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SAGE ACCPAC NEWSLETTER MAY 2011

What's Inside

Upcoming Events

Webinar: What's New in Accpac v.6.0
May 17, 1:00 EST

Webinar: Introducing the new SAI Report Designer
May 18, 2:00 EST

NYC User Group:
June 14, 8:30am-11:00am

Seattle Lunch & Learn
June 21, 11:30am- 1:30pm

Sage Accpac Intelligence Reporting Tools

By now we hope you have heard about and are using or at least have seen a demonstration of the exciting new Accpac reporting tools in the Sage Accpac Intelligence (SAI) suite. The phrase "Business Intelligence" or "BI" has been around for years. In the past these tools have only been practical and affordable to large companies.

Thankfully today, the same tools used by major corporations, are available to you due to technology advances of the last few years. It is just in time as a recent study by Gartner Research that using better BI tools was among the top 5 priorities for small to midsize business today.

If you don't really know what makes your business tick, what is working and what is not, where your revenue is coming from and how much it is costing to produce - then you need business intelligence or BI. With SAI you can pull data from multiple systems and present it in an easily readable form such as graphs, charts, and dials on screen-based "dashboards."

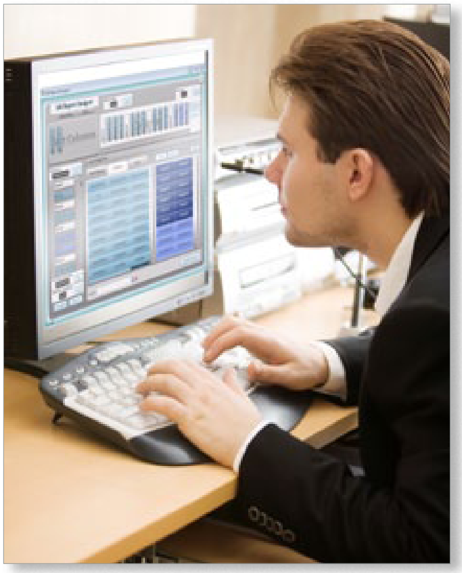
With an easy to use BI tool like Sage Accpac Intelligence you can make smarter, more confident business decisions faster than ever before.

To help you learn about and use these tools we have two free events scheduled for you:

Webinar: May 18th 2:00 EST - Introducing the new SAI Report Designer, presented by Sage

Live Training: Net@Work NY Accpac User Group June 14th 8:30 – 11:00 AM – SAI Reporting Tools Training

For more information contact Peter Conway at pconway@netatwork.com 1-800-719-3307 ext 4333



There is more:

A new component is scheduled to be available this summer for Sage ERP Accpac Intelligence—the Report Designer module. The Report Designer module was developed for the specific task of creating financial statements. It simplifies the complex process of financial statement creation, leveraging the power and flexibility of Microsoft® Excel®.

Fast, Flexible Financial Reporting

The Intelligence Report Designer module has been developed to allow you to generate financial statements from predefined lists in seconds. You can edit existing financial report layouts or create new ones using simple drag and drop functionality for total financial report design flexibility. A what-if analyzer also is included, so you instantly can see the impact on an area of your business by changing a set of values on your reports.

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Sage Accpac Intelligence Reporting Tools (continued)

impact on an area of your business by changing a set of values on your reports.

Report Templates

Report Designer module comes with five templates to help you get started quickly. There are three different income statement formats, a balance sheet, and a trial balance. Two versions of each template are included, one for single-company financial reports and one for consolidated multi-company reports. It is easy to transform Excel data into meaningful information using Report Designer's flexible tools.

Integration Tools

Special options have been built into the Report Designer module to facilitate the special needs of financial reporting. A graphical mapping tool lets you easily create a relationship between the Account Groupings in the accounting system and the Intelligence Report Groupings, assuring your reports meet GAAP requirements.

With the release of the new SAI Report Designer module creating dashboard, financial reporting, sales and operation management templates is easier than ever before. With this Excel based tool you can get detailed, real-time intelligence through multi-dimensional data analysis and dynamic charts showing Key Performance Indicators.

In summary, SAI provides a user-friendly Excel interface to create and modify Financial Reports using a simple drag and drop, point and click interface, the average to advanced Excel user can create Accpac reports without needing programming skills. The reports are dynamic and can be update as Accpac data is entered.

Here is a summary of the various components of Intelligence and how each one can be used.

Report Viewer

The moderately priced Report Viewer license is what you will want for your staff members who need to run reports but do not need to design or modify them. With this license you can access real time data in predefined report formats. Results are presented in familiar Excel style, and include dynamic drill-down capability. You select the various parameters for the report, such as date ranges and filters each time you run them.

Report Manager

The Report Manager license allows you to copy, edit, and save your transactional reports and lists and to create new reports. You are able to add or change report columns, report filters, and report parameters, as well as sort, drill down into, and aggregate data. You also can schedule, file, publish, and distribute your reports. This component also includes Report Viewer functionality, and you can access the Report Viewer right from within the Report Manager. Current Sage Business Care customers running Sage ERP Accpac v5.6 and v6.0. are eligible to receive a Report Manager license and a Security Manager as a benefit of their subscription plan.

Connector

The Connector component is useful for organizations that need to access information from multiple sources and consolidate data from multiple companies. It provides unlimited connectivity to ODBC data sources including unrestricted access to the ERP database, across all tables, fields, and modules, including SageCRM, Sage Abra, and Sage FAS, in addition to Sage ERP Accpac.

Analysis

This module is highly effective for analyzing large volumes of data using the pivot table capabilities of Excel. It is ideal for identifying trends and patterns in large volumes of data over multiple years, such as sales history. It comes with Financial, Sales, and Inventory OLAP cube reports.

Report Designer

As we have discussed, the Report Designer incorporates the specialized functionality needed for financial report creation. Report Designer requires Microsoft Excel 2007 or newer in order to run.

Navigating Shortcuts And Customizing Columns

Shortcut Keys, Icons, And Buttons

For heads-down data entry, effective use of the shortcut keys, icons and buttons found in Sage ERP Accpac can provide a big productivity boost. The shortcuts, icons, and buttons that are available on a particular form will be different depending upon the type and purpose of the form. For example, the G/L Batch List and the Finder let you view columns of data, while the G/L Journal Entry and Currency Rates forms let you enter and edit data. Here we list the shortcuts available in various parts of the system.

Navigating With Shortcut Keys

Here are the shortcut keys and what the shortcuts tell the software to do:

» **Page Up**: Go to the first (top) record visible in a list.
» **Page Down**: Go to the last (bottom) record visible in a list.
» **Ctrl/Page Up**: Go to the first record in a Finder list.
» **Ctrl/Page Down**: Go to the last record in a Finder list.
» **Ctrl/Tab**: Move out of a grid or list to the first button or field following the grid or list.
» **Ctrl/Shift/Tab:** Move out of a grid or list to the button or field directly above the grid or list.
» **Home:** Go to the first entry in a list.
» **End:** Go to the last entry in a list.
» **Tab or Enter**: Go to the next column.
» **Shift+Tab or Shift+Enter**: Go to the previous column.
» **Alt+C** : Close a form or dialog box.
» **Alt+E**: Open the Set Criteria dialog box to specify records that will be displayed in the Finder.
» **Esc**: Cancel or close a pop-up window (for example, the calendar).
» **Up Arrow/Down Arrow**: Go up or down one line in a grid.

Using Function Keys

The function keys are a fast way to obtain additional information while in a form.

» Press the **F1 key** to display online Help, or hold down Alt+H to display the Help menu.
» To display the calendar for a date field, press the **F4 key**, or hold down **Alt + Down Arrow.**
» The **F5 key** is an alternative method to the lookup icon to display the Finder.
» Pressing the **F7 key** displays the information for a record.
» Pressing the **F9 key** opens a detail form that displays more information for the record.
» Pressing **Shift+F9** keys opens the Zoom Detail for even more information.
» Press **ALT+P** to print a report.

Entering Or Deleting Data

» Use the **New** icon (resembling a piece of paper with the top right corner folded down) to start a new record.
» Use the **Insert** key to insert a blank row in a grid to add a new line.
» Use **Ctrl+Insert** to begin a new entry when you are pointing to a field that has a New button beside it.
» When in a list or grid, the **F2 key** will turn on the edit mode for the row you are working on. **Press F2 again** to toggle out of edit mode.
» Use either the **Delete** key or **Alt+D** to delete the selected row or record.
» Use **Alt+A** to save a new record.
» Use **Alt+S** to save changes to the displayed record.

Rearranging Columns

You can rearrange, resize, and even hide columns in a form to better match your business processes. Here we explain how.

Rearranging Columns:

1. Point the cursor at a column heading and hold down the left-mouse button.
2. Drag the column to the new position.
3. Release the left mouse button. The column will be in the new order the next time you open the form.
4. To reset back to the original order, right-click the icon of the form, choose Restore Defaults from the menu that appears, and then choose the option, *All Other Settings*.

Changing The Size Of Columns

1. Position the mouse pointer on the vertical line separating a column heading from the next heading to the right.
2. Hold down the left-mouse button and drag the column to the right to make the column wider or to the left to make it narrower.
3. When you reach the desired width, release the mouse button.
4. To resize a column to its minimum size, double-click on the vertical line dividing columns. The column to the left will be resized to fit the data in the column.

Hiding Columns

1. With the mouse pointed at the column heading, how down the right mouse button, then choose Hide (column name) from the menu that appears.
2. To display the column again, right-click anywhere in the column headings area, then choose Restore (column name) from the menu that appears.

Give us a call if you would like to schedule training in the use of shortcut keys, or rearranging columns on forms.

Data Security in the Cloud

Many considering cloud computing raise concerns about the security of data being stored and accessed online. What's important to consider is that good providers adhere to strict privacy policies and sophisticated security measures, with data encryption being one example. Companies can choose to encrypt data before even storing it on a third-party provider's servers. As a result, many cloud providers offer greater data security and confidentiality than companies that choose to store their data in-house. However, not all providers will offer the same level of security. We recommend that if you have concerns over security and access you should research any potential providers policies before using their service. Technology analyst and consulting firm Gartner lists seven security issues to keep in mind when considering cloud services:

Privileged user access–enquire about who has access to data and about the hiring and management of such administrators

Regulatory compliance–make sure a vendor is willing to undergo external audits and/or security certifications

Data location–ask if a provider allows for any control over the location of data

Data segregation–make sure that encryption is available at all stages and that these "encryption schemes were designed and tested by experienced professionals"

Recovery–find out what will happen to data in the case of a disaster; do they offer complete restoration and, if so, how long that would take

Investigative Support–inquire whether a vendor has the ability to investigate any inappropriate or illegal activity

Long-term viability–ask what will happen to data if the company goes out of business; how will data be returned and in what format

Generally speaking, however, security is usually improved by keeping data in one centralized location. In high security data centers like those used offered by Net@Work, security is typically as good as or better than traditional systems, in part because providers are able to devote resources to solving security issues that many customers cannot afford. Learn more about our range of Cloud Services and Cloud Computing Solutions.

Annual Software Maintenance & What's in it For You

Every year we are asked to pay an annual software maintenance fee for our business software to the publisher, usually Sage Software. This is not unique to Sage; all major software publishers require annual maintenance fees. You may have wondered at one time or another why you are required to pay this fee and how doing so benefits you.

The thing is, believe it or not, software like most everything else in life needs to be maintained. It must be kept up to date in order to run on new operating systems, and take advantage of new performance and security features. Your software must also be continually enhanced to accommodate changing business requirements and new government regulations, as well as evolving users' needs. Without on-going maintenance the system your business relies on would soon become obsolete which could force a large investment in another system.

Software maintenance fees are a cooperative effort of all active users to fund the significant costs to keep major software products current and alive. With every new release your business gains a more stable and feature rich business solution, which when used to the fullest will forward your business goals in many ways.

There are other services that your annual software maintenance fees buy. Both Net@Work and Sage offer free web based live and recorded training on the new features in each software version. Sage maintains an extensive on-line knowledge base which is a great place to find answers and tips on how to use your Sage software more effectively. Then there are the Sage on-line product community forums that are another rich source of information.

In all regular maintenance and upgrades allow you to:

- Ensure optimal performance
- Save time and maximize productivity
- Better manage your business
- Enhance collaboration
- Lower total cost of ownership
- Diminish user interruption
- Compliance with government regulations
- Keep up with technology advancements
- Further streamline operations

Sage Software offers three levels of software maintenance plans, Bronze, Silver and Gold. Bronze is strictly software maintenance while Silver and Gold offer levels of telephone and on-line support in addition to software updates and new versions.

Considering the important role that your software plays in successfully operating your business, annual software maintenance is a very good investment. I hope you agree.

IN THE SPOTLIGHT:

Sage Payment Processing Powered By Sage Exchange

Now you can have the convenience of credit card processing that is fully integrated with your Sage ERP Accpac system, and the peace of mind of knowing that sensitive data is stored in compliance with Payment Card Industry (PCI) requirements with Sage Payment Processing powered by Sage Exchange.

Complete Credit Card Processing

Sage Exchange is a fully PCI-compliant payment platform that provides you with access to a complete credit card processing solution—Sage Payment Processing.

Sage Payment Processing supports all the required transaction types involved with credit card processing, including pre-authorization of credit card payments, capture of pre-authorized payments, and performance of void or refund transactions.

Your organization can process credit card payments directly from within your Sage ERP Accpac Order Entry and Accounts Receivable modules. Fraud prevention features protect you and your customer from unauthorized credit card usage.

Order Entry And Accounts Receivable Integration

You will be able to capture pre-authorizations, authorizations, and payments in Order Entry and Shipment Entry, with the ability to easily void a transaction when necessary. Tight integration with Accounts Receivable allows you to process receipts, prepayments, and miscellaneous receipts using credit card transactions. You also can pay multiple invoices with a single credit card, apply partial credit card payments, and process refunds.

CVV2 And Address Verification Services

Built in Credit Card Verification (CVV2) validation helps verify card authenticity and reduces charge-back fees for e-commerce and mail order purchases. Address verification services add another layer of authentication by comparing the purchaser's billing address with the billing address on record.

Merchant Account Provided

Sage Payment Solutions includes the merchant account needed for credit card processing. Funds collected are automaticity deposited into your existing business bank account.

Online Reporting

Secure online access to all your key transaction information is included for your merchant account. You can increase your operational efficiency with full online reporting, including historical data. Real-time reports allow you to see settled batches, deposit amounts, charge backs, and complete transaction history.

Sage Payment Processing powered by Sage Exchange also includes developer tools. If you have a custom billing program or other specialized add-on to Sage ERP Accpac, we can integrate it with Sage Exchange to meet Payment Card Industry-Data Security Standards (PCI-DSS) certification requirements.

Give us a call to discuss the benefits of implementing integrated credit card processing through Sage Payment Processing for your organization.

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