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Headline News

SageCRM version 6.0C for Sage Accpac ERP is now available. It is compatible with Sage Accpac ERP 5.4. SageCRM v6 introduces new user training tools, including instructional feature tours and on-screen coaching; new data management features including expanded search queries and grouping functionality; and enhanced system administration capabilities.

**Sage Accpac
ePOS**

See page 4
for more info!

Sage Accpac Insight

There is no question that reports are a vital and fundamental component of any business management solution. Whether printed to paper, viewed on screen, or exported for further analysis, reports are one of the most common, and most important tools for utilizing your business data. Often times, a quick query or simple report is all you need; however, there are times when you need more sophisticated management reporting. Sage Accpac Insight from Sage Software is a powerful reporting, budgeting, forecasting, and consolidation solution with the decided benefit of integration with your Sage Accpac ERP solution. Let's take a look at the power and functionality of Sage Accpac Insight—and a quick look at the new features to be found in the version 5.4 release.



Insight consists of several components allowing you to build a reporting system that meets your specific business needs.

Overview

Insight is a robust, Excel-based business analysis tool that helps you create, customize, and distribute reports. Its a powerful financial report writer, yet its capabilities extend far beyond your general ledger, delivering bottom-up budgeting, write-back, drill-down, multi-dimensional

analysis, and other advanced capabilities. In addition to financial data, Insight provides access to your critical operational and sales data, as well as customer, product, vendor, employee, and geographic data. Insight can even incorporate data from data sources other than Sage Accpac.

**Why Accpac
Insight?**

Most businesses running Sage Accpac software can benefit from the advanced analytical power of the Insight tool. With it you can improve your reporting performance through data warehousing capabilities designed to help efficiently manage

your report data.

Is your database so large that it significantly slows the generation of vital business reports? Do you want to report on Sage Accpac data as well as data from external applications? Do you want to schedule automatic distribution of reports to remote offices and to traveling employees? Do you want secure access to business information, locally or over the Internet? Do you want a tool as easy to use as Microsoft Excel? Do you want to drill down from the summary report to more details by or to the underlying source transaction? If so, Insight is the tool for you.

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Compliments of:



Sage Accpac Insight CONTINUED

Components

The Insight application consists of several components allowing you to build a reporting system that meets your specific business needs. The available components are: Author, Viewer, Data Warehouse, Enterprise Budgeting, Consolidations, Alerts, and Universal Database Adaptor (UDA).

Author

Author is a wizard-based tool allowing you to quickly create new templates in Microsoft Excel. Once your reports have been generated, use your knowledge of Excel to further format your reports and include charts or graphs if so desired. Each Insight installation requires at least one Author license.

Viewer

Viewer is needed for users who want to refresh reports and drill down to supporting transaction detail. Using Viewer you can even drill around from one module into another.

Data Warehouse

Use the Data Warehouse component to increase your performance. It allows you to extract only the key data you want to report on, providing an optimized reporting database. Additionally, it includes replication capabilities that let you synchronize your data warehouse across multiple locations—making information even more accessible to employees across the enterprise.

Data Warehouse also adds vital budgeting and scheduling capabilities and has security features to ensure your data is available only to authorized users.

Enterprise Budgeting

The Enterprise Budgeting component allows you to create very complex budgeting models containing multiple worksheets. Use it to provide templates for end-user data entry and manipulation, and then consolidate that input to create a bottom-up budget. Enterprise Budgeting requires the Data Warehouse component.

Consolidations

Use the Consolidations component to produce merged accounts for statutory or management reporting purposes. You can combine multiple unrelated general ledger databases into a single set of financial reports. Consolidations requires both the Data Warehouse component and Microsoft SQL Server database.

Alerts

The Alerts component automates the reporting process. You can schedule Data Warehouse filter updates, report generation, report distribution, and report refreshes. Schedule your reports to run after business hours to take advantage of under-utilized computer resources. Alerts requires the Data Warehouse component.

Universal Database Adaptor

The UDA component delivers the ability to connect and integrate with non-Sage Accpac applications. With UDA, Insight can become your single enterprise-widereporting and analytical solution. UDA requires the Data Warehouse component.

Advantages

From basic reporting capabilities to full-featured, enterprise-wide consolidations, Insight tools deliver reporting power. Here is a partial list of what you can accomplish with Insight:

- ▶ Create new report templates.
- ▶ Produce reports across multiple cost centers or business entities.
- ▶ Drill-down and drill-across information without a pre-set path.
- ▶ Optimize report generation time.
- ▶ Combine multiple, unrelated databases into a single set of reports.
- ▶ Schedule reports to automatically refresh.
- ▶ Automatically distribute reports to internal and remote staff.

Insight is an enterprise-wide reporting and analytical tool delivering sophisticated features and integration with your Sage Accpac solution. We can help you decide which of the Insight components, or combination of com-

ponents, makes sense for your company. Call us for more detailed information, or to see a demonstration of Sage Accpac Insight.

Already An Insights User?

Version 5.4 adds several powerful new features including the addition of many more tables, a streamlined initial filter setup, and support for multiple sources in a single profile.

In addition, a new cross-module drill down feature allows you to, for example, drill down from an income statement to general ledger transactions to accounts receivable invoice, all the way to order entry invoices. Call us for full details of the new version. ☆

Tips & Tricks

The splash screen can be removed by setting the Splash Screen variable to “No” in the Windows registry. Depending on the version of Sage Accpac you are running, the variable may have to be added in manually.

1. Click *Start* in Windows, then click *Run*. Type “regedit” and click *OK* to open up the Registry Editor.
2. Expand HKEY_CURRENT_USER\SOFTWARE\ACCPAC International, Inc.\ACCPAC\DESKTOP.
3. If Splash Screen exists already on the right -hand pane of the window, change its value from Yes to No.

If Splash Screen is not on the right-hand pane, right-click the right-hand pane of the window. Select *New*, then *String Value*. And Name it “SplashScreen” and set its value to *No*.

Note: Manually modifying the registry can cause problems with the normal operation of your computer including preventing Windows from starting up. Before modifying the registry, it is important to verify there is a known good back up. Don't hesitate to call us for further instructions. ☆

ACCPAC Query

When you need a quick ad-hoc report, you don't want to spend hours or engage a programmer—you want it to be easy, intuitive, and straightforward. Many report writing tools require understanding of the application's underlying data structure. Cryptic or hard-to-understand table and field names are baffling to all but the most sophisticated users. If terms like outer joins and data schema start your head spinning, we've got a tool for you—ACCPAC Query. It is an easy to use, yet surprisingly powerful reporting tool that allows even inexperienced users to create informative reports. Recently, a new version of this tool was released, so even if you're already familiar with ACCPAC Query, read on to learn more.

Easy To Use

ACCPAC Query has a user-friendly interface to guide you through the report generation process—from selecting the data tables and fields, to specifying sort and filter conditions, through indicating the desired output. There's no need to be an expert in Sage Accpac database structure, ACCPAC Query was designed for everyday users of the software. You won't find cryptic unintelligible field names here; ACCPAC Query uses plain-English descriptions for fields and tables. Even operators such as greater than or equal to are spelled out, rather than relying on symbols. You do not have to know or understand the relationship between tables, ACCPAC Query software handles complex table joins automatically. The result is an easy-to-use report generator that delivers the business data you need in minutes.

Power And Flexibility

While it is easy to use, ACCPAC Query is not a scaled-down tool just for beginners, it's endowed with an impressive array of features and functionality.

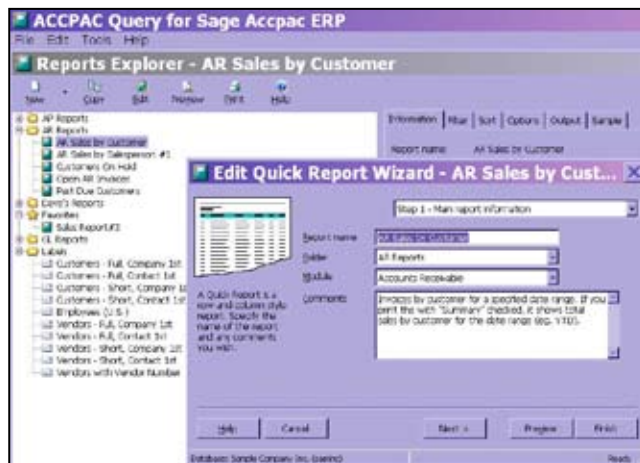
For each field included on your report, you can specify the font, color, alignment, heading, and column width. You can specify *Group*

By fields to organize the data just the way you want, and you can also specify *Sum* or *Average* values for your numeric fields.

If you use multiple companies, ACCPAC Query allows you to combine data from more than one company on a single report. As you save your report, you can indicate whether other users can access the sort and filter pages. Output your reports to screen, a printer, or to a file.

Strong Security

Security is always a concern with reporting tools. ACCPAC Query supports role-based security for reports, folders, and the data dic-



In ACCPAC Query version 9.0, a new Reports Explorer replaces the former Report Wizard.

tionary. It offers a wide range of choice and customization when creating report and folder security settings.

In addition to the standard security groups of Everyone and Administrators, in the latest version, you can define new groups, such as Clerks and Managers. At the user level, you can indicate which group or groups a user belongs to, and you can create users with blank passwords if you wish. When creating a folder or report the user can then specify which groups have what type of access to it. This would allow you to create a report, then modify its access settings so that the Everyone group has view, read, and write access to it. Were you to remove the Everyone group and add the Managers group, only those users you've defined in your Managers group would have access to the report.

Two Editions

ACCPAC Query is available in both a Professional and a Runtime Edition.

The **Professional Edition** provides full report generation power, including the ability to rearrange and modify fields, add graphics, calculate fields, and add lines and boxes. You can edit the underlying SQL statements and see the actual table and field names if you're more familiar with them. At least one user in your company will need the Professional Edition, but consider making it available to anyone who has the need to quickly access business data.

The **Runtime Edition** is an inexpensive way to allow users simply to filter, sort, and run existing reports. Distribute the Runtime Edition to all Sage Accpac users. Remember, built-in security prevents unauthorized users from accessing sensitive data.

Predefined Reports Included

ACCPAC Query includes a number of predefined reports, such as Avery laser-label definitions for Customers, Vendors, and Employees. Use these reports as-is, or modify them to suit your specific needs.

What's New At A Glance

ACCPAC Query version 9.0, released in June, is compatible with Sage Accpac 5.3 and 5.4.

- ▶ Support for Sage Accpac Optional Fields.
- ▶ A new Reports Explorer replaces the former Report Wizard.
- ▶ Snapshot icons show the first page of the report the last time it was run.
- ▶ Settings in memory remember which folders were expanded and which report was selected when you last exited the program, and restores those settings the next time you run it.
- ▶ Customizable report templates allow you to save various standard report formats and build from those.
- ▶ Much more—call us for full details of the new version.

Informative, on-demand reports are perhaps the single most important element in any accounting system—ACCPAC Query delivers that functionality. Call us for pricing or to order. ☆



In The Spotlight Sage Accpac ePOS



It's a struggle for smaller businesses to find a full-featured, cost-efficient point of sale solution—let alone one that integrates with their accounting solution. Sage Accpac ERP users have a distinct advantage; the comprehensive Sage Accpac ePOS point-of-sale solution offers seamless integration with your Sage Accpac ERP software. Let's take a brief look at the Sage Accpac ePOS features and functionality.

Comprehensive Feature Set

Sage Accpac ePOS provides support for price discounts, layaways, gift card/certificate tracking, loyalty tracking, manual promotion, customer and inventory lookup, multiple payment methods, receipt printing, and extensive reporting. It also integrates with many industry-standard point of sale hardware.

In addition to your retail cash customers, ePOS supports selling to your accounts receivables customers. You can check customers' credit limits, pricing levels, active and inactive status, and prohibit sales to on-hold customers. New customers can be defined in ePOS and their data can automatically populate a record in the Accounts Receivable module.

ePOS integrates with Sage Accpac, creating a single source for reviewing and evaluating financial performance and records. It utilizes special item pricing and can create quotations, order confirmations, invoices, credit notes, and receipts in the Sage Accpac Order Entry module, extending order entry functionality to the storefront.

Complex pricing, even customer-specific pricing, is supported by ePOS, through its integration with your Sage Accpac Accounts Receiv-

able and Inventory Control modules. Even various promotions such as buy one get the second at 50 percent off are easily handled.

The popularity of gift cards has soared in recent years. ePOS tracks and validates purchases made through gift cards and gift certificates. Customers can even choose to update the value of their gift cards in their future visits.

Connect Multiple Locations

ePOS is ideally suited to businesses running multiple retail locations. Connect multiple tills over a local area network (LAN) and link your remote retail locations to your head office over the Internet. Since ePOS deploys over the Web, employees at one store can view available stock at another store or put a sale on account for a customer. A convenient offline mode ensures uninterrupted use of the point of sale terminals even if the network connection is lost.

Easy To Use

The last thing you need is a confusing system that requires excessive training time to make each user proficient. The ePOS system offers single keystroke options and touch-screen support for many common operations such as sale completion, payment, item return, suspend sale, quotation, and cash drawer opening.



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Secure

Security is a concern both within your organization and for your customers. ePOS provides user access security at a detailed POS function level. In addition, the ePOS server encrypts the data being transferred to ePOS, ensuring secured transmissions over the Internet.

Customizable Interface

You may have purchased Sage Accpac originally due in part to its international capabilities. The ePOS module supports a multilingual user interface that can be customized at the register level. It also supports screen layout modification allowing you to tailor the application to best suit your organization's needs.

Credit Card Handling

As you would expect, ePOS accommodates credit card transactions. A friendly built-in interface makes it easy to process both debit and credit card transactions. Payments made with credit cards can be authorized in real time.

With its rich feature set, scalability, and accounting integration, the ePOS solution is used successfully world wide in retail businesses of all types. If you'd like to learn more about ePOS, please give us a call. ☆