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Compliments of:



Headline News

The new Chemical Facility Anti-Terrorism Standards Act went into effect June 9, according to *Chemical Processing Magazine*. High-risk facilities are required to conduct a security vulnerability assessment and prepare a security plan that addresses the standards set by the Department of Homeland Security. More information is available at www.dhs.gov/chemsecurity.

ACT! by Sage Integration

See page 4 for more info!

Sage PFW Multi-Company And Multi-Currency Solutions

As the marketplace becomes ever more competitive, and increasingly international, many organizations today manage their business in several discrete lines. They may have offshore manufacturing operations or international sales offices. Even companies that only do business in North America frequently organize their financial management into separate reporting entities for various lines of business.

Premier Financials Premier General Ledger

The Sage PFW ERP Premier Financials suite of modules contains powerful features for managing and rolling up multiple business entities. When combined with the Multi-Currency Manager module, the software also can easily manage and translate transactions generated in multiple currencies. The ability to set up multiple companies, or business entities, is a capability of the core Sage PFW product line. For advanced multi-company processing, you'll want one or more of the optional modules in the Premier Financials suite, which, along with Premier General Ledger, consists of Premier Inter-Company, Premier Consolidations, and Premier Translations.

Premier Inter-Company

Premier Inter-Company provides the ability to automatically distribute transactions between

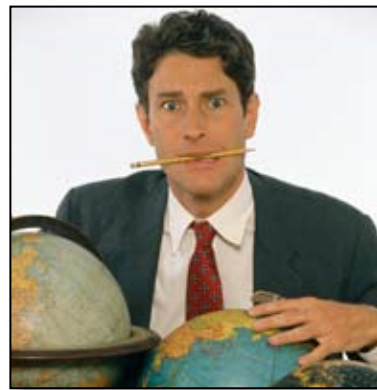
companies. One common use of this capability is when two or more business entities share the same physical space, such as a manufacturing business unit and one that provides service after the sale. You want to keep the majority of financial information, such as revenues and payroll expenses separate, but expenses such as electricity and rent need to be allocated across the business units.

Premier Consolidations

If you want to keep your lines of business separate, but for tax or other reporting purposes you need to consolidate your subsidiaries into one or more parent companies, Premier Consolidations allows you handle this with ease.

Premier Translations

If you have business entities in more than one country, and you need to translate foreign currencies in your subsidiaries into your home currency, and/or comply with International Accounting Standard 21 and FASB 52 regulations, the Premier Translations module, working with the Multi-Currency module, can handle these needs.



Sage PFW modules have all the capabilities you need to succeed in the global business environment.

Multi-Company

After the Inter-Company module is installed and activated, you will see new option selections. By checking the box to *Support inter-company transactions* you can specify a number of additional

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Sage PFW Multi-Company And Multi-Currency Solutions CONTINUED

parameters to streamline the process of posting transactions between companies. You also can choose to keep a transaction history log, so it is easy to audit your inter-company transactions.

On the Inter-Company Definition screen you will define the inter-company ID that will be attached to each transaction as it moves through the system. If it is a parent company, all the subsidiary (recipient) companies that you specify can receive transactions from it. The chart of accounts can even be different for each parent and recipient—an account mask definition allows you to map due-to/due-from accounts in one company to those in another to define source-to-target posting relationships. For clear audit trails, it is a good idea to define a journal key, such as IC for inter-company transactions and use it in every business entity.

Inter-Company Processing

Once you have set up Inter-Company ID and defined the relationships between the business entities, processing transactions is a snap. When you enter an Accounts Payable voucher, you will have the opportunity to define the Inter-Company ID to use for an individual line item. Once the voucher is posted all the way through to the General Ledger in the parent company, the inter-company transaction will be available for processing in the recipient's General Ledger.

You can also use General Ledger transactions, including recurring transactions, to post balancing entries to both the parent and recipient company's books.

Inter-Company Reporting

A variety of reporting options make it easy to review inter-company transactions. Standard General Ledger Reports can be filtered by Inter-Company ID. For unposted transactions, the Provisional Trial Balance allows you to view the effect of the inter-company transactions before you post them. For financial reporting, FRx reporting trees can be used to consolidate or distribute inter-company transactions as needed.

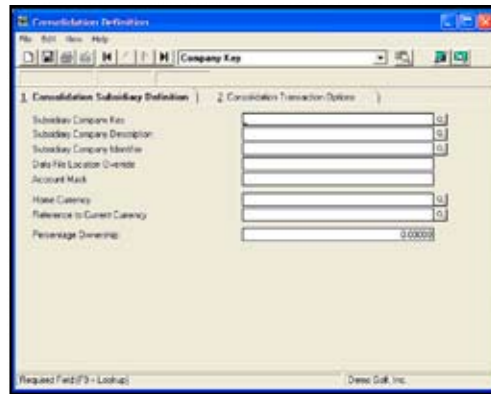
Multi-Company Consolidations

When managing multiple subsidiaries, you need to be able to distribute costs across business entities and you also need to roll everything back together to get a top-level view of the overall performance of the business. The Premier

Consolidations module gives you the mechanism to accomplish this easily. With this module you can consolidate companies with different charts of accounts and fiscal periods, and map consolidations to specific General Ledger accounts. You can consolidate all data or only specified accounts, such as expenses.

When consolidating, you can choose to send all the detail to the parent or only consolidate at the summary level.

The Premier Consolidations module can consolidate multiple tiers as well, so that a par-



The Consolidation Definition window is used to identify subsidiary companies within the parent.

ent company at one level can be a subsidiary at the next level. If the parent is only a partial owner of the subsidiary, consolidation as a percentage of ownership is also supported. If using the Multi-Currency and Premier Translations modules, you can perform currency translations within the consolidation step and even recalculate earnings at the parent level.

Consolidation Setup

Before starting your consolidation, each subsidiary needs to be prepared by defining the parent company's account masks, specifying which accounts you are consolidating, and setting the earnings calculation to be used. Choose between consolidating the subsidiary's earnings accounts along with all the other accounts, or recalculating earnings at the parent company level.

To set up the parent company, you first specify it as a parent in the Application Setup window. Then an Auto Number key needs to be set in the Journal Batch Auto Number window to clearly identify consolidation transactions. Next, you tell the parent company which sub-

sidaries belong to it by completing a Consolidation Definition entry for each one.

If using Multi-Currency, you also will need to define foreign translation rates before consolidating. To consolidate, you simply Generate Consolidations through the parent company's Edit List and post the transactions.

Multiple Currencies

The Multi-Currency Manager module supports foreign currency transactions in the following Sage PFW modules: Accounts Payable, Accounts Receivable, Sales Order, Purchase Order, Bank Book, Order Entry Pro, and Purchasing Pro. And of course all the Premier Financial modules are supported too. You can use an unlimited number of currency definitions. Each transaction stores both the natural currency in which the transaction occurred, and the home currency of the organization. A single exchange rate table can be applied across all subsystems for simplified currency management and the system supports adjustable exchange rates.

Premier Translations

The Premier Translations module requires the Multi-Currency Manager module. With it you can translate a single source company's account balances into a single different currency for reporting purposes. This feature assists in complying with U.S. and International accounting standards.

Translation Processing

Translation is similar to consolidation, in that you first set up a new company as the reporting company. Before generating the translation, the earnings calculation method must be set and the translating accounts specified. The home currency should be set to the one in which you want to create the reports, and the exchange rates for all currencies being translated must be set. Once you set the source company to recalculate earnings at the parent level, it is a simple matter to generate and post the transactions through the Edit List function

Sage PFW is designed to help you easily run multiple lines of business around the world. Give us a call for more information. ☆

Tailor PFW With Customization Workbench

Every organization has unique business processes designed to help them deliver products and services to customers as quickly and inexpensively as possible. And, as your business grows, your business processes grow and evolve as well. The Sage PFW Customization Workbench is a suite of tools that facilitate customization of Sage PFW. You can customize menus and screens, integrate add-on applications, build access to Sage PFW data from other applications, and configure the software to run in multi-lingual environments.

The Sage PFW Customization Workbench has been designed so your software can be modified to work the way you work, both now, and as your company changes over time. Let's take a look at how the Customization Workbench can help you tailor Sage PFW to work the way you do.

Customize Menus

The Customization Workbench **Menu Item Properties Utility** allows you to add, modify, or delete menu items. You can delete unused menu items to reduce clutter on your screens, and rename existing menu options to be more intuitive to your staff or to incorporate industry-specific terms. New menu items can be added to launch custom programs, custom reports built in Crystal Reports, or other applications you use on a daily basis, such as Microsoft Outlook, Word, and Excel. The Sage PFW desktop can become the launch pad for every software application your organization uses.

Add And Modify Data Fields

The Customization Workbench **Data Dictionary** provides a mechanism for adding new data fields and expanding existing fields. Perhaps you need an additional field for inventory items for product dimensions, or you need your customer purchase order number field to be longer. These requirements can be met by modifying the Sage PFW Data Dictionary. A separate set of Data Dictionary files can be saved to facilitate re-application of the changes when upgrading to new versions.

Make Lookups Work Your Way

You can add new lookups and change the way an existing lookup works. For example, you can

modify the customer lookup to search by telephone number. You can even link to other data tables, so you can base the lookup on information coming from a related data source. The changes you make will not be overwritten by upgrades.

Connect Your Applications

The ActiveX components of Customization Workbench allow you to access standard Sage PFW functions such as Login, Lookup Server, and Viewer from an external application. For instance, you may want to add a button that links the Sage PFW customer file to an invoice form designed in Microsoft Excel. To keep this capability secure, you can require the user to log in to Sage PFW prior to viewing the customer records. Customization Workbench empowers you to design your system for maximum efficiency and productivity.

Fluent Language Capabilities

The exceptional translation and industry term capabilities of Customization Workbench simplify the complexities in multi-lingual and unique industry operations. You can create a phrase dictionary to automate translations, and set screen text to display in multiple languages. The same capabilities used for multiple languages also can be leveraged to modify text fields to match industry-specific terminology.

Insightful Reports

Reports that provide actionable information are essential to effectively manage your business. Customization Workbench can create a "front end" to custom reports built in Crystal Reports. Create filters, check box options, and multiple sort orders that you specify at the time you run the report, providing the power and flexibility in accessing information you need.

Using the Customization Workbench, you have virtually unlimited options in tailoring Sage PFW to match your business processes and to provide you with the business intelligence you need from your data.

Give us a call to learn more about the Customization Workbench or if you would like us to assist you in customizing your Sage PFW solution. ☆

Tips & Tricks

How to apply an on-account (ONACT) debit memo or payment to a voucher.

When an Accounts Payable debit memo or payment is first entered, it can be applied to a specific voucher or applied on account. For ONACT applications, you will eventually want to apply it to the appropriate voucher. The following series of steps will allow you to apply the ONACT debit memo or payment to one or more vouchers:

1. Open *Accounts Payable / Voucher Processing / Apply* from the **Account Entry** screen.
2. Click *New*, or select a pre-saved parameter from the **View List**.
3. Select the appropriate vendor key and on account document number, and click *Process*.
4. In the *Apply On Account Entry by Vendor Key* window, apply the debit memo or payment to the appropriate vouchers. To place a remaining amount on account, select *Edit/Put On Account*. Enter the amount to be placed on account.
5. Save and exit.
6. Select *View/Print and Posts/Print and Post Voucher Payment*.
7. Select *New* or a pre-saved parameter from the **View List**.
8. Select the appropriate parameters to post and click *Process*.

Note: Even though the parameters selected in **Print and Post Voucher Payment** do not include any payments, the system appears to print a check. A dialogue box displays, prompting for the next check number. Enter a check number, and click *Process* to proceed in the posting process. A second dialog box will appear, stating **No checks required to print**. Click *Process* to post the check information. Click *Process* again to complete the posting.

If the voucher amount exceeds the debit memo, when the **Print and Post Voucher Payment** option is processed, the system automatically cuts a check for the remaining balance on the voucher. ☆



In The Spotlight ACT! by Sage Integration



How many software applications store customer information in your organization? If your company is like most, different types of customer information are kept in two or more applications. When your chief financial officer selected Sage PFW ERP, no doubt he or she wanted the best possible accounting application with excellent audit trails, built-in controls, and flexible reporting options. Consulting with the sales department probably wasn't part of the process. As a result, your sales team may have had to devise their own systems, perhaps using Outlook or a PDA to manage their sales contacts and opportunities. The problem is that both systems contain customer information that the other system needs, resulting in duplicate data entry and inefficient workflow for both your front (sales) and back (accounting) office staff.

Create A Holistic View

Now there's a great solution to this problem: ACT! by Sage, the market leading contact management system, now can be integrated with Sage PFW. With its quick setup and intuitive user interface, ACT! by Sage is a great tool for companies automating their sales team for the first time. The Premium version offers features for larger sales teams, such as centralized administration, advanced security, and flexible deployment options, making ACT! by Sage a good fit for growing sales organizations.

ACT! by Sage Capabilities

Organize Customers and Contacts: The ACT! by Sage database acts as a central repository for critical information captured across your business. The software stores contact and customer details, notes and history, appointments and to-do items, and allows you to attach documents to the contact record.

Stay in Touch: The ACT! E-mail Client can be integrated directly with Outlook, Lotus Notes, or Outlook Express to send outbound e-mails to your contacts. You can automatically create e-mail history on the Contact Record.

Prioritize Your Work: Stay on top of your sales pipeline and action items. Calls, meetings, and to-do items can be filtered by priority, date range or user, and Activity Alarms will help you stay on top of all your time-sensitive deliverables.

Track Sales Opportunities: A built-in sales process flow enables you to track opportunities throughout the sales lifecycle. The process can be customized to suit your unique business. Over 20 sales reports are available, including a graphical Sales Pipeline view. Any report can be exported to Microsoft Excel with the click of a button.

Take It With You: With ACT! by Sage, you can link to a Palm OS or Pocket PC device so you have the information you need at all times. You can synchronize Calendar, Contact and To-Do information, Notes, and History items.

Robust Integration

iConx2 provides a secure and flexible integration between ACT! by Sage and Sage PFW. Sage PFW customers can be transferred into ACT!

sage
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Authorized Partner

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by Sage based on a variety of parameters. Both customer and contact information can be synchronized.

Conversely, if you already have contact and company information within ACT! by Sage, you can transfer either contact or company information, depending on your specific configuration.

ACT! by Sage security can be fully integrated with Sage PFW security, and individual users can be assigned rights for some or all of the data transfer functions. A log tracks all the transfer activity between the programs for a complete audit trail.

Create The Win/Win

With an integrated system, everybody wins. Customer-facing staff win by having the data to at their fingertips to quickly answer customer questions. Accounting staff win with the elimination of duplicate work re-keying customer information. Customers win by receiving faster and more accurate service. The organization wins by the resulting increased profitability. Give us a call to discuss your front-office to back-office integration needs. ★