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Compliments of:



**Headline News**

Sage Software ranks #30 in the 2006 Manufacturing Business Technology *Global 100*, highlighting the continued success the company is making in the manufacturing vertical market segment. This marks the sixth straight year the company has landed in the top 30. This year's list features subcategory breakouts, and among Enterprise and Supply Chain vendors, Sage Software ranks #7. View the complete list in the magazine's July issue.

**Document Management**

See page 4 for more info!

**Advanced Lookup Engine  
Information Your Way**

**W**hen we can quickly find the data we need, organized in a meaningful way, it makes us more efficient in our jobs. Sage PFW ERP 5.5 includes a powerful new information retrieval tool called the Advanced Lookup Engine that will help do just this. Let's take a peek at the highlights.

**Flexible Lookups**

The Advanced Lookup Engine expands on the lookup methods you currently use, adding powerful new options that help you increase efficiency. It offers enormous flexibility in allowing you to establish look-up parameters that best suit the way you work.

**Customize Your Lookups**

You can locate customers by phone number, territory, salesperson, or another meaningful identifier—whatever works best for you.

Take the standard Customer Lookup screen for example. Using the new Advanced Lookup Engine, you can modify this screen to show precisely the data you need. Select the limiting criteria or list of criteria, by choosing a column, operator, and value. Operators include: greater than or equal to, less than or equal to, greater than, less than, equal to, not equal to, between, begins with, and contains. You can even add columns to your view, such as ZIP code, territory, contact person, and phone number.

Using this tool you can locate customers within a certain ZIP code range—great for targeted mailings to those in a specific state or those in a specified area.

The whole selection process has been refined, allowing you to search within a column for a specific value. For example, when searching on the territory column, you can limit the display to customers that contain "U.S." in the territory name.

You can add additional filter conditions using the And/Or column on the Advanced tab of the Advanced Lookup Engine. And once you've defined a data view you like, you can save it for quick retrieval or even set it as the default lookup view.

**Marketing Tool**

Use the Advanced Lookup Engine as a speedy and convenient marketing tool by exporting your results to a spreadsheet for mass mailings or other marketing activities.

You might consider setting up a view for each salesperson that lists their outstanding quotes, making it easier to follow up and turn those opportunities into sales.

Call us with any questions you may have about the Advanced Lookup Engine. ★



The Advanced Lookup Engine adds speed, flexibility and power to your lookups.

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# Premier Budgeting And Allocations

Statistics show that 78 percent of small and medium-size businesses still rely solely on spreadsheets for budgeting. Spreadsheet software, such as Excel, is very capable, supporting the formulas and formats needed for budget and allocation calculations. However, once the annual budget is completed, is the spreadsheet filed away on your hard drive and hardly looked at again until the next annual planning cycle? What if a significant event impacts your organization, such as the need to recall a major product line from the market? How quickly can you assess the budget impact and effectively reallocate to minimize losses? In today's fast-changing business environment, those companies looking for a competitive edge review and reallocate their budgets more frequently—perhaps quarterly or even monthly—to be more agile in responding to unexpected events and market dynamics.

If you need to re-budget more frequently, suddenly spreadsheet budgets become cumbersome and maintaining and tracking multiple revision cycles a nightmare. If this sounds like your organization, it may be time to take a look at the Sage PFW ERP Premier Budgeting and Allocations modules. These two modules work much like the spreadsheets you know and love, but dynamic interaction with your General Ledger module expands Sage PFW into a powerful planning and analytical tool. Let's take a closer look.

## Ease Of Use

Focused on enhancing the user interface, version 5.5 of Premier Budgeting and Allocations is easier and faster to use. A new cascading user interface allows you to quickly access the data you need. It is comprised of three sizeable panes: **My Tasks**, **Tasks**, and **Selection List**.

**My Tasks** allows you to save shortcuts to favorite Premier Budgeting and Allocations components such as plan sheets, allocations, and formulas. Each user can create a custom view of commonly accessed components.

**Tasks** offers a familiar tree-style menu that displays all the Premier Budgeting and Allocations functions, including Plans and Analysis for Budgeting, and Process Allocations and Batches for Allocations.

**Selection List** contains a list of items associated with each component in the **Tasks** pane. For example, if the **Plan Sheets** node is highlighted in the **Tasks** pane, a list of plan sheet definitions displays in the **Selection List** pane. These items can be sorted by column for easy retrieval.

## A Look At Premier Budgeting

Here are some highlights of the things you can do with Premier Budgeting:

- ▶ Develop rolling budgets
- ▶ Create multiple-year budgets
- ▶ Perform calculations on a period-by-period basis, or calculate annually
- ▶ Preview calculation results at any time, and use special calculations to create *what-if* scenarios
- ▶ Consolidate multiple budgets with dissimilar formats



The Budgeting and Allocations modules are dynamically linked to Sage PFW General Ledger allowing you to easily recast your budget anytime.

- ▶ Create an annual forecast at any point in time by combining closed period actuals with future period budgets
- ▶ Produce rolling quarter forecasts

You can import from your existing spreadsheets so you don't have to start from scratch. Your plan sheet columns are easily mapped to General Ledger fiscal periods, and General Ledger account numbers can be inserted into the budget plan sheets. You can be ready to start the budget revision process very quickly. Versatile formulas allow you to create more realistic and accurate budgets to help your organization meet its goals.

## Security And Business Integrity

Security levels allow access to be granted at the plan level, sheet level, or even down to the individual cell. With Premier Budgeting, you can distribute the budgeting workload among appropriate staff without fear of compromising sensitive information.

## A Look At Premier Allocations


If you base your budgets on prior year actual, the accuracy of your budgeting is only as good as the expense entries posted to the General Ledger. This is where Premier Allocations comes in. Dynamically allocate expenses such as electricity, telephone, and rent across the departments within your organization, and precisely track the overhead and other costs associated with each activity with minimal effort.

## Powerful Capabilities

The power of Premier Allocations can be found in two main areas: robust formula capabilities that allow you to allocate costs based on virtually any parameter you might need, and the **Journal Transaction Generator** that will automatically create all the offline journal entries you require during the accounting cycle.

Using formulas, you can create basis allocations from values found in sales accounts, number of purchase orders, and more. You can process calculated accruals such as payroll tax liability and commissions and create activity-based calculations. Utilize statistical factors from external spreadsheets, such as payroll head count. You also can process allocations among multiple companies and roll up allocations to parent organizations and process allocations using multiple currencies.

Other enhancements include support for additional cell functions and cell formatting, such as currency formatting and depreciation calculations within Premier Budgeting, and point-and-click batch selection within Premier Allocations.

Now may be the time for your organization to consider adding these powerful tools to your Sage PFW system. Please give us a call to discuss your needs. 

# Sage PFW Purchase Order Modules

Every company buys products and services, even if they do not resell those products or use them in a manufacturing process. You purchase office supplies, computer hardware and software, office furniture, magazine subscriptions, and a host of other products. You also purchase services such as tax preparation, legal consulting, and temporary employment. All of these items can be handled more efficiently by using purchase orders. Let's look at some of the specific features and functionality of the **Sage PFW ERP Purchase Order Module**.

## Smart Purchasing

It's more important than ever to skillfully manage your inventory—determining optimal stocking levels and making efficient buying decisions. The Sage PFW Purchase Order module helps you do just this by providing smart, automated reorder processing, plus the ability to track your purchases through the entire process.

You can automatically generate purchase orders for items that are low in stock or out of stock. These automatically generated purchase orders reference the primary vendor defined in the **Inventory Item Location** file, and you can select from a variety of options to create the formula that calculates the quantity ordered.

By maintaining a complete audit trail and a detailed record of your purchases, the Purchase Order module can effectively prevent many routine errors in shipping and billing. Data validation with visual red-flag alerts help maintain the integrity of your database.

## Multi-Currency Capability

If you are ordering goods and services in the global marketplace, you'll appreciate the multi-currency capabilities built into Sage PFW. Utilize the Sage PFW **Multi-Currency Manager** module, and your purchase order processing can occur in any currency you require.

## Keep Details Handy

Purchasing is often a paper-intensive process. Vendor correspondence, contracts, and email documents all contain important details concerning your purchasing process. Using **Universal Notes** and **Attachments** you can store and associate these documents with a vendor or a purchase order for easy review and recall.

## Receipts And Invoicing

The Purchase Order module offers the flexibility to accommodate partial receipt and invoicing situations, keeping your purchase order open until receipt and invoicing activity is complete.

You can enter voucher information during purchase order receipt entry, and Sage PFW will create the invoice in the Accounts Payable module and make the appropriate postings.

## Requisitions Add Control

Requisition numbers allow you to track goods on an item-by-item basis rather than generically by the purchase order number. For example, since the Requisition report can be sorted by requisition number, you could enter the initials of the person who requested the item so that person can be notified when the product is received.

## Recurring Orders Save Time

Save time and effort by setting up purchase orders to recur automatically at specified intervals. Blanket orders are also supported, allowing you to set up one order for items to be delivered on different dates.

## Tax Support

You can add and track sales tax or a value-added tax (VAT) during Purchase Order Entry and Purchase Order Receipt Entry. You can either enter the total tax to be charged for the entire invoice on one line using a tax rate key, or you can enter the tax to be charged for each item on individual lines.

## Non-Stock Items

You will likely have the occasion to purchase items that are not items stocked in your inventory. You can either create a new part number for these purchases or reference a non-inventory item on the purchase order. Charges such as service fees also can be entered on your orders.

## Informative Inquiries And Reports

The Purchase Order module offers a number of informative inquiry screens allowing you to quickly uncover the data needed. Easily view order data, receipt data, requisitions and returns by item or by vendor, and zero in on the precise answers.

Dozens of reports deliver timely data regarding your company's purchasing process.

For example, the **Expected Delivery** reports help you keep track of when each order should arrive and gives you a heads up as to what's on the way. In addition, you can use **Financial Explorer** to generate detailed inquiries and drill downs from anywhere in the system.

## Integration Across Modules

The Purchase Order module is integrated with the Sage PFW Accounts Payable, General Ledger, Bank Book, Inventory Management, and Project Costing modules.

## Flexibility

Like the rest of the Sage PFW modules, Purchase Order is highly customizable to match your organization's business processes. You can remove, rename, require, or prevent entry, and set minimum or maximum numeric ranges for any entry field.

You can use existing orders as templates for new orders—saving time and effort. In addition you can set up various data entry defaults based on purchase order statuses and other conditions.

## Process Manufacturers

For process manufacturers, purchasing efficiency is crucial. The Sage PFW Purchasing Pro module is a purchasing module designed specifically for process manufacturers like you. Call us for details on the special processing and features available with the Purchasing Pro module.

## A Strong Performer

If your company is already utilizing the Purchase Order module for the products you resell or manufacture, consider expanding the scope of its use to include all of the products and services you buy. If your company is not yet utilizing the Purchase Order module, consider incorporating this strong performer into your company's tool set. ★



## Sage PFW In The Spotlight Document Management



Processing accounts payable in most organizations involves a long paper trail. Paper invoices are received, routed, approved, copied, paid, and filed. Multiple office locations compound the process, adding to the time and effort spent processing transactions. **doc-link™** by Altec is an enterprise document management system integrated with Sage PFW ERP. You can dramatically increase your accounts payable productivity with doc-link, and allow documents to be electronically routed, approved, and managed for efficient voucher entry, electronic storage, and retrieval. You never have to leave your desk to search for those missing documents, with straightforward and intuitive to use doc-link. Here's an overview of how your workflow can be improved with doc-link.

### Processing Overview

Electronic accounts payable invoices arrive by FAX and email. Those that arrive by regular mail are scanned and converted to an electronic format. Next, doc-link is used to collate invoices into processing batches based on region, vendor, or employee—whatever makes sense to your organization. At this stage you can pre-index each document by entering in key attributes you may already know, such as the vendor ID. If desired, you may use the electronic approval process to add general ledger distribution coding or other notes to the document, and to route the document to the appropriate approvers via doc-link workflow. From within Sage PFW, data entry operators will access their doc-link Queue, and will see only those invoices approved for entry. They can view the document image and the Voucher Entry screen simultaneously to speed data entry. Later, as the check is printed, doc-link captures the check image and the check number and then cross-references the invoice with the check number, allowing both documents to be retrieved by either the invoice number or check number.

### Electronic Distribution And Routing

Eliminate those notes penciled in the margin of vendor invoices indicating the distribution or the routing sequence for the invoice. With doc-link you can add notes and stamps directly on the electronic document before you route it. You also can assign a complete routing/approval sequence to the invoice, ensuring that the appropriate parties see the document before it's entered into the Sage PFW Accounts Payable module. With the November 2006 release of the product, you can search on the annotation text in the electronic notes—a real time saver.

### Security And Convenience

Shifting from paper documents to electronic files significantly reduces the overall costs associated with copying, transferring, filing, finding and recreating lost office documents. Converting paper documents into searchable electronic files also increases office efficiency and helps reduce your overall administrative labor costs.

Paper documents are susceptible to all forms of loss or destruction such as fire, flood, or theft. When combined with a conscientiously applied backup routine, you can rest assured that your company's vital electronic records are secure and accessible for as long as necessary.

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More  
Info

Click here for more  
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and services featured

And with doc-link's audit feature, you can create a searchable audit trail that tracks each time a doc-link document is accessed and every action taken in reference to the document. Your documents have never been so secure!

### Advantages of doc-link

- ▶ Electronically routes invoices to appropriate parties for approval
- ▶ Department managers can drill down to document detail when reviewing monthly financial statements
- ▶ The check signer can view the invoices electronically while signing the checks
- ▶ Eliminates hunting for a paper copy of an invoice or check, because it is saved securely in an easily retrievable electronic format
- ▶ As checks are generated, the image and check number are indexed to the invoice document to provide a complete picture
- ▶ Auditors and managers can easily view a full document history, including each time a document has been viewed, faxed, emailed, printed, or annotated

Give us a call for more details and pricing on doc-link by Altec.

