LST), Credit Status (Fixed Limit), Credit Limit (9999999.00), Allow Item Reservation (unchecked), Defer Invoice (unchecked), Terms ID (Net 10 Days), Payment Discount (0.000 % 0 days), Net Due (10 days), Sales Category (DOM), Sales Discount % (2.000), and Sales Tax % (8.500).

## Drop Ship Allocations

Drop ship items are now automatically allocated and thus allow you to view allocations and on-order values for drop ship items at drop ship locations.

## Recalculate YTD Sales using Transaction Dates

YTD sales are now recalculated using the transactions dates. If transactions don't fall within the current fiscal period, they will be omitted from the YTD totals.

## Commission on Zero Dollar Invoices/Shipments

Commissions can now be calculated for zero dollar invoices and shipments.



## Show Account Numbers on Financial Reports

A new option is now available on the report grids to display the account number for the following reports:

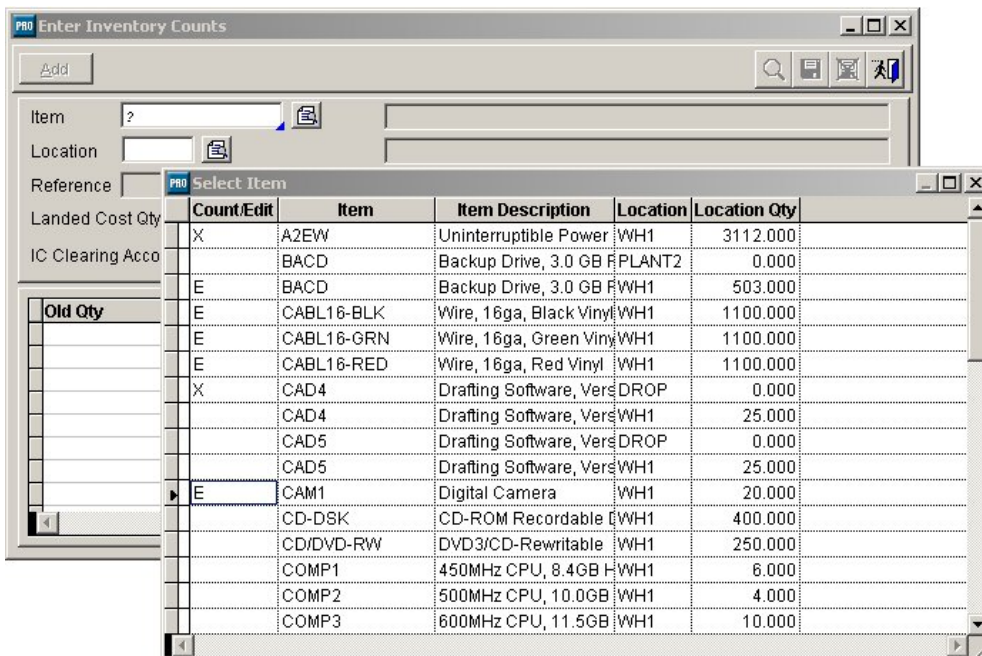
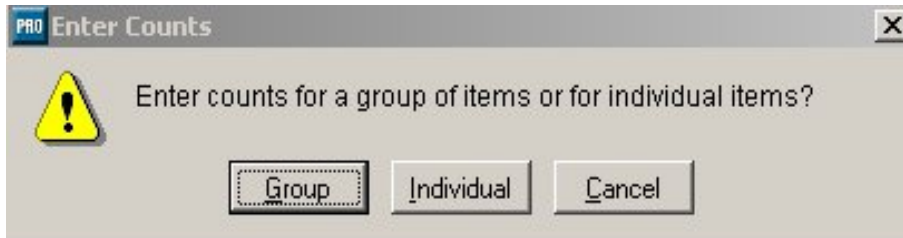
- Detail Income Statement for Period to Date
- Detail Income Statement for Period and Year to Date
- Detail Income Statement Range of Periods
- Balance Sheet Single Column
- Balance Sheet with Period to Date Activity
- Balance Sheet with Year to Date Activity
- Balance Sheet Indented Subtotals

<b>Professional Software, Inc.</b> <b>Detail Income Statement for Period to Date</b> <b>For March 2008, For All Accounts, Level of Detail: Account Number</b> <b>Sorted by Account Number, Include Zero Balance Accounts</b>			
		<u>PTD Postings</u>	<u>% Sales</u>
SALES			
	----- Sales -----		
41000-000-0000	Sales - Miscellaneous	16,956.48	1.95
41000-000-1000	Sales - Misc. - Hardware	0.00	0.00
41000-000-2000	Sales - Misc. - Software	0.00	0.00
41000-000-3000	Sales - Misc. - Ship	0.00	0.00
41000-000-4000	Sales - Misc. - Service	0.00	0.00
41000-010-0000	Sales - Domestic - Misc.	39,997.50	4.61
41000-010-1000	Sales - Domestic - Hardware	149,679.50	17.25
41000-010-2000	Sales - Domestic - Software	643,996.60	74.20
41000-010-3000	Sales - Domestic - Service	30,750.00	3.54
41000-010-4000	Sales - Domestic - Ship	0.00	0.00
41000-020-0000	Sales - International - Misc.	0.00	0.00
41000-020-1000	Sales - International - Hardware	0.00	0.00
41000-020-2000	Sales - International - Software	0.00	0.00
41000-020-3000	Sales - International - Service	0.00	0.00
41000-020-4000	Sales - International - Ship	0.00	0.00



## Faster Inventory Counts

Group inventory count now allows selecting multiple items at the same time to edit, instead of one after the other. Also, you can now mark some items for edit, while marking the rest as counted in the item selection dialog.



## Print four W-2 Forms per Sheet

It is now possible to print W-2 Forms on four-part pre-printed forms directly from the laser printer on your desk.







## Purchase Orders

A new option is now available on the Item Cost Level dialog that will allow you to import manufacturers/vendor price list easier and faster. This new option uses the import framework and allows for multiple import format and schemas depending on the vendor or manufacturer.

Choose to import a vendor price

The screenshot shows the 'Cost Level Maintenance' dialog box. The top toolbar contains several icons, with the 'Import' icon (a green arrow pointing into a box) circled in red. Below the toolbar are fields for 'Vendor', 'Item', and 'Vendor P/N'. There are also fields for 'Purchase Factor', 'Effective From', and 'Effective To'. A section on the left has buttons for 'Select Line', 'Save Line', and 'Cancel Line'. The main area contains fields for 'Beginning Qty', 'Ending Qty', 'List Price', 'Disc %', and 'Unit Cost'. At the bottom is a table with columns: Cost Level, Beginning Qty, Ending Qty, List Price, Discount %, and Unit Cost.

Create a template for your vendor price list for future imports

The screenshot shows the 'Import Vendor Price List' dialog box, Step 2 of 3 - Data Mapping. It features two columns: 'Source (VALVE45A PRICE LIST.XLS)' and 'Target (16134GXLDBF)'. The 'Source' column has fields for ITEM\_NUMBE, DESCRIPTIO, COL3, LIST\_PRICE, and EFFECT\_DAT. The 'Target' column has fields for VPARTNO, BEGDT, ENDDT, LISTPRICE, and DISCOUNT. A 'Map' button is on the right. Below the columns are 'Show All' dropdowns and a 'Sample Import Data' table.

Item_numbe	Descriptio	Col3	List_price	Effect
3161020	2 LEVER & WEIGHT		440	07/21
A2EW	1/4" PVDF-HP SAMPLING VALVE		150	09/11
A2EW	1/4" PVDF-HP SAMPLING VALVE		100	09/11
1070002	3/8 PVC SOC OMNI BALL VALV		24	09/11



## Automatically Default Landed Cost

Purchase orders now recognize items associated with landed cost locations and allow you to automatically convert the transaction into a landed cost transaction. This will prevent a user from making a mistake while creating purchase orders for items that have landed costs assigned to them.

## Work Orders Improvements

### Item drill down to show BOM maintenance detail


This new feature will allow users to drill down and see the contents of the BOM throughout the Sage Pro ERP v.2011 product without having to go into different screens and losing their place.

### Revision number will now print on the work order traveler

Component revision numbers are now displayed on the work order traveler to ensure the goods are manufactured correctly.

## 1099 Improvements

This feature provides customers with an easier way to file accurate 1099s by allowing:

- to change past 1099 forms from prior years if necessary.
  - to create a summary report to validate all data on the 1099 before submitting.
  - to recalculate application balances for 1099 amounts if necessary to ensure that only accurate data is sent.
- 

## System Wide Improvements

### YTD to stats page for Business Status Report (BSR)

New options are now available on the BSR statistics page to view year to date details. Executives can now easily see the year to date information related to key metrics across the organization including AP and AR

### New utility to update dashboard ID

If the Sage Pro ERP v.2011 install is moved from one location to another location, you will no longer have to reinstall Sage Pro ERP v.2011 in order for the id to be updated. This feature will generate a new id based on the current installation of Sage Pro ERP v.2011 .

### Ignore check for database version

Users can now install Sage Pro ERP v.2011 using their own DSN, thus allowing them to support new versions of SQL without a program change or a hotfix.

### Easily switch between add and edit order screens

With a single click, users can now easily move between the add order and edit order screen within Sage Pro ERP v.2011 . The same function is also available in screens Enter Payables, AR Invoices, Create Journal Batch, and Enter Purchase Orders.

Line	Seq	Item	Quantity	U/M	Extension	Loct	Lot#	Serial #	Item Descrip

Shipped | 0.00 | Backlog | 0.00 | Tax | 0.00

## About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. Our range of business software and services is continually evolving as we innovate to answer our customers' needs.

Our solutions support accounting, operations, customer relationship management, human resources, time tracking, merchant services, and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries.

Sage North America employs more than 4,100 people and supports nearly 2.9 million small and medium-size business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 14,500 people and supports 5.8 million customers worldwide.

For more information, please visit our Web site at [www.sagenorthamerica.com](http://www.sagenorthamerica.com) or call us at 888-760-0947



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