

April 2015



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### Introduction Document Objectives

This document is designed to serve as a guide to the new features and enhancements in Sage 100 ERP 2015. It supersedes prior documents and will serve as the final guide until an updated document replaces it.

### Background Foundation and History

#### Solution: Sage 100 ERP

- Positioning categories: Enterprise Resource Planning (ERP) solution; business management solution
- Formerly known as Sage MAS 90 ERP, Sage MAS 200 ERP, and Sage MAS 200 SQL ERP.

#### Key Targets / User Base

- Small and Medium-sized:
- Manufacturers
- Wholesale Distributors
- Service Companies
- Retail Companies
- Geography: North America (US and Canada)

Sage 100 ERP is used by a wide range of light manufacturing, distribution, retail and services companies. It also provides more granular verticals such as industrial supplies and services, building materials, and electronics. Customers usually have between 10 and 250 users; the solution typically recommended to companies with annual revenue ranging from \$1 to \$100 million.

#### Sales and Distribution

• Primarily through partners and independent reseller channels

The main delivery method is electronic download, with the ability to order physical media for an additional fee. The Sage 100 ERP auto-delivery download for customers on a Sage Business Care plan was made generally available on April 7, 2015.

#### **Editions**

- Sage 100 Standard ERP, Sage 100 Premium ERP, and Sage 100 Advanced ERP
- Offered on-premises and on-line; on-line version made generally available shortly after the on-premises release.

Sage 100 Standard ERP is designed for use as a local installation. Sage 100 Advanced ERP and Sage 100 Premium ERP are designed for use in a client-server environment. Sage 100 Premium ERP leverages Microsoft SQL Server database architecture and is available in a multi-tenant hosted online service.

### Overview Release in Summary

Sage 100 ERP provides powerful capabilities for businesses to automate, optimize and standardize complex and manual everyday processes, including financials, supply chain management, and assembly production.

With comprehensive financial and operational functionality, including production workflows and inventory management, the solution features a wide array of features for core accounting, distribution, discrete manufacturing, business intelligence, customer relationship management, payroll, job costing, and warehouse tracking. Web and mobile applications seamlessly integrate with Sage 100 ERP to increase sales, provide a better customer experience, and improve cash flows. The Sage Data Cloud provides anytime, anywhere access to critical business data.

Customers can easily scale the solution by using only the modules and features that suit their business. Everything a company needs is available in one cohesive, easy-to-use solution made possible by the product's modular architecture, personalization tools, and flexible business object framework.

#### Increase Productivity, Streamline Workflow, and Enhance Control and Security

The latest release of Sage 100 ERP features over 60 exciting new enhancements designed to increase business efficiency, productivity and profitability. From core accounting to integrated payment processing and CRM, the features in this release provide a better experience and simplify complex activities.

Improved financial reporting capabilities, compliance tools to support the Affordable Care Act (ACA), streamlined purchasing processes, expanded and improved Paperless Office capabilities, numerous usability features, and user security improvements are the backbone of this important and valuable release.

#### **Key Enhancements**

- ✓ Core Accounting
- ✓ Purchasing
- ✓ Inventory Management
- ✓ Sales Order
- ✓ Security Enhancements
- ✓ Paperless Office
- ✓ Business Intelligence / Reporting
- ✓ Credit Card Processing
- ✓ Usability Features
- ✓ Affordable Care Act (ACA) Support
- Customer Relationship Management

#### Core Financial Management at the Heart of Everything you do

Core financial management is a cornerstone of any business; simplicity and usability are essential attributes of the tools that support the related activities. The Sage 100 ERP 2015 release includes numerous enhancements throughout the core accounting modules. Some of these enhancements could be included in other categories, but they are described here because they address the needs of people who execute transactions within the core modules on a daily basis.

#### Feature Summary – General Ledger

Feature Description	High Level Benefit
Automatic Default of "Print Full Comments" Checkbox in Journals /	Data
Registers	consistency
GL Account Numbers Are Auto-formatted During Entry in Report	Ease of use,
Selection Grids	Efficiency
Out-of-balance Message Printed on the GL Detail Report	Improved
	accuracy
Sort and Select by Account when Generating the GL Account Audit	Ease of use,
Report	Efficiency
One-click Automatic Journal Reversal	Ease of use,
	Efficiency

#### Automatic Default of "Print Full Comments" Checkbox in Journals / Registers

How often have you printed journal or register only to discover that you hadn't selected the Print Full Comments checkbox? It takes time to go back and re-print.

With the 2015 release of Sage 100 ERP, your last selection will now persist as the default, making it easy for you to customize whether you want the full comments on each journal or register. You will save time and easily ensure consistency in printing comments on the selected form.

Accounts Receivable Sales Journal (ABC) 3/24/2015
Current General Ledger Period     05     Ending     5/31/2010       Accounts Receivable Positing Date     5/24/2010     Image: Constraint of the second seco
\\caifp01\CAIMFC03

#### GL Account Numbers Are Auto-formatted During Entry in Report Selection Grids

It can be both time consuming and frustrating to determine how a General Ledger account number needs to be formatted during entry of selection criteria when printing a report and errors can cost time to track down and fix. With the 2015 release, General Ledger numbers are autoformatted according to the GL account number mask, saving you time and frustration.

#### Out-of-balance Message Printed on the GL Detail Report

The General Ledger Detail Report is your audit tool for making certain everything is posted correctly by account. Wouldn't it be nice to know at a glance if it didn't balance?

In this release, out-ofbalance errors are now called out in bold print next to the report totals. This feature has also been added to the General Ledger Detail by Source Report in Product Update 1 for Sage 100 ERP 2015. A not-inbalance message prints next to the journal number in addition to the message near the report totals.

General Ledger Detail Report							
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ain Report							
General Ledger Detail Report							
						ion and Servic	
Account Number/Description					Detail Pos	tings for Period (	5 Ending 5/31/2020
Period Date Journal Source Batch			Beginning Balance	Debit	Credit	Net Change	Ending Balance
05 5/31/2020 SO-000003 S/0 Comments DIV:02 WEST SALES OFFICE				137.43			2.344.72
05 5/31/2020 SO-000003 S/O				46.48			2.391.20
Comments: DIV:02 WEST SALES OFFICE			0.00	2.391.20	0.00	2.391.20	2.391.20
955-00-04			27.727.76				
Interest income			21.121.10				
05 5/31/2020 JE-000082 G/I Comments: MTHINT/Monthly Savings Interest					7,514 92		35,242.68
contracts in the structure of the structure			27,727.76	0.00	7,514.92	7,514.92	35,242.68
960-00-04			106,144.85				
Miscellaneous 05 5/29/2020 IA-000001 I/M 00001				86.03			106.058.82
Comments: Inventory Transaction (ADJUSTMENT)							
05 5/31/2020 CD-000091 G/L Comments MTHEXP/MonthlyExpenses				192.16			105,876.66
05 5/31/2020 IM-000002 G/L				70,239.68			35,636.98
Comments: Inventory adjustment			106.144.85	70.507.87	0.00	70.507.87	35.636.98
990.00.00			67,050.00	10,001.01		10,001.01	00,000.00
Provision for income taxes			67,050.00				
/ Comments							67,050.00
			67,050.00	0.00	0.00	0.00	67,050.00
**The Detail Report is Not in Balance**		Report Total	0.00	3,594,118.91	3,593,118.91	1,000.00	1,000.00
		m					•
rent Page No.: 40	Total Page No.: 40			Zoom E:	actor: 100%		

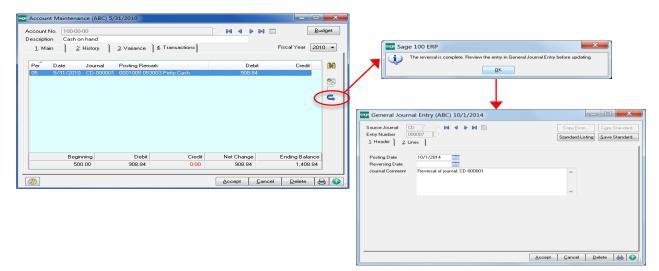
#### Sort and Select by Account when Generating the GL Account Audit Report

Report Setting	STANDARD	-	<u> </u>			l	S <u>a</u> ve 🔻
Description	Account Au	aicheport					
- Setting Options					_		
Туре	Public		Print Re	port Settings		Number of Copies	1 🌲
Default Report	<b>V</b>		Three H	ole Punch		Collated	$\checkmark$
Select Field		Operand		Value			
Account Numbe	:[	All	-				
11		All	-				
User Logon	e	All	-				
User Logon		4.0	-				

When tracking changes to GL accounts you may only want to see who made changes and what they changed for a specific account or range of accounts. You can now save time by sorting the Account Audit Report by user or account number, and generate the report for a specified range of users and accounts.

#### **One-click Journal Reversals**

While it doesn't happen often, finding an error after posting a journal is frustrating. In Sage 100 ERP 2015, you can now reverse journal entries with a single click, eliminating the need for a manual workaround to correct the error.



The reversal will be written into General Journal Entry, along with a journal comment, where you can review the entries prior to updating, creating a complete audit trail.

reature Summary – Accounts rayable	<b>Feature Summary</b>	/ -	Accounts	Payable
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Feature Description	High Level Benefit
Additional UDF Data Sources in Manual Check and Payment Entry	Usability
Expanded Vendor Name to 50 Characters	Compliance, Usability
Select Invoices from any Purchase Transfer Vendor in Manual Check and Payment Entry	Ease of use, Efficiency
Ability to Reprint Quick Print Checks	Ease of use, Efficiency
New Sort Options for Vendor Audit Report	Ease of use, Efficiency
New Sort Options in Selection Dialogs	Ease of use, Efficiency

#### Additional UDF Data Sources in Manual Check and Payment Entry

When processing a remittance using Check Printing and Electronic Payments, user-defined fields can be defined using a wide variety of business object sources in Custom Office.

When attempting to process the same payment from Manual Check and Payment Entry, matching userdefined fields was not previously possible. The addition of corresponding data sources to the Manual Check and Payment Entry tasks now allows "in the moment" check processing with consistent data elements, improving efficiency. Additionally, you are now able to pull invoice AP History Header data to a check detail UDF, making it easier to print the information you want on the check stub.

<u>F</u> ield Name	UDF_TEST	
<u>D</u> escription	Test	
Source for UDF Data	1	
Source	Manual Entry	
	Business Object	
Bu <u>s</u> iness Object	AP_ManualCheckPrinting_rpt	-
Da <u>t</u> a Source	AP_InvoiceHistoryDetail	<b>•</b>
Column	AP_InvoiceHistoryDetail	Ignore If Null
Column Information	AP_InvoiceHistoryHeader AP_ManualCheckDetail	
Columnitie	AP_ManualCheckHeader	
	AP_ManualCheckInvDetail GL_Account	
	Class APINVOICE Notes {AP_13\$(1,10)}	
		~

#### **Expanded Vendor Name to 50 Characters**

Everyone likes to put the best face forward when doing business with others. In the age of electronic funds transfers coupled with heightened awareness of fraudulent banking activity, transactions with truncated payee names are subject to scrutiny and possible rejection.

ZIP Code       32690         City       Mission Viejo         Country       USA         United States         Primary Contact         Fax         E-mail Address         sales@sw-andist.com	Name Sc	SWAM I I I I I I I I I I I I I I I I I I I	<u>5</u> . Histo	expanded charact	to 50 ers	umber More
City Mission Viejo State CA Country USA Q United States Primary Contact Q Fax 949-452-0001 Ext Exemption No. on File Fax Checkle CA OR Q Orange Cou			0	Reference Credit Card Vendor		10 DAYS, NET 30 D
Fax I as Schedule CA OR Coverage Covera	City Country	Mission Viejo State CA USA 💊 United States		Hold Payment		
		949-452-0001 Ext				🔍 Orange County
	E-mail Address URL Address	sales@sw-amdist.com	M 6			Paperjess

In the 2015 release, the length of the Vendor Name field has been expanded to 50 characters. All externally facing vendor reports and forms have been modified to accommodate longer vendor names, including standard check forms. Where the full name is not able to fit on internally facing reports or forms, the name is wrapped to a second line, or in a few cases it is truncated.

#### Select Invoices from any Purchase Transfer Vendor in Manual Check and Payment Entry

Surely, transferring a balance from a purchase vendor paid by credit card to the credit card vendor is a time saver, but what happens when you have more than one invoice to transfer for a purchase vendor? This release provides the ability to select multiple invoices from a purchase vendor, simplifying the process into a single step creating multiple individual transfers from that selection.

sege A/P Invoice	e Data Entry (ABC) 3/	23/2015			
Vendor No.	02-AMEX				⊻endor
Name	American Express Cor	mpany			
Invoice No.	000004366				
<u>1</u> . Header	<u>2</u> . Lines				1
		<sup>sage</sup> Purchase Vendor	Transfer		? ×
1 75	G/L Account 5-00-04	Vendor Number	01-AIRWAY		Select
2		Name	Airway Property		
		Invoice Number		۹,	
		Invoice Date			
		Invoice Balance	.00		
		G/L Account	555-00-03	🔍 Rent	
Descripti	on Travel and enti	Transfer Amount	3,452.00 🗐		
Transfe	it i	Discount Amount	.00		
Transfer Ve	endor	1099 Form	None 🔻		
		1099 Box	<b>_</b>		
					<u>D</u> K <u>C</u> ancel

#### New Sort Options for the Vendor Audit Report

If you are tracking changes to Vendor records, it may be that you only want to determine who made changes and what they changed for a specific vendor or range of vendors. Now you can both sort the report by Vendor Number and select just the vendors you want to review. Save time by only viewing the records you need to review.

	-	3/23/2015		-			
Report Setting	STANDARI	)	9				S <u>a</u> ve 🔻
Description	Vendor Aud	lit Report					
Setting Options							
Туре	Public	- Pri	int Re	еро	rt Settings 📃	Number of (	Copies 🛛 1 🍨
Default Report	<b>V</b>	Tł	iree H	Hole	e Punch 📃	Collated	V
	Mondor Numb	- or					
Select Field	Vendor Numb			1	/slue		
Select Field Vendor Number	Vendor Numb	Operand			/alue I1AIBWAY	01UPS	Q,
	Vendor Numb		 	• 0		01UPS	9
Vendor Number		Operand Range	_	• 0		01UPS	<u>e</u>
Vendor Number User Logon		Operand Range All	-	• 0		01UPS	<b>Q</b>

#### **New Sort Options in Selection Dialogs**

Selection windows may contain hundreds of records and there is no doubt that scrolling through them can be time consuming. With the new multiple column sort option in selection windows, modeled after familiar Excel column sorting functionality, you can sort on selected columns to speed up your search and quickly find just the record or records you want.

Select By Invoice Due Date Always Take Discounts Discount Due Date	3/23/2015	e Only	es for Payment	Select							23	ת
Select Field Vendor Number Discount Due Date Sort Field Vendor's Balance Due	Operand All All All All All	01-AIRWAY 01-AIRWAY 01-AIRWAY 01-AIRWAY 01-ALLCLIM 01-ALLCLIM 01-ALLCLIM 01-ANDERS 01-ANDERS 01-ANDERS	Vendor Name Airway Property Airway Property Airway Property Airway Property Allcimate Maintena Anders Auto Repair Anders Auto Repair Anders Auto Repair Compact Computer	. 1053190 0000112384 0000118863 0001053190	5/15. 5/17. 5/31. 5/31. 5/31. 5/31. 5/31. 5/2/2	0010	Due Date 5/30/2010 5/30/2010 6/10/2010 6/10/2010 6/10/2010 6/1/2010 Columns	Disc. Date	Past Disc.			
Clear		01-COMPAQ	Compact Computer Compact Computer Container Corporati Container Corporati Ibm Corporation	. 0002053190 . 2078834 . 0001053190		1 2 3 4	Vendor Name Vendor No. Invoice Date	-	Desce	Order ending ending ending		

The time saving feature for sorting on multiple columns is now available in:

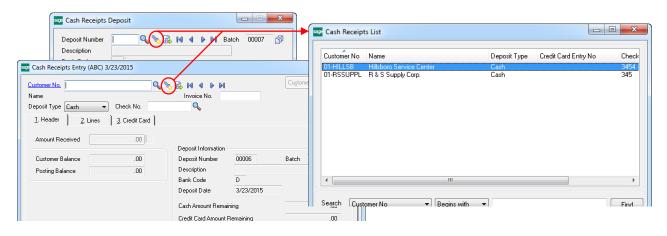
- Select Invoices for Payment in Invoice Payment Selection
- Select Check and Electronic Payment Maintenance Invoices in Check and Electronic Payment Maintenance
- Select Manual Check and Payment Invoices in Manual Check and Payment Entry
- Select Vendor Transfer Invoices in Invoice Data Entry and Manual Check and Payment Entry
- Select Customer Invoices accessed through Accounts Payable from Accounts Receivable Clearing Entry

#### Feature Summary – Accounts Receivable

Feature Description	(High Level) Benefit
Cash Receipts List Button Added	Efficiency, Usability
Option Added to Print Invoices Through Sage Data Cloud	Save money; Efficiency
Sort Options Added for Customer Audit Report	Ease of use, Efficiency
Calculator button added to Finance Charge Applied field	Accuracy, Efficiency
Ship Via field added to Customer Ship-To Address Maintenance	Accuracy, Efficiency
Added Pay Date for the Salesperson Commission Report	Efficiency

#### **Cash Receipts List button Added**

In Sage 100 ERP 2015 locating an open, un-posted cash receipt is now significantly easier.



The new Cash Receipts List Button on the Cash Receipts Deposit or the Cash Receipts Entry screen opens a convenient, sortable listing so that you can quickly locate the entry saving both time and increasing customer satisfaction. You'll now be able to provide the answers your customers need at a moment's notice.

#### Option Added to Suppress Printing Invoices Emailed through Sage Data Cloud

The convenience and improved cash flow achieved through the use of Sage Billing and Payment cloud invoicing and click-to-pay solution is notable.

Save even more time and money by suppressing the printing of the hard copy invoice for those invoices you email out through Sage Billing and Payment.

Easily keep track of when the invoice was sent, received and opened and, if desired, you can always resend or print the invoice from Sage Billing and Payment, or you can even send it to a different person.

Customer Maintenance (ABC) 3/23/2015	
Customer No. 01-ABF	Image: Copy From         Renumber         More
1. Main 2. Additional 3. Statistics 4. Summary	5. History 6. Invoices 7. Transactions 8. S/Os
Comment Call Ed for credit approval. Open Item Customer V Internet Enabled V Customer Status Active V	Printing Sort AMER Customer Type A2 Statement Cycle M
Data Entry	Print Dun Message 🗹 Batch Fax
Price Level 1 Dflt Pymt Type NONE Discount Rate .000 % Fin Charge Rate 1.500% Item Code WIDGET	Primary Credit Card Information Card ID Payment Type Cardholder Name Last Four Digits
8" x 10" Widgets	Expiration Date Credit Cards

#### Sort Options Added for Customer Audit Report

If you're tracking changes to customer records, you may only want to see who made changes and what they changed for a specific customer or range of customers. Now you can both sort the report by Customer Number and select only the customers you want to review. Save time by only viewing the customer records you need to review.

Denert Celline		c) 3/23/201				Save 🔻
Report Setting	STANDARD					Jāke [.
Description	Customer A	udit Report				
<ul> <li>Setting Options —</li> </ul>						
Туре	Public	-	Print Re	port Settings	Number of Copie	es 1 🏚
Default Report	<b>V</b>		Three H	ole Punch	Collated	$\checkmark$
	User Logon					
	Customer Nur	mber Operand		Value		
	Customer Nur	_		Value 02ALLENAP	020RANGE	
Select Field	Customer Nur	Operand	•		020RANGE	
Select Field Customer Numbe	Customer Nur	Operand Range	•		020RANGE	

#### Feature Summary – Bank Reconciliation

Feature Description	(High Level) Benefit
New Sample Format Available in Positive Pay Export Wizard	Efficiency
The Remit To Name Now Written to Bank Reconciliation During Accounts Payable Check Register Update	Ease of use
Multi-column Sort Available in Bank Reconciliation	Ease of use

# New Sample Format Available in Positive Pay Export Wizard

Positive pay is a powerful anti-fraud tool to make certain the checks paid by your bank are the ones you want paid. In the US, nearly every commercial bank offers the service and the challenge can be knowing just the right format for the file to transmit to the bank. Sage 100 ERP offers a number of sample formats, and we've added another one for Capitol One Bank in this release.

Positive Pay Export Wizard	
Select a Sample Export Setting Format	sage
Select a sample export setting format that best matches y requirements. Click View Sample Format to view and print	our financial institution's file format the sample selected for comparison.
5/3 Bank Bank of America Bank of America Capital Once Bank Chase Fleet JP Morgan Chase Key Bank Wells Fargo	View Sample Format
	Back

# The Remit To Name Now Written to Bank Reconciliation During Accounts Payable Check Register Update

In previous versions, the payee name in Bank Rec was always the vendor name. With the 2015 release, the Remit To Name will now be written to Bank Rec during AP Check Register Update and Manual Check Register Update so B/R Positive Pay Export will export the correct payee name.

#### Multi-column Sorting Available in Bank Reconciliation

You can now sort on multiple columns in Bank Reconciliation tasks. By using the search criteria shown in the example below, you can easily sort all of the cleared checks to the top. This will save you time when reconciling bank, especially when working with large amounts of data.

ank Co escripti <u>1</u> . Che	ion Wells Fa	IN A D DI rgo Payroll Cking p/Adjust			ment Ending Bala f Balance By			.00					
	Reference	Payee Name	Amount	Cleared	Cleared Date	Module	*		S S	ort C	olumns		_
1	110000160	AVILLA, S.	384.28		6/1/2020	P/R	=	= 😓					-
2	110000200	GRASS, J.	391.67		6/1/2020	P/R	-	2			Column	Order	
3	340000510	SMITHSON, J.	202.18		6/1/2020	P/R		Ē		1	Cleared	Descending	
4	110000150	ALLENDAR, H.	352.89		1/1/2020	P/R	6	-		2	Cleared Date	Descending	
5	230000390	FRASIER, W.	531.90	•	1/1/2020	P/R		2		3	Payee Name	Ascending	
6	230000400	JAMIESON, A.	461.45		1/1/2020	P/R				4	Check No.	Ascending	
7	110000110	PHILLIPS, A.	399.67		1/1/2020	P/R				5		•	
8		Service Charges	15.00		1/1/2020	G/L							_
9	240000420	SPARKMAN, T.	392.18		1/1/2020	P/R						OF	
10	310000500	BAKER, B.	237.59			P/R	-					<u>D</u> K	2
4			III				•						1
Add	d Check												
Add	d Check												

### Credit Card Processing Compliance, Cost Savings, and Convenience

#### Feature Summary – Credit Card Processing

Feature Description	(High Level) Benefit
Process Second Pre-authorization after First One Expires	Efficiency; Improved Cash Flow
Third Party Payment Processing Service Available	Accuracy, Efficiency
Level 3 Credit Card Processing Added	Security; Save money

#### **Process Second Pre-authorization after First One Expires**

In Sage 100 ERP, a pre-authorization on a credit card transaction puts a hold on the consumer's account for the amount of the authorization for 7 days. This protects you by ensuring that the funds are available for payment when you ship the order.

However, business just doesn't always go according to plan. What happens when the merchandise to fulfill the shipment is delayed? Now all the risk is back on you, especially if the hold has expired.

The 2015 release of Sage 100 ERP helps address that risk. You can now process a second pre-authorization for the same order, for the same amount, once the first one has expired and cover your exposure with an extended hold.

Here's how:

- 1. From the Sales Order Main menu, select either Sales Order Entry or Invoice Data Entry.
- Select the sales order or invoice you need to reauthorize.
- 3. On the Credit Card tab, click the Fix button.
- Delete the original authorization number that appears in the Auth No. field. The values in the sales tax and amount field will be recalculated.
- 5. Click Submit Card.

			Corporate Card Infe	omation
Card ID MA		Save 🥅 Clear	Corporate ID/P0	Level 3
Payment Type CC	ARD 🔍 Credit Card			
			Transaction Inform	
Card Information			Transaction Type	Payment/PrePost Authorization • E
Card Type	Visa	Primary 🔽		
Last Four Digits	*1111		P	ayment
Expiration Month/Ye	ear 03 - 2017 -		Amount	270.00
			Corp Sales Tax	.00
Billing Address for C			Auth No.	
Cardholder Name	American Business Futu	res	Auth Amount	270.00
Address	2131 N. 14th Street		Auth Date	
	Suite 100			2:00 AM
ZIP Code	53205-1204		Transaction ID	2.00 AM
City	Milwaukee	State WI	Transaction ID	
Country	USA 🔍			
E-mail Address	artie@sage.sample.com			
			Swipe Card	Process in Batch

#### Third Party Payment Processing Service Available

Integrated payment processing with your Sage 100 ERP solution is key to offering the best possible buyer experience for your customers and to improving your cash flow with a minimum of duplication. While Sage offers highly secure PCI compliant merchant processing solutions, we understand that your business might be in a position that requires you utilize another service provider for one reason or another.

The good news is, Sage now has an option for you – Third Party Payment Processing (TPP). You can now use your existing payment processor and use the TPP service offered by Sage Payment Solutions as a gateway for seamless integration with Sage 100 ERP. There are fees associated with the use of the service, and a limited number of processors are supported. For additional information contact your reseller or Sage representative.

#### Level 3 Credit Card Processing Added

Increasingly, corporate cards are being used to pay for goods and services. Merchant card processors (e.g., Visa and MasterCard) consider payments made with corporate cards more secure and reliable, so they offer lower rates. Government and school entities may require the savings to be passed on to them, but otherwise you can determine whether to pass long or retain any savings.

With the introduction of Level 3 credit card processing for corporate cards, Sage 100 ERP now allows users to gather and transmit the data elements required at the line item to qualify for these advantages. Changes in several areas were introduced to enable this capability for payments entered in Sales Order Entry and S/O Invoice Data Entry.

**Note:** Deposit transactions are not eligible for Level 3 processing as line item detail is required and it is not possible to assign a deposit transaction to specific lines.

#### **Library Master**

On the Library Master Setup menu, in Country Code Maintenance, a new field "ISO Country Code" was added. Information from this field is included with the ship-to address information when processing Level 3 credit card transaction.

Country Code Mainte	nance (ABC) 3/23/2015
Country USA	14 4 D DI
Name	United States
Alternate Country Code	US
Phone Code	1
SO Country Code	840
State Code Required	
	Accept Cancel Delete

#### Accounts Receivable

To set up a customer for corporate credit card processing:

- 1. A new Include Level 3 Data check box has been added to the Payment Type Maintenance window on the Accounts Receivable Setup menu.
- In Customer Maintenance, the customer's Default Payment Type (Dflt Pymt Type on the Additional Tab) should be set to CREDIT CARD.
- Click the Credit Cards... setup button, and select the card to be used for Level 3 processing.
- Complete all of the appropriate information INCLUDING the Corporate ID/PO number associated with the card.

Payment Type Card ID	CCARD Credit Card MAIN VISA 🔍 📢 4 🕨 🕅	Add <u>N</u> ew Card
Card Type Last Four Digits Expiration Date	VISA *1111 Primary V 3/2017	Edi <u>t</u> Card
Credit Card Billing A	ddress	
Cardholder Name	American Business Futures	
Address	2131 N. 14th Street	
	Suite 100	
ZIP Code	53205-1204	
City	Milwaukee State WI	
Country	USA 🔍 United States	
E-mail Address	artie@sage.sample.com	
Comment		
Corporate ID/PO	123456	
IT Enabled Card	IT Users	

Note: Complete processing information will not be captured without this step.

#### Sales Order

A number of additions were made in Sales Order to accommodate Level 3 data. The following fields were added to the secondary grid in Sales Order Entry and S/O Invoice Data Entry in order to capture the line item information required for Level 3 processing.

- Commodity Code
- Alt Tax ID
- Tax Type
- Net/Gross
- Debit/Credit
- Tax Amount
- Tax Rate

			🗄 ।व ब्		Copy Er		Customer Credit
<u>1</u> . Hea	ader	2. Address	<u>3</u> . Lines	<u>4</u> . Totals	5. Credit Card	Jser ABC	
	<b>%</b> H	H •	Quick Row	2 💋	[		相目に振い
	lt	em Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	1001-H	DN-H254	2.00	.00	131.000	262.00	
2		9	.00	.00	.000	.00	
•							,
•	oditu Code						,
< Commo	odity Code Tax ID						,
< Commo Alt							,
< Commo Alt Ta:	Tax ID						,
< Commo Alt Ta: Net	Tax ID «Type						,
<ul> <li>Commo Alt Tax</li> <li>Net</li> <li>Deb</li> <li>Tax</li> </ul>	Tax ID «Type /Gross						,

Level 3 Credit Card Information	8	x
Value Added Tax Customer No.		
Value Added Tax Invoice No.		
Value Added Tax Amount	.00	
Value Added Tax Rate	.000000	
Duty Amount	.00	
National Tax Amount	.00	
	<u>0</u> K	0

Additionally, a Level 3 button has been added to the Credit Card tab in Sales Order Entry and S/O Invoice Data Entry. This button can be used to enter additional information for level 3 transactions.

**Note:** An empty text string or a zero value will be submitted if these fields are left blank.

*Note:* Certain default values must be set to ensure that the fields added to the Lines tab are available without first entering information on the Credit Card tab. See "Setup Customer Credit Cards for Level 3 Processing" in the help system.

#### **Customer Purchase Order Number**

Customer purchase order numbers are now transmitted as part of the transactions when processing Level 3 credit card payments. The purchase order number will share the same field as the sales order or invoice number, and they will be separated by a dash.

### Purchasing Managing Supply Flow As Well As Costs

#### Feature Summary – Purchase Order Enhancements

Feature Description	(High Level) Benefit
Purchase Order History now Available	Efficiency
Purchase Order "Copy From" Added	Efficiency, Productivity
New Printing Options for "Keep Source Document Open" for Purchase Order Forms	Efficiency
Added the Batch Number to "This order is currently being" Dialogs	Accuracy, Efficiency
Sort option in Purchase Order Options, Generate Tab	Efficiency, Productivity
Additional Vendor Memo Button on Header	Efficiency, Consistency
Redisplay Source Document after Printing Sales Order and Purchase Order Forms	Efficiency, Productivity
Warehouse Field Added to Ship-To Address Maintenance	Efficiency, Productivity
Columns Added in Purchase Order Receipt History Inquiry to Display Additional Costing Elements	Usability, Accuracy
Added Calculator button to Landed Cost and Other Fields	Usability, Accuracy
Control which Email Address Paperless Office uses to Email Documents to Vendors	Efficiency, Profitability

#### Purchase Order History now Available

Sometimes, it would just be nice to go back and look at what was originally ordered from a vendor 6 months or a year ago but only receipt history is retained.

Beginning with the 2015 Release you now have options to Retain Purchase Order History. It is modeled after Sales Order history, so if you are familiar with Sales Order History then you will feel right at home with Purchase Order History.

#### Implementing Purchase Order History

There are three ways to create the Purchase Order History from existing Purchase Order Entry records.

- 1. In Conversion, as explained below.
- 2. If you go into Purchase Order Options and turn on History you will be prompted.
- 3. Use the Create Purchase Order History program on the Utilities menu.

After migrating companies to 2015 when conversion is done from Company Maintenance a dialog will appear that will allow you to setup the new Purchase Order History feature and optionally create history from existing Purchase Order Entry records. If a specific company is being converted the choices from this dialog will be applied to that company. If all companies are being converted at once, the choices will be applied to all companies.

It is important to note that the pop up does not reappear for each company during conversion – it only appears once at the beginning. Therefore, if you want to convert data for multiple companies overnight you don't have to worry that selecting this option might cause a delay in the process.

Sage 100 ERP	? ×
You are upgrading to a version of Sage 100 ERP wi	ith the option to retain
purchase order history.	
Choose how to implement this feature for all compar	nies.
Retain Purchase Order History	
Retain Deleted Orders	No 🔻
Retain Deleted Lines for Orders	No 🔻
You can create records in the Purchase Order Histo orders, drop ship orders, and material requisitions co	
Order data entry files. Select the check box below t	to create the history now,
or you can create it later using the <u>Create Purchase</u>	Order History utility. The
time required to create the history varies based on th	ne number of records in
your data entry files.	
Create purchase order history for all companies	
	<u>D</u> K <u>C</u> ancel

#### **Purchase Order Options and Cancellation Codes**

When the option is set to prompt for Retain Deleted Orders or Retain Deleted Lines for Orders you will have the opportunity to enter a cancellation code. P/O Cancel and Reason Code Maintenance allows you to enter codes and descriptions that are meaningful to your business, or you can simply take advantage of the prepopulated codes. If you do not want a code to appear in lookups and it is not currently contained in Purchase Order History records, you can simply check inactive.

Purchase Order Options (ABC) 9/26/2014		,				X
1. Main 2. Additional 3. Generate 4	. Entr	y	5. Line E	ntry <u>6</u> . Printing <u>7</u> . History		
Retain Purchase Order History			Purge	Purchase Order Recap at Period End		V
Retain Deleted Orders Pro	mpt	•				
Retain Deleted Lines for Orders Pro	mpt	•				
Years to Retain Purchase His Sage 100 ERP	savel	the deleti	ed order in	history?		
Retain Receipt History Retain Comment Lines in Rec		N	0			
Hetain Comment Lines in Nec	_					
Cancellation Code	say	P/O (	Cancel a	nd Reason Code Maintenan	- 0	×
			Code	Description	Inactive	-
Cancellation Code		1	BPRC	Better pricing found		- 🥪
		2	CUST	Customer Cancelled		
		3	NOQTY	Not enough quantity to fill		
		4	OBS	Item obsoleted by vendor		
		<u> </u>				
						]
					· · · · · · · · · · · · · · · · · · ·	010
				Accept	Cancel	80

**Note:** The new features that allow the user to delete unused codes or set to inactive will be retrofitted into S/O Cancel and Reason Code Maintenance.

#### **Purchase Order History Inquiry**

You can now pull up the entire original purchase order from a history file, like you currently are able to do with sales orders and invoices.

Drill down into receipts to hunt down purchase orders that coincide with a particular sales order and, from the lines, drill down into an Additional Fields window (as shown here), Receipt History for the line, Extended Descriptions, and Comments.

1. Header	0010002 4 4 1 2. Address 3. Li	nes <u>4</u> . Totals	Use	er diane		Receipts			
Order Date 5	5/15/2010 On	ler Type Standard		Ma	Additional Fie	lds			? <b>&gt;</b>
	Inited Post Office Service				Line 1 Item Code V0G-CM	CB		PRINTOUT CATCHER	BASKET
Order Status Required Date	Active Order 6/15/2010	Purchase Address Ship-To Address Terms Code	0000 03 N	UNITED POST ABC DISTRIBU	Original Order Unit (	-	300.00	Quantity Received Quantity Backordered Quantity Invoiced	200.00 100.00 200.00
1099 Form 1099 Вох	None	Ship Via Warehouse	UPS 000		G/L Account Weight	115-00-03		Inventory - Central Wence	(arehouse
Sales Tax Schedule Default Tax Sch Use Tax	DEFAULT edule	Confirm To E-mail Telephone Fax Comment		Ext Batch	Required Date Vendor Item Code Phoduct Line Tax Class Sales Order No. Customer PO No.	6/15/2010 VDG-CM-CI WF6A W NT			
		On Hold			-				<u>o</u> k (

#### **Purchase Order History Report**

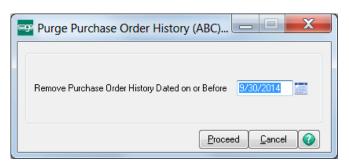
Report Setting STANDARD	<b>Q</b>			S <u>a</u> ve -
Description Purchase Or	der History Report			
Setting Options				
Type Public		port Settings	Number of Cop	oies 1 🌲
Default Report 🔽	Three H	ole Punch	Collated	<b>V</b>
Sort Report By Purchase Ord	er Number 🔻			
Types to Print All Types Purchase Cancelled	=p	Ship Orders	Material Requisitions     Cancelled Material R	
Extension Calculation Revis	ed Order Quantity	▼ Prin	nt Original Unit Cost and Qi	uantity 🗾 🔽
Print Summary Report	Include Extend Print Sales Orde		Print Comments	Partial 🔻
Include Cancelled Lines  Selections	Print Sales Orde	er Information	Print Comments	Partial 🔻
Include Cancelled Lines  Selections Select Field	Print Sales Orde		Print Comments	Partial 💌
Include Cancelled Lines Selections Select Field Purchase Order Number	Print Sales Orde	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number	Print Sales Orde	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number Vendor Purchase Name	Print Sales Order Operand All • All •	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number Vendor Purchase Name Order Date	Print Sales Order Operand All • All • All •	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number Vendor Purchase Name Order Date Master Repeating Order Number	Print Sales Order Operand All • All • All •	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number Vendor Purchase Name Order Date	Print Sales Order All • All • All • All • All • All •	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number Vendor Purchase Name Order Date Last Receipt Date	Print Sales Order Operand All * All * All * All * All * All *	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number Vendor Purchase Name Order Date Master Repeating Order Numbe Last Receipt Date Last Invoice Date	Print Sales Order Operand All P All P All P All P All P All P All P	er Information	Print Comments	Partial
Include Cancelled Lines Selections Select Field Purchase Order Number Vendor Number Vendor Number Urder Date Master Repeating Order Numbe Last Receipt Date Last Invoice Date Completion Date	Print Sales Order All   All  All  All  All  All  All  Al	er Information	Print Comments	Partial

A new Purchase Order History Report provides extensive sorting and selection options, offering numerous ways to slice and dice the historical data to suit all your reporting needs.

It is important to note that the Purchase Order History Report will:

- Always print in landscape
- Print a "d" beside drop ship
- Provide subtotals for:
  - o Active
  - Complete
  - Cancelled

#### Purge Purchase Order History



Depending on the volume of purchase orders processed and/or the settings selected regarding the time to retain Purchase Order History, you may wish to purge history from time to time.

Customary purge criteria apply.

#### Purge Obsolete Purchase Orders

Purge Obsolete Purchase Orders was modified to allow entry of a Cancellation Code if the option for deletes is set to "prompt".

Sage 100 ERP	
Do you want to remove obsolete purchase orders dated on or before 1/31/2014?	
<u>Y</u> es <u>N</u> o	Cancellation Code
	Cancellation Code
	<u>QK</u> <u>C</u> ancel

#### Purchase Order "Copy From" Added

Creating a purchase order from scratch can be time consuming, particularly when a similar one already exists. In Sage 100 ERP, you can now simply copy an existing purchase order to create a new one from a number of possible sources.

Purchase Order Entry (ABC) 9/30/2014		
Order Number         0010019         1         1         4         >         1         =           1. Header         2. Address         3. Lines         4. Totals	User diane	 m 2 X
Order Date 9/50/2014 To Order Type Standard 0 Vendor No. Q Name	)rder  Master/Repeat P	/urchase 0rder
Drder Status New  Purchase Address Ship To Address Ieme Code Ship Via Warehouse	ABC Distributing Company	 urchase Order Receipt History ccounts Payable Invoice History
1099 Form None	Q	
Sales Tax E-mail Schedule Schedule Fax	Ext Batch Fax	Copy from:
Use Tax Comment On Hold Quick Print	Print Order 🕑	<ul><li>A prior Purchase Order</li><li>Purchase Order History</li></ul>
		<ul> <li>Purchase Order Receipt History</li> </ul>

Accounts Payable Invoice History

#### Redisplay Source Document after Printing Sales Order and Purchase Order Forms

Quick printing a Purchase Order form allows you to save time when you need to quickly review and verify the contents or quickly pass it along to a colleague.

The 2015 release improves usability and productivity by adding options on the Printing tab in Purchase Order Options to "Redisplay Source Documents After Quick Printing," eliminating the need for you to locate and reopen the document after printing.

Purchase Order Options (ABC) 3/25/2015	
1. Main 2. Additional 3. Generate 4. Entry	5. Line Entry <u>6</u> . Printing <u>7</u> . History
Register         Image: Information on Auto Recoder Listing           Print Landed Cost Allocation Detail on Register         Image: Image	Back Dider Fill Report Sott Report By Sales Dider V Only Pinit Items Received Include All Sales Dider Lines
Pint Return Orders         Image: Code Purchase Order Receivers           Pint Bar Code Purchase Order Receivers         Image: Code Purchase Order Receivers           Reddipley Source Document After Quick Printing         Image: Code Purchase Orders           AL IP Purchase Orders         Image: Return Orders	
	Accept 🛛 🔤 📿 🕢

#### Warehouse Field Added to Ship-To Address Maintenance

A warehouse field has been added in Ship-To Address Maintenance that will be used in the data entry tasks listed below if you select a record and enter a ship-to address:

- Material Requisition Issue Entry
- Purchase Order Entry
- Receipt of Goods Entry
- Receipt of Invoice Entry
- Return of Goods Entry

# Added the Batch Number and Document Number to "This order is currently being..." Dialogs

Are you familiar with this scenario? On a particularly busy day, you need to access a Purchase Order and up pops a message box indicating "This order is currently being ..." stopping you in your tracks. Somewhere, someone is trying to process the very order you need to review.



The 2015 release contains updates to the message dialog to include the batch number and document number locking the record. Now you know just where to go to clear the conflict so that everyone can quickly move on with their day.

#### Sort Options in Purchase Order Options, Generate Tab

There are two ways to generate a purchase order from a sales order, either directly from the actual sales order in Sales Order Entry or from the PO Menu option for Auto Generate from Sales Order.

Combine Sales Orders by Vendor     Ship To Address     Drop Ship Only       Use Sales Order Number as Purchase Order Number     Ship Yo A     Drop Ship Only       Apply Incremental Value to Purchase Order No. AI.     Beginning     F08     Drop Ship Only       Base PO Lines Required Date On     P/D Date     Confirm To     No       Base PO Lines Required Date On     P/D Date     E-mail Address     No       Print Auto Generate Listing Sorted by Customer Number     COGS Account for Drop Ship Lines     Image Address       Print Purchase Order Alter Generation     Print Purchase Order Contex Sales Order Entry     Image Address     Image Address       Soft Purchase Order Lines By     Item Code     Item Code     Item Code		in It
Item Code	purchas	se oi s the
	<b>Note:</b> C when "C Vendor"	Com

Currently, purchase orders are created in Item Code order. Now you can opt to generate the purchase order lines in the same order as the sales order by selection Sales Order Line No.

*Note:* Option is only available when "Combine Sales Orders by Vendor" is not selected.

#### Additional Vendor Memo Button Added on Header

In the 2015 release an additional instance of the Vendor Memo button is available above the tabs to make it easy to get to the memo from anywhere.

#### Screens Modified:

- Purchase Order Entry
- Receipt of Goods Entry
- Receipt of Invoice Entry
- Return of Goods Entry

🔓 Purchase O	rder Entry (ABC) 3/24/2015		
Order Number <u>1</u> . Header	0010014 2. [1 14 4 > 14 11 11 11 11 11 11 11 11 11 11 11 11	User	Copy From Defaults Vendor
Order Date	5/31/2010 Order Type Standard Order	•	Master/Repeat P0
Vender No.	ni-stev 🔍 🖺		

#### "Keep Open Print Dialog" after Printing Sales Order and Purchase Order Forms

Two check boxes have been added on the print window for both Sales Order and Purchase Order forms that give you the option to keep the window open after either printing or previewing the form.

#### Added to the following windows:

- Purchase Order Printing
- Purchase Order Printing (Quick Print)
- Return Order Printing
- Return Order Printing (Quick Print)

Form Code	STANDARD	٩,	Seject	<u>C</u> lear
Description	Preprinted Laser			
Number of	Copies 1	Collated 🗸	Multi-Part Form Enabled	Multi Part
Sort Orders	By Purchase 0	rder Number 👻		
Order Type	to Print All		Print Comr	nents Partial 💌
Order Statu	is to Print All		Print Exter	nded Item Description 🛛 🕅
Line 1 Mer				
Line 1 Mes: Line 2 Mes: Selections	-			
	sage	Operand	Value	
Line 2 Mes Selections Select Fiel	sage	Operand Equal to	Value 0010000	<b>Q</b>
Line 2 Mes Selections Select Fiel	sage Id Order Number			•
Line 2 Mes Selections Select Fiel Purchase	sage Id Order Number	Equal to All	- 0010000 -	•
Line 2 Mes Selections Select Fiel Purchase	sage Id Order Number	Equal to All	• 0010000	<b>Q</b>

In instances where there are multiple forms chained together (such as Sales Orders and Picking Sheets), when one or both of these check boxes are selected a new button, "Print Add'I Documents" is enabled after the first form prints. This button makes it faster and simpler to proceed with the rest of the printing sequence.

#### Columns Added in Purchase Order Receipt History Inquiry to Display Additional Costing Elements

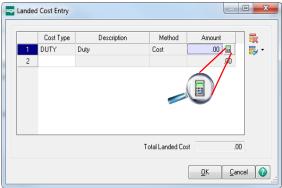
In order to improve visibility and usability, Sage 100 ERP 2015 includes additional columns in the Lines grid based on allocated costs selected in Purchase Order Options.

When scrolling to the far right in the grid you can now view:

- Allocated Landed Costs
- Allocated Freight
- Allocated Tax

		<u>3 Lines</u> <u>4</u> . Totals	1			
3.00	Unit Cost 1,545,300 401,100 1,145,800 575,800 22,604	Extension Comment 4,635,50 1,203,30 3,437,40 1,727,40 67,81	(	Allocated Landed 107.1 27.8 79.4 39.9 1.5	1 .00 3 .00 2 .00	
∢ Sci	roll all the	e way to the right	>	III	•	

#### Added Calculator Button to Landed Cost and Other Fields



Entering a Receipt of Goods involves more than just verifying a count if you are attempting to capture the true cost of goods. Depending on the structure of your landed cost categories, you may need to have a calculator handy to figure out what charges to add to each Cost Type.

To improve productivity and usability, version 2015 includes a new Calculator button in the Amount field of many dialogs like Landed Cost Entry.

#### **Control which Email Address Paperless Office uses to Email Documents to Vendors**

One of the major advantages of using Paperless Office is the ability to automatically distribute forms electronically instead of having to manually handle printing and distribution.

In Sage 100 ERP 2015, you can now opt to use the e-mail address entered in Purchase Order Entry or Return Order Entry used to deliver the document rather than automatically using the Vendor email address on file. The option is specific to each vendor by individual form, providing maximum flexibility in configuring the behavior to suit your needs.

Vendor No.	01-AIRWAY		Airway Property		
Document	P/0 Order	-			
<u>1</u> . Main	<u>2</u> . E-mail	<u>3</u> . Fax	1		
E-mail Option					
Use E-mail A	ddress in Data En				
Use Vendor	E-mail Address		lhenry@sage.sample.com		
-To Vendor	Contacts			•	
Contact	Code		Contact E-mail Address		
	۹,				
To Addition	nal E-mail Addresse	s			
				-	

### Inventory Management Tracking Items

#### Feature Summary – Inventory Management

Feature Description	(High Level) Benefit
Bar Code	
Improved Process for Correcting Rejected Import Records	Accuracy,
	Efficiency
Bill of Materials	
New Option Added to Synchronize Bill and Item Description	Clarity,
	Efficiency
Added the Ability to Launch Bill of Materials Maintenance from Item	Efficiency,
Maintenance	Productivity
Inventory Management	
Drill into GL Source Journal from Item Maintenance Transactions Tab	Efficiency
"Copy From" Added in Product Line Maintenance	Efficiency
Sort and Select by Item in the Item Audit Report	Efficiency
Exclude Item Vendors and Alias Items during "Copy From" in Item	Accuracy,
Maintenance	Efficiency
Last Physical Count Date Now Updates by Item and Warehouse	Accuracy,
	Efficiency

#### **Bar Code**

#### Improved Process for Correcting Rejected Import Records

Scanning a bar code saves a lot of time compared to manually entering data – that is as long as the record import is successful. A rejected record can really slow things down.

The addition of a Fix Entry button in the Rejected Import Maintenance window in the 2015 release of Sage 100 ERP simplifies correcting rejected records. You can now select a transaction and click this button to open the records containing the error. It's even smart enough to know if the error is in the line detail and take you directly to the line in question – bypassing the Header Edit window. An Error Message field has also been added to display the message associated with the failure.

#### **Bill of Materials**

#### New Option Added to Synchronize Bill and Item Description

A Bill of Material creates an Inventory Item. Both identifying numbers refer to the same entity. Yet in one module, the description may differ from the other. Maybe someone changed it in one place but not in the other.

A new option has been added to the Bill of Materials Options in the Sage 100 ERP 2015 release – Sync Bill Description and Item Description. Settings include Yes, No, or Prompt to determine when or if the descriptions will be synchronized.

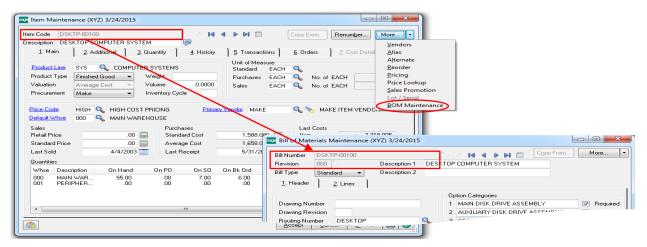
- Select "Yes" and when the two description fields contain the same value, an update to one field automatically updates the other one.
- Select "Prompt" and when the two description fields contain the same value, a message will appear when updating the value in one module asking if you want to update the other.

1. Main <u>2</u> . Entry <u>3</u> . Printing		
Require Bill Revisions Jse Option Bills Enable Engineering Change Control	V V V	Bill of Materials Maintenance Allow Kit Bills Allow Phantom Bills Allow Duplicate Components Allow Entry of Negative Quantities
<sup>2</sup> ost to General Ledger <sup>2</sup> roduction Entry Register in Detail Historv		Allow Enry of Regards deal nutes Allow Scrap and Yield Percentage Factors Maximum Number of Levels  Sync Bill Description and Item Description  Prompt
Retain Production History	✓	Yes Integrate with No
Segment Substitution Post Miscellaneous Charges by Warehouse		General Ledger
â/L Segment Selected for Inventory None		

**Note:** This feature only applies to items that do not have an extended item description. If the Require Bill Revisions check box is selected in Bill of Materials Options, only the current revision is synchronized.

#### Added the Ability to Launch Bill of Materials Maintenance from Item Maintenance

A link to Bill of Materials Maintenance has been added to the More button in Item Maintenance. When selected, Bill of Materials Maintenance will be launched with the bill number defaulted as the item code from Item Maintenance and the revision defaulted as the current revision of the bill.



#### **Inventory Management**

#### Drill into GL Source Journal from Item Maintenance Transactions Tab

Switching back and forth between modules to find related information can be time consuming, especially when you just need to quickly look at a single entry. In order to save you time and make the process easier, the 2015 release includes changes to the Transactions tab in Item Maintenance.

- A new column has been added to the transactions grid to displays the source journal number
- A new Source Journal Zoom button allows you to view detailed journal information about the selected transaction with a single-click of the mouse.

escription <u>1</u> . Main		2. Additional	TER FLE W/O LI		istory <u>5</u> . T	ransactions	. Orders <u>7</u> . 0	Cost Detail	
Warehous	e 000		CENTRAL WAR	REHOUSE				Ţ	
ns Date	Туре	Ref No.	Quantity	Unit Cost	Extension	Item Cost	Allocated Cost	SourceJournal	H
1/2020	IB	00000009	2,500.00	34.250	85,625.00	34.250	.000		
1/2020	IB	9	.00	.000	.00	.000	.000		-
3/2020	IT	TR-545	41.00-	33.646	1,379.49-	33.646	.000		
7/2020	IT	TR-7868	25.00-	34.250	856.25-	34.250	.000	()	₹5
5/2020	IP	PHYS C	2.00-	34.250	68.50-	34.250	.000		
9/2020 1/2020	IA IA	00000009 00000002	2.00 200.00	34.250 34.250	68.50 6.850.00	34.250 34.250	.000 .000	IA-000001	<u> </u>
1/2020	IB	00000002	10.00	34.250	342.50	34.250	.000		
1/2020	iB	1	.00	.000	.00	.000	.000		
1/2020	IT	00090010	10.00-	34.250	342.50-	34,250	.000		
1/2020	IT	90010	.00	.000	.00	.000	.000		
1/2020	PO	G001007	10.00	34.250	342.50	34.250	.000		
<ul> <li>Image: A set of the set of the</li></ul>									
	Beginn	ning Qty	Received	Ad	ljusted/Sold	Issued	i Enc	ding Qty	
		33.00	2,520.00		124.00	.00	2,	677.00	

**Note:** Journal information is available only for transactions entered after the upgrade to the 2015 release. Historical journal detail cannot be accessed using this method.

#### "Copy From" Added in Product Line Maintenance

Product lines are a great way to group like items for reporting and tracking purposes, for warehouse space management, or other categorization purposes. Depending on the needs of your business, you may find that you need to create new product lines and remembering key information to do so can be trying.

The 2015 release of Sage 100 ERP includes a new Copy From button in Product Line Maintenance to help with the process. Click the button and select the existing product line to copy from. Values from the source will be copied to the new record and you can opt to bring in the GL accounts.

roduct Line ACT			C	opy From	Apply	
<u>1</u> . Main <u>2</u> . 4	Accounts		Measure		1	
Product Type	Finished Good 🔍	Stand		a.		
Product Type Valuation		Purch		~		
	Average Cost 👻			No. of EACH		
Procurement	Buy 👻	Sales	EACH	🔍 No. of EACH		
Inventory Cycle			ĺ	👓 Copy From	<b>A</b>	2 <mark>2</mark>
Allow Back Orders			Tax Class			
Allow Trade Discount	t 🔄	Purch	ises Tax Class			
Inactive Item				Product Line		9
Explode Kit Items	Prompt -	Print F	eceipt Labels	Copy Accounts		
		Price	Code			
Commission Method	None	Warra	nty Code		οκ	Cancel (
Commission Rate	0.000%					
			Returns			
Base Commission	.00	Besto	king Charge Me	thod	None v	
			king Charge Ra		.000%	
Confirm Cost Increase	e in Receipt of Goods	E Hesto	and grandige Ha		.000/*	
Allocate Landed Cost	t					

#### Sort and Select by Item in the Item Audit Report

If you're tracking changes to items, it may be that you only want to see who made changes and what they changed for a specific item or range of items. Now you can sort the report by User Logon or by Item Code. Save time by only viewing the information you need to review.

Report Setting	STANDAR	D	۹,	S <u>a</u> ve •
Description	Item Audit I	Report		
Setting Options				
Туре	Public	~	Print Report Settings	Number of Copies 👘 1 🌲
Default Report	<b>V</b>		Three Hole Punch	Collated
	User Logon User Logon Item Code			
(	User Logon	Operand	Value	
	User Logon	Operand	Value	
Select Field	User Logon			
Select Field Item Code	User Logon Item Code	All	•	

#### Exclude Item Vendors and Alias Items during "Copy From" in Item Maintenance

Copying items in Item Maintenance can make things easier...except when data gets copied that doesn't make any sense. For example, you may not buy the newly copied item from the same vendor and chances any alias item numbers are not going to match.

With the 2015 release you now have the option to exclude those elements from the copy routine, providing you the option to create a new item with a clean slate in these areas but the advantages of the time savings that come from copying.

F Item Maintenance (	ABC) 3/26/2015				
tem Code TEST			▲ ▶ ▶ ■ □□□	Copy <u>F</u> rom	Renum <u>b</u> er
<u>1</u> . Main <u>2</u> .	Additional	Copy From	1	(?) ×	7. Cost Detail
Product Line					
Product Type Finish	ned Good 👻	Item Code 4886-18-14-	3	9	ACH 1
Valuation Stand	dard Cost 👻				ACH 1
Procurement Buy	-	Copy Item Vendors			
		Copy Item Vendors: Copy Alias Items			
Price Code		Copy Alias Kellis			
Default Whee 000	🔍 CENTRAI			ancel 🕜	
Sales					
Retail Price	.000.	Standard Cost	.000	Item	.000
Standard Price	.000	Average Cost	.000	Allocated	.000
Last Sold		Last Receipt		Total	.000
Quantities					
Whse Description	On Hand	On PO On SO	On Bk Ord Committe	ed Available	In Shipping On ⊢
•					•
			_	~	~ ~ ~ ~
<b>1</b>			[	Accept Cance	el 📔 <u>D</u> elete 🛛 📇 🕜

Note: Similar check boxes were added to the Item Maintenance "On-The-Fly" window as well.

#### Last physical Count Date Now Updates by Item and Item / Warehouse

You do your physical count by warehouse. Depending on the number of warehouses you have, you may not count all warehouses for a single item on the same day. How that information is recorded and displayed was revamped in the 2015 release, making it easier to complete physical count. The last physical count displays in Item Maintenance / Inquiry on the Additional tab as well as on the Quantity tab by warehouse (as shown below).

n Code scription <u>1</u> . Ma	1001-HON-H25 HON 2 DRAWE	R LETTER FLE	W/OLK 🌾		Filler 5. Transaction	ons] <u>6</u> . Order	s <u>7</u> . Cost	Copy <u>F</u> rom	Renum <u>b</u> er	More
Standard Whse	d Unit of Measure Description	EACH On Hand	On PO	On SO C	)n Bk Ord C	ommitted Ava	ilable In Ship		Ship Last Counted	
000 001 002 098	EAST WA EAST WA WEST WA SCRAP W	2.677.00 992.00 1.519.00 1.00	11.00 .00 .00	00 3.00 12.00 .00	.00 .00 10.00 .00	.00 2,6 3.00 9	77.00 39.00 37.00	.00 2,677 .00 992 .00 1,519	00 4/30/2020 200 4/30/2020 300 4/30/2020 300 4/30/2020 4/30/2020	
	On Hand	On PO	On SO	On Bk Ord	Committee	d Available	In Shipping	On Hand Less Ship		_
Totals	5,189.00	11.00	15.00	10.00	25.00	5,164.00	.00	5,189.00		

The date of the last count for each item and item and individual warehouse is now recorded and new columns have been added to Inventory Management and Inventory Inquiry to display the details of that information in the following locations:

- Additional Tab
- Quantity Tab
- Quantities Grid on Main Tab

### Sales Order Getting Product into the Hands of Customers

#### Feature Summary – Sales Order

Feature Description	(High Level) Benefit
Additional Customer Memo Button Added on Header	Usability, Efficiency
Batch Number Added to Sales Order Entry Message	Usability, Efficiency
Added Ability to Omit Orders on Hold When Printing	Efficiency
Calendar Button Added to Multiple Fields	Efficiency
Calculator Button Added to Tax Amount field	Accuracy, Efficiency
Warning When Quantity Packed Does Not Match Quantity Shipped	Accuracy
Changes to Additional Fields Information	Accuracy
Option to Keep Window Open After Print or Preview	Efficiency
Ship Via Added to Customer Ship-To Address Maintenance	Efficiency

#### Additional Customer Memo Button Added on Header

In the 2015 release an additional instance of the Customer Memo button has been added above the tabs to make it easy to get to the memo from anywhere.

Sales Order	r Entry (ABC) 4/6/2015		
Order Number	0000115	Copy Erom Defaults Customer.	Credit
<u>1</u> . Header	<u>2</u> . Address <u>3</u> . Lines	4. Totals 5. Credit Card User DefaultUser	5
Order Date	5/18/2010 🛅 Orde	Type Standard Order	
Customer No	01-ABF	🔍 🚉 📋 American Business Futures	
Cust PD	VERBAL		
		Ship To Addr 1 American Business Futures	
		Terms Code 01 🔍 Net 30 Days	
Ship Date	5/31/2010 🚞	Ship Via UPS BLUE Q FOR DESTRICT	
		Confirm To Artie Johns	

#### Batch Number Added to Sales Order Entry Message

Sometimes you may need to access a particular Sales Order while it is processing, but a message pops up indicating "This order is currently being ... " Somewhere, someone is trying to process the order you need to review and until it clears you cannot gain access. In the 2015 release, we've updated the message dialog to include the batch number locking the record. Now you know just where to go to clear the conflict so that everyone can move on with their day and avoid not only the delays and loss of productivity but also the potential for data corruption.

	TANDARD Iain	٩		Select	<u>C</u> lear	
Number of Cop	es 1 +	Collated 🗸	Multi-F	Part Form Enabled	Mult	ti Part
Sort Orders By	Order Nu	imber 👻				
Order Type to F	Print	All	•		Print Comments	Partial 🔻
Print Orders On	Hold					
Print Orders On	Hold					
Print Orders On	Hold					
Line 1 Messagi	3					
	3					
Line 1 Messagi	3					
Line 1 Messagi Line 2 Messagi	3	Operand	Value			
Line 1 Message Line 2 Message Selections	3		▼ Value			
Line 1 Messag Line 2 Messag Selections Select Field	3	Operand				
Line 2 Message Selections Select Field Order Number	3	Operand All	•			

Ability to Omit Orders on Hold When Printing

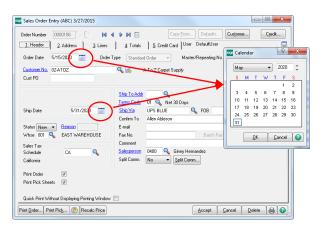
Orders are put on hold for some reason and you may not want to print them. In this release, a checkbox has been added in Sales Order Printing to "Print Orders On Hold".

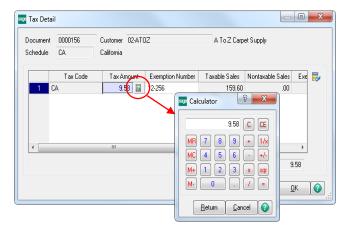
By default the box is checked so that all orders are printed. Simply uncheck the box when you don't want to print orders that are on hold.

#### **Calendar Button Added to Multiple Fields**

Selecting dates for entry is typically easier when using a calendar.

Depending on the type and status of the Sales Order, calendar buttons now appear next to date fields in Sales Order Entry to assist you in quickly selecting the correct date in the 2015 release of Sage 100 ERP.





### Calculator Button Added to Tax Amount Field

Verifying a sales tax amount or calculating that amount to enter an override may require the use of a calculator. Sage 100 ERP includes this tool in the 2015 release. When accessing the Tax Detail window from either Sales Order Entry or Invoice Data Entry and clicking in the Tax Amount field, a calculator button appears. Clicking the button opens a handy calculator allowing you to quickly and accurately enter the appropriate values and arrive at the proper tax amount.

# Warning When Quantity Packed Does Not Match Quantity Shipped

The 2015 release of Sage 100 ERP includes a new message that appears in Shipping data Entry when the quantities don't match, giving you an opportunity to correct the situation as soon as possible in the process.

# Changes to Additional Fields Information

Inconsistency can be distracting and cause confusion. The following changes in the 2015 release improve cross-product consistency:

- Information is now displayed in the Product Type, Product Line, and Price Code fields.
- 2. Information in the Costing field is now formatted correctly.
- 3. Bill options are now listed in the same manner as they are in Sales Order Entry.
- The user logon of the person who created the sales order is now displayed in the upper-right corner of the Sales Order and Quote History Inquiry window.

Sales Order and Que	ote History Inquiry (ABC) 3/27/2015	
	64 🥻 🖌 14 4 🕨 141 🛅 ddress 👌 3. Lines 👌 4. Totals 🛛 User DefaultUser	4
Line No. DEL 1 2 X-DELA	Item Code         Item Description           6650.26-16-11         SOUND CVR 26'W 16'D 11'H           / ARS-9101         ART SPECIALTY WALNUT CND	Ordered Unit Price S 1.00 259.000 1.00 89.950 2 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Line 1 Item Code 6650-26	-16-11 SOUND CVR 26"W 16"D 11"	
Sales Account COGS Account Tax Class Date Promised Discount % Warehouse Prioduct Type Prioduct Type	400-01-00         Distribution sales (history)           450-01-00         Purchases           TX         5/31/2020           000         Drop Ship           .000         001           EAST WAREHOUSE         1           2         1	53.00
Product Line Price Code Costing Vendor Number	PS&A PRINTER SUPPLIES & ACCESS	<u>QK</u>
Purchase Order No. PO Required Date		OK

# Option to Keep Window Open after Print or Preview

New check boxes have been added to a number of windows in Sales Order to allow you the option to keep the print window open after either printing or previewing the form. Additionally, the option to Print Add'I Documents button has been added for use when printing chained forms. The improvements were added to the following windows:

- Additional Packing List Printing
- Additional Packing List Printing (Quick Print)
- COD Label Printing
- COD Label Printing (Quick Print)
- Invoice Printing
- Invoice Printing (Quick Print)
- Packing List Printing

- Picking Sheet Printing
- Picking Sheet Printing (Quick Print)
- Sales Order Printing
- Sales Order Printing (Quick Print)
- Shipping Entry Label Printing
- Shipping Label Printing
- Shipping Label Printing (Quick Print)

# Ship Via added to Customer Ship-To Address Maintenance

With the 2015 release you can now assign the shipping method to each shipping address using the Ship Via field in the Ship-To Address window, making shipping more convenient and saving you time.

# Feature Summary – Security

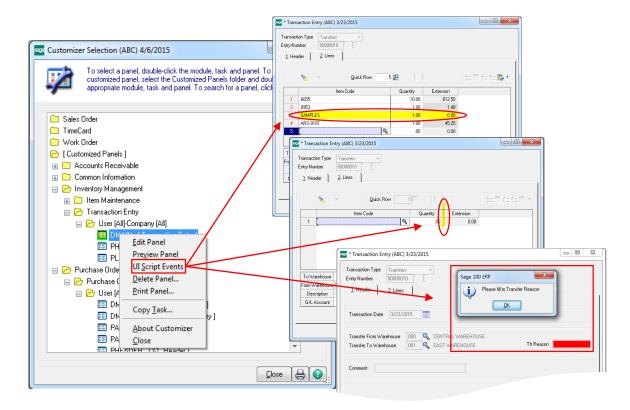
Feature Description	(High Level) Benefit
New UI Script Events Tool in Custom Office	Security, Ease of Use
Improved Documentation on How to Add Additional "Real Estate" on Panels and Forms	Maintenance, Usability
System Activity Log	Security
Module Option to Control Printing and Export to Excel from ALE Lookups	Security
Module Option to Control Sage Intelligence Report Viewer	Security
Control Access to Inventory Transactions by Entry Type	Security, Ease of Use
Separate Role Maintenance for Item Vendor Maintenance accessed through Item Maintenance	Security
Color code frame by Company	Ease of Use, Security

# New UI Script Events Tool in Custom Office

The new UI Script Events tool provides you more control and freedom over customizing the solution to meet your business needs, providing improved ease of use and mitigating the risk of user error during data entry.

Some examples of what you can do with the new UI scripting tool are shown on page 39, including:

- Hiding columns based on a role or other value
  - In the sample image, the cost column has been removed
- Highlight grid rows to call out special items
  - In the sample image, the "sample" line is highlighted
- Add a different background/text color to fields for emphasis
  - In the sample image, the background of the user defined field (UDF) is highlighted
- Add User friendly and timely messages
  - In the sample image, the user has attempted to leave a required field empty



# Improved Documentation on How to Add Additional "Real Estate" on Panels and Forms

With the 2015 release, documentation on how to use the Customizer tool to extend the size of a panel or form to accommodate your user-defined fields was improved.

# System Activity Log to Show Option Changes

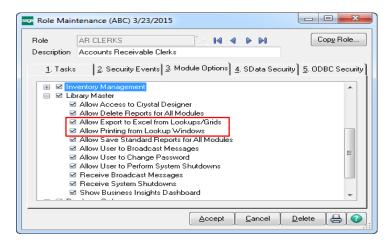
For framework modules only, the System Activity Log now displays which options are changed when any of the Setup Options records are updated. You can easily drill down into detail from the Main Activity Log to see more information.

Туре	Date/Time	Description	Company	User	Error		
System Setup Options. System Setup Options.	04/05/2015 11:01:38.30 04/03/2015 21:53:59.13 04/03/2015 21:49:20.02 04/03/2015 21:46:16.81 04/03/2015 21:36:01.71	User Successfully Authenticated (from W., A/R System Parameters Changed (Dpent). User Successfully Authenticated (from W., P/O System Parameters Changed (Alloca., P/O System Parameters Changed (Alloca., P/S Company data conversion to version., KFG Company data conversion to version., AB/C Company data	ABC ABC ABC ABC ABC ABC ABC XYZ XYZ XYZ EEC EEC EEC ABX ABC ABC	Deb Deb Deb Deb Deb Deb Deb Deb Deb Administrator Administrator Administrator Administrator Administrator Administrator Administrator		Activity De Date Type Company Error Info Description	4/3/2015 Time 06:33 PM System Activity ABC User Administrator Module SY
4		III .			E.		

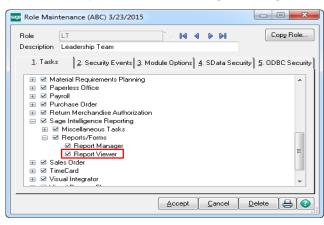
# Module Options Added to Control Printing and Export from ALE Lookups

Protect your valuable data, such as customer and vendor lists, by controlling who is allowed to print or export to Excel.

- The Allow Export to Excel from Lookups/Grids option allows you to disable exporting the information listed in lookup windows and grids to Excel.
- The Allow Printing from Lookup Windows option allows you to disable printing the information listed in the lookup window.



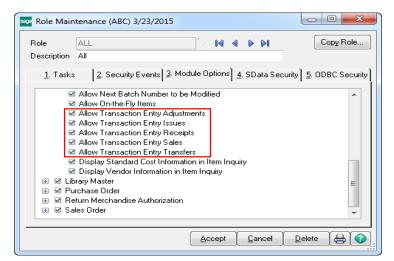
#### Option for Report Viewer for Sage Intelligence Reporting Added in Role Maintenance



Set an extra layer of security around sensitive business data by determining which user roles have access to view Sage Intelligence reports.

# **Module Options for Transaction Types**

Loss prevention is an issue every business should be concerned with, especially when there is-inventory sitting on the shelves. New module options have been added to provide enhanced control over who can access and transact with your valuable inventory to complete sales, transfers, adjustments, issues, and receipts.



#### Security Options Added for Item Vendor Maintenance

With the 2015 release, you are now able to set different levels of security for Item Vendor Maintenance than for Item Maintenance, providing an extra layer of security around who you allow to see information regarding vendors.

sege Role Main	tenance (ABC) 3/23/2015		
Role Description	Wse Mgr Warehouse Manager	<u> </u>	Copy Role
<u>1</u> . Tasks	2. Security Events 3. Mod	ule Options] <u>4</u> . SData :	Security] <u>5</u> . ODBC Security]
	🛛 🗹 Buyer and Planner Code Ma	intenance	*
E			
	⊠ Remove ⊠ View		=
E	<ul> <li>Item Vendors Maintenance</li> <li>Create</li> <li>Modify</li> </ul>		
	⊠ Remove ⊠ View		-
		Accept Cance	
[L			

# Color Code Frame by Company

Clearly differentiate between live companies, those used for testing/demoing, and those that are copied for backup or retained for historical record-keeping. A new option has been added to the Background Color by company feature in Company Maintenance to allow you the option to apply the company-specific colors to the frame instead or in addition to the background color. Making use of this great feature can reduce the risk of accidently entering data into the wrong company.

Sales Order Entry (ABC) 2/19/201	Company Maintenance (ABC) 2/19/2015		
Order Number	Company Code ABC		Activate Corrvert Eemove Copp
Order Date	1. Main 2. Preferences 3. Credit Cards 4. E-mail Miscellaneous	<u>5</u> . Fax	
Eustomer No.	Print User Logon on Reports	Cha	Sales Order Entry (ABC) 2/19/2015
Cust PO	Use Workstation Default Printer for STANDARD Report Setting		Order Number 0000103 1 2 [ 1 14 4 1 11 [ Copy From Defaults ] Customer Credit
	Use Workstation Default Printer for STANDARD Form Code		1 Header 2 Address 3 Lines 4 Totals 5 Credit Card User DefaultUser
	Allow External Access		Order Date 5/31/2010 Crder Type Repeating Order - Cycle Code
	Return City Names in All Caps		
	Data Location C:\Sage\Sage 100 Advanced ERP\M/	\S90\MAS_ABC\	Customer No. 02-ORANGE 🔍 🖳 Orange Door & Window Co.
Ship Date	Payroll Data Location C:\Sage\Sage 100 Advanced ERP\MA	AS90\MAS_ABC\	Custo
	Display Inactive Customers in ALE Lookups		Last Order Date Ship To Addr Q
Status New 👻 Beason	Display Inactive Vendors in ALE Lookups		Last Order No. Terms Code 02 🔩 2% Ten Days, Net 30 Days
Whee -	Date Settings		Expire Date 12/31/5999 📷 Ship Via UPS BLUE 🔍 FOB
Sales Tax	Prompt for Accounting Date		Sales Order Entry (XYZ) 2/19/2015
Schedule	Auto Set Accounting Date from System Date		Order Number 0000005 🗇 🔯 📢 🌒 🎬 Copy From Defaulta Customer Credit
	Restrict Accounting Date to Current and One Future reriod		S
	Background Color		
Print Order			C Order Date 5/31/2003 TOrder Type Back Order -
Print Pick Sheets	PGP Value 190 254 192 Color No	Text	F Customer No. ELECT Q Electronic Supply Company
	Frame	ex	r Latro
Quick Print Without Displaying Printin	Julah Satujaga		Last Invoice Date Ship To Addr
	Enable Web Services		Lest Invoice No. Items Code 01 🔍 Net 30 Days
Print Order Print Pick 💭 Recal			Prie Ship Date 5/31/2003 T Ship Via UPS BLUE Q FOB Continn To Carl Quintan Q
-	📃 Use as Default Company for Server Settings	Accept Cance	el Status Open v Reason E-mai
			Wrise 000 % MAIN WAREHOUSE Fax No. Batch Fax
			Salns Tax Comment
			Schedule CA 🔍 Salessenson 0001 🔍 Mark Schwinn
			California
			Print Order
			Print Pick Sheets 🔽
			No. of Ship Labels 1
			Quick Print Without Displaying Printing Window
			Print Order   Print Rich 🕐 Recalc Price

# Paperless Office Saving the Environment and Expenses While Delighting Business Contacts

## Feature Summary – Paperless Office Enhancements

Feature Description	(High Level) Benefit
The Amyuni Printer Driver Updated to Version 5.0.0.9	Maintenance
Added Direct Access to the Associated Paperless Office Viewer	Efficiency; Productivity
Added New Paperless Office Reports and Registers	Save Money
Improved performance when printing checks and extended stubs to PDF through Paperless Office	Efficiency

#### The Amyuni Printer Driver Updated to Version 5.0.0.9

The Amyuni driver is used to create the "Sage 100 PDF Converter" printer which is utilized by Paperless Office for PDF creation. The driver has been updated to version 5.0.0.9 in Sage 100 ERP 2015.

# Added Direct Access to the Associated Paperless Office Report Viewer

How many times have you been frustrated over not being able to easily view a report you just generated when using Paperless Office? Now you can save a lot of time by using the Report Viewer in the Save drop down menu to quickly access associated Paperless Office reports.

eport Setting STA	NDARD		9			S <u>a</u> ve 🔻
escription Cus	tomer Listing					Save
Setting Options						S <u>a</u> ve As
Type Pub	olic 👻	Pri	nt Report Settings		Number of Copies	<u>D</u> elete
Default Report 🛛 🔽		T۲	ree Hole Punch		Collated	<u>R</u> eport View
Sort Report By Custo	omer Number	•	]			
Options						$\equiv$
Customers to Print	Active Only		•			
Report Type to Print	Customer Ini	ormation		·		
Additional Information						
Print Customer Memos		Print Tax	Exemption Numbers			
Print Customer Contact:	s 🔲	Print Inte	ernet Information			
Print Customer Credit Ca	ards 📃	Print Pap	erless Delivery Optio	ns 📃 🛛 F	rint Split Commission Info	rmation 📃
Print Ship To Addresse:	s 🔲					
Selections						$\equiv$
Select Field	Opera	nd	Value			*
Customer Number	All	-				E
Customer Name	All	-				
Salesperson	All	-				
Customer Type	All	-				_

# Added New Paperless Office Reports and Registers

The following reports and registers can now be printed using Paperless Office.

Module	Report / Register
Accounts Payable	Vendor Contact Listing
	Repetitive Invoice Listing
Accounts Receivable	<ul> <li>Repetitive Invoice Listing</li> </ul>
	Customer Contact Listing
Custom Office	<ul> <li>Customizer Summary Report</li> </ul>
	Customizer Detail Listing
General Ledger	Sage Payroll Services Activity Log
Inventory Management	Item Valuation Change Register
	Standard Cost Adjustment Register
	Missing Count Card Listing
Library Master	Role Report
	User Report
	Activity Log Report
Purchase Order	Vendor Purchase Address Listing
Return Merchandise	RMA Receivers
Authorization	Generate Transactions Listing
Custom Office	<ul> <li>Customizer Summary Report</li> </ul>
	Customizer Detail Listing
Sales Order	Customer Ship-To Address Listing
Visual Integrator	Job Listing
	Data Dictionary Listing

# Business Intelligence / Reporting Take Your Business Intelligence to the Next Level

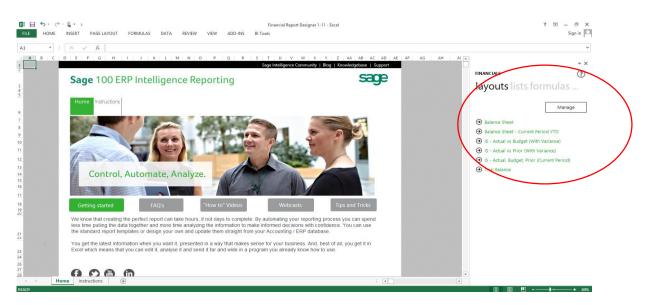
## Feature Summary – Intelligence Reporting Enhancements

Feature Description	(High Level) Benefit
Refreshed All Reports	Maintenance
New Financial Report Designer	Efficiency; Productivity
New One-click Access to Report Layouts	Efficiency; Productivity
New Folder and Report Structure in Report Manager – Financials and Consolidation	Efficiency
New Missing Accounts Tool	Efficiency
Now Use a Single Rollup Code for Each Rollup Type as a Parameter in Formulas	Efficiency
Larger Range of Account Separators Available	Ease of Use
Online Help files have been added for immediate access to updates	Ease of use, Efficiency

#### **Refreshed All Reports**

All the reports have been updated in Sage 100 ERP Intelligence Reporting, providing a more modern look and feel.

# New Financial Report Designer



The Financial Report Designer has improved performance and ease of use enhancements for Excel users of all levels of experience. The new Financial Report Designer has merged the functionality of the Report Designer and the Report Designer Add-In into one report, giving you two methods to create your financial reports depending on your Excel knowledge.

The Layout Generator is great if you are not as experienced and comfortable designing your own Sage Intelligence Reports in Excel. This feature provides a quick and easy wizard type approach to Sage Intelligence Report creation by giving a step by step guide to adding rows and columns as well as parameters by which the report will be filtered. In Sage 100 ERP 2015 Intelligence reporting the Layout Generator has been modernized. You still have the same great functionality and flexibility but now with a modern, easy to use interface.

With the new, modernized Layout Generator, row sets are the way that you define the groups of rows that you would like to see in your layouts. You now have the option to access the Layout Generator from the BI tool tab as well as from the Layouts option in the Task Pane.

Grouping of accounts is now handled using row sets. Row sets define the structure of rows to use in a report. Row sets or groups of accounts replace the need for mapping and can be created and saved to use again with multiple reports.

Row sets give you a lot of flexibility in that you can create rows based on standard account groupings like Account Categories or Account Types as well as create custom groupings using account ranges, wildcards and mathematical functions. The rows that you create and select when building a layout will translate directly to the rows that you see in your report when the layout is generated. Row Sets are also centrally stored and managed in the Layout Generator so you can use them across other layouts of the same type.

description Assets Liabilities Equity preview chart of accounts ABC 300- ABC 320-	Rollup Type 1 Code         Common stock           Rollup Type 2 Code         Paid-In capital           Rollup Type 3 Code         Paid-In capital	Insert 🕂 Clear (X Save 🕞 Help 🍞
---	---	--

The row sets that are provided out-the-box in Intelligence Reporting are Income Statement, Balance Sheet, Non-Financial and Account Category and these are all based on account categories.

If you are more familiar with Excel, the new Task Pane provides you with not only a 100% Excel reporting experience, but greatly enhances it by providing instant and dynamic access to data within your General Ledger accounts. The Task Pane also provides you with a set of formulas that make financial calculations quick and easy.

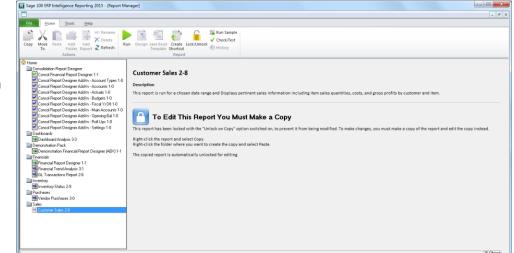
#### New One-click Access to Report Layouts

A convenient feature has been added to the Task Pane in Sage 100 ERP 2015 Intelligence Reporting, which has the ability to run out-the-box report layouts directly from the Task Pane at the click of a button. The "Manage" button has been added for quick and easy access to the Layout Generator.

## New Folder and Report Structure in Report Manager – Financials and Consolidation

The folders in the Report Manager have been re-organized to encompass the new report structures. The Financials folder now includes the latest Financial Report Designer which again includes the Task Pane and the Layout Generator together, in the same report.

If you want to consolidate companies within financial reports the Consolidation Financial Report Designer and all its sub-reports can be found in the Consolidated Report Designer folder.



# **New Missing Accounts Feature**

Save immense amounts of time in the process of updating reports by using the new Missing Accounts feature to detect accounts that are missing from a report. This is done by comparing what exists in the general ledger to what is in your current reports. The missing accounts are presented in a new excel worksheet for either just your current sheet, or for all reports (depending on your selection in the missing accounts menu).

_	LAYOUT FORMULAS DATA REVIEW		al Report Designer 1-1new1 - Excel			? ॼ — ♂ × Sign in [⊡	
I2         *         I         X         fc           1         Company         ABC         1         Company         ABC           2         Fiscal Year         2020         3         Budget Code         4         Reporting Tree Unit         6	C D	E F OI Prior Closing Balance 01 Close	G H	1 J Closing Balance 03 Price	K L	TINNICIALS TO LOOIS layouts list	financials ( tools layouts list
12 13 Assets 48 49	1 377 1		1 457 389 1 224 89		1 209 149	Missing Accounts Lists all GL accounts in the chart of	
	y 2317 1 115 5 d Earnings - Current Year 29 8	i31 942 637	300 239         240 18           1 115 531         942 63           41 619         47 71	7 1 115 531	242 666 942 637 46 645	accounts which are not appearing in your report.	Missing Accounts
84 85 Total Eg 86 87 88 Total Li 89	quity 1 145 3 iailities & Equity 1 377 1		1 157 151 990 35 1 457 389 1 230 54		989 282 1 231 948		Lists all GL accounts in the chart of accounts which are not appearing in your report.
90 91 92 93 94 95							View Current Sheet
96 97 98 99 99 90 90	Balance Sheet				Þ	×	All Sheets

You can now send reports with calculated values as well as embedded formulas. All you need to do is uncheck the "Convert each worksheet to static values" checkbox.

This feature gives your recipients much more flexibility with the reports as they can now determine how these results were derived.

Email File Pu	blish FTP
Enable Email —	
Cc	
Bcc	
Subject:	
🖌 🖻 🕻	👌 🏂 🤊 🥐 Segoe UI 🔄 🔲 🛛 B I 🛄 A 🗛 🔛 🗄 🚍 🚍 🐺
File name:	
File name: Format:	Evoel Workthook (* steer)
	Convert each worksheet to static values
Format:	Convert each worksheet to static values           Oracle         Oracle

#### Now Use a Single Rollup Code for Each Rollup Type as a Parameter in Formulas

Rollup types and Rollup Codes are existing functionality in Sage 100 ERP and they allow users to report on and filter by preconfigured general ledger structures. In Sage 100 ERP 2015 Intelligence Reporting you can start using Rollup Codes as parameters in formula's as well as to specify row sets. For the initial release of Sage 100 ERP 2015 Intelligence Reporting, only a single Rollup Code per Rollup Type will be accepted in a parameter, however in future releases multiple Rollup Codes for each Roll up Type will be accepted.

#### Larger Range of Account Separators Available

Sage 100 ERP 2015 Intelligence Reporting now also supports a larger set of account separators, as well as alphanumeric characters in General Ledger account numbers.

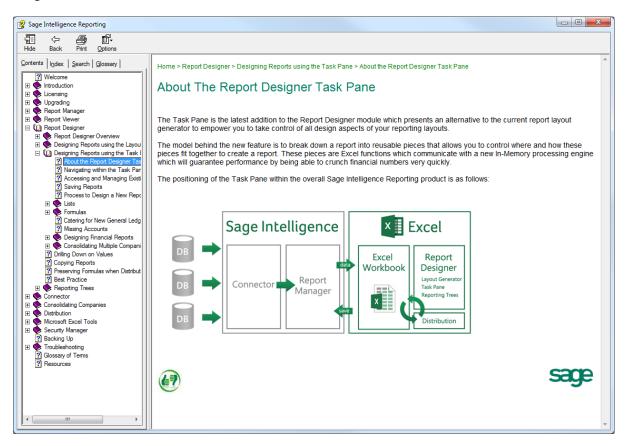
Segment 1 Segment 2 Segment 3 Segment 4
Segment Separators

The Report Designer has been extended to support the following account segment separators allowing for a more consistent experience when reporting in Excel.

<ul> <li>- (Dash)</li> </ul>	<ul> <li>^(Caret)</li> </ul>
<ul> <li>/ (Slash)</li> </ul>	& (Ampersand)
• \(Backslash)	• : (Colon)
. (Full stop)	<ul> <li>&lt; (Greater than)</li> </ul>
# (Number sign)	<ul> <li>&gt; (Less than)</li> </ul>
% (Percentage)	* (Asterisk)

## Online Help files have been added for immediate access to updates

The Sage 100 ERP Intelligence Reporting help file is now hosted online. This provides you the ability to access user assistance without delay. Additionally, the user assistance in the Report Designer is context sensitive.



For example, depending on what tab you are in in the Task Pane, the help file will open at that specific location. This is a great resource for understanding all the features available in Sage 100 ERP 2015 Intelligence Reporting.

# Usability Features Making It Easier For You to Work

#### Features Summary – Usability

Feature Description	(High Level) Benefit
Added Option to Default Current Module across Company Codes	Usability
Prepopulated Country Codes with ISO Standard Codes	Usability
Added Option in Country Code Maintenance to Require State Code	Usability
Added Canadian Postal Code Capability	Usability
New Fields Added on User Logon Screen	Return on Investment; Usability
User Lookup Wizard Added to Lookup Windows	Usability

#### Added Option to Default Current Module across Company Codes

UserLogon First Name	ABC	Last Name	De Del		Co Liser Code	py <u>R</u> ename
Password	Cor	nfirm Password		Customization Group	Expires	
E-mail	linda.cade@sage.com			Job Title	Owner/Partner/Pri	
Low Spee Lookup L [ENTER]	ecimal Point ed Connection imit for Initial Display Key Like [TAB] Key for G		Use Gra Partial L Prompt I Default	ic Logoff Delay in Minutes phic Report Format ookup Default ior Company Code Report Preview Zoom	V Begins with	•
	eduction Amounts in Rec ′eb Services		Retain	fodule on Company Chang	e 🔳	

During the course of a day some users perform the same tasks across numerous company codes. A receivables clerk might enter cash receipts in three different companies in a single day. A customer service representative might need to access records for any one of your companies, but spend all of their time in only a couple of modules. With the 2015 release, they can now move between companies while retaining the module they are working in, making life much simpler.

# Prepopulated Country Codes with ISO Standard Codes

In today's global economy, it is important to have the correct coding for addresses outside your local area. In the Sage 100 ERP 2015 release the country codes are prepopulated in the table with the ISO standard codes for your convenience.

Country List				
Country Code	Name	Alt. Country Code	Phone Code	ISO Cou 📤
USA	United States	US	1	840
ABW	Aruba	AW	297	533
AFG	Afghanistan	AF	93	004
AGO	Angola	AO	244	024
AIA	Anguilla	AI	1	660
ALA	Åland Islands	AX	358	248
ALB	Albania	AL	355	008
AND	Andorra	AD	376	020
ANT	Netherlands Antilles	AN	599	530
ARE	United Arab Emirates	AE	971	784
ARG	Argentina	AR	54	032
ABM	Armenia	AM	374	051
ASM	American Samoa	AS	1	016
ATA	Antarctica	AQ	672	010 👻
4				
Search Coun Filters	try Code	ith 🔻		Eind
		<u>S</u> elect	Cancel	Z   =   0

# Added Option in Country Code Maintenance to Require State Code

Country Code Maintenance is also the location of another time saving feature. Global commerce has magnified the importance of complete addresses. Gone are the days when you could address a delivery to simply the nearest postal service and trust that it would be delivered. More and more countries are adopting state codes to segment their population. Now you can force entry of a state code, when required.

Country Code Mainte	nance (ABC) 3/27/2015
Country ABW	14 4 6 61
Name	Aruba
Alternate Country Code	AW
Phone Code	297
ISO Country Code	533
State Code Required	
	<u>Accept</u> <u>Cancel</u> <u>D</u> elete 🖨 🕢

# Added Canadian Postal Code Capability

There is a new option during the installation process for Sage 100 ERP 2015 to install Canadian Postal Codes. Once these codes are installed, they can they be maintained in ZIP code maintenance.

#### New Fields Added on User Logon Screen

If you have opted to participate in the Sage Product Enhancement Program, two fields, Job Title and E-mail Address, have been added to the User Logon screen. This information will help the Sage 100 ERP Team learn more about who uses the software and to send occasional product-related emails related to the selected role to provide information on product features and helpful tips and tricks along the lines of what have been provided at some of your favorite Sage Summit lessons.

# User Lookup Wizard added to Lookup Windows

Customizing a lookup window can make any task go faster by allowing you to view the most useful information in the lookup window. The 2015 release of Sage 100 ERP adds a User Lookup Wizard button next to the Custom button in any lookup window. Of course, you must have the appropriate security setup to access the Lookup Wizard button.

Customer No	Name	Status	Zip Code	Phone Number	Sort 🔶
01-ABF 01-ABS 01-AVNET 01-BRESLIN 01-HILLSB 01-INACTIV 01-NACTIV 01-MAVRK 01-RSSUPPL 01-SHEPARD 02-ALLENAP 02-ALLENAP 02-AMERCON 02-AUTOCR 02-BAYPYRO	American Business Futures ABS - Sage cloud for invoices Avnet Processing Corp Breslin Parts Supply Hillsboro Service Center Inactive Customer ""INACTIVE ** Maverick Papers R & S Supply Corp. Shepard Motorworks Allen's Appliance Repair American Concrete Service A To Z Carpet Supply Autocraft Accessories Bay Pyrotronics Corp.	Active Active Active Active Active Active Active Active Active Active Active Active Active	53205-1204 92660 53120 53266 53151 53205-1204 60601 53126 53151 92875 92625 92661 92661-0002 92257-0001	(414) 555-4787 (349) 555-7814 (414) 555-2635 (414) 555-9654 (414) 555-9654 (414) 555-8747 (312) 861-1200 (414) 555-8747 (414) 555-5587 (414) 555-56544 (714) 555-2134 (714) 555-2134 (714) 555-2134 (714) 555-2134 (714) 555-2134 (714) 555-9654	AME AME AVN BRE HILL = INAL R&S SHE ALL AME ALL AUT BAY
Search Custo Filters	mer No 🔹 Begins wi	ith 🔻			<u> </u>
Custom	kup Wizard		Selec	t Cancel	<b>R</b> A

# Integrated Sage CRM 7.3 Simplifying Customer Relationship Management

## Feature Summary – Enhancements to Sage CRM 7.3 Integration with Sage 100 ERP

Feature Description	(High Level) Benefit
Launch Sage 100 ERP RMA Entry from Sage CRM	Efficiency,
	Control
Reordered the Main Menu in the CRM module	Ease of Use

# Launch Sage 100 ERP RMA Entry from Sage CRM 7.3

In the 2015 release of Sage 100 ERP we have provided direct access to Return Materials Authorization (RMA) Entry in Sage CRM, making it easier for your sales and customer support staff working in Sage CRM to handle customer returns.

ge CRM		Company: MCA 1 ABF 1100 EbdenM Phone: 408 317-0077 E-mail: <u>sample.sage@1ABFMCA.com</u>					Sage 100 ERP Company: MCA Company Name: MCA						
Recent	Summary	Quick Look	Dashboard	Key Attributes	Marketing	Notes	Communications	Opport	unities	Cases	People	Addresses	Phone/E-mail
C Find	9	hand side o	f the screen. Yo		ne Company (	details from	y of the details on n the Summary tal						
New	Compa		are using an (	inregistered v	ersion of Sa	ge CRM.	Please register	your Sag	e CRM	softwar	e		Change Maintain
My CRM	Company		nM	Type: Customer			SLA:		Websit http://v		e1001ABFI	MCA.com	Relationship
	Status: Active			Segmen	t:		Employees:		Reven	ue:		2	Customer
am CRM	Source:			Territory U.K.	:		Account Manag Matthew Ebden	jer:	Mail Re	estrictio	n:		Maintenanc Add this
		of E-markel ications:	ting	0.1.			hattnew coden					<u>م</u> ۱	Frecord to a Group Add to
Reports	Sage 100 01-ABF	) ERP Custo	mer No:	Custome VAR	er Type:		Price Level:					1	Contacts
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×	Tax Sche CA OR	dule:		Tax Sche Orange C	edule Descri ounty		Salesperson Nu 01-0100	mber:					
Log Off	Custome Active	r Status De	escription:	Inactive Descript									
	Addre	ss 🕨					Phone/E	-mail 🕨	1				
	Street: Addr1 MC		City: Panorama City		ate:		Business:		7-0077				
	Addr1 MC		Zip Code:	/ U	,		Fax:	408 31	7-0018				

# Reordered the Main Menu in the CRM module

The Main menu in the Customer Relationship Management module now appears in the order in which you set up the module.

# Sage 100 ERP 2015 Product Update 1

#### **Overview**

The following features were delivered in the Sage 100 ERP 2015 PU-1 release. These features are not included in any prior releases of Sage 100 ERP.

#### **Customer Relationship Management**

#### Sage 100 ERP Workstation Setup Not Required to Manage Relationships

When using Sage 100 Advanced ERP or Sage 100 Premium ERP, you no longer need to run Workstation Setup to access the Maintain Relationships task within Sage CRM 7.3 Patch A.

🙋 CRM - Sage CRM 🛛 - In	nternet Explorer				
🔆 🔄 🗢 🏧 http://2k	(12r2-2015pua/CRM	_2k12R2-2015PUA_02	2015/CustomPages/E	RPUserPreferences.asp?SID=16971140: 🔎 🚽 🤷 CRM - Sage CRM 🛛 🗙	☆ 🛠
					與 🕘 Q 💄
Sage CRM	My CRM $\sim$	Team CRM ∨	Reports ~	Marketing $\checkmark$	E,
Find:	Q				
My CRM for	Susan Maye	▼ →			
Dashboard Calenda	r - Contacts -	Leads Opportu	nities Forecast	Cases Shared Documents Preferences ERP Preferences Groups	
My Preferences					<u>S</u> ave
		t run Workstation Se	tup. You must sel	ect this option to access Sage 100 ERP Customer Maintenance, RMA Entry and inquiry windows.	<u>C</u> ancel
Access Sage 100 El Web Forms Ember Sage 100 ERP	RP Tasks Using: edded in CRM	l l			
Sage 100 ERP		1			

To enable the feature, go to the ERP Preferences tab in Sage CRM. In the Access Sage 100 ERP Tasks Using field, select Web Forms Embedded in Sage CRM. In order to further clarify this option, the field name was changed from Default Form for Quotes/Orders.

**Note:** You **will not** have access to the Sage 100 ERP Inquiry tasks if you use the embedded web forms to access Sage 100 ERP tasks.

#### Promote Quote to Order from Sage CRM Quote Summary Screen

Getting orders into the ERP system as quickly as possible helps speed the sales cycle along. To assist with this, a "Promote to Order" button has been added to the Quote Summary page in Sage CRM 7.3 Patch A as of PU-1 for Sage 100 ERP 2015. When you click this button, the quote is promoted to an order in Sage CRM and in Sage 100 ERP.

uote – Internet Explor	er							
🕞 🗢 🔤 http://2k12r	2-2015pua/CRM_2k12R2-2015PUA_02	015/eware.dl/Do?	ID=1697114039492128Act=5208Mode	= 🔎 💌 👉 🚥 Quote	×			ĥ 🖈
								😐 🕘 Q ,
age CRM №	ly CRM ✓ Team CRM ✓	Reports $\lor$	Marketing ~					
Quotes:         Clucke: 0000175: Last Updated: 03/24/15 10.39           Opportunity:         Opp1           Company:         MCA 1 CMCA5 1200 mayes		10.39 Person: Name ACMCA5-1 - MCA Phone: 971 247-4023 E-mail: same@aCMCA5-1 com				Sage 100 ERP Company: MCA Company Name: MCA		
mary Notes Co	mmunications Relationships	Documents						
This is the Quote / Orde	er Summary screen. Use the action	buttons on the rig	ht-hand side of the screen to edit the	document, change its status, or	r merge it with a template.			
uote Summary								C <u>o</u> ntinue
								View / Edit
Currency: USD	Confirm To: Name ACMCA5-1 - MCA							Promote to Order
Reference: Quote: 0000175	Opened: 03/24/2015		piration Date: 2/30/5999 7:00 PM	Status: Active				Merge to Word
Description: Last Updated: 03/24/1	15 10:39							Merge to PDF
Comment:	Include In Quotes Total:	M	Iling Address: CA 1 CMCA5 1200 mayes ddr1 MCA 1 CMCA5		MCA5 ST P15 Div 1 CMCA5 ST P	Shipping Met UPS RED FOB:	thod:	Print Quote
		A	ddr2 MCA 1 CMCA5 ddr3 MCA 1 CMCA5 urbank. CA 91502	MCA STAddr3 - D	Div 1 CMCA5 ST P Div 1 CMCA5 ST P	FOB:	DB: Send Quote	
			nited States	Thousand Oaks, CA 91362 United States				Help
ne Items								
	Code Description HON-H252 HON 2 DRAWER LET	TER FLE W/O LK		tity List Price (USD) Quote	d Price (USD) Line Item Dis 84.00	0.00 Quoted P	rice Sum (USD)	
. 1001	TOTE DOWNER LE			0.00	01.00	0.00	54.00	
				TOTALS US	SD 0.00		USD 84.00	
Disc	count Type: Percer	ntage	Discount %: 5.00	Discount A	Amount:		USD 4.20	

quote. A manual refresh or navigation to another window and back is required to refresh the data displayed.

### **Added Quick Order Entry Print Options**

When working with a customer on a quote or an order, especially in an on-site situation, you often need to print a copy of the document for the customer. In prior releases, print options were limited to either e-mail or PDF. With PU-1 for the 2015 release, the ability has been expanded to include any printer on the server where Sage 100 ERP is installed.

# Affordable Care Act (ACA)

# Support of New Government Reporting Requirements

This year, the new Government Regulations related to affordable healthcare are affecting many employers. Sage is here to help, both with general information on the regulations and requirements provided in the ACA Center on Sage City and with new functionality in the Sage 100 ERP Payroll module to help you comply with submitting the forms required by the Internal Revenue Service.

# New ACA Applicable Large Employer Report

A new Crystal Report has been provided in Sage 100 ERP 2015 to help employers determine if they are a large employer by definition of the ACA regulations.

Several important features are available, including the option to print seasonal employees or totals only, as well as any employee range selected. You will also have the option to streamline data entry by updating fulltime and total employee counts to the ACA Employer file after running the report, eliminating the need to enter the data manually.

leport Setting	STANDARD		Q		Save	Ŀ	
escription	ACA Applica	ole Large B	Employer F	Report			
Setting Options -							
Туре	Public	-	Print Re	port Settings	Number of Copies 1	÷	
Default Report			Three H	ole Punch	Collated 🔽		
Earnings to Excl	ude		Print Se	asonal Employees	Print Totals Only		
	Starting	I	End	ling			
Period End Date	1/1/2014		12/31/	2014 🛅			
Selections							
Select Field		Operand		Value		_	
Employee No		All	•				

# New ACA Employer Maintenance

If you are reporting on more than one company and select the Aggregated Group Indicator checkbox in the Monthly Details dialog, then the Other Members button will be available. Click the button to enter the additional companies (name and EIN) included in the report. The Copy button can be used to streamline data entry.

🔓 ACA Employe	r Maintenance (ABC) 1/22/2015			? _ 🗆 🗙					
Year	2015 14 4 🕨 🕅			onthly Detail her Members					
-Employer		<u> </u>	01	ler menibers	,				
Name	ABC Distribution and Service Corp.								
Address	800 Occidental Avenue South	SOP ALE M	ember Ini	formation - Monthly				? _ <b>_</b> X	
Address	Suite 501B	Year	201				$\sim$		
		Tear					$- \langle \rangle$		
	Seattle, WA 98134						nployee Cour Aggregated Group	Transition Relief Indicator	
		2	Jan Feb	N N	105		15 🗹 151 🗹	Copy to Remaining Rows, Alt-M 🍃 🔻	
EIN	12-3456789	3	Mar		105			B	
Contact Name	Russell Wilson Contact Phone No (206) 3		Apr	⊻	145			в	
		5	May	⊻	145		176 🗹	B	
Device shad Car		6	Jun	⊻.	145			B	
-Designated Gov	/emment Entity	7	Jul	N N	145		176 📝	B	? _ 🗆 🗙
Name	Government Entity Name	8	Aug Sep	2 2		Year	2015		
Address	200 Oak Street	10	Oct						
Zip Code	90210	11	Nov			1	Name EEC Company	EIN 11-0123456	(=
City	Beverly Hills State CA	12	Dec	<b>N</b>		2	XYZ Company	22-0333333	
	USA Q					3			- 🥪
Country			_						
EIN	98-7654321								
Contact Name	John Smith Contact Phone No (949) 9								
ALE Member Pa	art of Aggregated Group								
	Accept	Dele	te .	Cancel					
		^						Accept	Cancel

#### **Employee Maintenance**

A new field has been added to the Tax Status screen in Employee Maintenance. When selected it indicates that the employee has given consent for the ACA forms to be electronically delivered and also indicate if an employee is a seasonal worker.

#### **New ACA Employee Maintenance**

The new ACA Employee Maintenance dialog can be accessed in two different ways, either by using the new ACA button in Employee Maintenance or directly from the Payroll menu.

Employers who are self-insured will easily be able to enter employee and dependent information required in the ACA forms.

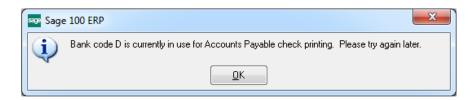
Employee No Name	Oyee Maintenance (ABE) 7/1/2016           11-0000004         1.0	0	Monthly Deta											
Year	2014		CoTorea marina											
	2014													
Address	100 Kenneth Place NE	٦ / I	Covered Individuals										6	? D ×
		- /	Employee No 11-0000004											
Zip Code	98110		Year 2014 Covered Individual Name	Date of Birth	Social Security No	Covered All Months	Jan Fei	Mar A	pr May J	un Jul	Aug Se	p Oct No	v Dec	
City	Bainbridge Island State W4		1 Jim Ferguson 2 Roxanna Ferguson	10/1/1960	11-111-1111 22-222-2222				র র র র		2	1 🗹 🛛	1 1	4
			3	//1/1368	22-222-2222									វិនិនិនិត្រ
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-														
		Accept												
												Acce	ptanc	<b>M ()</b>

To learn more and keep up to date on changes in the Affordable Care Act reporting requirements and the solution offered in Sage 100 ERP, visit the <u>ACA Center</u> on Sage City.

# **Accounts Payable**

#### Improved Messaging for Check Printing

When you attempt to print checks using a bank code that is currently being used by someone else, the message that appears will now let you know which type of check printing is in progress and which bank code is being used, making it easier and faster for you to get back to what you're doing and get those checks out faster.



# **Check Total on Invoice Payment Selection Listing**

Sage 100 ERP allows the processing of invoice payment selection for both checks and electronic payments at the same time. The advantage of course is the flexibility to select invoices a single time and have everything process at once. That may however lead to some challenges when determining if the correct number of documents has printed. In order to address the challenge, PU 1 includes new fields that print on the bottom of the selection listing.

Depending on whether you are printing ACH remittance advices, one of two sets of information will print:

When not printing ACH remittances, the report displays the Total number of checks and the Total number of checks not printed (the total number of ACH entries).

Division Number: 02 OTHER AC	COUNTSPAY					
VendorNumber/ InvoiceNumber	Invoice	Due Due	Discount	Invoice Amount	Discount Applied	Net Amount
1	5/31/2010	6/10/2010	0.000	100.00	0.00	100.00
		Vend	or MUTLIF Totals:	100.00	0.00	100.00
PACTEL Pacific Telephone						
CheckEntry Number: 001						6 497 97
Comment Phone	5/31/2010	6/10/2010		6.497.97	0.00	6,437,37
1	5/31/2010	6/10/2010		1,000.00	0.00	1,000.00
		Check	Entry 001 Totals:	7,497.97	0.00	7,497.97
		Vende	PACTEL Totals:	7,497.97	0.00	7,497.97
SCR South Coast Rep Theater CheckEntry Number: 001						
1	5/31/2010	6/10/2010		100.00	0.00	100.00
		W	endor SCR Totals:	100.00	0.00	100.00
TELCOMM Tel-comm Communi CheckEntry Number: 001						
1	5/31/2010	6/30/2010		100.00	0.00	100.00
		Vendor	TELCOMM Totals:	100.00	0.00	100.00
OUCHWA Touche Waterhouse	& Company					
CheckEntry Number: 001	5/31/2010	6/30/2010		100.00	0.00	100.00
	20-2010		TOUCHWA Totals:	100.00	0.00	100.00
			Division 02 Totals:	31,660,65	0.00	33,660,65
			Report Totals	420.613.23	0.00	420.613.23
				460/010.60		440,010.20
Total number of checks: 24						
Total number of checks not pr	inted: 24					

Division Number: 02 Atlanta Di	ésine.				
VendorNumber/		Dates			
Invoice Number	Invoice	Due Discount	Invoice Amount	Discount Applied	Net Amount
AVID Avid Ergonimics					
CheckEntry Number: 001 01784592	5/12/2010	5/22/2010	69,386.85	0.00	69 386 8
01100000	0122010	Vendor AVID Totals:		0.00	69,386,8
MCS MCS Long Lines					
CheckEntry Number: 001			F 444 44		E 000 0
4326	5/15/2010	5/30/2010 Vendor MC S Totals:	5.000.00	0.00	5.000 0
		Division 02 Totals:		0.00	74.386.8
		Report Totals:		0.00	1.013.048.8
		Report Foldes	1,013,048.82	0.00	1,013,048.8
Total number of checks: 5					

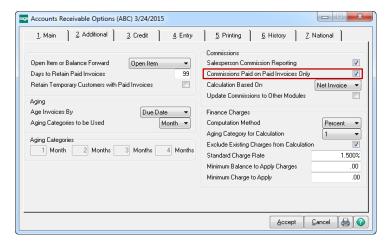
When printing ACH remittances, the report displays the Total number of checks (including ACH remittances), the Total number of checks not printed, and the Total number of ACH entries.

#### **Accounts Receivable**

#### Added Ability to Purge Commission by Pay Date

With the 2015 release, a new option has been added to the select grid in the Salesperson Commission Purge window to allow you to purge by pay date. Now you can select all of the records paid during a single pay cycle or range of cycles to make things faster and simpler.

The field is available only if the Commissions Paid Invoices Only check box in the Accounts Receivables Options is selected (shown here).



# Automatically Apply Changes to Repetitive Invoices

To save time and ensure consistency, we've added the ability to automatically apply changes made in customer maintenance to existing repetitive invoices. Product Update 1 for the 2015 release adds the ability to default changes to existing repetitive invoices. A new section and option appears on the Additional Tab in Accounts Receivable Options giving you that choice. You can now simply select "No" to retain the original information, "Yes" to apply the changes, or "Prompt" to have the choice presented when saving each change.

Fields available for automatic update include:

- Default Shipping Code
- Salesperson
- Tax Schedule
- Terms Code

#### **General Ledger**

#### Out-of-Balance Message on General Ledger Detail by Source Report

General Ledger detail reports are your audit trail and the tools used to track down discrepancies when they occur.

To make that task easier, as of PU1 for the 2015 release the General Ledger Detail by Source Report now also includes Out of Balance messaging if a journal is out of balance. A message appears next to the totals for the individual journal as well as at the end of the report.

U-000001 1/31/2010 G/L Account Number Descriptio 540-15-03 Telephone 540-20-03 Telephone 540-30-03 Telephone 540-30-03 Telephone 540-60-03 Telephone 540-60-03 Telephone	Batch Number infComments (YUTILITIES DV ALLOC IYUTILITIES DV ALLOC iexpense ACCTG-CBHR iexpense CSERV-CBHR IYUTILITIES DV ALLOC iexpense SHARC-CBHR IYUTILITIES DV ALLOC		Debit 95.92 31.97 95.92 63.95	Credit
540-10-03         Telephone           540-20-03         MONTH           540-20-03         Telephone           MONTH         540-30-03           Telephone         MONTH           540-60-03         Telephone           MONTH         MONTH	expense: SA&MK-CENTR (Y'UTILITIES EXP ALLOC expense: ACCTG-CENTR Y'UTILITIES EXP ALLOC expense: CSEN-CENTR LY'UTILITIES EXP ALLOC expense: SH&RC-CENTR		95.92 31.97 95.92	Credit
MÖNTH 540-20-03 Telephone 540-30-03 Telephone 540-60-03 Telephone 540-60-03 Telephone MONTH	LY UTILITIES EXP ALLOC expense: ACCTG-CENTR LY UTILITIES EXP ALLOC expense: CSERV-CENTR LY UTILITIES EXP ALLOC expense: SH&RC-CENTR		31.97 95.92	
540-30-03 Telephone 540-60-03 Telephone 540-60-03 Telephone MONTHI	expense: CSERV-CENTR LYUTILITIES EXP ALLOC EXPEnse: SH&RC-CENTR		95.92	
540-60-03 MONTHI MONTHI	LYUTILITIES EXPALLOC. expense: SH&RC-CENTR			
MONTH			63.95	
545-00-03 (INDExe			00.00	
	LY UTILITIES EXPALLOC			287.76
		Journal AJ-000001 Totals:	287.76	287.76
U-000002 1/31/2010 G/L	orComments		Debit	Credit
AccountNumber Descriptio 555-00-03 Rent	Arcomments		Debit	4,270.93
	LY RENT EXPENSE ALLOCATIN	6		4,270.93
555-10-03 Rent SA&	MK-CENTR LYRENT EXPENSE ALLOC	8	1,423.64	
MONTH	TG-CENTR LY RENT EXPENSE ALLOCATIN	r	474.55	
	RV-CENTR LY RENT EXPENSE ALLOCATIN		1,400.00	
	RC-CENTR LY RENT EXPENSE ALLOCATIN	r.	949.10	
		Journal & L000002 Totals: The Journal is Not in Balance.	4,247.29	4,270.93
U-000003 1/31/2010 G/L	Manager and an and an and an and an			
AccountNumber Descriptio	Comments		Debit	Credit

#### **Purchase Order**

# Ability to "Copy From" Purchase Order History Added when Creating a Return

Getting the exact information to complete a return of goods to a vendor can mean digging through old copies of receipts or purchase orders to come up with that data.

New functionality has been added in 2015 PU-1 to make the process go much faster. A new Copy From button on the Return of Goods window allows you to enter a new return number and then click the button to copy information from any of the following:

- Purchase Order History (if the Retain Purchase Order History check box is selected in PO Options)
- Purchase Order Receipts (if Yes or Until Period End is selected in the Retain Receipt History field in PO Options)
- Accounts Payable Invoices (if the Post Accounts Payable Invoices check box is selected in PO Options and the Track Detailed Invoice/Payment History check box is selected in AP Options)

Return of Good Return Number 0 1. Header		15 <b>4 b b</b> 🗐 ines <u>4</u> . Totals		ppy From) Defaults) Vendor )
Return Date 3. Purchase Order	/25/2015	Authorization No.		Invoice Date
Vendor No.	Copy From Purcha	ise Order History	-	1
Order Type Order Status Required Date	Copy From Number Receipt Number Return All Lines		٩	uting Company
1099 Form		<u> </u>	2ancel 🕜	AREHOUSE
Sales Tax Schedule Use Tax		Confirm To Telephone E-mail Comment		Ext Vint Return
Quick Print		2	Acc	cept Cancel Delete 🔒 🜍

#### **Sales Order**

# Added ability to Print Picking Sheet for Order When Customer is on Credit Hold

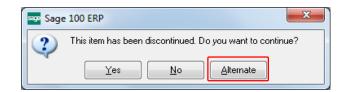
There may be times when you don't want a picking sheet to be printed for orders where the customer is on credit hold.

This release includes a new check box on the Picking Sheet Printing windows (both standard and quick print) to disable printing of picking sheets for orders when the customer is on credit hold, making sure that the order doesn't go out the door if you don't want it to.

Picking Sheet Printing (ABC	) 3/25/2015		
Form Code STANDARD Description Plain	٩		Sejectlear
Number of Copies	Collated 🗸		Multi-Part Form Enabled
Order Type to Print	All	-	Include Unauthorized/Expired Credit Card Orders 🛛 📃
Print Orders on Hold	/		Include Back Order Quantity in Quantity Ordered 🛛 📃
Print Comments F	Partial 🔻		Include Back Ordered Lines
			Print Orders for Customers on Credit Hold
Line 1 Message Line 2 Message			
Selections			
Select Field	Operand		Value
Order Number	All	-	
Warehouse Code	All	-	
-	Kee Prin		dow Open After Preview

# Added New Way to Access Alternate Item Selection Window

When the item requested is discontinued during Sales Order entry, you need a quick way to access alternative selections. 2015 PU-1 comes with a new option for accessing an Alternate Item Selection window.



An Alternate button now appears in Sales Order Entry and S/O Invoice Data Entry if the discontinued item has alternate items set up in Item Maintenance. Click the button to open the Alternate Item Selection window and advise the customer of their new options.

### **Quote Promotion Date Added to Task Windows**

Knowing the date a customer has decided to accept your quote and place an order can be useful, especially when you are attempting to meet delivery timelines or measure customer satisfaction metrics. To address that need, a "Promoted to Order On" field has been added to the Header tab in Sales Order Entry and Sales Order and Quote History Inquiry to display the date on which an order was promoted from a quote.

#### **Visual Process Flows**

### Several New Visual Process Flows Added

Visual Process Flows (VPFs) are extremely useful as a navigation method, as an onboarding tool for new employees, or even as a process consistency tool to get everyone to use the same steps. Even if you've used the solution for years, there may be processes you only use a couple times a year.

To further expand the usefulness of this tool, Product Update 1 for the 2015 release of Sage 100 ERP includes several new VPFs.

Menu	Visual Process Flow
Customer Billing	Job Billing
nventory	Physical Count Preparation
Ianufacturing *New*	Production
	<ul> <li>Disassembly</li> </ul>
	Create Work Order
	<ul> <li>Complete Work Order</li> </ul>
	Close Work Order
eriod End *New*	Accounts Receivable
	<ul> <li>Accounts Payable</li> </ul>
	<ul> <li>Inventory Management</li> </ul>
	Sales Order
	Purchase Order
	General Ledger Preparation
	General Ledger
Chart of Accounts *New*	Create Accounts

Note: Access to the new Visual Process Flows must be enabled in Role Maintenance.

# Sage 100 ERP 2015 Release Available Now Features that Give You the Freedom to Succeed

# Plan Your Upgrade Today

In order to take advantage of all the features outlined in this document and more, contact your reseller or Sage today to start planning your upgrade to Sage 100 ERP 2015.

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Sage 6561 Irvine Center Drive Irvine, CA 92618-2301 866-530-7243 www.sage.com