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Headline News

Sage Accpac ERP was ranked as a Top 100 Product of 2007 in the High End/Mid-Market Category by *Accounting Today* magazine. Each year, the editors focus on such factors as: frequency of use, the level of acceptance by practitioner users, visibility in the market, the amount and degree of user support, performance, and user demand.

Sage FAS
Fixed Assets

See page 4
for more info!

**Keep Your Inventory In Check With
The Sage Accpac Inventory Control Module**

If your company maintains a perpetual inventory, you understand that long-term profitability depends on a firm handle on your inventory counts, costs, and turns. The Inventory Control module for Sage Accpac ERP offers features and tools to help you manage your inventory with complete control and awareness. Here we highlight just a few of them.

Multi-Location Support

Unlike inventory systems that allow only one inventory location, the Sage Accpac Inventory Control module allows you to maintain an inventory balance for an item in multiple warehouses. You can specify a different bin number for an item in each location. The multi-location support goes further, tracking items' cost by location, reorder points by location, and even sales projections by location for better stock handling.

Warehouse locations can be considered either physical or logical locations. While you cannot ship or receive goods at logical locations, they are especially useful as an in-transit location.

As you move items out of your physical warehouse, you can generate a Transfer Slip, designed to accompany goods to the receiving

location. The transfer slip includes a column where receivers can check whether the goods received match the goods as stated on the transfer slip. It also includes the shipping and receiving location information, the contact names and phone numbers so that anyone handling the exchange can easily see who they should contact if problems arise during the transfer.

Customer-Specific Item Numbers

Many larger customers wish to use their stock numbers when ordering from you. The Inventory Control module makes handling customer-specific item numbers easy. You may have any number of customer item numbers associated with a single item in your inventory. For each customer item number, you can maintain a unique description, unit of measure, and specific comments or instructions related to shipping and handling.



The Inventory Control module for Sage Accpac ERP offers features and tools to help you manage your inventory effectively.

Flexible Pricing Options

The Inventory Control module includes broad and flexible options for item pricing, allowing you to establish the pricing structure that best suits your organization.

One price list isn't likely to fit all of your needs, and in the Inventory Control mod-

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Compliments of:



The Sage Accpac Inventory Control Module CONTINUED

ule you can maintain separate price lists to be used depending upon customer type, payment method, region, or currency. Pricing can be based on: cost plus a percentage or amount, weight, quantity, unit of measure, and customer type. Up to five volume discount price levels, using either a markup or discount pricing structure, can be maintained for each item and price list.

To ensure your best customers always get the best price, there's an option to use the lowest price for a customer, regardless of the contract price. If chosen, the Order Entry module will use the lowest of the contract price, discounted base price, or sale price.

Once you've established a pricing structure that works for you, you'll want to ensure it is respected when items are sold on a sales order. During Order Entry, you choose how you want the software to respond to price overrides. You can elect to: do nothing, display a warning message, display an error message and reject the price override, or require the user to get a supervisor's approval on price overrides.

You may sell some items that are priced by weight rather than by quantity. Within the Inventory Control module, you can specify whether the base price and discount prices of the item are based on weight or on quantity. If you specify weight, you're allowed to set volume discount amounts or percentages that are determined by item weight. During Order Entry, the weights are calculated by multiplying the unit weight of an item times the quantity ordered, and converting the weight to default units.

Unit Of Measure Control

The Inventory Control module allows you to set up a centralized list of the units of measure that you use for your inventory items, along with conversion factors for converting between different units, providing a standardized, streamlined way for applying these various units of measure to your item records.

Even if you do not price your items by weight, you may need to track the total weight of a sales order or a purchase order. The Inventory Control module allows you to set up as

many weight units of measure as you need for your inventory items—such as tons, kilograms, pounds, ounces, and grams. For each unit weight, you'll specify the conversion factor to your default weight unit of measure, allowing Order Entry and Purchase Orders to tally a total for each order.

Accurate Costing

Having an accurate count of the items in your inventory is only part of the picture. Without accurate cost information, you cannot determine the profitability of your operations. Flexibility in inventory cost methods may allow you to reduce taxes while adhering to government reporting regulations. The Inventory Control module provides for a highly flexible and extremely precise inventory cost system, offering you a choice of five different inventory cost methods.

The Inventory Control module allows you to maintain and report on as many as six different costs per location, including standard, most recent, average, last unit, and two optional user-defined costs. You may use up to six decimal places in your cost figures for a fine level of precision. Costing methods can be specified as moving average, FIFO, LIFO, standard, most recent, or a user-specified costing method.

If you incur costs associated with an item transfer, the Inventory Control module can handle the allocation of additional costs to transferred inventory items by quantity, cost, weight, or by a manually specified cost per item.

Multi-Level Bills Of Material

Bills of material are a necessity in a manufacturing environment, but are also an efficient way to bring multiple finished-goods items together to sell as a package.

The Inventory Control module supports multi-level bills of material. For each level you maintain a list of component parts and quantities, as well as the fixed and variable costs for manufacturing, such as labor cost, materials, and overhead. You easily can find Master Items that contain a given Bill of Materials Component—helpful when a problem is detected with a component item or when it becomes unavailable.

Reporting And Inquiry Tools

Inventory Control boasts dozens of standard reports that deliver a timely and complete picture of your company's inventory activities. Use the **Slow-Moving Items** and the **Overstocked Items** reports to fine-tune your ordering process. The **Sales Statistics** and **Selling Price/Margin Analysis** reports will give you an idea of what's selling and if it's making you money.

Options Boost Functionality

The Inventory Control module is an ideal tool that satisfies the needs of many distributors and manufacturers. For specialized needs, a number of additional components are available that boost the functionality of the Inventory Control module and allow you to create a truly tailored solution for your warehouse management needs.

The Sage Accpac WMS (Warehouse Management Software) brings advanced radio-frequency and barcoding technology, among dozens of other features, to your warehouse. Complete control over your inventory—including up-to-the-minute notification of when replenishment is needed and a full audit report of every product moved through your warehouse—gives you a clear picture of what is going on in the warehouse, and allows you to reduce 'just in case' inventory levels.

Should you need to track lot or serialized items, two Sage Accpac Options solutions exist to support this functionality, allowing you to track lot and serial number from first receipt through final disposition.

Note: Some of the Inventory Control features described here apply only to the Sage Accpac 500 version of the software. We're happy to help you determine the version of Sage Accpac that best suits your organization.

Tool Of Choice

The Inventory Control module has broad functionality; to do it justice would require more space than we have here, so we have focused only on a few of the highlights. Please contact us for detailed information or a demonstration. ☆

Combatting Check Fraud

Check fraud is one of the most common crimes against businesses and financial institutions. Advances in technology make it increasingly easy for criminals to fraudulently manipulate or imitate your checks. Check fraud can range from forgery, where a company check is issued without the proper authorization, to counterfeiting, where a check is altered or wholly fabricated.

One obvious way to reduce the potential for check fraud is to reduce the number of physical checks generated. That's where the ACH (automated clearing house) and EFT (electronic funds transfer) system comes in. The ACH Network is an efficient, secure, and reliable electronic commerce system that processes electronic payments of all kinds, including: direct deposit of payroll, Social Security benefits, and tax refunds; bill payment of consumer bills, business-to-business payments, and federal, state, and local tax payments. In addition to providing a secure payment system, ACH can save your company the time and money associated with purchasing check stock and printing and mailing checks.

Another way to minimize check fraud is to have your bank verify that the checks you write are processed exactly as you intended through a service called Positive Pay.

Here we will discuss EFT and Positive Pay solutions and offer some ideas for minimizing check fraud using Sage Accpac ERP within your organization.

EFT Direct For Payables And Payroll

With Sage Accpac Options for EFT Direct Payables and EFT Direct Payroll you can easily and efficiently process ACH payments to your company's vendors and employees. It allows you to maintain bank account and routing information and uses that information in the generation of the EFT file. Once you post checks in the Accounts Payable or Payroll modules, you'll run the EFT program that creates a file containing information specifically needed for EFT transfers in the format required by the National Automated Clearing House Association (NACHA). Typically then, you will upload that file to your bank's FTP (file transfer protocol)

site for processing. The remainder of your Accounts Payable and Payroll processing remains unchanged.

Positive Pay

Positive Pay is an automated fraud detection tool offered by many banks. It is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by your company. All three components of the check must match exactly or it will not clear. Once accounts payable payments are registered and posted the Positive Pay file is generated. The file contains information such as check number, date, amount, and payee. Typically you will then upload the file to your bank's FTP site.

When a check is presented at your bank for payment, the bank compares the check to your Positive Pay file. If the bank identifies an exception you will be notified electronically. You can review the exception items and indicate whether the checks are to be paid or returned unpaid. Third-party Positive Pay solutions for Sage Accpac are available, call us for more details.

Fraud Prevention Steps

What else can you do to minimize the potential for check fraud in your organization? Below is a list of suggestions from experts at Bank of America:

- ▶ Convert payments to ACH and other electronic methods
- ▶ Use separate accounts for electronic and paper transactions
- ▶ Use Positive Pay systems
- ▶ Review and respond to positive pay exception items by the daily deadline
- ▶ Reconcile accounts promptly
- ▶ Use online reporting and reconciliation services
- ▶ Keep blank check stock and facsimile signature plates under lock and key, in separate locations and under dual control
- ▶ Use check stock with fraud prevention features

- ▶ Make frequent, unannounced audits of your check stock and electronic payment systems
- ▶ Centralize the check writing function
- ▶ Maintain a log of access to check stock and signature plates
- ▶ Immediately notify your bank of changes in signature authorization
- ▶ Separate check writing and account reconciliation functions
- ▶ Set up a separate account for large dollar transactions
- ▶ Set up a separate account for manual check issuance with a maximum dollar limitation

Call us with your questions about preventing check fraud and for more information about the solutions discussed here. ☆

Tips & Tricks

Strong Passwords

Did you know that a blank password (no password) is more secure than a weak password, such as 1234? Many users select a password because it is easy to remember, but criminals can easily guess a simple password.

Sage Accpac ERP supports what are termed Strong Passwords and it makes sense to take advantage of this capability.

So what makes a password strong? While the definitions vary, a strong password typically has a minimum length of seven characters and includes upper and lowercase letters, numerals, or symbols. In Sage Accpac you also can require users to change their passwords at a prescribed interval and prevent reuse of an earlier password. ☆



In The Spotlight Fixed Asset Accounting



It is common for the average company to lose or improperly record 5 to 12 percent of their assets. A typical company need only lose track of 7 percent of its fixed assets to significantly overpay taxes—a burden compounded by replacement costs for assets lost or stolen. It is wise to insure assets, but over-insuring based on inaccurate depreciation calculations costs you money every year it goes uncorrected. Sage FAS will enable you to accurately track your company's fixed assets, ensuring those assets are well accounted for throughout their entire life cycle. If you're already using Sage FAS, read on for some important changes in 2008.

Integration With Sage Accpac

Sage FAS integrates with the Sage Accpac ERP General Ledger module through the Sage Accpac General Ledger Link. The link imports depreciation transactions from Sage FAS and creates an unapproved journal entry in the General Ledger module for the depreciation entry. After you post depreciation, you only need to run the General Ledger Link in Sage FAS and post the journal entry to the General Ledger.

Automatic Depreciation Calculations

Sage FAS Fixed Assets can automatically create AMT and ACE schedules using your choice of dozens of depreciation methods, including MACRS 150% and 200%, ACRS, Straight Line, Modified Straight Line, Declining Balance, and Sum-of-the-Years Digits. There are other automatic calculations available, such as: Full Month Convention, Mid Quarter Convention and Half Year Convention to Section 179, ITC, Gain/Loss, Salvage Value, and Tax Preference amounts. If one of the many included methods does not meet your needs, Sage FAS provides the flexibility to create customized methods.

Easy To Use

Asset Accounting is designed to be user-friendly and make the job of tracking and reporting on your company's assets easier and more accurate. Templates provide an easy way to create a new asset. When you add a new asset, the selected template automatically fills out the asset information, saving time and reducing errors. You can keep a photograph of an asset, a scanned copy of the original invoice, maintenance agreement, or warranty associated with each asset.

Find The Data You Need

A built-in search function makes it easy to find the asset you need. You can view all of the details of a single asset from all seven books: Internal, Tax, ACE, AME, State, and two user-definable books—all from a single screen. A knowledgeable help function means most of your answers are just a click away.

Streamline And Save Money

The cost of losing track of a valuable piece of equipment or overpaying on insurance or taxes for an item can quickly exceed the cost of the implementation of Sage FAS. In addition, simply having a fixed asset tracking system in place tends to deter theft.



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What's New In Sage FAS For 2008

1. Two new Property Tax Reports.
2. Update to the Audit Advisor to improve validation for assets with less than 100 percent business use.
3. New Windows NT Authentication support provides the convenience of a single login through your suite of Sage solutions including Sage MAS 500 and Sage FAS.
4. Microsoft Vista support.
5. Tax Law Updates.
 - ▶ Updated IRS Form 4562 XX — Depreciation and Amortization
 - ▶ Updated Tax Limits: Complies with the scheduled increase in the Section 179 limits and luxury auto limits
 - ▶ Extension for Section 179D Property
 - ▶ New Section 179E Deduction for Advanced Mine Safety Equipment
 - ▶ Extension of 168(k) Allowance for GO Zone Property
 - ▶ New 168(k) Allowance for Cellulosic Biomass Ethanol Plant
 - ▶ Property

Call us for more details and pricing on Sage FAS.

