

SAGE BUSINESSVISION



sage
software

Sage BusinessVision solutions are easy to learn and use, delivering powerful processing and management functions to help you succeed in today's dynamic business world.



Optimized to Maximize Profits

Designed to fill the gap between entry-level and complex high-end systems, Sage BusinessVision provides small and mid-sized organizations with sophisticated business management and accounting systems packed with innovative features, productivity-enhancing benefits, and a range of customization options.

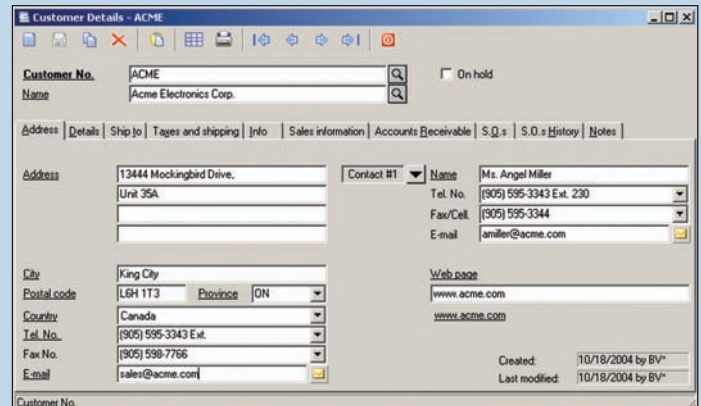
Sage BusinessVision is available in four configurations: Limited Edition, Small Business Edition, Standard Edition, and Client-Server Edition. Each edition comes complete with a set of fully integrated modules developed to streamline your business, raise productivity, and increase revenue. As your business grows, additional user licenses can be easily added, providing valuable investment protection for years to come.

Easy to Use

The intuitive interface of Sage BusinessVision puts all the information you need at your fingertips. You can review a comprehensive picture of any customer—including open sales orders, sales order history, comparative sales per period for current and prior years; and past and outstanding accounts receivable transactions—all from a single module.

Sage BusinessVision helps you to manage your receivables, payables, orders, sales, purchases, inventory, light manufacturing, jobs, general ledger, budgets, payroll, and more. It effectively manages the majority of your daily accounting requirements automatically; for example, when the system processes an invoice, it automatically adjusts stock levels, sales statistics, sales and cost accounts, taxes, and accounts receivable.

In addition, Sage BusinessVision eliminates the need to close one month before starting the next. The system posts transactions to the applicable period based on the date of the transaction or activity. Year-end processing is automatic, and you can continue to apply backdated transactions to the previous year, and even after year-end with appropriate authority.



The unique tab design of Sage BusinessVision displays important customer information centrally, giving you a complete picture at a glance.

Real-Time Business Data

With Sage BusinessVision, you can view up-to-the-minute information at any time, facilitating better decision-making. Data about customers, vendors, orders, inventory, receivables, payables, job-cost, payroll, sales analysis, purchase analysis, budgeting, and the General Ledger is available for virtually any time period you desire.¹

Furthermore, with a reporting suite containing more than 190 pre-designed reports, forms, and graphs, you'll know exactly how well your business is performing at any moment. With the built-in Crystal Reports® report designer, you can create and modify your own forms and reports, and publish them in practically any format. You can export your reports to Microsoft Word, Microsoft Excel, PDF or HTML, and save valuable time by conveniently e-mailing invoices and statements directly to clients.

¹Requires appropriate access authority.

Built-in Security

Sage BusinessVision provides full security features designed to help protect your valuable data. Access codes and passwords prevent unauthorized access to sensitive business records, and authorization settings allow users limited or full access to critical business information.

Customizable and Scalable

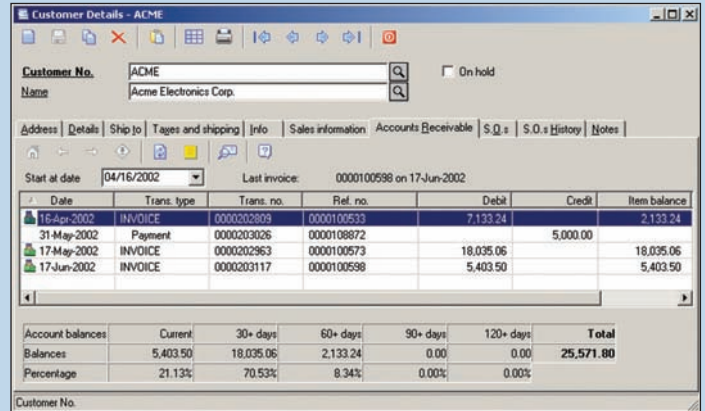
Sage BusinessVision enables you to tailor the system to fit your unique business requirements. You can print onto common business forms, adjust the terminology to suit your type of business, and more. The versatile Sage BusinessVision CustomPack add-on tool allows you to add up to 50 additional fields per module.

In addition, Sage BusinessVision scales to accommodate more than 100 users and includes robust multi-user capabilities. There's no need to change accounting systems or retrain staff, making Sage BusinessVision a natural choice for growing businesses.

Seamless Integration

Seamlessly integrated with Microsoft Office, Sage BusinessVision enables you to easily publish financial reports in Microsoft Word, analyze financial reports in Microsoft Excel, or populate a Microsoft Access database.

Sage BusinessVision also comes ready-enabled with a dynamic link to the popular ACT! by Sage contact management system. Because the two systems are linked, any changes made to your Sage BusinessVision or ACT! by Sage database are updated in real-time, giving you a comprehensive view of your business.



The screenshot displays the 'Customer Details - ACME' window. At the top, the customer name 'ACME' and 'Acme Electronics Corp.' are visible. Below this, there are tabs for 'Address', 'Details', 'Ship to', 'Tags and shipping', 'Info', 'Sales information', 'Accounts Receivable', 'S.O.s', 'S.O.s History', and 'Notes'. The 'Accounts Receivable' tab is active, showing a table of transactions. The table has columns for Date, Trans. type, Trans. no., Ref. no., Debit, Credit, and Item balance. The transactions listed are:

Date	Trans. type	Trans. no.	Ref. no.	Debit	Credit	Item balance
16-Apr-2002	INVOICE	0000202809	0000100533	7,133.24		2,133.24
31-May-2002	Payment	0000203026	0000108872		5,000.00	
17-May-2002	INVOICE	0000202963	0000100573	18,035.06		18,035.06
17-Jun-2002	INVOICE	0000203117	0000100598	5,403.50		5,403.50

Below the transaction table, there is a summary section for 'Account balances' with columns for Current, 30+ days, 60+ days, 90+ days, 120+ days, and Total. The values are:

Account balances	Current	30+ days	60+ days	90+ days	120+ days	Total
Balances	5,403.50	18,035.06	2,133.24	0.00	0.00	25,571.80
Percentage	21.13%	70.53%	8.34%	0.00%	0.00%	

The single intuitive interface of Sage BusinessVision provides instant access to detailed information exactly when you need it.

"Once it became obvious that we would be changing systems, I proceeded to devote a large amount of time investigating various accounting solutions. After careful research, I found the ease-of-use and close integration of Order Entry, Inventory Control, and Purchasing made Sage BusinessVision stand out in comparison to other software programs on the market."

George Little
National Hydraulics & Engineered Systems,
a PTS Production Technology Support Company

Sage BusinessVision includes powerful modules that work synergistically to deliver unparalleled performance, reliability, and value. A range of customization options lets you tailor the system to fit your unique business requirements.



General Ledger

The core of your Sage BusinessVision system, the Sage BusinessVision General Ledger can produce up-to-date financial statements at any time, without batching or waiting until month-end. It also allows you to post transactions to either prior or succeeding years, making year-end processing easy and error-free.²

The General Ledger Inquiry function offers five levels of detail, including: an onscreen overview of all General Ledger accounts and present balances; the net change and monthly closing balance for each account; every transaction in the General Ledger, starting at a user-defined period; and onscreen viewing of the journal entry, invoice, or purchase order.

If desired, the General Ledger may be split to permit different company divisions to record transactions within a unique Chart of Accounts. Departmentalization and the ability to create account numbers with up to 24-characters and four segments facilitates the most sophisticated financial reporting requirements. Sage BusinessVision accurately reflects the financial health of your business at all times, to deliver a true financial scorecard. With the optional Sage BusinessVision Multiple Currency Manager, you can revalue, track, and report on numerous currencies simultaneously.

Notepad

Sage BusinessVision Notepad lets you attach as many free-form notes to your data as you wish, and in virtually every module. In Sage BusinessVision Order Entry and Sage BusinessVision Purchase Orders, you can attach notes to individual line items or orders as a whole, making it easy to keep track of important data.

Customer and Sales Analysis

The Sage BusinessVision Customer module makes managing critical customer information easy and instantaneous. You can access sales and gross profit statistics for current and previous years, assign customers to geographic or vertical territories, and designate them to have goods shipped from a particular warehouse, truck or other specified location. Particular price lists, discounts, and shipping methods can also be assigned to each customer. The module also supports unlimited billing and shipping addresses.

You can use the Sage BusinessVision Sales Analysis module to keep track of critical sales data. Sales information can be viewed by invoice number,

time period, customer, part number or serial number, and additional filters can be used to specify your desired display or reporting criteria. Sales history can be retained indefinitely, and customer invoices, statements and quotations can be printed, e-mailed or faxed directly to clients at any time. Plus, with the optional Multiple Currency Manager, sales can be made and tracked in virtually any currency, making foreign transactions quick and easy.

Order Entry

Sage BusinessVision Order Entry supports unlimited orders including quotations, layaways, and repeat orders, as well as the automatic or manual backordering of out-of-stock items. Sage BusinessVision ensures that your inventory balances are always accurate by drawing down both inventory and non-stock/service items immediately after an order is entered. The system also automatically calculates taxes, revenue, cost-of-goods, receivables, and more, posting this vital information directly to the General Ledger. It also maintains a history of every system generated invoice, affording in-depth analysis of sales, margins, and profits.

In addition, Order Entry can be used in conjunction with Sage BusinessVision Bill of Material; for example, when a kit is ordered, all items within the kit are automatically drawn from inventory. With the optional Multiple Currency Manager, Order Entry can also manage international orders and quotes.

Point of Sale

Designed for fast-paced retail environments, Sage BusinessVision Point of Sale offers a simple and easy-to-use interface that lets sales clerks sell to customers without having to use other Sage BusinessVision modules. As a sales clerk performs a sales function, the system seamlessly handles all accounting activities transparently. The system can be used as a full point-of-sale application, interfacing to cash drawers, barcode readers (wands or laser scanners), invoice printers, or roll-feed receipt printers.

Inventory

Multiple warehouses, a choice of three costing methods—average cost, FIFO,³ and LIFO³, multiple price lists, promotional pricing, quantity breaks, and vendor pricing are just some of the functions that the Sage BusinessVision Inventory module manages. It also handles an unlimited number of serial numbers and SKUs, as well as accompanying images that can be associated directly with inventory items for rapid and easy

²Requires appropriate access authority.

³Not available in the Canadian version of Sage BusinessVision.

recognition. Inventory is maintained dynamically, so you always know exactly what's in stock and where to find it. Automatic tracking of backordered items and stock commitment levels are available onscreen, and numerous reports let you track the sales and usage of parts/ components and services. Re-order, backorder, and margin calculations are built right into this versatile module.

When used with Bill of Material, the Inventory module allows you to enter and track data corresponding to regular parts, raw materials, manufactured parts, and kits. Serialized inventory items can be tracked from the time of receipt through invoicing and after-sale monitoring. The Receiving function facilitates the rapid data entry of quantity, location, cost price, and selling price changes when new shipments are received.

Purchase Order

With Sage BusinessVision's fully integrated Sage BusinessVision Purchase Order, Sage BusinessVision Accounts Payable, Sage BusinessVision Inventory, and Sage BusinessVision Supplier modules, you can easily keep track of vendors, purchases, cost prices, payables, and more. The system can receive inventory on a partial basis and automatically calculate freight and landed costs. Purchase orders can be e-mailed or faxed directly to vendors, and can be closed directly to Accounts Payable and the General Ledger.

Sage BusinessVision's automatic posting feature, AutoPost, manages accounting accruals at the time goods are received. Purchase history can be retained indefinitely, and purchase orders may be viewed at any time. You can monitor data by purchase order number, time period, vendor or part number, and can employ additional filters to specify your desired display or reporting criteria. The optional Multiple Currency Manager makes it easy for purchases to be made and traded virtually anywhere.

Accounts Receivable

Sage BusinessVision Accounts Receivable helps you stay on top of your accounts receivable activities by maintaining a complete history of open (unpaid) and closed (paid) items for every customer. You can establish your own aging periods and produce graphs of customer account aging at any time. Unique "flagging and linking" features enable you to apply payments to many open items, or you can link associated items together. Accounts Receivable details can be kept on file indefinitely, with instant access to original invoices and General Ledger transactions. The optional Multiple Currency Manager handles virtually any currency and tracks currency conversions automatically.

Payroll

In the United States, Sage BusinessVision comes with the Sage Pro Payroll module, which allows you to calculate and maintain payroll and labor distribution for hourly, salaried, commissioned, and per-unit employees. This powerful module includes withholding calculations for all 50 states, the District of Columbia, and Puerto Rico.

In Canada, the integrated Payroll module manages all of your critical payroll functions, including calculating required withholdings according to legislation, producing paycheques (or pay advices if you pay employees by direct bank deposit) and generating the required legislative output. The module maintains information on past earnings, benefits and withholdings, and can be customized to honor varied pay frequencies.

Job Cost

Sage BusinessVision Job Cost is used to track income and expenses on a per-job basis. Because Job Cost does not affect your General Ledger or other modules, it is an ideal way to track projects in a flexible, non-financial manner without regard for fiscal periods or fiscal years. Once you create a job, it can be divided into sub-categories called accounts, which allow you to manage the job in logical components. You can enter values into jobs either by direct posting within the module, or by integrating with other modules. When Job Cost is integrated with other Sage BusinessVision modules, you have the option to assign income and expenses to specific jobs whenever you post a transaction.

Budgets & Forecasts

This module simplifies the creation of budgets and forecasts by allowing extensive manipulation of existing financial data, including previous and current year trends, budget, forecasts, and actual values. You can copy, move, and massage data in an online, interactive environment. The advanced automatic forecasting capability projects revenue and expenses to the end of the year, providing you with an accurate view of your position and facilitating more informed decision-making.

"Sage BusinessVision answers the need for a proven, right-priced accounting software package that ships as a comprehensive, all-inclusive, hit-the-bricks-running solution for the small to medium business market."

Val Steed, CEO
K2 Enterprises

Sage BusinessVision includes a range of add-on solutions designed to enhance your system. Like all Sage BusinessVision modules, each add-on module offers value-added capabilities, flexibility, and unmatched performance.



Multi-Currency Manager

The Sage BusinessVision Multiple Currency Manager is an add-on module that allows you to work with bank accounts, customers, and vendors in foreign currencies. Sage BusinessVision translates all amounts into your base currency and keeps the base accurate in terms of currency fluctuation. The system handles all conversions and translations using the powerful AutoPost feature, and calculates foreign currency gains and losses automatically. You can revalue unrealized gains and losses on demand, either retroactively or currently, permitting the backdating and adjustment of balance sheets and financial statements after the fact. The system displays the appropriate currency symbol and date format for each currency on invoices, checks, and other output.

Sage e-BusinessVision

Sage e-BusinessVision is a unique e-commerce add-on solution that offers you the ability to expand your operations to the Internet. Sage e-BusinessVision provides a fully integrated Web store that is linked to your existing Web site, allowing your customers to learn more about your company, place orders, view the status of their existing orders, and research their account information. It also enables anyone with an Internet connection to visit your Web site and place orders.

The fully integrated Multiple Currency Manager enables you to maintain an unlimited number of foreign currencies.

CustomPack

The Sage BusinessVision CustomPack add-on tool transforms your Sage BusinessVision system into a unique solution designed specifically for your business. CustomPack is comprised of five components:

- **WorkBook** – lets you add up to 50 additional user-defined fields to many Sage BusinessVision records such as customer, vendor, and inventory. You can also specify date fields, edit formats, and mandatory fields.
- **Customer Specific Pricing** – provides the ability to have unique selling prices, by customer, for each inventory item.
- **Document Linking** – allows you to link Microsoft Word documents, Excel spreadsheets, text files, images, and virtually any other document type to individual customers, vendors, and inventory items.
- **Mail Merge** – lets you use data elements of customer, vendor and employee records in Microsoft Word documents for the creation of custom letters.
- **SuperTicker** – provides access to critical changing data through a marquee window built into the Sage BusinessVision desktop; alternatively, the data can be sent directly to an e-mail address.

Quick Facts

- Sage BusinessVision Multiple Currency Manager* – provides multiple currency capabilities, including multiple company consolidation and more.
- Sage e-BusinessVision – a fully integrated e-commerce Web store and shopping cart solution.
- Sage BusinessVision CustomPack* – includes unique customization capabilities, customer specific pricing, document linking, mail merge, and the SuperTicker information monitor.

*Available for Small Business, Standard, and Client-Server Editions

About Sage Software

Sage Software offers leading business management software and services that support the needs, challenges and dreams of more than 2.4 million small and mid-sized business customers in North America. Its parent company, The Sage Group, plc (London: SGE.L) supports 4.5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable and customizable software for accounting, customer relationship management, human resources, time tracking and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit and real estate industries.

Sage BusinessVision at a Glance

Configurations

Sage BusinessVision is available in four configurations: Limited Edition, Small Business Edition, Standard Edition, and Client-Server Edition.

Product	Number of Modules	Number of Users	Additional Users
Limited Edition	16	One	None
Small Business Edition	16	Three	None
Standard Edition	18	Five	Up to 5
Client-Server Edition	18	Ten	Up to 100+

Modules

- Accounts Receivable
 - Accounts Payable
 - General Ledger
 - Inventory Control
 - Order Entry
 - Point-of-Sale
 - Sales Analysis
 - Payroll
 - Bank Reconciliation
 - Purchase Order
 - Purchase Analysis
 - Job Cost
 - Import
 - Export
 - Bill of Material*
 - Budgets & Forecasts*
 - Financial Reporting
 - Context-sensitive HTML Help
- *Included in Standard and Client-Server Editions only

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