

# Sage 300 ERP

Applications Brochure



See your business  
in a new way.

Realize the future of your  
business today.

sage



# See your business in a new way. Realize the future of your business today.

To stay competitive in today's global economy, you need more than simple financial accountability and compliance. Sage 300 ERP contains the power and tools to help you see your business in a new way so you can improve productivity, envision success, and accelerate growth. It's time to turn your business dreams into reality with the real-time visibility, collaboration, agility, and innovation you need to succeed.

## Designed for Growth

If your company wants to compete in today's fast-paced business arena, you need to control costs in order to maximize profitability. Sage 300 ERP is a comprehensive, flexible business management solution designed to keep your total cost of ownership low by supporting multiple technologies, databases, and

operating systems. Available in multiple editions, Sage 300 ERP gives you the opportunity to add users and adopt greater functionality as your business grows and offers built-in support for multiple languages and multicurrency transactions, so your business can comfortably reach around the globe.



“The most important success that Sage 300 ERP has delivered to me is better control over the company. I come to work in the morning and know that the reports I need will be ready and accurate so I always have a firm grip on what’s happening all over the company. I feel like I’m able to see the entire company better than I did before, and this is particularly important as we continue to grow.”

– Michel Ponzi, owner of Ponzi Vineyards



## One Solution Provides a 360° View of Your Business

Our rich history of innovation and growth has enabled us to build a portfolio of products and services widely recognized for ease of use and low total cost of ownership. Sage 300 ERP connects your entire operation with a single, integrated solution that provides you with greater visibility, making it easier to share information and communicate. Mid-market businesses across the globe use Sage 300 ERP solutions to unlock potential, reduce costs, and improve performance.



Easily adopt new functionality without retraining your staff, as each Edition is built using the same technology and intuitive workflow.

# Freedom of Choice Helps Control Total Cost of Ownership

We believe your business management solution should support your business strategy—not hinder it or force you to buy what you don't need. That's why Sage 300 ERP offers you the flexibility to build the best possible solution for your business by giving you the freedom to select the edition (Sage 300 Standard, Advanced, or Premium ERP), database, modules, deployment method, and payment options that keep your total cost of ownership as low as possible.

## Editions

Sage 300 ERP helps you slash the time and cost associated with complex processes and redirect those resources toward growing your business. Whether you choose the Sage 300 Standard, Advanced, or Premium ERP Edition, you can select from any of the Sage 300 ERP applications to create a custom-fit solution to support your business management requirements. Use the chart below to determine which Edition is right for your company.

Edition Differences	Sage 300 ERP Standard	Sage 300 ERP Advanced	Sage 300 ERP Premium
<b>General Features</b>			
Number of Companies Allowed	5	Unlimited	Unlimited
Number of Users	Up to 5	Up to 10	Unlimited
<b>General Ledger Module</b>			
Account Rollup	Included	Included	Included
Number of Account Segments	3	4	10
Number of Account Structures	3	4	Unlimited
Number of Budgets	2	3	5
Number of Years of History	7	7	99
<b>Purchase Order Module</b>			
Vendor Contract Cost	Not Available	Included	Included
<b>Inventory Control Module</b>			
Customer Item Numbers	Not Available	Not Available	Included
Below Cost or Sales Margin Price Checks	Not Available	Not Available	Included
Number of Item Segments	4	10	10
Price by a Cost Plus a Percentage or Amount	Not Available	Not Available	Included
Price by Unit of Measure	Not Available	Not Available	Included
Price by Weight or Quantity	Not Available	Not Available	Included

## Superior Architecture

As your business looks for cost-effective ways to meet your bottom line, Sage 300 ERP provides the foundation required to keep pace with ever-changing technology without giving up the functionality you need to compete in today's marketplace. Accelerate the growth of your company with the scalable, open architecture of Sage 300 ERP. No matter what Edition you choose, you have the option to utilize a Microsoft SQL, Pervasive.SQL, or Oracle database, as well as multiple server and client operating systems, and customization tools.

## Global Reach—Local Touch

An international presence is not only important for modern enterprises, it is essential. Empower your organization with the tools required to easily maintain international currency standards. Sage 300 ERP provides you the power you need to easily support multiple entities (intercompany and consolidations), languages (by user), currencies (recognized gain/loss or unrealized gain/loss accounting methods), and so much more.

“Sage 300 ERP is like a giant toolbox. Every time we need to change something, the software has the right tool for the job.”

— Jason Epps, controller, QuikServ



“We always have a strong sense of where our business is, especially our inventory and financial positions; for example, cash flow, receivables, and payables. Moreover, the reporting capabilities are extremely comprehensive. We can produce all of our month-end reports and know our profitability within two days after the close of each month. The reports are easy to read and provide crucial information for measuring and running a business. This is exactly what we were looking for when we began our search for a new solution.”

– Paul Plut, director of operations, Body 'n Scents

# Comprehensive Accounting/Finance Applications

## Sage 300 ERP Core Accounting

- General Ledger
- Accounts Payable
- Accounts Receivable
- System Manager with Bank Reconciliation for Cash Management
- Multicurrency Management
- Fixed Assets Management
- Sage Active Planner–Budgeting and Allocations
- Check and Form Printing
- Document Management
- Payment Processing Powered by Sage Exchange

The powerful financial tools of Sage 300 ERP help you confidently manage your company's complex finances and remain compliant with government regulations such as GAAP or IFRS. Features include full multicurrency capability, powerful bank reconciliation and tax reporting, flexible transaction processing options, powerful management of fiscal periods, and informative dashboards for analytical reporting. Sage 300 ERP Core Accounting modules help businesses succeed by accurately presenting valuable financial information in a clear, understandable format.



Financial Snapshots increase insight with secure access of key performance indicators (KPIs), with drill-down capabilities to underlying reports.

## General Ledger

Track and analyze your financial data to optimize your productivity using tools and accounting structures that are tailored to your business needs. Flexibility includes user-defined chart of accounts structure, account types, journals, controls for processing and balancing options, batch control totals, earnings controls, and much more. You can even control the amount of detail the system maintains. What's more, month-end and year-end procedures are a snap. Since Sage 300 ERP automatically updates all balances and history every time you post, all you need to do is make the adjusting entries. Plus, you'll be able to perform fast data queries and then drill down to the source for more details. With its built-in financial report writer, you can maintain a variety of sophisticated reports so decisions are always based on insight gained from in-depth analysis.

## Accounts Payable

Easily manage your cash flow, track and predict purchases, and analyze expenditures and product purchases, while maintaining good vendor relationships. Sage 300 ERP Accounts Payable provides quick access to the type of comprehensive data that allows you to analyze the past monitor the present, and plan for the future—helping you make the right decisions today to gain a competitive edge. Accounts Payable offers several options to save time and reduce administrative costs by automating vendor-related tasks and simplifying voucher entry. It also accommodates multiple vendor addresses, multiyear history retention, automatic payment selection, check printing, and more.

## Accounts Receivable

Effectively manage your cash flow, track and predict customer buying patterns, analyze sales, and provide a superior level of customer service. Sage 300 ERP allows you to gain complete control of your receivables and invoicing processes and leverage automatic calculations that avoid errors and eliminate duplicate data entry. Consolidate customer receivables, statements, reporting, and credit checking across national accounts. Accounts Receivable offers prompt access to the type of comprehensive data you need to analyze the past, monitor the present, and plan for the future—giving you valuable insights to make the right decisions.

## System Manager—Bank Reconciliation

To make effective decisions in today's fast-moving business climate, you need accurate, up-to-date information on your company's cash position, as well as reliable projections of future cash balances. The System Manager module in Sage 300 ERP comes equipped with comprehensive Bank Reconciliation functionality, which enables you to quickly and accurately reconcile all of your bank accounts, as well as perform bank transactions with pinpoint accuracy. Bank Reconciliation is built into the System Manager, providing seamless connectivity to all submodules to help you better track your cash position, so you can make insightful and timely decisions for your business.

## Sage Active Planner—Advanced Budgeting and Allocations

Take control of the budget process and bring strategic insight to business planning. Sage Active Planner is an enterprisewide, purpose-built budgeting and planning application that empowers you to make strategic, more informed business decisions using “bottom up” and “top down” budgeting and “what if” analysis. It makes the budgeting and planning process faster and easier, encourages collaboration across all lines of business, and ties budgeting activities to organizational performance. The Allocations module eliminates the guesswork in distributing company expenses. It helps you reduce administrative time and costs while accurately measuring resource consumption. Built-in process controls help you eliminate errors by creating allocation rules while providing the flexibility to distribute and redistribute allocations for new and existing accrued transactions.

## Sage Fixed Assets

Sage Fixed Assets—Depreciation (formerly FAS Asset Accounting) accounts for your company’s tangible assets (laptops, copiers, production machines, and other business equipment), automatically calculating depreciation and tax deductions, eliminating the need for off-line spreadsheets. Sage Fixed Assets—Inventory (formerly FAS Asset Inventory) takes Sage Fixed Assets—Depreciation one step further with a sophisticated bar-code system that empowers you to easily track the physical location of assets using a convenient handheld radio-frequency device.

## Check and Form Printing by PrintBoss

Print checks onto blank check stock and print multiple copies of accounting forms to different printers. Our checks and business forms are 100% guaranteed to be printed error free and to be compatible with your Sage software. Total satisfaction guaranteed or we will reprint your order or refund your money.

## Payment Processing by Sage Exchange

Quickly and easily process payment receipts with Sage Payment Processing by Sage Exchange. Advanced security and ease of use support your payment processing needs, with fraud prevention features that protect both you and your customers from unauthorized credit card usage. Plus, you have peace of mind knowing that your solution has been verified as being compliant with Payment Application Data Security Standard (PA-DSS) requirements established by the Payment Card Industry (PCI).

## Multicompany and Global Operations Management

### Sage 300 ERP Multicompany and Global Operations

- Multiple Language and Localization Support
- G/L Consolidations
- Multicurrency Manager
- Inter-Company Transactions

Easily manage global commerce across multiple companies or subsidiaries. No matter where you do business, maximize your international insight and exchange information worldwide with Sage 300 ERP Multicompany and Global Operations Management. Enhanced visibility into business metrics provides critical information at your fingertips for easier, smarter daily and long-term planning, providing the vision you need to respond to business trends while minimizing risk and maximizing the effectiveness of your decisions. Set up multiple companies in one or more databases, run processes, close books, and report results by company or in a consolidated company.

## Multiple Language and Localization Support

When operating in different countries, you need the ability to support the local language and accounting standards such as reconciliation and taxation. Sage 300 ERP ships with five language overlays that allow you to configure the language of the software for individual users. You receive English, Spanish, French, and Simplified and Traditional Chinese out of the box. In addition, due to the configuration flexibility, the software allows you to provide local language, tax, and accounting rules through seamless default settings and templates. When it comes to financial reporting, multinational companies face a two-prong challenge. Each division or subsidiary must pay its employees, manage accounts receivable and accounts payable, and pay taxes in the local currency using local accounting standards. Yet financial data from subsidiaries also must be consolidated into the ledger of record in the monetary unit and accounting standards of the country in which the corporation as a whole is operated. Exchange rates between currencies change constantly, and the ledger of record must reflect these changes and ensure that all entries balance. With the multinational capabilities of Sage 300 ERP and the Multicurrency module, you easily can comply with the international currency standard.

## Multicurrency Manager

Businesses that want to succeed in the world market need core financial capabilities with the flexibility and power to handle the complexities of multicurrency enterprise. The Multicurrency module in Sage 300 ERP provides robust multicurrency and analysis capabilities so you can optimize your international opportunities. You can maintain an unlimited number of currencies and exchange rate schedules, update exchange rates daily, and post realized and unrealized gains or losses due to currency fluctuations. If you have subsidiaries outside the U.S. or your company is planning to expand globally, this application will help you to address the currency issues inherent in a worldwide market. Multicurrency Manager can help simplify your transactions and provide insight into how the international arena is impacting your bottom line. The Multicurrency module uses international principles for accounting and reporting with adherence to IFRS, FASB-52, and IAS 125 guidelines.

## G/L Consolidations

Sage 300 ERP G/L Consolidations has built-in flexibility to meet the needs of companies requiring a sophisticated tool to consolidate multiple general ledgers. G/L Consolidations provides a feature set that allows your company to define the level of detail to consolidate and provides a comprehensive audit trail. G/L Consolidations is designed so that information can be easily transferred to other locations, allowing subsidiaries and holding companies to run without being on the same network.

## Inter-Company Transactions

Simplify the recording of your intercompany transactions to prevent data-entry errors. With the Sage 300 ERP Inter-Company module you can save time reconciling multiple companies when a subsidiary is involved in a transaction with headquarters or another subsidiary. Intercompany transactions include the declaration and payment of dividends, the purchase and sale of assets, and borrowing and lending. The intercompany transaction must be recognized in the financial records of both units of the entity as if it were a transaction with an unrelated party. Sage 300 ERP allows you to enter transactions that affect more than one company in one account, and then automatically distribute those transactions across companies, performing required currency translations and creating the necessary journal entry as soon as transactions are posted, balancing the books of both companies.

## Communicate, Collaborate, and Compete with CRM

### Sage 300 ERP Customer Relationship Management

- Sage CRM
- Sage CRM Marketing Management
- Sage CRM Sales Management
- Sage CRM Customer Service Management

## Sage CRM

Sage CRM is a comprehensive customer relationship management (CRM) solution for businesses seeking a low-cost, low-risk option. With seamless integration to Sage 300 ERP, Sage CRM lets you view critical customer data from the back office, providing your staff with a complete view of customer interactions. By integrating your sales, marketing, and customer service functions, Sage CRM makes it easier for everyone inside your company to work together and share critical information. Sales, marketing, and customer service teams gain the tools they need to find new customers, close sales more quickly, and build lasting, more profitable relationships.

The screenshot displays the Sage CRM web interface. At the top, there is a search bar and navigation tabs including 'Recent', 'Welcome', 'Dashboard', 'Calendar', 'Contacts', 'Leads', 'Outbound Call Lists', 'Opportunities', 'Forecasts', 'Cases', 'Solutions', 'Shared Documents', 'Preferences', 'Groups', 'Collections', and 'Contracts'. A 'Main Menu' sidebar on the left contains icons for Administration, TechnoTropic, Find, New, My CRM, Team CRM, Reports, Marketing, Log Off, and Home. The main content area features an 'Aging' report with a 'Last Synchronization: Today 1:51 PM' timestamp. The report includes a table with columns for 'Age As Of', 'Disc. Date', 'Cutoff Date', and 'Amount'. Below the report is a 'Synchronize' button. The bottom section shows a table titled '4 Invoices, Page 1 of 1' with columns for 'Account Database / Account Customer Number / Company Name / BIK Contact', 'Phone / Email', 'Inv. Number / Inv. Date / Post Date / Due Date', 'Orig. Amount / Disc. Amount / Amount Due', 'Last Call Date / Last Call Note', 'Add Call Note', and 'Add Follow Up Task'. The table lists four invoices for 'Sample Company, Inc.' with various dates and amounts.

Sage 300 ERP ships with Sage CRM and provides a single user license. Get better visibility into your cash flow with the Sage CRM Collections Manager.



## Sage CRM Sales Management

With Sage CRM Sales Force Automation, real-time sales opportunity analysis is provided instantly. Sage CRM provides a snapshot of all opportunities within the sales pipeline, allowing sales teams to effectively analyze and manage deals at every stage. The sales process is automated, streamlining your business and enabling better business management. The most up-to-date and complete customer information is instantly and easily retrievable within Sage CRM through the interactive dashboard, helping users to have a better view of their customer at all times—creating a true customercentric environment.

## Sage CRM Marketing Management

Sage CRM is an essential tool for marketers to plan, execute, and audit highly targeted marketing campaigns. Sage ERP integration gives marketers the ability to create campaigns based on the financial profile, order information, and purchase history of customers. This information can assist marketing managers in generating accurate ROI calculations for better marketing measurements. Information can also be displayed on the interactive dashboard, providing users with an instant view of customers.

## Sage CRM Customer Service Management

Providing quality customer care and maintaining satisfied customers is a challenge for every business. Sage ERP integration with Sage CRM gives customer service staff access to all customer information for a complete view of every customer interaction. Integrated Sage ERP data can be displayed directly on the interactive dashboard for convenient access and analysis from a single workspace.

“By automating workflows and providing management oversight, Sage CRM empowers us with the ability to promptly complete all actions required to make and keep customers satisfied. And, with all information readily available at their fingertips, sales representatives can deliver unparalleled customer service and strengthen client relationships. In short, Sage CRM and Sage 300 ERP deliver the business management capabilities we need to stay competitive.”

—Jean-Marc Pigeon, president, Inortech

# Cost-Effective Operations, Distribution, and Supply Chain Management

## Sage 300 ERP Distribution

- Inventory Control
- Purchase Order
- Order Entry
- Sales Tax by Avalara
- Return Material Authorization
- EDI by TrueCommerce
- Warehouse Management by Accellos

Optimize operations and distribution processes to eliminate waste and deliver on time—every time. Accelerate growth, enhance customer satisfaction, and improve your bottom line. Sage 300 ERP Operations and Distribution Management modules ensure your business follows best practices for efficiency and accuracy by automating and integrating processes to keep your warehouse, inventory, production, and service departments aligned and running smoothly. With features that support multiple warehouse configurations as well as multiple site customers, Sage 300 ERP is optimized for a wide variety of distributors. The Sage 300 ERP distribution solution empowers you to strategically manage every aspect of the distribution cycle, from purchasing all the way through sales, with unparalleled efficiency and control.

## Inventory Control

Maintain accurate stock levels and quickly process inventory transactions. Inventory Control helps you gain complete control over complex inbound and outbound inventory transactions to reduce carrying costs while delivering on-time orders, every time. You can track costs and sales histories by warehouse and manage kits. You also retain complete inventory visibility by tracking your stock transfers both within and between warehouses. Inventory Management fully supports raw material and finished goods lot control and serial number tracking in addition to physical inventory counts. Take charge of inventory receipts, shipments, returns, and adjustments with this complete multilocation inventory management solution.

## Purchase Order

Maximize your purchasing power by implementing automated best practices in your organization. The Purchase Order module helps you manage the requisition, purchase, and physical receipt of items and services. You can tag incoming product against customer sales orders so that as product is received, it is immediately designated to customer back orders. You can also verify payable invoices by matching the delivery receipt with the invoice and the original purchase order. Tighter tracking and more accurate purchasing control within your operations means greater cost efficiency and ultimately a better bottom line.

## Order Entry

Stay on top of your customer accounts, inventory levels, and purchase histories in real time, anytime. The Sage 300 ERP Order Entry module increases operational efficiency by accommodating multiple customer requests in one transaction. For example, each order or return line item can have its own ship-to address, salesperson, tax rate, ship date, ship-from location, and drop-ship designations. In addition, the flexibility of the Sales Order module enables you to price inventory items based on customer class, location, discounts, and more. Real-time visibility enables you to confirm stock availability or, if out of stock, source from another warehouse, drop-ship, create work orders, or substitute other items. Sage CRM is fully integrated with Order Entry, allowing your sales staff to manage the quotes to orders process without opening Sage 300 ERP. Included in the Order Entry module, Ops Inquiry combines several powerful inquiry programs into simplified points of reference to easily funnel information and generate reports from operational data in your Order Entry, Purchase Order, and Inventory Control modules.

## Sage Sales Tax by Avalara

Sage Sales Tax by Avalara is a connected service offering comprehensive support for sales tax through cloud computing. Sage Sales Tax reduces your sales tax audit risk with cloud-based services that make it simple to calculate rates, manage exemption certificates, file forms, and remit payments. Integrated with Sage 300 ERP, Sage Sales Tax delivers real-time sales tax calculations based on up-to-date sales and use tax rules. This includes sourcing rules, product taxability, and jurisdiction assignment. Increased audit activity by taxing authorities demands businesses prove sales tax compliance through accurate calculations and reporting. Sage Sales Tax makes compliance simple, with transaction history and on-demand reporting. Boost the value of your business through accurate sales tax compliance with Sage Sales Tax cloud-based services.

## Return Material Authorization (RMA)

Optimize your return processes and build customer loyalty. Expertly track your products through the entire life of the sales process from purchase order through shipping and back. Gain greater insight into the reasons for returns, process claims more quickly, track inventory more accurately, and optimize customer service performance. Sage 300 ERP RMA allows you to quickly identify product faults and take corrective action to eliminate repeat returns, track returned items effectively and lower your cost on returns, and avoid losing control of repair revenues. You can automatically assign RMA numbers for easy tracking and speed up data entry using time-saving templates and standard reports.

## Electronic Data Interchange (EDI) by TrueCommerce

EDI integration with your Sage 300 ERP solution provides the ability to seamlessly format your EDI transactions to match with your trading partners' requirements, which helps reduce or eliminate the need to manually rekey information and avoid costly charge-backs. Our EDI solution provides the peace of mind that comes from selecting a solution that delivers robust functionality and unparalleled scalability yet is simple to deploy and maintain.

## Warehouse Management by Accellos

This powerful, scalable, and flexible real-time warehouse management system (WMS) boosts productivity, reduces costs and fulfillment times, and increases customer satisfaction. Combining radio frequency and bar-code technology with a robust, three-tiered, Internet-based architecture, Accellos One Warehouse delivers a powerful, scalable, and flexible real-time WMS that helps you boost productivity, shorten order fulfillment times, and create satisfied, loyal customers that trust your on-time, every-time order fulfillment processes. Accellos One's webcentric design gives you the ability to allow internal and external users visibility into the status of warehouse operations. Providing visibility creates competitive differentiation for your business that drives ROI.



## Optimize Services and Project Management

### Sage 300 ERP Project and Service Management

- Project and Job Costing
- Sage TimeSheet
- Service Manager by Technisoft

Ensure optimal performance of your services, maintenance, and project management processes at virtually any touchpoint. Make smarter, faster service and support decisions that exceed customer expectations with Sage 300 ERP Services and Project Management solutions. Get the visibility and intelligence you need into all information and key performance indicators to effectively allocate resources, increase customer uptime, and enhance productivity across all business systems.

## Project and Job Costing

Expertly manage every job with powerful, fully automated cost-control and planning. Sage 300 ERP enables project-based companies to better track and report detailed project costs using business-critical categories. From professional services and advertising agencies to telephone installation companies and architectural firms, all businesses can cut costs by using Project Costing to track and analyze project expenses. Simplify project management processes for every job and every project type—simple to complex. The Project and Job Costing module maximizes efficiency, enabling you to meet customer specifications for products and services without risking profitability.

## Sage TimeSheet

Time and expense entry can be deployed through networked clients or secure web browsers, connecting your remote workforce on a real-time basis. Project managers and supervisors can check project status and profit points at anytime, from anywhere, while remote workers are assured that their time and expenses are accurately entered and tracked. Multilevel approvals and workflow options support your internal procedures and organization structure.

## Service Manager by Technisoft

For service-based businesses, the key to success is a streamlined and efficient call center that presents all the information quickly to your staff when they need it. Sage 300 ERP enables customer information to flow throughout the business—from the call center to the technicians on the road and ultimately to the customer. Make your service and maintenance resources work harder with true, centralized accountability that helps you manage the resources, products, and services your business offers. Access your data locally or from the field using mobile or web technologies to save time, lower expenses, monitor profitability, increase productivity, and most importantly, improve customer satisfaction.

# Faster, More Informed Collaboration and Decision-Making

## Sage 300 ERP Business Intelligence

- Standard SAP® Crystal Reports for Sage 300 ERP
- Inquiry Tools
- Financial Reporter (FR)
- Business Intelligence
- Insight
- Alerts
- Document Management by Altec

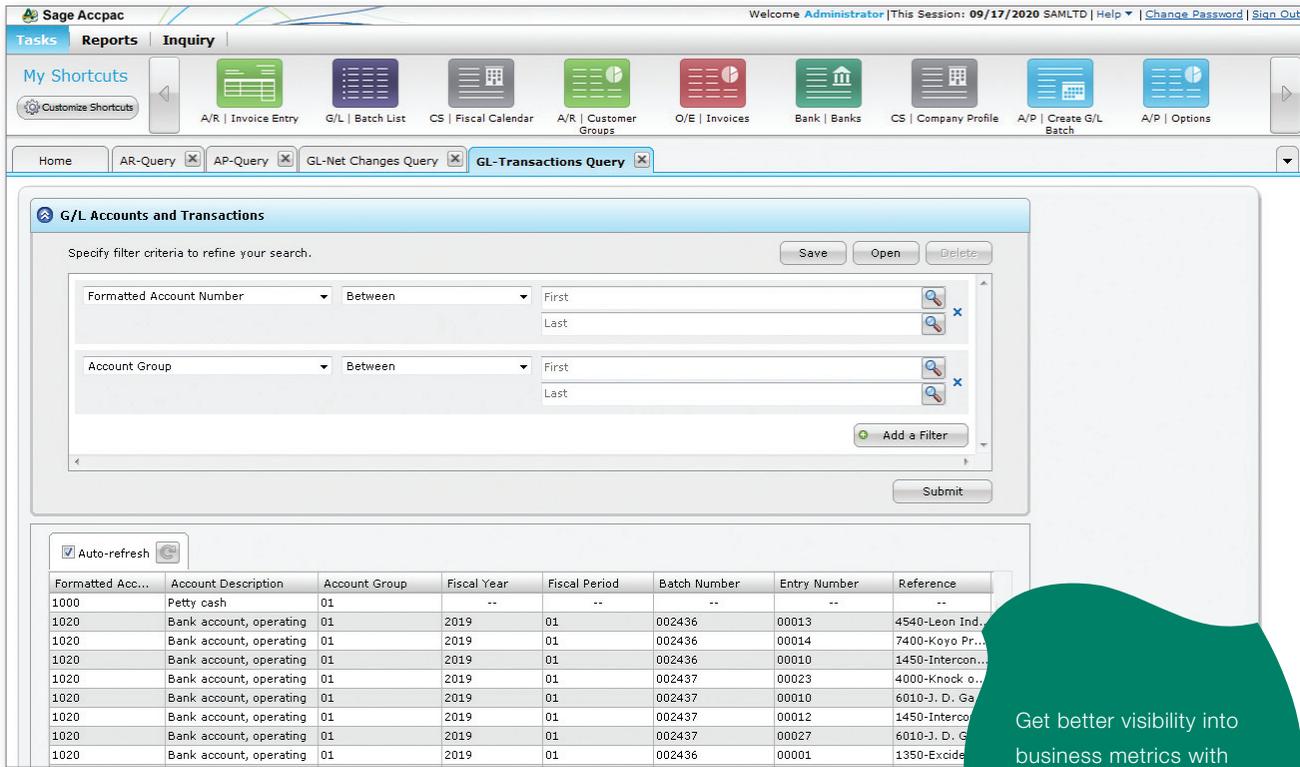
The business intelligence tools of Sage 300 ERP help you increase insight into your business and make faster, more effective decisions. With real-time metrics and the ability to create personalized dashboards and meaningful reports, you have up-to-the minute visibility across all departments and companies in your system and at-a-glance analytics that can be used for strategic planning. Business intelligence tools can help you optimize business processes companywide and provide decisionmakers with insight into financial and operational performance. Using a single solution that ties together and streamlines all of your processes, Sage 300 ERP helps you improve collaboration and accelerates information exchange for a 360-degree view of your business.

## Standard SAP Crystal Reports

SAP Crystal Reports is the standard reporting tool for Sage 300 ERP. With standard customizable reports and forms provided throughout the solution, you have the power to tailor the system to match your reporting needs more closely. Save time designing and distributing presentation-quality reports. SAP Crystal Reports for Sage 300 ERP is a powerful WYSIWYG (What You See Is What You Get) report writer that allows you to create meaningful reports quickly and easily. You can use these reports straight out of the box or modify them to suit your needs, then save and run them anytime. Take control over the look of your documents by selecting font type, size, and color. Enhance the layout by applying lines, borders, and shading. Further enrich your reports with embedded pictures, diagrams, and logos. Use tables, cross-tabulations, or one of 12 graph styles to communicate your financial information. You can even create reports with drill-down capabilities simply by selecting that option for the detail section of a report.

## Inquiry Tools

Empower users at all levels of the organization to gain immediate access to information from Sage 300 ERP, providing greater business visibility and insight to improve business performance. The Inquiry tools that are built into Sage 300 ERP help uncover opportunities and highlight possible issues, enabling your workforce to make better decisions and execute appropriate actions in response to ever-changing business needs. The Inquiry screens allow comprehensive information access from a single screen. For example, Ops Inquiry allows access to key information to better manage your inventory and avoid costly inventory shortages or overstocking. In addition, Sage 300 ERP Inquiry allows even inexperienced users to create personalized ad-hoc query lists in just a few minutes without the knowledge of databases, programming, or web technologies. The highly intuitive interface puts custom information access within easy reach of everyday nontechnical users and means minimal training and IT support. It's quick and easy to create database connections, add fields, and customize data.



Get better visibility into business metrics with Sage 300 ERP Inquiry.

Formatted Acc...	Account Description	Account Group	Fiscal Year	Fiscal Period	Batch Number	Entry Number	Reference
1000	Petty cash	01	--	--	--	--	--
1020	Bank account, operating	01	2019	01	002436	00013	4540-Leon Ind.
1020	Bank account, operating	01	2019	01	002436	00014	7400-Koyo Pr...
1020	Bank account, operating	01	2019	01	002436	00010	1450-Intercon...
1020	Bank account, operating	01	2019	01	002437	00023	4000-Knock e...
1020	Bank account, operating	01	2019	01	002437	00010	6010-J. D. Ga
1020	Bank account, operating	01	2019	01	002437	00012	1450-Interco
1020	Bank account, operating	01	2019	01	002437	00027	6010-J. D. G
1020	Bank account, operating	01	2019	01	002436	00001	1350-Excide

## Financial Reporter

Built into the Sage 300 ERP General Ledger module, the Financial Reporter Tool allows you to easily create accurate financial reports, such as an Income Statement Summary, Balance Sheet, or other Microsoft® Excel®-based reports. The Financial Reporter is a powerful reporting tool that uses Excel to manipulate, format, graph, and print general ledger data. The Financial Reporter adds Sage 300 ERP-specific functions and commands to Excel that allow it to read general ledger data directly. Once the data is in a worksheet, the Financial Reporter uses Excel's formatting and printing capabilities to produce the statement. The Financial Reporter includes a set of standard report specifications that are compatible with any chart of accounts that uses the standard account group classifications and user-defined account groups.

## Business Intelligence

Sage 300 ERP Business Intelligence empowers you to quickly and easily obtain the information you need for operations and strategic planning from your Sage 300 ERP solution. Effortlessly create reports and analyze data, utilizing the familiar Microsoft Excel application. With Business Intelligence you can spend more time focusing on information analysis and interpretation and less time pulling the data together. You have the freedom to build your business intelligence solution to fit your business. Sage 300 ERP ships with a single-user license for the Business Intelligence Report Manager.

## Insight

A high-performance business analytics tool, Sage 300 ERP Insight helps you create and customize reports that withstand the toughest scrutiny. Insight extends far beyond your general ledger, providing a powerful solution complete with bottom-up budgeting, write-back, drill-down, and other advanced capabilities. From basic reporting capabilities to full-feature enterprise consolidations, the Insight module makes managing critical data easy. With powerful Universal Database Access (UDA) functionality, you can integrate information not only from the Sage 300 ERP solution, but also from other ODBC-compliant databases—and can build your own queries. Insight facilitates rapid report creation by converting information already set up in your transaction-oriented Sage 300 ERP accounting system or any other related application into a single data warehousing system. It helps employees in remote offices and disparate departments manage, distribute, and collaborate on data from a single, unified source. Deploy your reports over the web to key personnel throughout your company, or send a Microsoft Excel file that they can review on demand.

## Alerts

Deliver the information needed to create highly responsive, proactive, customer-facing organizations. Alerts enhance communications from your company's back-office, front-office, and e-commerce systems by monitoring data fields for a specified activity. The program automatically communicates specified activities to appropriate customers, employees, or business partners. For you, that means automated processes that reduce delivery cycle time and accelerate revenue. For your customers, that means doing business with a company they can count on for efficient, reliable, and attentive service.

## Document Management by Altec

Better manage the storage, retrieval, and flow of key information in your organization. *Doc-link* by Altec, allows you to electronically capture documents; streamline business processes using defined workflows; automate the routing and distribution of all printed documents, reports, and forms; and provides instant retrieval from the desktop. Managing processes and transactions electronically provides quantifiable ROI and the tangible benefits of greater visibility and control.

## Maximizing Your Human Resources

### Sage 300 ERP Human Resources and Payroll

- Payroll
- Sage Employee Self-Service
- Sage HRMS Train
- Sage HRMS
- Sage HRMS OrgPlus

Bring a competitive edge to your HR and watch your employee ROI take off. Improve alignment between your people and your business objectives and make your employees one of your company's strongest and most competitive assets. Make more effective strategic decisions, alleviate economic pressures, and quickly resolve the multitude of tactical issues HR faces every day.

## Payroll

Featuring streamlined data entry and automatic integration with Sage 300 ERP, this solution provides enhanced payroll accuracy and efficiency. Powerful tax compliance reporting and analysis, excellent tracking of employee hours and accrual balances, multilevel security, and a variety of check disbursing options provide maximum control and flexibility. Payroll Management also equips you with the tools and reports you need for strategic planning. And with tight integration to the Employee Attendance and HR Management modules, your payroll data is available throughout the HR system.

## Sage HRMS

Sage HRMS is our entry-level solution but contains all the essentials you need for efficient and reliable human resource management. The robust, underlying database acts as your single point of truth. The solution contains comprehensive benefits administration and addresses all of your compliance reporting needs, time-off and absence tracking, and powerful import and export functions. The intuitive user interface gives you quick access to the information and is built with your daily tasks and processes in mind. The sophisticated, multilevel security options let you control who can access or view information.

## Sage Employee Self-Service (Sage ESS)

Enable your employees to access common HR and payroll tasks and information quickly and easily. With Sage ESS, employees can request time off, review pay history, update contact information, request training, and more—with just a few mouse clicks. Sage ESS provides managers with a web portal to review information about direct reports and approve employee requests. Part of Sage ESS is a new, innovative methodology called Sage Employee Analytics™, which provides executives, managers, and supervisors with a live and secure view into information relevant to managing their business.

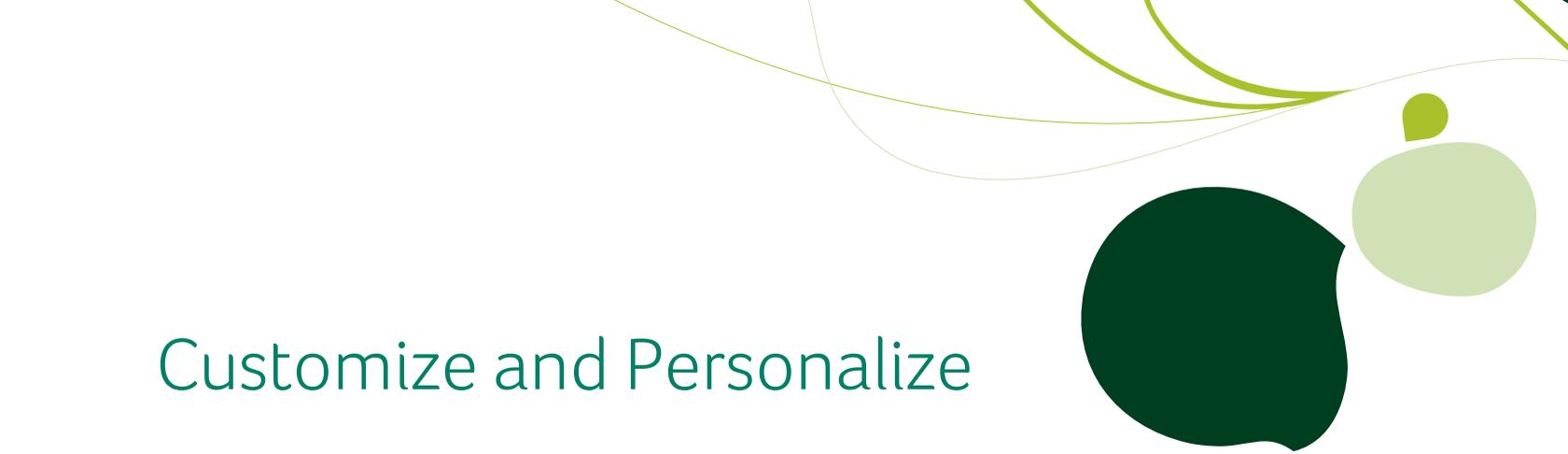
## Sage HRMS OrgPlus

Use this organizational charting software for companywide communication and planning. It provides chart creation, customization, publishing, printing, sharing, schedule updates, and integrated data management.

## Sage HRMS Train

Ensure your employees receive the training they need on time, every time with Sage HRMS Train. It includes the features that you need to effectively establish and administer internal training programs and keep track of employee certifications. Sage HRMS Train includes management of training logistics, such as maintenance of class rosters and training locations, as well as the setup and administration of entire training programs that employees are required to complete. It helps you keep on top of employee certifications and continuing education credits by tracking receipt and renewal dates, as well as managing all necessary requirements and prerequisites.





# Customize and Personalize

## Build Your System to Fit the Demands of Your Business. Not the Other Way Around.

Be the boss of your ERP system with customized, personalized software designed to meet your unique business requirements. Sage 300 ERP was built to deliver customized ERP design and capabilities without the cost or headaches of traditional customization. From on-site or cloud computing through Sage 300 ERP Online to business-specific details to ongoing expansion, count on Sage 300 ERP to integrate with your operating systems and databases and easily accommodate upgrades, product enhancements, and new releases—and avoid incurring additional costs.

## Effortlessly Customize Your User Interface With Optional Fields

Sage 300 ERP is easy to set up and use, with intuitive wizards and a familiar interface that make configuration and navigation a breeze. Fulfill unique tracking and reporting requirements with the ability to add optional fields and capabilities. Define unlimited text, amount, date, time, integer, number, and yes/no optional fields for use in all Sage 300 ERP applications.

## Expand Easily in the Future

In addition to multilanguage, multicurrency, and multicompany capabilities, Sage 300 ERP provides extended flexibility as your company grows. Multitier, scalable architecture allows 250+ concurrent users, as well as extensive customization capabilities, an integrated development environment, and multi-OS/databases. Add functionality when you need to by adding modules or new user licenses—even moving to a larger edition smoothly when you're ready.

## Personalize to Suit Individual User Needs

Numerous configuration options and built-in personalization capabilities allow individual users to streamline navigation, reporting, and information access, improve productivity, and reduce data entry errors.

# A Collaborative Ecosystem to Help Our Customers Thrive

The core tenet of the Sage approach is that we provide customers with an unmatched range of expertise, support, training, collaboration, and innovation. Becoming part of this ecosystem—which includes Sage people, programs, and resources; a vibrant network of partners, consultants, and developers; authorized training facilities; and software user communities—enables our customers to get the most out of their investment.



## Technical Support

Each Sage solution is backed by responsive support in the form of world-class call centers, online self-service knowledgebases, and other resources. Many of our support programs have earned certification, awards, and international recognition from industry auditors, including the Software Support Professional Association (SSPA) and Support Center Practices (SCP) organization.

## Consultant and Partner Network

The Sage global partner network consists of 40,000 accountants and 26,000 business partners and consultants who share a common goal: to drive success for our customers from implementation to support.

## Sage Partner Solutions Source

Many challenges can be addressed by a core Sage solution or service. Others may require highly specialized add-on components developed within our development partner community that includes hundreds of independent software developers. Sage Partner Solutions Source is an online website that makes it easy to search for and capitalize on these innovations. Visit [www.SagePSS.com](http://www.SagePSS.com) for more information.

## Internet User Communities

These online resources enable product users to share tips and interact with one another through a variety of communication tools, including blogs and forums.

## Sage University

To help our customers improve their software proficiency, we offer a variety of training options through Sage University and affiliated authorized training centers. Courses are offered online, on-site, and in a classroom setting. Visit [www.SageU.com](http://www.SageU.com) for more information.

## Conferences

Each year, Sage hosts a user and partner conference to help customers and business partners build professional networks and refine their software skills in a rich, collaborative learning environment. Visit [www.SageSummit.com](http://www.SageSummit.com) for more information.



Visit

**[www.Sage300ERP.com](http://www.Sage300ERP.com)**

or call us at 866-530-7243

for more information today!

**Sage 300 ERP**

6561 Irvine Center Drive | Irvine, CA 92618 | 866-530-7243 | [www.Sage300ERP.com](http://www.Sage300ERP.com)

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