



Sage 100 Newsletter

From Business Computer Associates, Inc.

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WHAT'S NEW IN SAGE 100

Version 2018.3 Now Available for Download

Sage 100 2018.3 is now available. Let's take a look at some of the most recent enhancements and product updates that are included in the newest release.

Custom Office Enhancements

Several changes and improvements were made to the Custom Office module including:

Calculator Option for Numeric Fields - A calculator check box has been added to the Multi-Line Definition window. Select this option to include the calculator button next to the field.

Buttons Appear in Screen Editor - In the Customizer screen editor, Calendar, Calculator, and Lookup buttons now appear as they do when using the screen in Sage 100.

Ability to Exclude UDFs from Selection Grids - Use the new 'Exclude from Report Selection' check box when adding a user-defined field (UDF) to a table for a main entity, such as AR_Customer, to exclude the UDF from selection grids for reports that use the table.

Sales and Purchasing

In the **Sales Order** module during invoice data entry, you can now **apply multiple sales orders to an invoice** if the invoice type is either Standard or Cash Sale. In addition, several reports, forms, registers, and on-screen inquiries have been updated to indicate that multiple sales orders have been applied.

In the **Purchase Order** module when creating POs using 'Auto Generate from Sales Orders', any drop-ship items that are used in multiple lines in a sales order can now remain on separate lines in the purchase order. Previously, duplicate lines were consolidated into one line in the PO.

Bill of Materials

A new field 'Sync Misc Charge Changes with Bill Tables' has been added to Bill of Materials Options. There are three options for updating bills with changes made for miscellaneous change items in Miscellaneous Item Maintenance:

- **Yes** - to update bills with the changes made in Miscellaneous Item Maintenance.
- **No** - if you do not want to update the bills
- **Prompt** - to receive a message when you update a field for a charge item in Miscellaneous Item Maintenance asking if you want to update the field in Bill of Materials.

Release Notes and Other Details

Download the [What's New Document](#) and [Release Notes](#) for full details of all enhancements and program fixes applied in Sage 100 Version 2018.3 and be sure to contact us if you need help updating your Sage 100/Sage 100cloud system to the current release.

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SAGE CONTACT FOR OFFICE 365

In a release of Sage 100cloud 2018 earlier this year, Sage introduced **Sage Contact** - an Outlook add-in that allows you to view Sage 100 customer information in Office 365. In this article, we'll take a closer look at the app and integration.

Sage Contact for Office 365

When you integrate Office 365 with Sage 100cloud, you can use the Sage Contact app to view Sage 100 customer information in Outlook, including the following data:

- Recent invoices and payments
- Credit information
- Contacts' name, address, phone, and email
- Customer memos

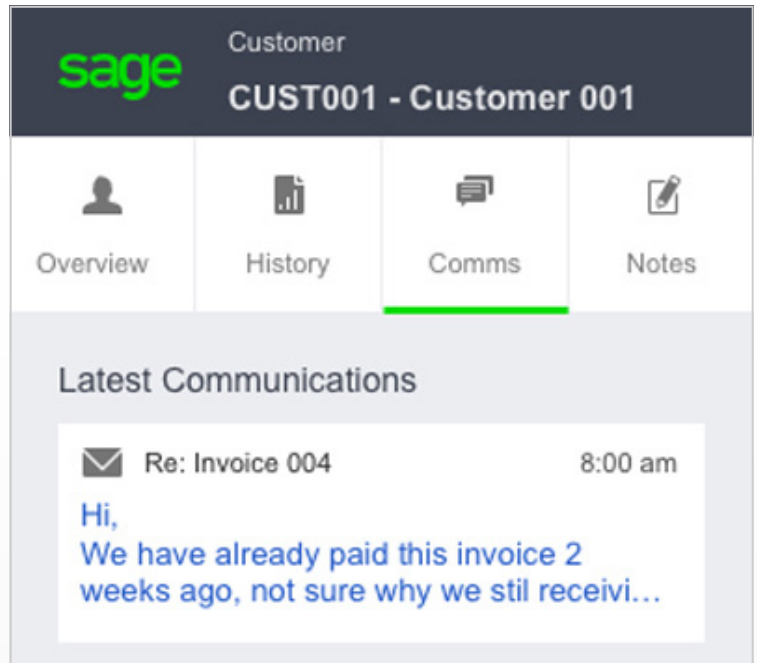
What's more, you can also edit contact information and create new customer contact records in Outlook and have the changes update to Sage 100cloud.

Benefits of Sage Contact

Because it's available through Outlook in Office 365 via laptop, tablet, or mobile device, Sage Contact is a very useful feature for sales staff that may spend time on the road, yet need access to key customer information in order to prepare for meetings. For example, suppose you're heading out for a customer visit and want to make sure you're up to date on the status of their account. Rather than calling in to the office and have someone in accounting run a report and get back to you, you can simply use Sage Contact to open a recent email to or from the customer and select the Sage Contact icon to display the info on your device.

Sage Contact Components

Sage Contact consists of various tabs and sections that populate key customer information from Sage 100 into Office 365/Outlook. Here's a breakdown of what you'll see:



Overview Tab - provides the customer's available credit as well as address and phone number. Contact details can be updated in the app and sent directly to Sage 100cloud.

History Tab - displays how much money is owed by the customer as well as average number of days to pay invoices. You can also click through the last 20 invoices and payments to review details.

Comms Tab - quickly review and reply to recent emails to and from the customer as well as other communications entered directly from Sage 100cloud.

Notes Tab - displays notes created in Sage Contact as well as memos from Sage 100cloud. You can also update notes during or immediately after a meeting for better accuracy.



Contact us if you want more information about Sage Contact or need help getting it set up and running with your Sage 100cloud installation.

We focus on your technology, you focus on your business

With over 20 years in the industry, BCA has worked with progressive companies and organizations that know the value of technology and want to get the most out of their Enterprise Resource Planning (ERP) investments.



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