Release Guide

What's New in Sage 100 ERP 2015

April 2015

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Release Guide – Sage 100 ERP 2015 and PU-1

Introduction
Document Objectives

This document is designed to serve as a guide to the new features and enhancements in Sage 100 ERP 2015. It supersedes prior documents and will serve as the final guide until an updated document replaces it.

Background
Foundation and History

Solution: Sage 100 ERP

- Positioning categories: Enterprise Resource Planning (ERP) solution; business management solution
- Formerly known as Sage MAS 90 ERP, Sage MAS 200 ERP, and Sage MAS 200 SQL ERP.

Key Targets / User Base

- Small and Medium-sized:

– Manufacturers
– Wholesale Distributors
– Service Companies
– Retail Companies

- Geography: North America (US and Canada)

Sage 100 ERP is used by a wide range of light manufacturing, distribution, retail and services companies. It also provides more granular verticals such as industrial supplies and services, building materials, and electronics. Customers usually have between 10 and 250 users; the solution typically recommended to companies with annual revenue ranging from $1 to $100 million.

Sales and Distribution

- Primarily through partners and independent reseller channels

The main delivery method is electronic download, with the ability to order physical media for an additional fee. The Sage 100 ERP auto-delivery download for customers on a Sage Business Care plan was made generally available on April 7, 2015.

Editions

- Sage 100 Standard ERP, Sage 100 Premium ERP, and Sage 100 Advanced ERP
- Offered on-premises and on-line; on-line version made generally available shortly after the on-premises release.

Sage 100 Standard ERP is designed for use as a local installation. Sage 100 Advanced ERP and Sage 100 Premium ERP are designed for use in a client-server environment. Sage 100 Premium ERP leverages Microsoft SQL Server database architecture and is available in a multi-tenant hosted online service.

Overview
Release in Summary

Sage 100 ERP provides powerful capabilities for businesses to automate, optimize and standardize complex and manual everyday processes, including financials, supply chain management, and assembly production.

With comprehensive financial and operational functionality, including production workflows and inventory management, the solution features a wide array of features for core accounting, distribution, discrete manufacturing, business intelligence, customer relationship management, payroll, job costing, and warehouse tracking. Web and mobile applications seamlessly integrate with Sage 100 ERP to increase sales, provide a better customer experience, and improve cash flows. The Sage Data Cloud provides anytime, anywhere access to critical business data.

Customers can easily scale the solution by using only the modules and features that suit their business. Everything a company needs is available in one cohesive, easy-to-use solution made possible by the product's modular architecture, personalization tools, and flexible business object framework.

Increase Productivity, Streamline Workflow, and Enhance Control and Security

The latest release of Sage 100 ERP features over 60 exciting new enhancements designed to increase business efficiency, productivity and profitability. From core accounting to integrated payment processing and CRM, the features in this release provide a better experience and simplify complex activities.

Improved financial reporting capabilities, compliance tools to support the Affordable Care Act (ACA), streamlined purchasing processes, expanded and improved Paperless Office capabilities, numerous usability features, and user security improvements are the backbone of this important and valuable release.

Key Enhancements

- ✓ Core Accounting
- ✓ Purchasing
- ✓ Inventory Management
- ✓ Sales Order
- ✓ Security Enhancements
- ✓ Paperless Office
- ✓ Business Intelligence / Reporting
- ✓ Credit Card Processing
- ✓ Usability Features
- ✓ Affordable Care Act (ACA) Support
- ✓ Customer Relationship Management

Core Accounting
Managing the Basics

Core Financial Management at the Heart of Everything you do

Core financial management is a cornerstone of any business; simplicity and usability are essential attributes of the tools that support the related activities. The Sage 100 ERP 2015 release includes numerous enhancements throughout the core accounting modules. Some of these enhancements could be included in other categories, but they are described here because they address the needs of people who execute transactions within the core modules on a daily basis.

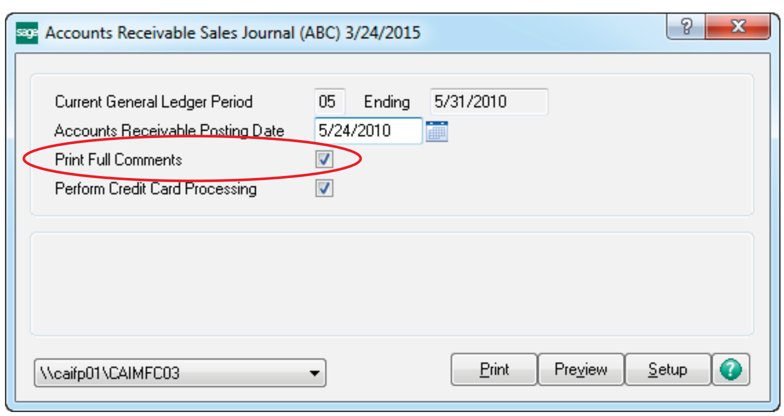
Feature Summary – General Ledger

Feature Description	High Level Benefit
Automatic Default of “Print Full Comments” Checkbox in Journals / Registers	Data consistency
GL Account Numbers Are Auto-formatted During Entry in Report Selection Grids	Ease of use, Efficiency
Out-of-balance Message Printed on the GL Detail Report	Improved accuracy
Sort and Select by Account when Generating the GL Account Audit Report	Ease of use, Efficiency
One-click Automatic Journal Reversal	Ease of use, Efficiency

Automatic Default of “Print Full Comments” Checkbox in Journals / Registers

How often have you printed journal or register only to discover that you hadn’t selected the Print Full Comments checkbox? It takes time to go back and re-print.

With the 2015 release of Sage 100 ERP, your last selection will now persist as the default, making it easy for you to customize whether you want the full comments on each journal or register. You will save time and easily ensure consistency in printing comments on the selected form.



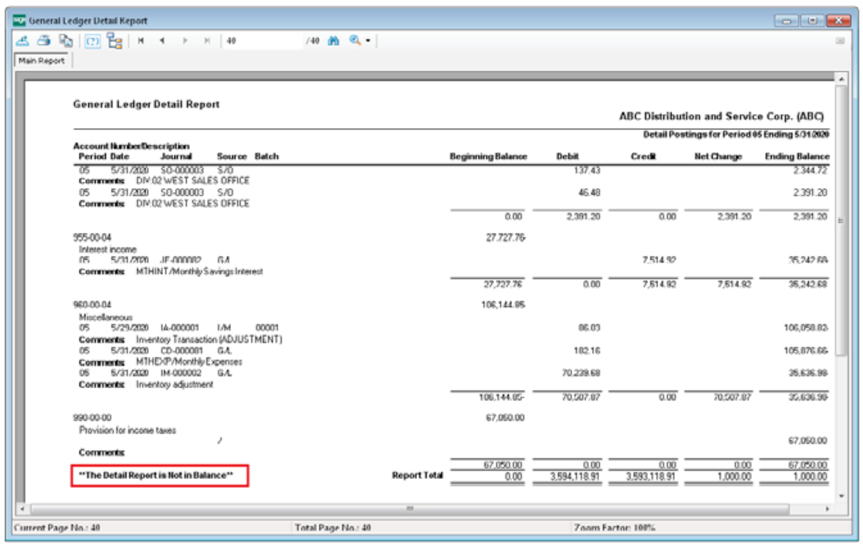
GL Account Numbers Are Auto-formatted During Entry in Report Selection Grids

It can be both time consuming and frustrating to determine how a General Ledger account number needs to be formatted during entry of selection criteria when printing a report and errors can cost time to track down and fix. With the 2015 release, General Ledger numbers are auto-formatted according to the GL account number mask, saving you time and frustration.

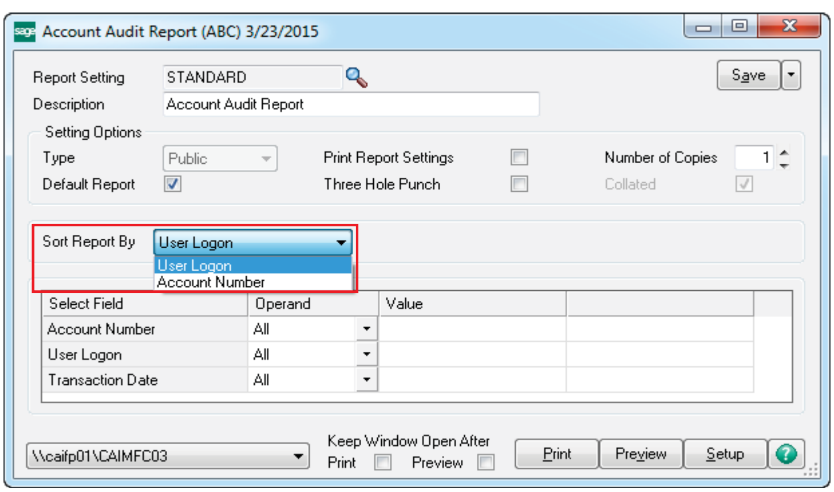
Out-of-balance Message Printed on the GL Detail Report

The General Ledger Detail Report is your audit tool for making certain everything is posted correctly by account. Wouldn't it be nice to know at a glance if it didn't balance?

In this release, out-of-balance errors are now called out in bold print next to the report totals. This feature has also been added to the General Ledger Detail by Source Report in Product Update 1 for Sage 100 ERP 2015. A not-in-balance message prints next to the journal number in addition to the message near the report totals.



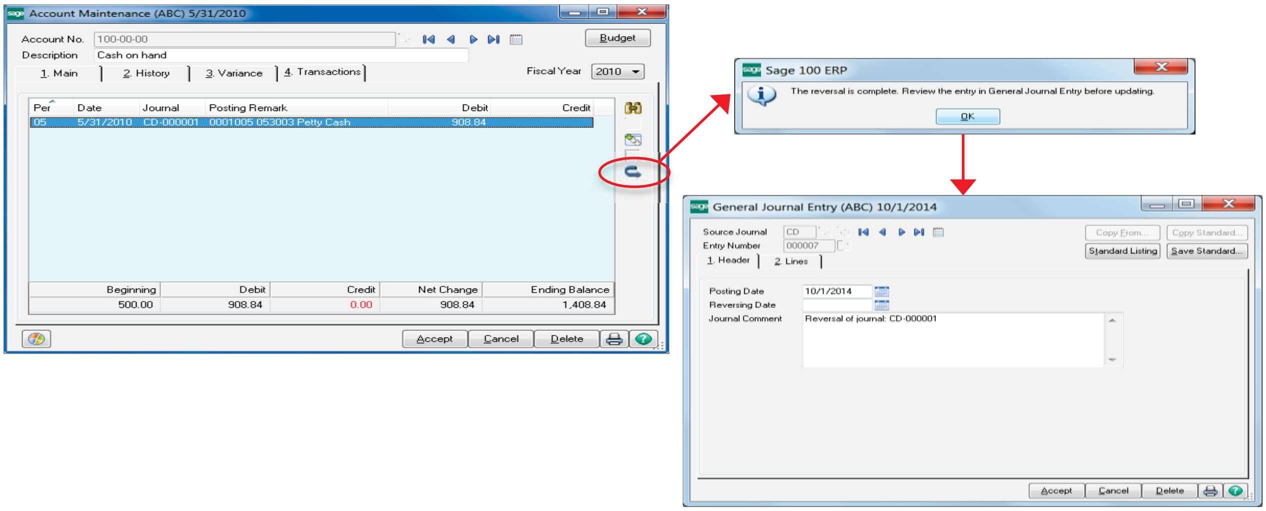
Sort and Select by Account when Generating the GL Account Audit Report



When tracking changes to GL accounts you may only want to see who made changes and what they changed for a specific account or range of accounts. You can now save time by sorting the Account Audit Report by user or account number, and generate the report for a specified range of users and accounts.

One-click Journal Reversals

While it doesn't happen often, finding an error after posting a journal is frustrating. In Sage 100 ERP 2015, you can now reverse journal entries with a single click, eliminating the need for a manual workaround to correct the error.



The reversal will be written into General Journal Entry, along with a journal comment, where you can review the entries prior to updating, creating a complete audit trail.

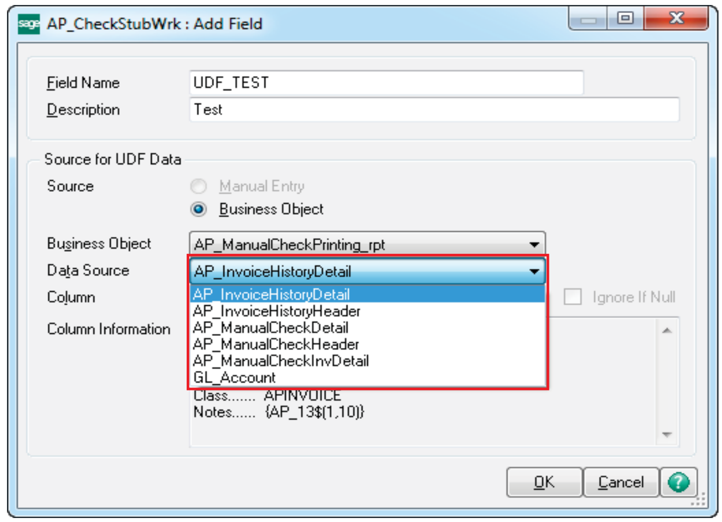
Feature Summary – Accounts Payable

Feature Description	High Level Benefit
Additional UDF Data Sources in Manual Check and Payment Entry	Usability
Expanded Vendor Name to 50 Characters	Compliance, Usability
Select Invoices from any Purchase Transfer Vendor in Manual Check and Payment Entry	Ease of use, Efficiency
Ability to Reprint Quick Print Checks	Ease of use, Efficiency
New Sort Options for Vendor Audit Report	Ease of use, Efficiency
New Sort Options in Selection Dialogs	Ease of use, Efficiency

Additional UDF Data Sources in Manual Check and Payment Entry

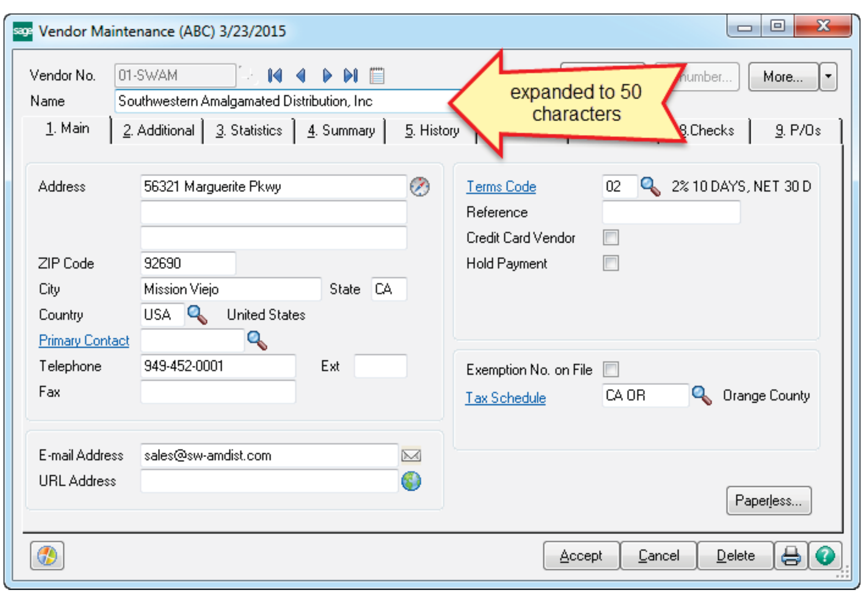
When processing a remittance using Check Printing and Electronic Payments, user-defined fields can be defined using a wide variety of business object sources in Custom Office.

When attempting to process the same payment from Manual Check and Payment Entry, matching user-defined fields was not previously possible. The addition of corresponding data sources to the Manual Check and Payment Entry tasks now allows "in the moment" check processing with consistent data elements, improving efficiency. Additionally, you are now able to pull invoice AP History Header data to a check detail UDF, making it easier to print the information you want on the check stub.



Expanded Vendor Name to 50 Characters

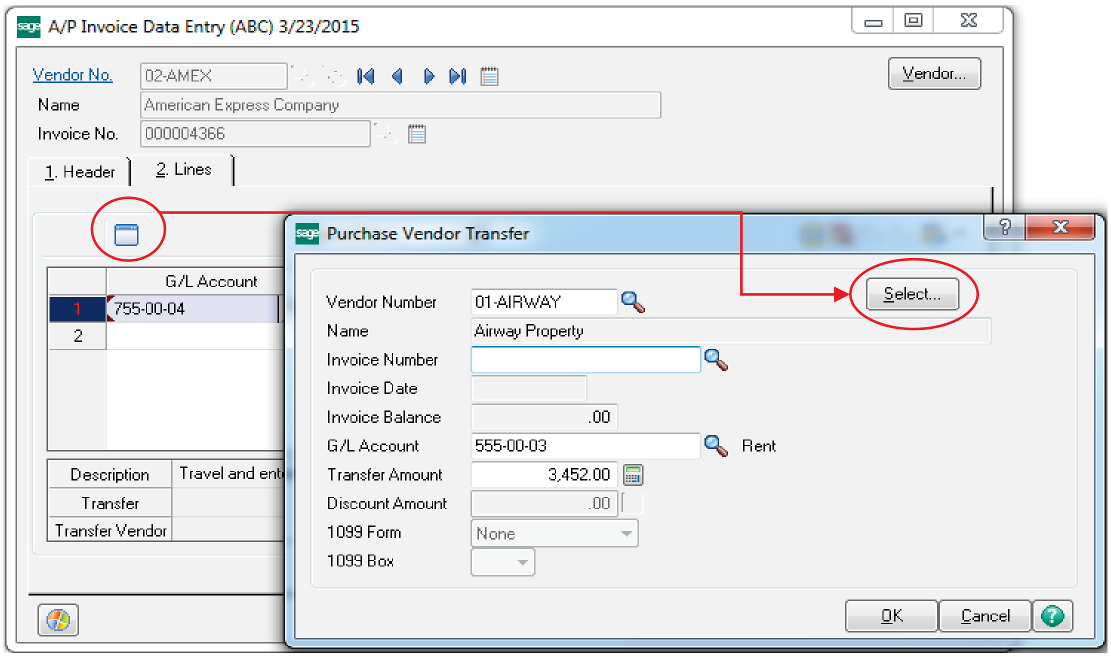
Everyone likes to put the best face forward when doing business with others. In the age of electronic funds transfers coupled with heightened awareness of fraudulent banking activity, transactions with truncated payee names are subject to scrutiny and possible rejection.



In the 2015 release, the length of the Vendor Name field has been expanded to 50 characters. All externally facing vendor reports and forms have been modified to accommodate longer vendor names, including standard check forms. Where the full name is not able to fit on internally facing reports or forms, the name is wrapped to a second line, or in a few cases it is truncated.

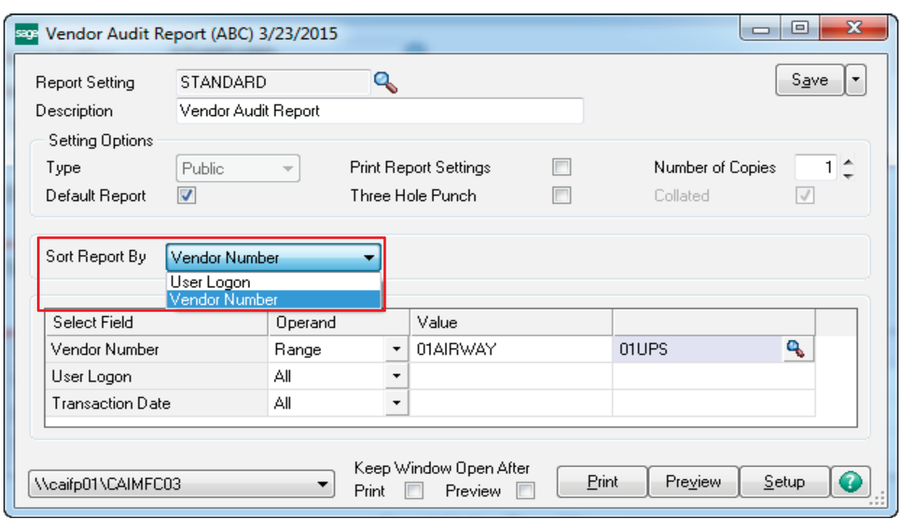
Select Invoices from any Purchase Transfer Vendor in Manual Check and Payment Entry

Surely, transferring a balance from a purchase vendor paid by credit card to the credit card vendor is a time saver, but what happens when you have more than one invoice to transfer for a purchase vendor? This release provides the ability to select multiple invoices from a purchase vendor, simplifying the process into a single step creating multiple individual transfers from that selection.



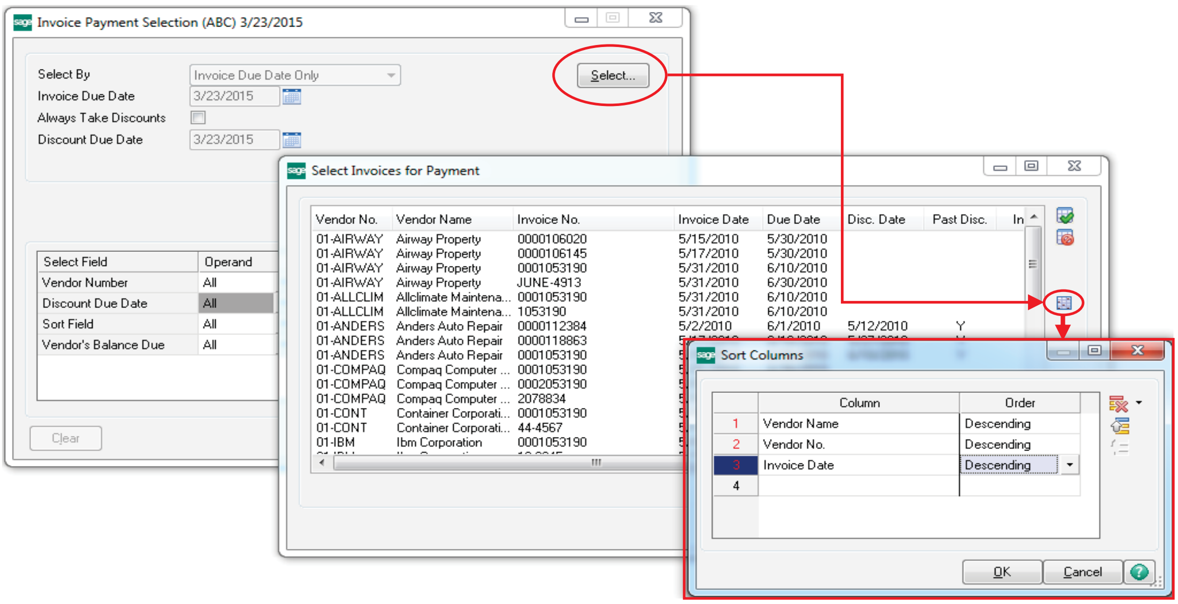
New Sort Options for the Vendor Audit Report

If you are tracking changes to Vendor records, it may be that you only want to determine who made changes and what they changed for a specific vendor or range of vendors. Now you can both sort the report by Vendor Number and select just the vendors you want to review. Save time by only viewing the records you need to review.



New Sort Options in Selection Dialogs

Selection windows may contain hundreds of records and there is no doubt that scrolling through them can be time consuming. With the new multiple column sort option in selection windows, modeled after familiar Excel column sorting functionality, you can sort on selected columns to speed up your search and quickly find just the record or records you want.



The time saving feature for sorting on multiple columns is now available in:

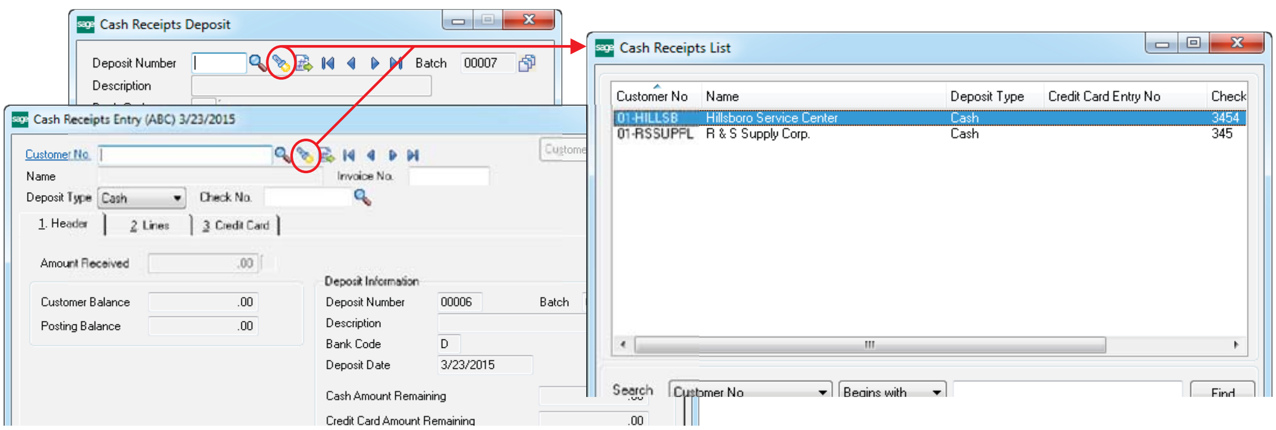
- Select Invoices for Payment in Invoice Payment Selection
- Select Check and Electronic Payment Maintenance Invoices in Check and Electronic Payment Maintenance
- Select Manual Check and Payment Invoices in Manual Check and Payment Entry
- Select Vendor Transfer Invoices in Invoice Data Entry and Manual Check and Payment Entry
- Select Customer Invoices accessed through Accounts Payable from Accounts Receivable Clearing Entry

Feature Summary – Accounts Receivable

Feature Description	(High Level) Benefit
Cash Receipts List Button Added	Efficiency, Usability
Option Added to Print Invoices Through Sage Data Cloud	Save money; Efficiency
Sort Options Added for Customer Audit Report	Ease of use, Efficiency
Calculator button added to Finance Charge Applied field	Accuracy, Efficiency
Ship Via field added to Customer Ship-To Address Maintenance	Accuracy, Efficiency
Added Pay Date for the Salesperson Commission Report	Efficiency

Cash Receipts List button Added

In Sage 100 ERP 2015 locating an open, un-posted cash receipt is now significantly easier.



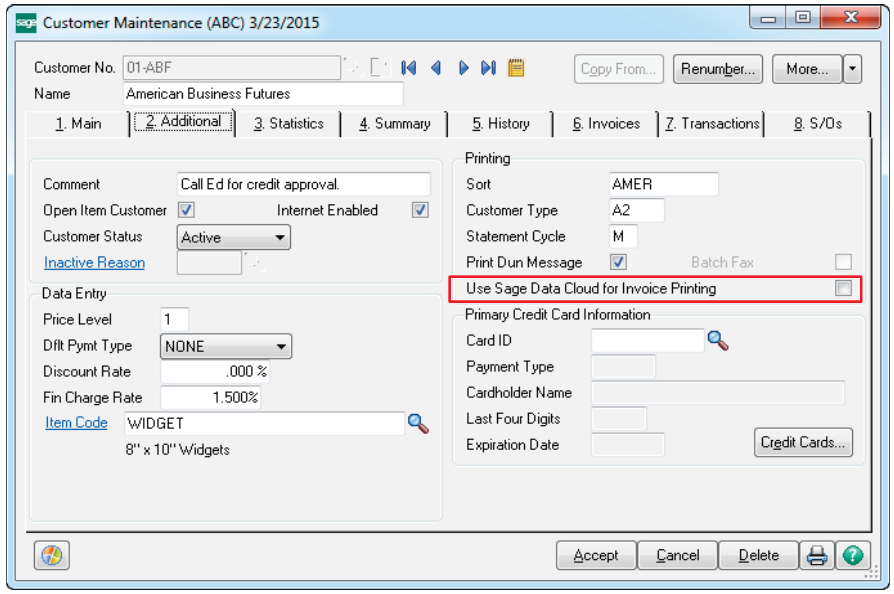
The new Cash Receipts List Button on the Cash Receipts Deposit or the Cash Receipts Entry screen opens a convenient, sortable listing so that you can quickly locate the entry saving both time and increasing customer satisfaction. You'll now be able to provide the answers your customers need at a moment's notice.

Option Added to Suppress Printing Invoices Emailed through Sage Data Cloud

The convenience and improved cash flow achieved through the use of Sage Billing and Payment cloud invoicing and click-to-pay solution is notable.

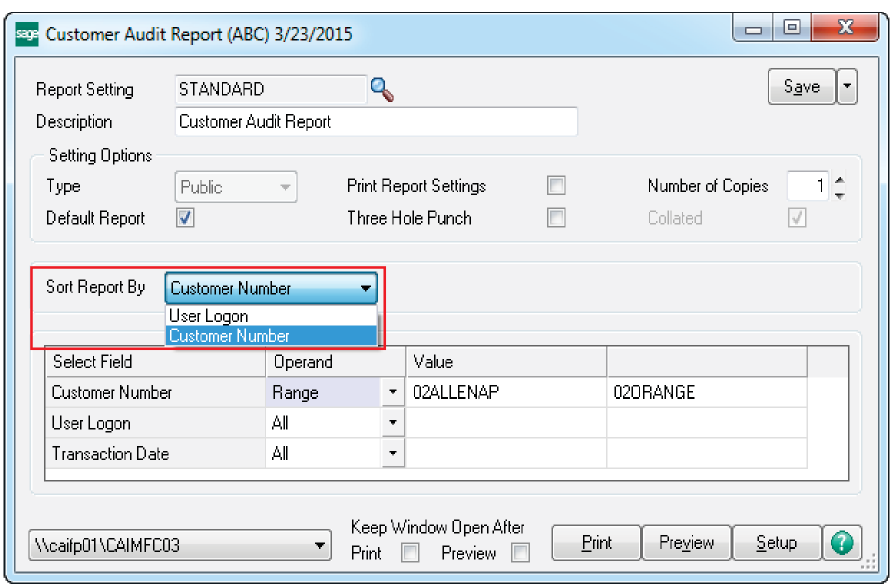
Save even more time and money by suppressing the printing of the hard copy invoice for those invoices you email out through Sage Billing and Payment.

Easily keep track of when the invoice was sent, received and opened and, if desired, you can always resend or print the invoice from Sage Billing and Payment, or you can even send it to a different person.



Sort Options Added for Customer Audit Report

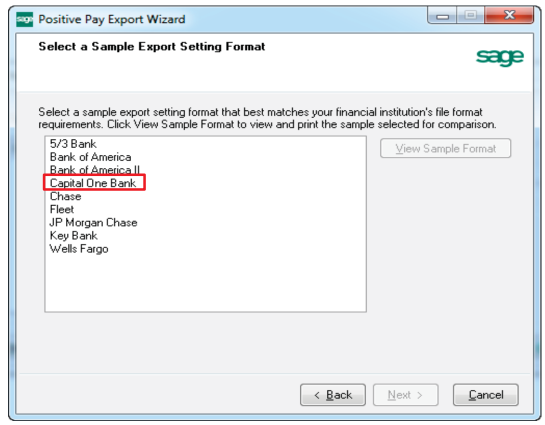
If you're tracking changes to customer records, you may only want to see who made changes and what they changed for a specific customer or range of customers. Now you can both sort the report by Customer Number and select only the customers you want to review. Save time by only viewing the customer records you need to review.



Feature Summary – Bank Reconciliation

Feature Description	(High Level) Benefit
New Sample Format Available in Positive Pay Export Wizard	Efficiency
The Remit To Name Now Written to Bank Reconciliation During Accounts Payable Check Register Update	Ease of use
Multi-column Sort Available in Bank Reconciliation	Ease of use

New Sample Format Available in Positive Pay Export Wizard



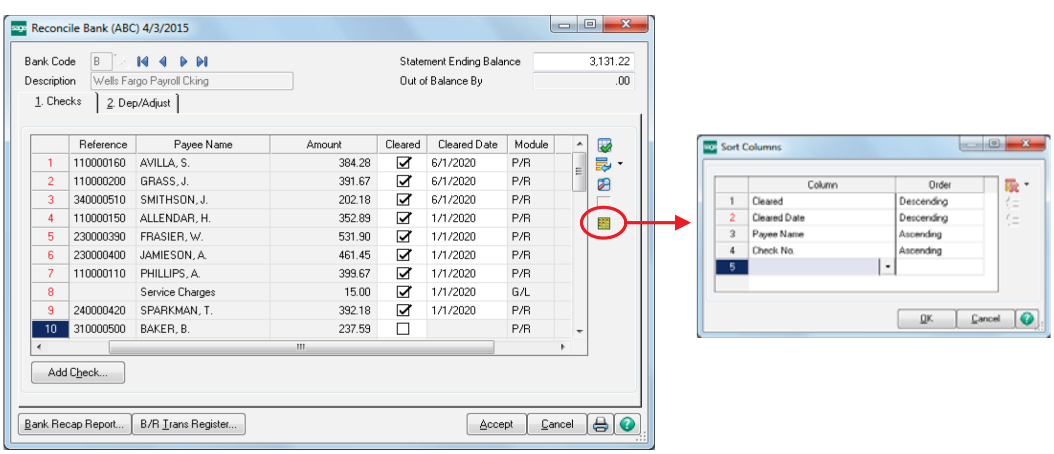
Positive pay is a powerful anti-fraud tool to make certain the checks paid by your bank are the ones you want paid. In the US, nearly every commercial bank offers the service and the challenge can be knowing just the right format for the file to transmit to the bank. Sage 100 ERP offers a number of sample formats, and we've added another one for Capitol One Bank in this release.

The Remit To Name Now Written to Bank Reconciliation During Accounts Payable Check Register Update

In previous versions, the payee name in Bank Rec was always the vendor name. With the 2015 release, the Remit To Name will now be written to Bank Rec during AP Check Register Update and Manual Check Register Update so B/R Positive Pay Export will export the correct payee name.

Multi-column Sorting Available in Bank Reconciliation

You can now sort on multiple columns in Bank Reconciliation tasks. By using the search criteria shown in the example below, you can easily sort all of the cleared checks to the top. This will save you time when reconciling bank, especially when working with large amounts of data.



Credit Card Processing
Compliance, Cost Savings, and Convenience

Feature Summary – Credit Card Processing

Feature Description	(High Level) Benefit
Process Second Pre-authorization after First One Expires	Efficiency; Improved Cash Flow
Third Party Payment Processing Service Available	Accuracy, Efficiency
Level 3 Credit Card Processing Added	Security; Save money

Process Second Pre-authorization after First One Expires

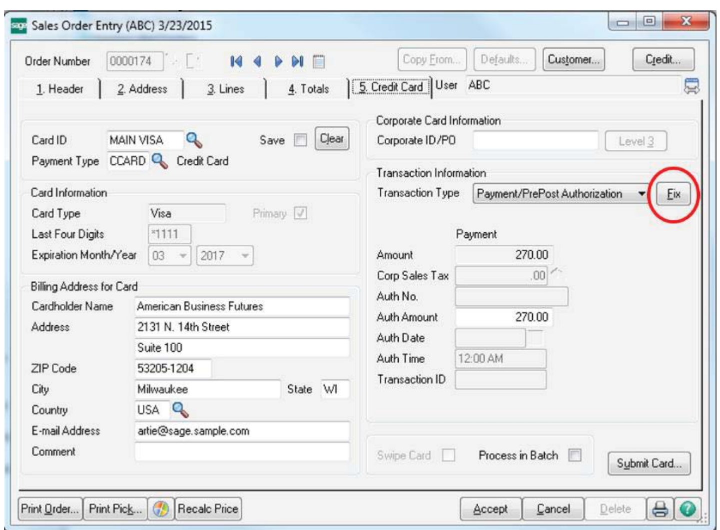
In Sage 100 ERP, a pre-authorization on a credit card transaction puts a hold on the consumer's account for the amount of the authorization for 7 days. This protects you by ensuring that the funds are available for payment when you ship the order.

However, business just doesn't always go according to plan. What happens when the merchandise to fulfill the shipment is delayed? Now all the risk is back on you, especially if the hold has expired.

The 2015 release of Sage 100 ERP helps address that risk. You can now process a second pre-authorization for the same order, for the same amount, once the first one has expired and cover your exposure with an extended hold.

Here's how:

1. From the Sales Order Main menu, select either Sales Order Entry or Invoice Data Entry.
2. Select the sales order or invoice you need to re-authorize.
3. On the Credit Card tab, click the Fix button.
4. Delete the original authorization number that appears in the Auth No. field. The values in the sales tax and amount field will be recalculated.
5. Click Submit Card.



Third Party Payment Processing Service Available

Integrated payment processing with your Sage 100 ERP solution is key to offering the best possible buyer experience for your customers and to improving your cash flow with a minimum of duplication. While Sage offers highly secure PCI compliant merchant processing solutions, we understand that your business might be in a position that requires you utilize another service provider for one reason or another.

The good news is, Sage now has an option for you – Third Party Payment Processing (TPP). You can now use your existing payment processor and use the TPP service offered by Sage Payment Solutions as a gateway for seamless integration with Sage 100 ERP. There are fees associated with the use of the service, and a limited number of processors are supported. For additional information contact your reseller or Sage representative.

Level 3 Credit Card Processing Added

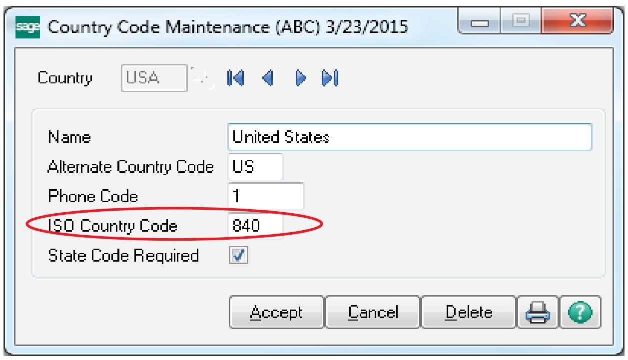
Increasingly, corporate cards are being used to pay for goods and services. Merchant card processors (e.g., Visa and MasterCard) consider payments made with corporate cards more secure and reliable, so they offer lower rates. Government and school entities may require the savings to be passed on to them, but otherwise you can determine whether to pass long or retain any savings.

With the introduction of Level 3 credit card processing for corporate cards, Sage 100 ERP now allows users to gather and transmit the data elements required at the line item to qualify for these advantages. Changes in several areas were introduced to enable this capability for payments entered in Sales Order Entry and S/O Invoice Data Entry.

Note: *Deposit transactions are not eligible for Level 3 processing as line item detail is required and it is not possible to assign a deposit transaction to specific lines.*

Library Master

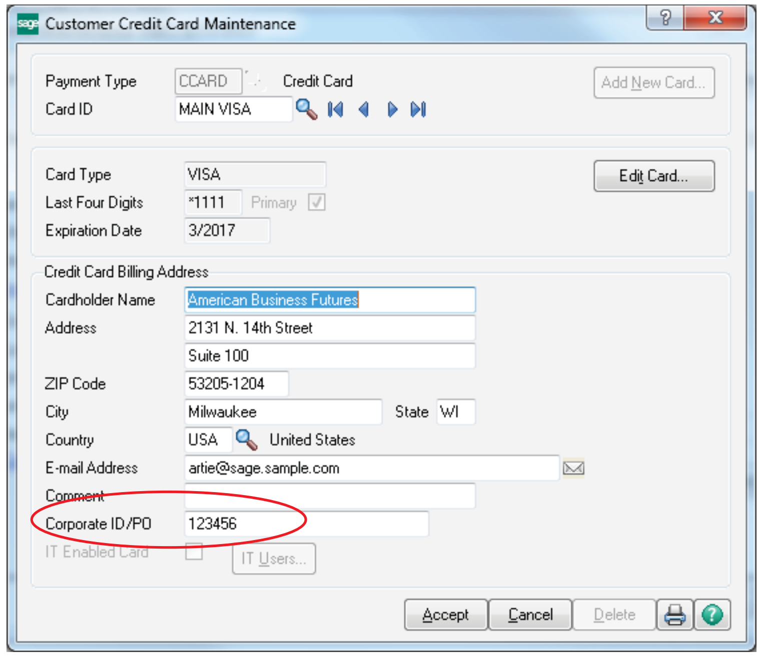
On the Library Master Setup menu, in Country Code Maintenance, a new field “ISO Country Code” was added. Information from this field is included with the ship-to address information when processing Level 3 credit card transaction.



Accounts Receivable

To set up a customer for corporate credit card processing:

1. A new Include Level 3 Data check box has been added to the Payment Type Maintenance window on the Accounts Receivable Setup menu.
2. In Customer Maintenance, the customer's Default Payment Type (Dflt Pymt Type on the Additional Tab) should be set to CREDIT CARD.
3. Click the Credit Cards… setup button, and select the card to be used for Level 3 processing.
4. Complete all of the appropriate information INCLUDING the Corporate ID/PO number associated with the card.

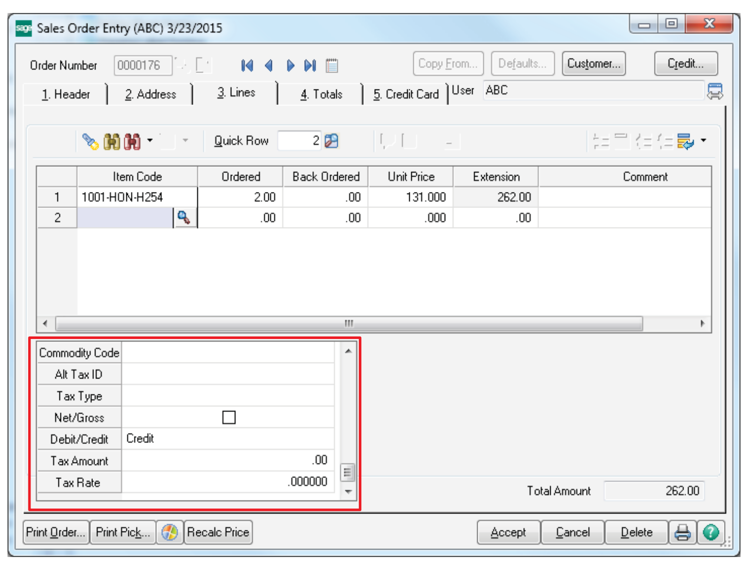


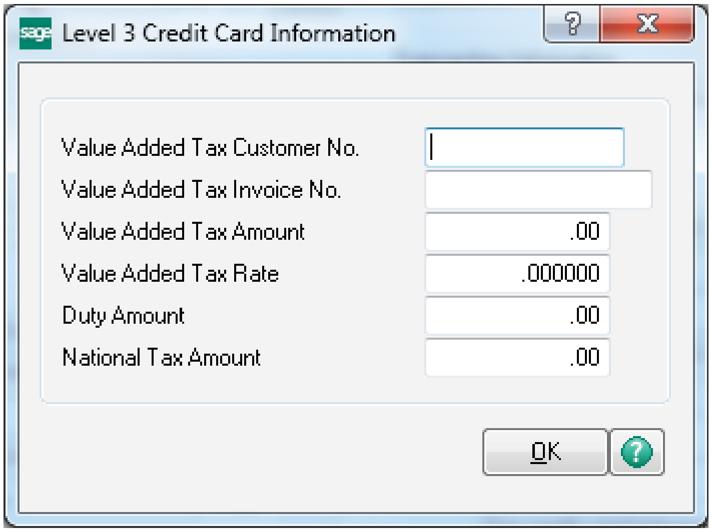
Note: Complete processing information will not be captured without this step.

Sales Order

A number of additions were made in Sales Order to accommodate Level 3 data. The following fields were added to the secondary grid in Sales Order Entry and S/O Invoice Data Entry in order to capture the line item information required for Level 3 processing.

- Commodity Code
- Alt Tax ID
- Tax Type
- Net/Gross
- Debit/Credit
- Tax Amount
- Tax Rate





Additionally, a Level 3 button has been added to the Credit Card tab in Sales Order Entry and S/O Invoice Data Entry. This button can be used to enter additional information for level 3 transactions.

Note: *An empty text string or a zero value will be submitted if these fields are left blank.*

Note: *Certain default values must be set to ensure that the fields added to the Lines tab are available without first entering information on the Credit Card tab.* **See "Setup Customer Credit Cards for Level 3 Processing" in the help system.**

Customer Purchase Order Number

Customer purchase order numbers are now transmitted as part of the transactions when processing Level 3 credit card payments. The purchase order number will share the same field as the sales order or invoice number, and they will be separated by a dash.

Purchasing
Managing Supply Flow As Well As Costs

Feature Summary – Purchase Order Enhancements

Feature Description	(High Level) Benefit
Purchase Order History now Available	Efficiency
Purchase Order “Copy From” Added	Efficiency, Productivity
New Printing Options for “Keep Source Document Open” for Purchase Order Forms	Efficiency
Added the Batch Number to “This order is currently being…” Dialogs	Accuracy, Efficiency
Sort option in Purchase Order Options, Generate Tab	Efficiency, Productivity
Additional Vendor Memo Button on Header	Efficiency, Consistency
Redisplay Source Document after Printing Sales Order and Purchase Order Forms	Efficiency, Productivity
Warehouse Field Added to Ship-To Address Maintenance	Efficiency, Productivity
Columns Added in Purchase Order Receipt History Inquiry to Display Additional Costing Elements	Usability, Accuracy
Added Calculator button to Landed Cost and Other Fields	Usability, Accuracy
Control which Email Address Paperless Office uses to Email Documents to Vendors	Efficiency, Profitability

Purchase Order History now Available

Sometimes, it would just be nice to go back and look at what was originally ordered from a vendor 6 months or a year ago but only receipt history is retained.

Beginning with the 2015 Release you now have options to Retain Purchase Order History. It is modeled after Sales Order history, so if you are familiar with Sales Order History then you will feel right at home with Purchase Order History.

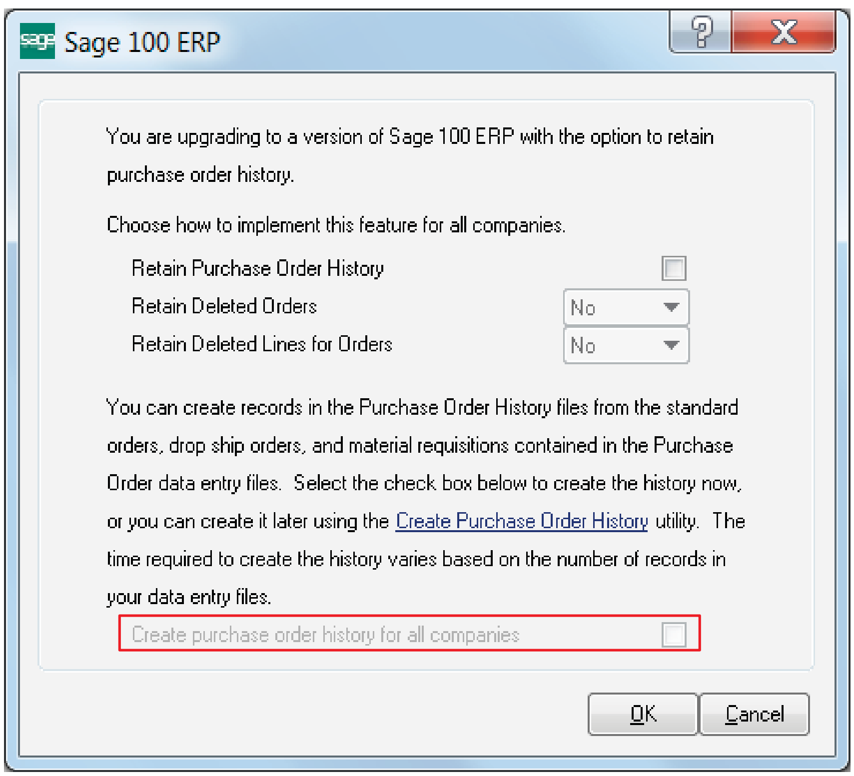
Implementing Purchase Order History

There are three ways to create the Purchase Order History from existing Purchase Order Entry records.

1. In Conversion, as explained below.
2. If you go into Purchase Order Options and turn on History you will be prompted.
3. Use the Create Purchase Order History program on the Utilities menu.

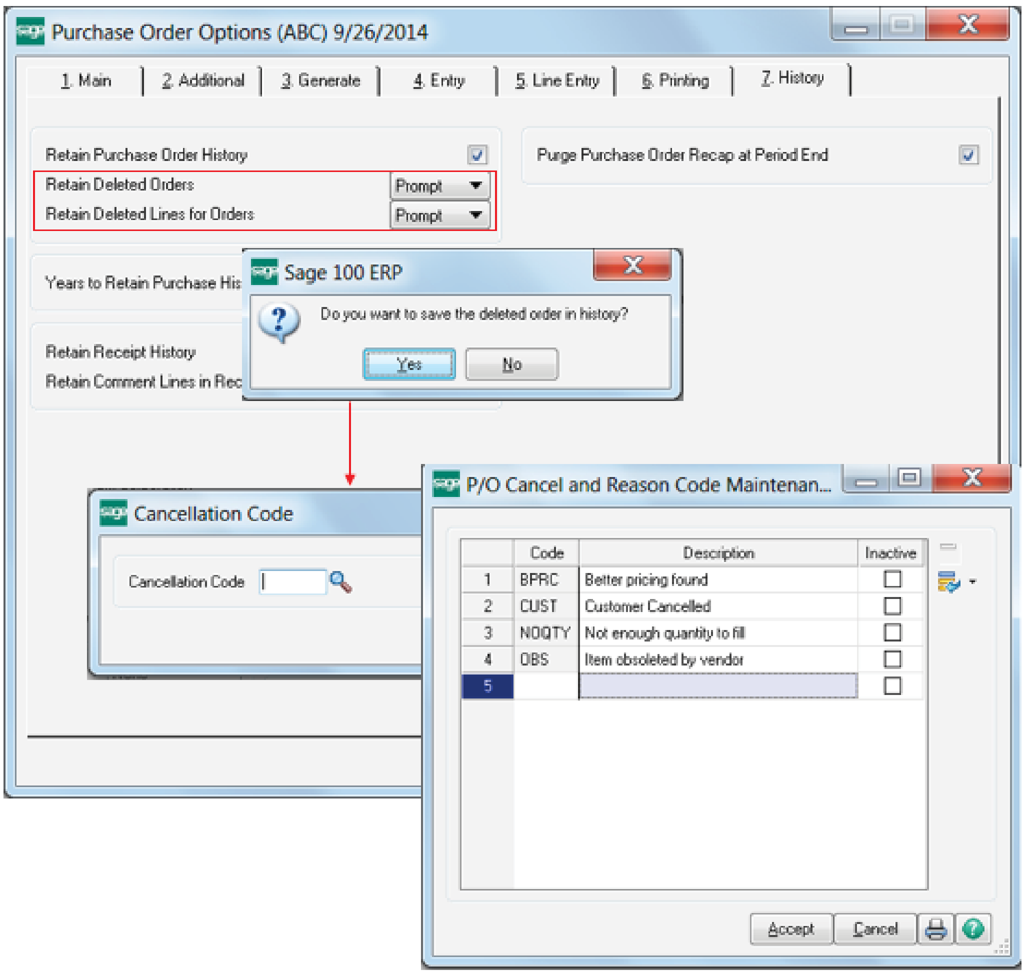
After migrating companies to 2015 when conversion is done from Company Maintenance a dialog will appear that will allow you to setup the new Purchase Order History feature and optionally create history from existing Purchase Order Entry records. If a specific company is being converted the choices from this dialog will be applied to that company. If all companies are being converted at once, the choices will be applied to all companies.

It is important to note that the pop up does not reappear for each company during conversion – it only appears once at the beginning. Therefore, if you want to convert data for multiple companies overnight you don't have to worry that selecting this option might cause a delay in the process.



Purchase Order Options and Cancellation Codes

When the option is set to prompt for Retain Deleted Orders or Retain Deleted Lines for Orders you will have the opportunity to enter a cancellation code. P/O Cancel and Reason Code Maintenance allows you to enter codes and descriptions that are meaningful to your business, or you can simply take advantage of the prepopulated codes. If you do not want a code to appear in lookups and it is not currently contained in Purchase Order History records, you can simply check inactive.

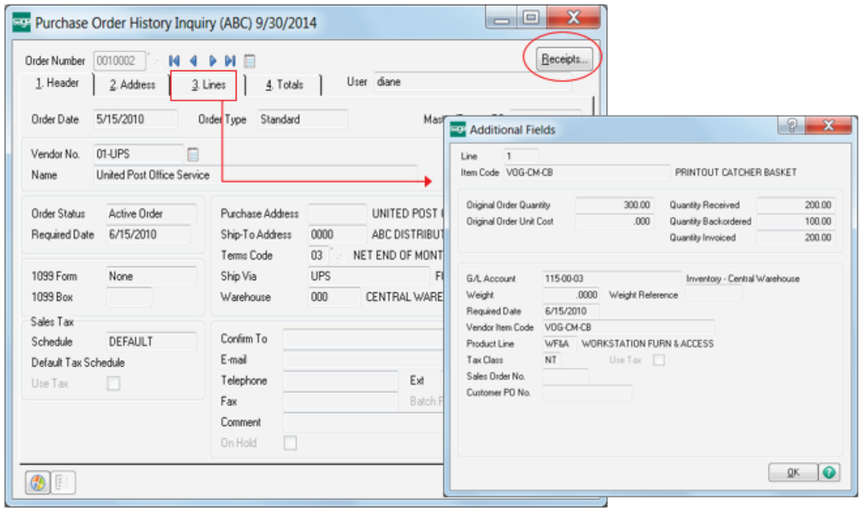


Note: *The new features that allow the user to delete unused codes or set to inactive will be retrofitted into S/O Cancel and Reason Code Maintenance.*

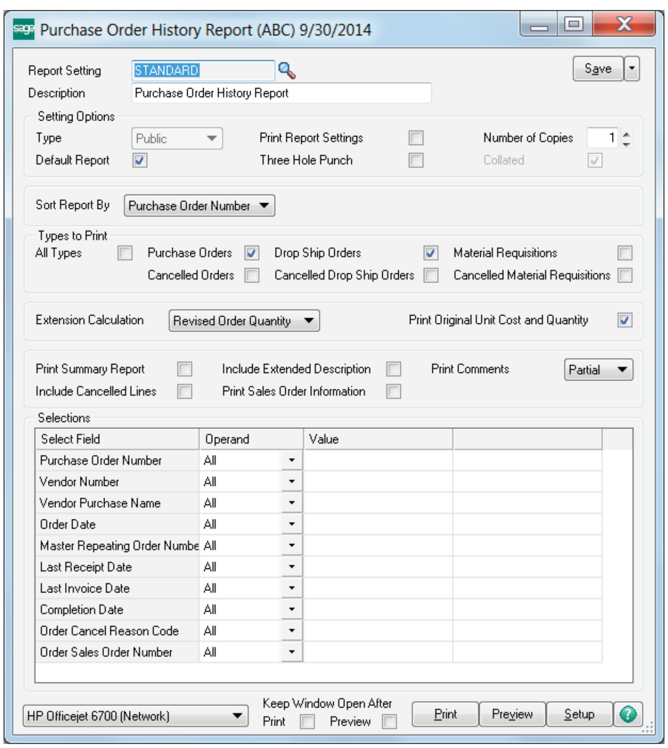
Purchase Order History Inquiry

You can now pull up the entire original purchase order from a history file, like you currently are able to do with sales orders and invoices.

Drill down into receipts to hunt down purchase orders that coincide with a particular sales order and, from the lines, drill down into an Additional Fields window (as shown here), Receipt History for the line, Extended Descriptions, and Comments.



Purchase Order History Report

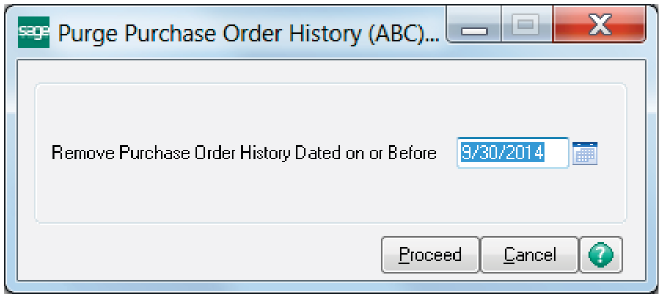


A new Purchase Order History Report provides extensive sorting and selection options, offering numerous ways to slice and dice the historical data to suit all your reporting needs.

It is important to note that the Purchase Order History Report will:

- Always print in landscape
- Print a "d" beside drop ship
- Provide subtotals for:
  - Active
  - Complete
  - Cancelled

Purge Purchase Order History

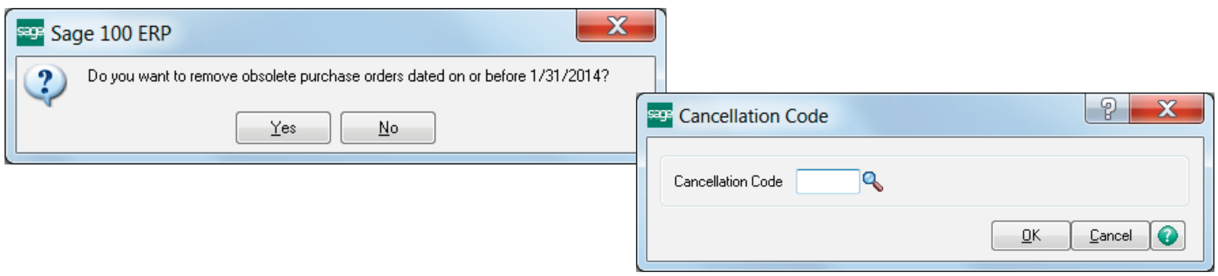


Depending on the volume of purchase orders processed and/or the settings selected regarding the time to retain Purchase Order History, you may wish to purge history from time to time.

Customary purge criteria apply.

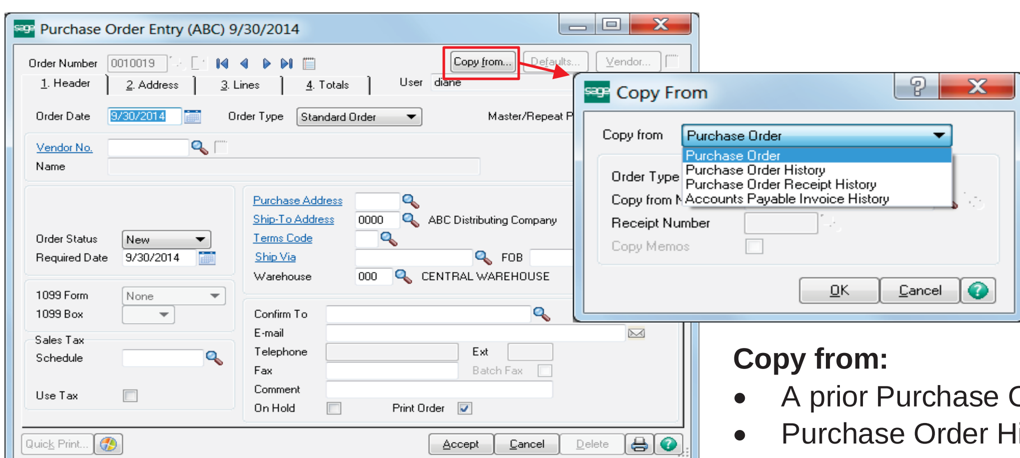
Purge Obsolete Purchase Orders

Purge Obsolete Purchase Orders was modified to allow entry of a Cancellation Code if the option for deletes is set to “prompt”.



Purchase Order “Copy From” Added

Creating a purchase order from scratch can be time consuming, particularly when a similar one already exists. In Sage 100 ERP, you can now simply copy an existing purchase order to create a new one from a number of possible sources.



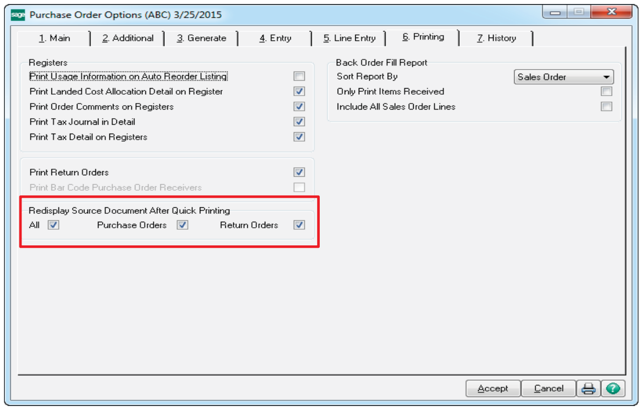
Copy from:

- A prior Purchase Order
- Purchase Order History
- Purchase Order Receipt History
- Accounts Payable Invoice History

Redisplay Source Document after Printing Sales Order and Purchase Order Forms

Quick printing a Purchase Order form allows you to save time when you need to quickly review and verify the contents or quickly pass it along to a colleague.

The 2015 release improves usability and productivity by adding options on the Printing tab in Purchase Order Options to "Redisplay Source Documents After Quick Printing," eliminating the need for you to locate and reopen the document after printing.



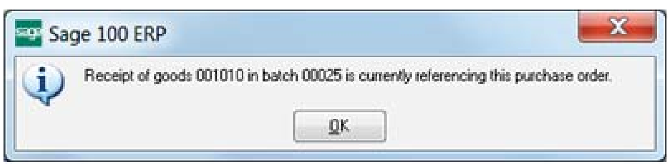
Warehouse Field Added to Ship-To Address Maintenance

A warehouse field has been added in Ship-To Address Maintenance that will be used in the data entry tasks listed below if you select a record and enter a ship-to address:

- Material Requisition Issue Entry
- Purchase Order Entry
- Receipt of Goods Entry
- Receipt of Invoice Entry
- Return of Goods Entry

Added the Batch Number and Document Number to "This order is currently being…" Dialogs

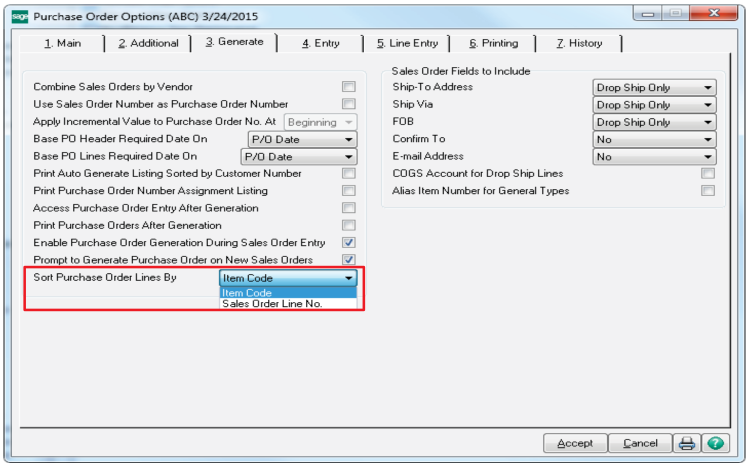
Are you familiar with this scenario? On a particularly busy day, you need to access a Purchase Order and up pops a message box indicating "This order is currently being …" stopping you in your tracks. Somewhere, someone is trying to process the very order you need to review.



The 2015 release contains updates to the message dialog to include the batch number and document number locking the record. Now you know just where to go to clear the conflict so that everyone can quickly move on with their day.

Sort Options in Purchase Order Options, Generate Tab

There are two ways to generate a purchase order from a sales order, either directly from the actual sales order in Sales Order Entry or from the PO Menu option for Auto Generate from Sales Order.



Currently, purchase orders are created in Item Code order. Now you can opt to generate the purchase order lines in the same order as the sales order by selection Sales Order Line No.

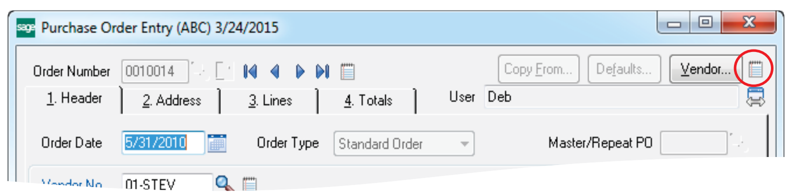
***Note:** Option is only available when "Combine Sales Orders by Vendor" is not selected.*

Additional Vendor Memo Button Added on Header

In the 2015 release an additional instance of the Vendor Memo button is available above the tabs to make it easy to get to the memo from anywhere.

Screens Modified:

- Purchase Order Entry
- Receipt of Goods Entry
- Receipt of Invoice Entry
- Return of Goods Entry

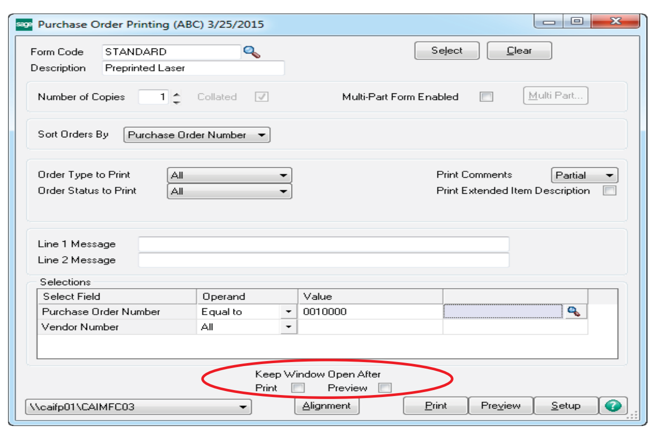


"Keep Open Print Dialog" after Printing Sales Order and Purchase Order Forms

Two check boxes have been added on the print window for both Sales Order and Purchase Order forms that give you the option to keep the window open after either printing or previewing the form.

Added to the following windows:

- Purchase Order Printing
- Purchase Order Printing (Quick Print)
- Return Order Printing
- Return Order Printing (Quick Print)



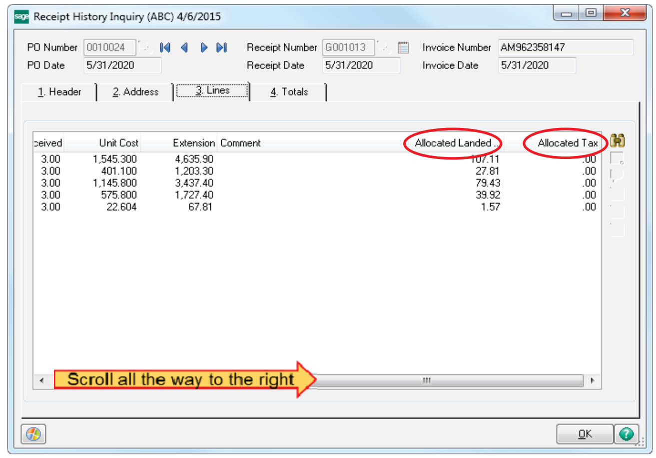
In instances where there are multiple forms chained together (such as Sales Orders and Picking Sheets), when one or both of these check boxes are selected a new button, "Print Add'l Documents" is enabled after the first form prints. This button makes it faster and simpler to proceed with the rest of the printing sequence.

Columns Added in Purchase Order Receipt History Inquiry to Display Additional Costing Elements

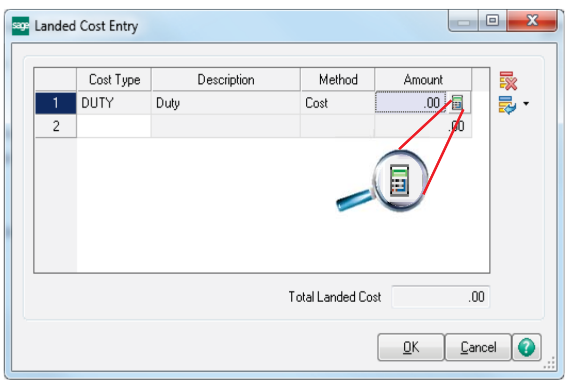
In order to improve visibility and usability, Sage 100 ERP 2015 includes additional columns in the Lines grid based on allocated costs selected in Purchase Order Options.

When scrolling to the far right in the grid you can now view:

- Allocated Landed Costs
- Allocated Freight
- Allocated Tax



Added Calculator Button to Landed Cost and Other Fields



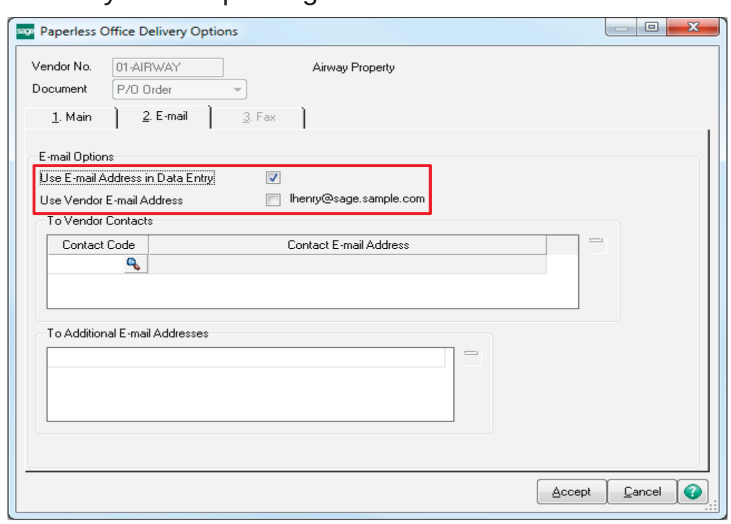
Entering a Receipt of Goods involves more than just verifying a count if you are attempting to capture the true cost of goods. Depending on the structure of your landed cost categories, you may need to have a calculator handy to figure out what charges to add to each Cost Type.

To improve productivity and usability, version 2015 includes a new Calculator button in the Amount field of many dialogs like Landed Cost Entry.

Control which Email Address Paperless Office uses to Email Documents to Vendors

One of the major advantages of using Paperless Office is the ability to automatically distribute forms electronically instead of having to manually handle printing and distribution.

In Sage 100 ERP 2015, you can now opt to use the e-mail address entered in Purchase Order Entry or Return Order Entry used to deliver the document rather than automatically using the Vendor email address on file. The option is specific to each vendor by individual form, providing maximum flexibility in configuring the behavior to suit your needs.



Inventory Management
Tracking Items

Feature Summary – Inventory Management

Feature Description	(High Level) Benefit
Bar Code	
Improved Process for Correcting Rejected Import Records	Accuracy, Efficiency
Bill of Materials	
New Option Added to Synchronize Bill and Item Description	Clarity, Efficiency
Added the Ability to Launch Bill of Materials Maintenance from Item Maintenance	Efficiency, Productivity
Inventory Management	
Drill into GL Source Journal from Item Maintenance Transactions Tab	Efficiency
“Copy From” Added in Product Line Maintenance	Efficiency
Sort and Select by Item in the Item Audit Report	Efficiency
Exclude Item Vendors and Alias Items during “Copy From” in Item Maintenance	Accuracy, Efficiency
Last Physical Count Date Now Updates by Item and Warehouse	Accuracy, Efficiency

Bar Code

Improved Process for Correcting Rejected Import Records

Scanning a bar code saves a lot of time compared to manually entering data – that is as long as the record import is successful. A rejected record can really slow things down.

The addition of a Fix Entry button in the Rejected Import Maintenance window in the 2015 release of Sage 100 ERP simplifies correcting rejected records. You can now select a transaction and click this button to open the records containing the error. It’s even smart enough to know if the error is in the line detail and take you directly to the line in question – bypassing the Header Edit window. An Error Message field has also been added to display the message associated with the failure.

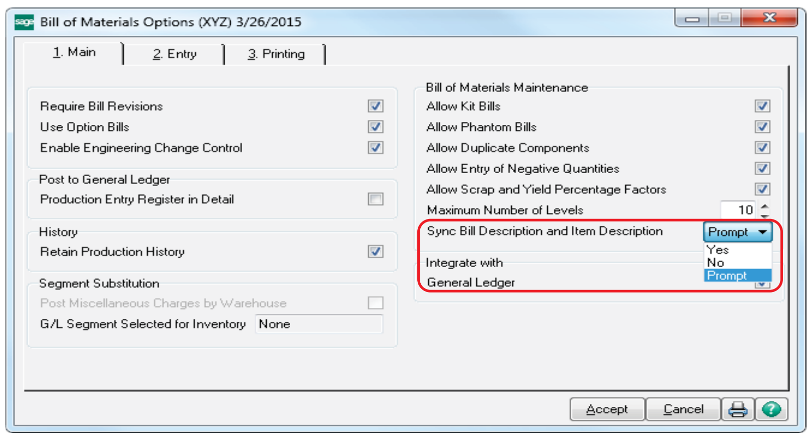
Bill of Materials

New Option Added to Synchronize Bill and Item Description

A Bill of Material creates an Inventory Item. Both identifying numbers refer to the same entity. Yet in one module, the description may differ from the other. Maybe someone changed it in one place but not in the other.

A new option has been added to the Bill of Materials Options in the Sage 100 ERP 2015 release – Sync Bill Description and Item Description. Settings include Yes, No, or Prompt to determine when or if the descriptions will be synchronized.

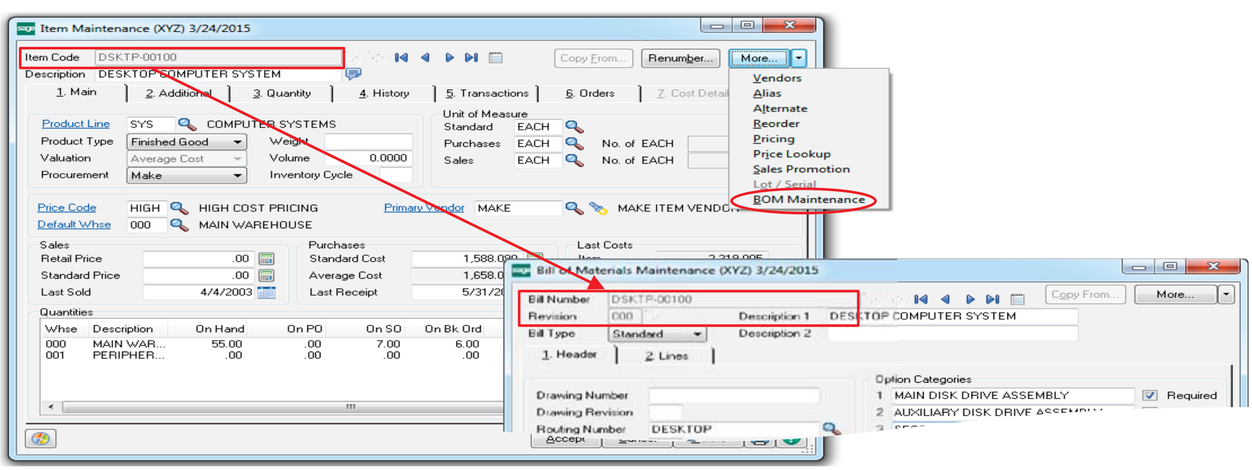
- Select “Yes” and when the two description fields contain the same value, an update to one field automatically updates the other one.
- Select “Prompt” and when the two description fields contain the same value, a message will appear when updating the value in one module asking if you want to update the other.



Note: *This feature only applies to items that do not have an extended item description. If the Require Bill Revisions check box is selected in Bill of Materials Options, only the current revision is synchronized.*

Added the Ability to Launch Bill of Materials Maintenance from Item Maintenance

A link to Bill of Materials Maintenance has been added to the More button in Item Maintenance. When selected, Bill of Materials Maintenance will be launched with the bill number defaulted as the item code from Item Maintenance and the revision defaulted as the current revision of the bill.

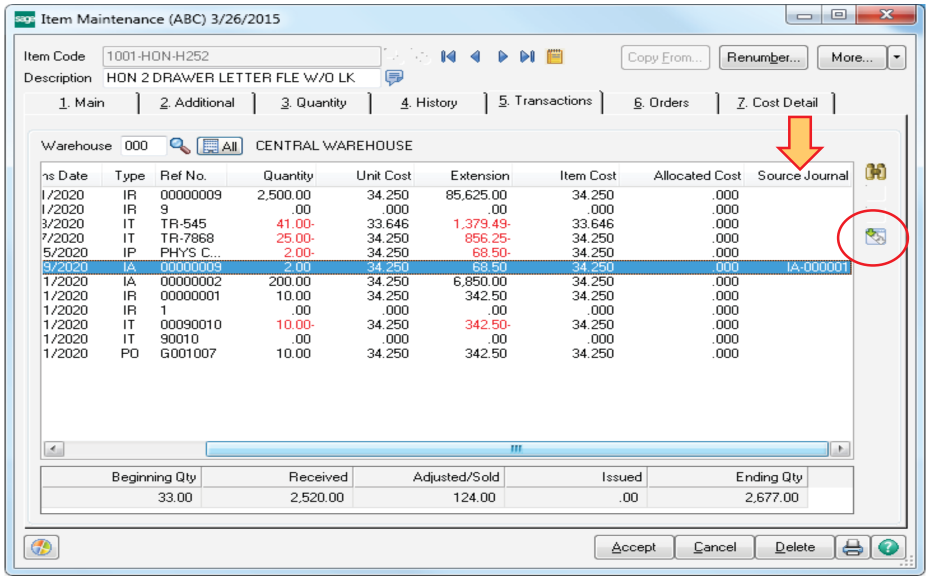


Inventory Management

Drill into GL Source Journal from Item Maintenance Transactions Tab

Switching back and forth between modules to find related information can be time consuming, especially when you just need to quickly look at a single entry. In order to save you time and make the process easier, the 2015 release includes changes to the Transactions tab in Item Maintenance.

- A new column has been added to the transactions grid to displays the source journal number
- A new Source Journal Zoom button allows you to view detailed journal information about the selected transaction with a single-click of the mouse.

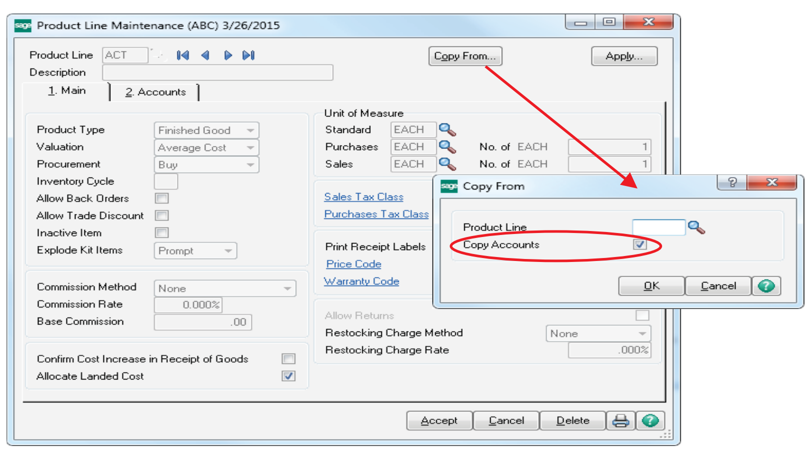


Note: *Journal information is available only for transactions entered after the upgrade to the 2015 release. Historical journal detail cannot be accessed using this method.*

"Copy From" Added in Product Line Maintenance

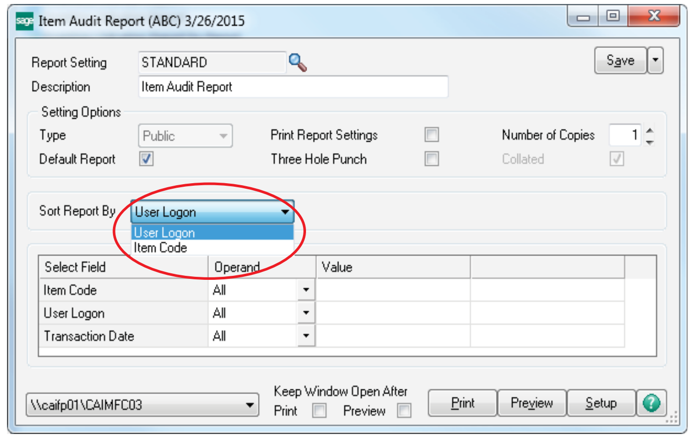
Product lines are a great way to group like items for reporting and tracking purposes, for warehouse space management, or other categorization purposes. Depending on the needs of your business, you may find that you need to create new product lines and remembering key information to do so can be trying.

The 2015 release of Sage 100 ERP includes a new Copy From button in Product Line Maintenance to help with the process. Click the button and select the existing product line to copy from. Values from the source will be copied to the new record and you can opt to bring in the GL accounts.



Sort and Select by Item in the Item Audit Report

If you're tracking changes to items, it may be that you only want to see who made changes and what they changed for a specific item or range of items. Now you can sort the report by User Logon or by Item Code. Save time by only viewing the information you need to review.



Exclude Item Vendors and Alias Items during "Copy From" in Item Maintenance

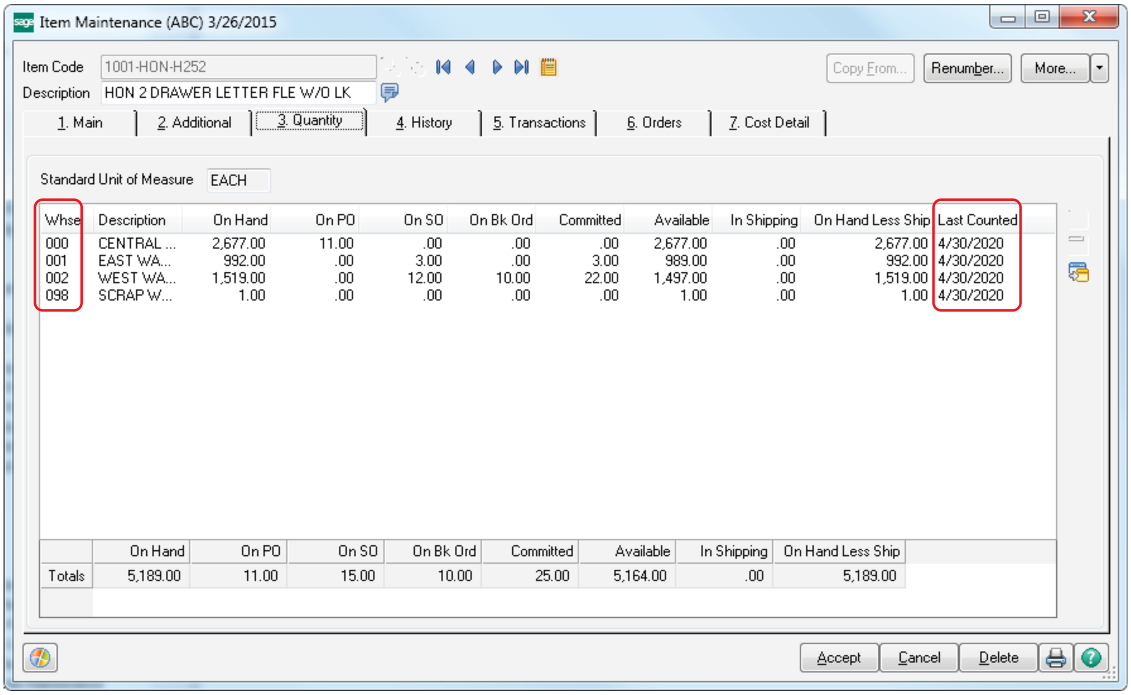
Copying items in Item Maintenance can make things easier…except when data gets copied that doesn't make any sense. For example, you may not buy the newly copied item from the same vendor and chances any alias item numbers are not going to match.

With the 2015 release you now have the option to exclude those elements from the copy routine, providing you the option to create a new item with a clean slate in these areas but the advantages of the time savings that come from copying.

Note: *Similar check boxes were added to the Item Maintenance "On-The-Fly" window as well.*

Last physical Count Date Now Updates by Item and Item / Warehouse

You do your physical count by warehouse. Depending on the number of warehouses you have, you may not count all warehouses for a single item on the same day. How that information is recorded and displayed was revamped in the 2015 release, making it easier to complete physical count. The last physical count displays in Item Maintenance / Inquiry on the Additional tab as well as on the Quantity tab by warehouse (as shown below).



The date of the last count for each item and item and individual warehouse is now recorded and new columns have been added to Inventory Management and Inventory Inquiry to display the details of that information in the following locations:

- Additional Tab
- Quantity Tab
- Quantities Grid on Main Tab

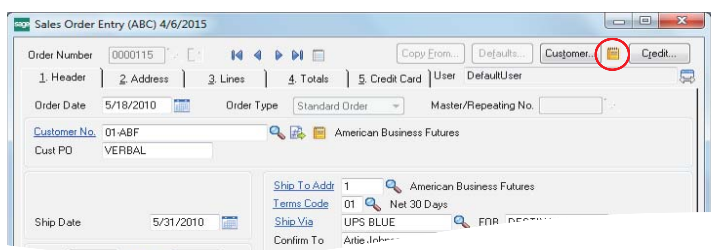
Sales Order
Getting Product into the Hands of Customers

Feature Summary – Sales Order

Feature Description	(High Level) Benefit
Additional Customer Memo Button Added on Header	Usability, Efficiency
Batch Number Added to Sales Order Entry Message	Usability, Efficiency
Added Ability to Omit Orders on Hold When Printing	Efficiency
Calendar Button Added to Multiple Fields	Efficiency
Calculator Button Added to Tax Amount field	Accuracy, Efficiency
Warning When Quantity Packed Does Not Match Quantity Shipped	Accuracy
Changes to Additional Fields Information	Accuracy
Option to Keep Window Open After Print or Preview	Efficiency
Ship Via Added to Customer Ship-To Address Maintenance	Efficiency

Additional Customer Memo Button Added on Header

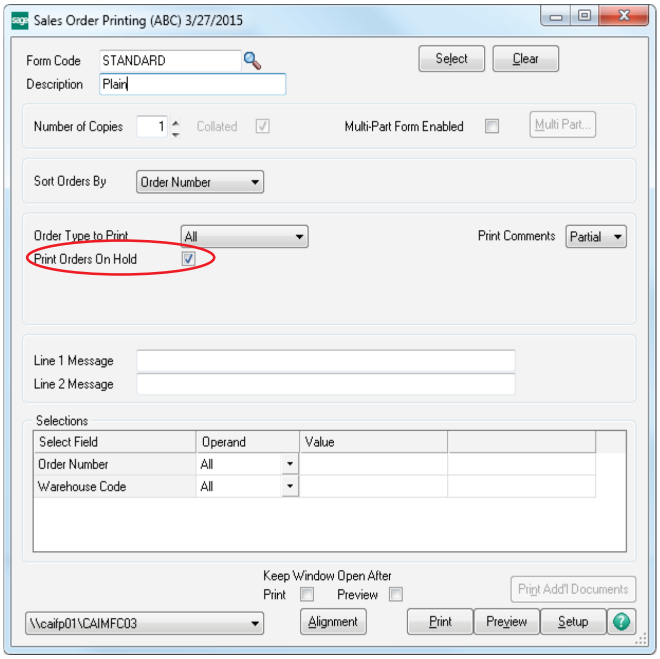
In the 2015 release an additional instance of the Customer Memo button has been added above the tabs to make it easy to get to the memo from anywhere.



Batch Number Added to Sales Order Entry Message

Sometimes you may need to access a particular Sales Order while it is processing, but a message pops up indicating "This order is currently being … " Somewhere, someone is trying to process the order you need to review and until it clears you cannot gain access. In the 2015 release, we've updated the message dialog to include the batch number locking the record. Now you know just where to go to clear the conflict so that everyone can move on with their day and avoid not only the delays and loss of productivity but also the potential for data corruption.

Ability to Omit Orders on Hold When Printing



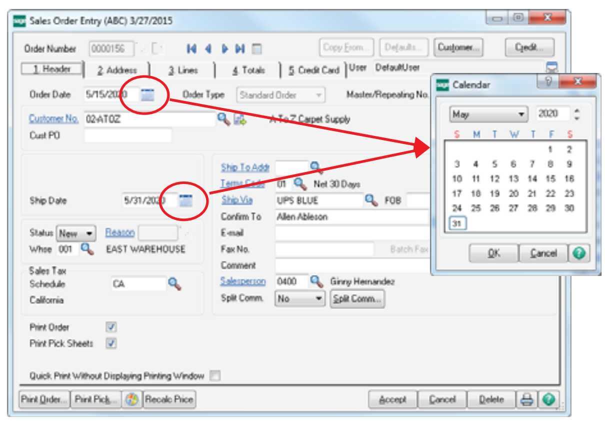
Orders are put on hold for some reason and you may not want to print them. In this release, a checkbox has been added in Sales Order Printing to "Print Orders On Hold".

By default the box is checked so that all orders are printed. Simply uncheck the box when you don't want to print orders that are on hold.

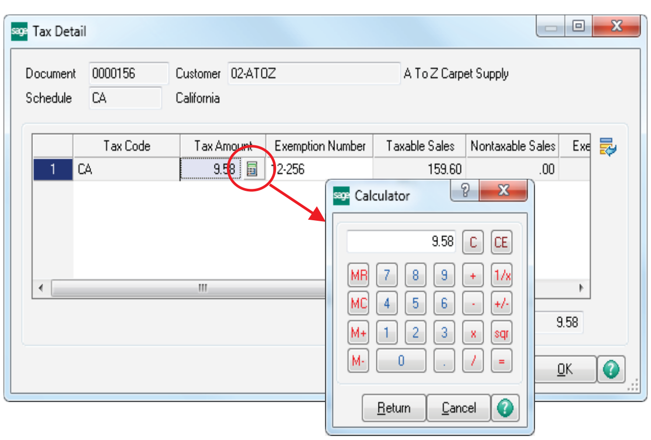
Calendar Button Added to Multiple Fields

Selecting dates for entry is typically easier when using a calendar.

Depending on the type and status of the Sales Order, calendar buttons now appear next to date fields in Sales Order Entry to assist you in quickly selecting the correct date in the 2015 release of Sage 100 ERP.



Calculator Button Added to Tax Amount Field



Verifying a sales tax amount or calculating that amount to enter an override may require the use of a calculator. Sage 100 ERP includes this tool in the 2015 release. When accessing the Tax Detail window from either Sales Order Entry or Invoice Data Entry and clicking in the Tax Amount field, a calculator button appears. Clicking the button opens a handy calculator allowing you to quickly and accurately enter the appropriate values and arrive at the proper tax amount.

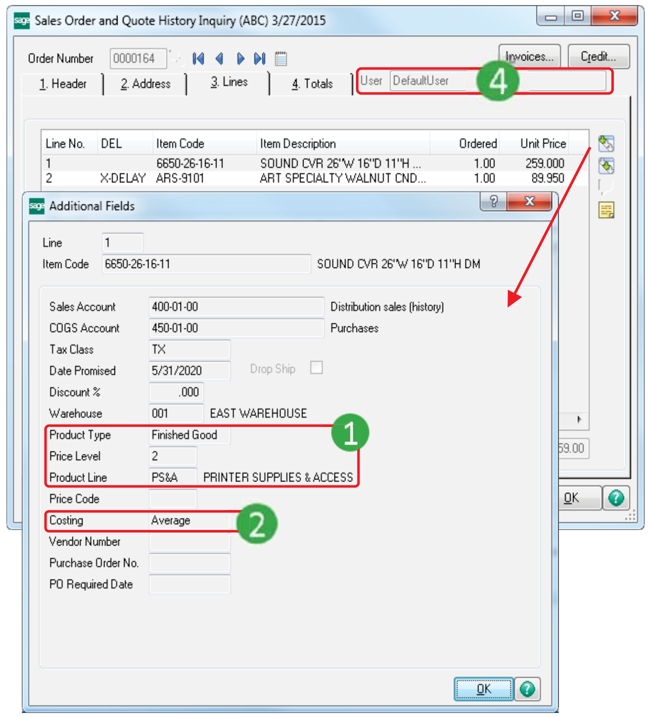
Warning When Quantity Packed Does Not Match Quantity Shipped

The 2015 release of Sage 100 ERP includes a new message that appears in Shipping data Entry when the quantities don't match, giving you an opportunity to correct the situation as soon as possible in the process.

Changes to Additional Fields Information

Inconsistency can be distracting and cause confusion. The following changes in the 2015 release improve cross-product consistency:

1. Information is now displayed in the Product Type, Product Line, and Price Code fields.
2. Information in the Costing field is now formatted correctly.
3. Bill options are now listed in the same manner as they are in Sales Order Entry.
4. The user logon of the person who created the sales order is now displayed in the upper-right corner of the Sales Order and Quote History Inquiry window.



Option to Keep Window Open after Print or Preview

New check boxes have been added to a number of windows in Sales Order to allow you the option to keep the print window open after either printing or previewing the form. Additionally, the option to Print Add'l Documents button has been added for use when printing chained forms. The improvements were added to the following windows:

- Additional Packing List Printing
- Additional Packing List Printing (Quick Print)
- COD Label Printing
- COD Label Printing (Quick Print)
- Invoice Printing
- Invoice Printing (Quick Print)
- Packing List Printing
- Picking Sheet Printing
- Picking Sheet Printing (Quick Print)
- Sales Order Printing
- Sales Order Printing (Quick Print)
- Shipping Entry Label Printing
- Shipping Label Printing
- Shipping Label Printing (Quick Print)

Ship Via added to Customer Ship-To Address Maintenance

With the 2015 release you can now assign the shipping method to each shipping address using the Ship Via field in the Ship-To Address window, making shipping more convenient and saving you time.

Security Enhancements
Data Protection

Feature Summary – Security

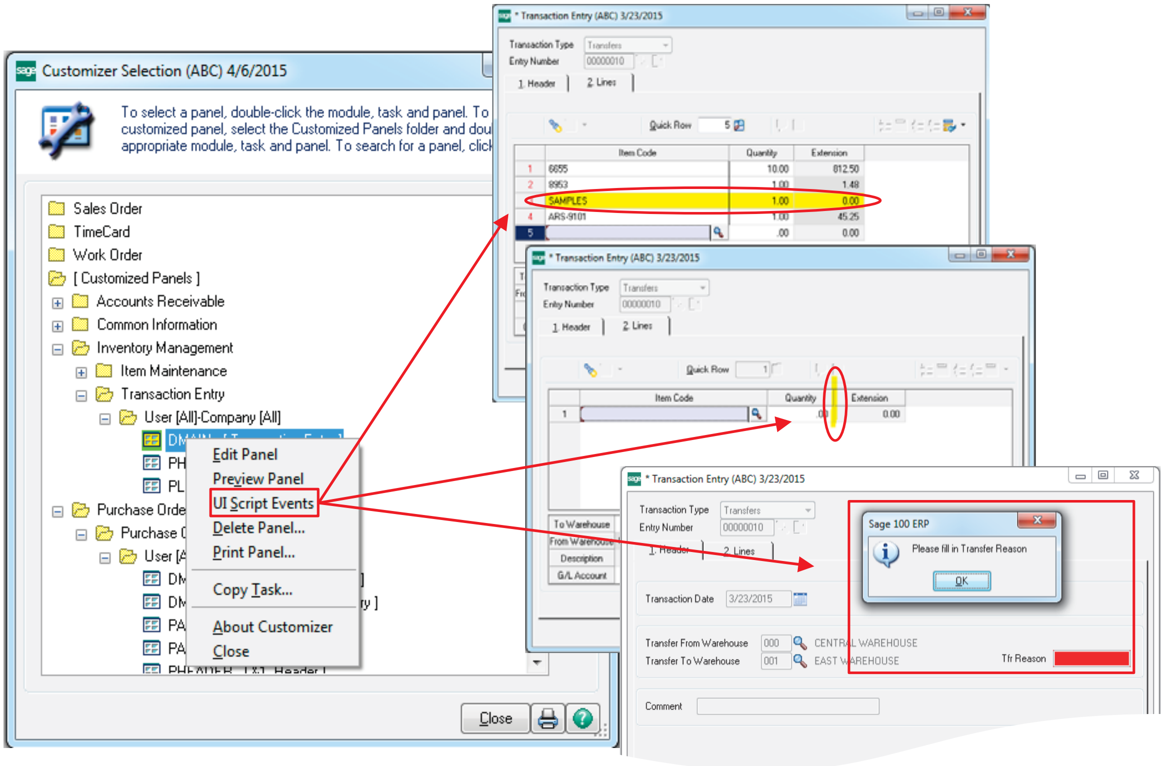
Feature Description	(High Level) Benefit
New UI Script Events Tool in Custom Office	Security, Ease of Use
Improved Documentation on How to Add Additional “Real Estate” on Panels and Forms	Maintenance, Usability
System Activity Log	Security
Module Option to Control Printing and Export to Excel from ALE Lookups	Security
Module Option to Control Sage Intelligence Report Viewer	Security
Control Access to Inventory Transactions by Entry Type	Security, Ease of Use
Separate Role Maintenance for Item Vendor Maintenance accessed through Item Maintenance	Security
Color code frame by Company	Ease of Use, Security

New UI Script Events Tool in Custom Office

The new UI Script Events tool provides you more control and freedom over customizing the solution to meet your business needs, providing improved ease of use and mitigating the risk of user error during data entry.

Some examples of what you can do with the new UI scripting tool are shown on page 39, including:

- Hiding columns based on a role or other value
    - In the sample image, the cost column has been removed
- Highlight grid rows to call out special items
    - In the sample image, the “sample” line is highlighted
- Add a different background/text color to fields for emphasis
    - In the sample image, the background of the user defined field (UDF) is highlighted
- Add User friendly and timely messages
    - In the sample image, the user has attempted to leave a required field empty

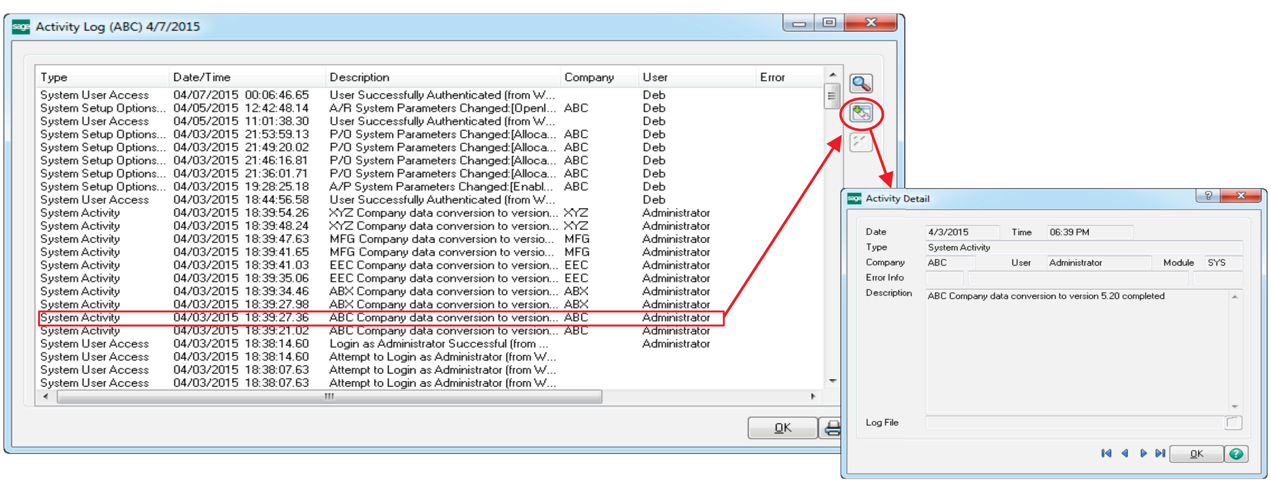


Improved Documentation on How to Add Additional “Real Estate” on Panels and Forms

With the 2015 release, documentation on how to use the Customizer tool to extend the size of a panel or form to accommodate your user-defined fields was improved.

System Activity Log to Show Option Changes

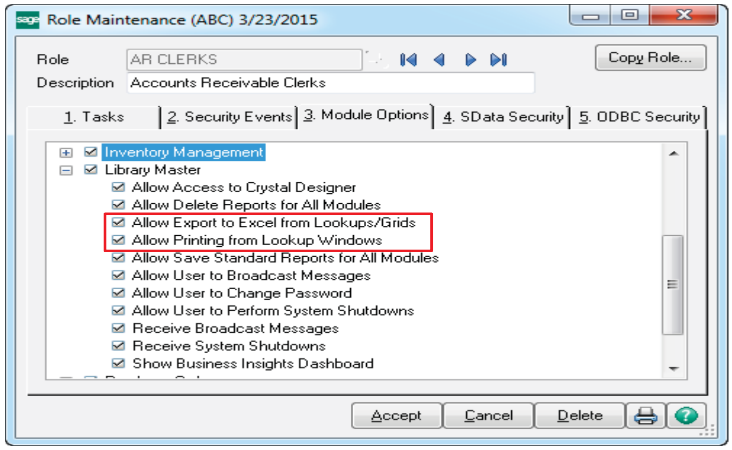
For framework modules only, the System Activity Log now displays which options are changed when any of the Setup Options records are updated. You can easily drill down into detail from the Main Activity Log to see more information.



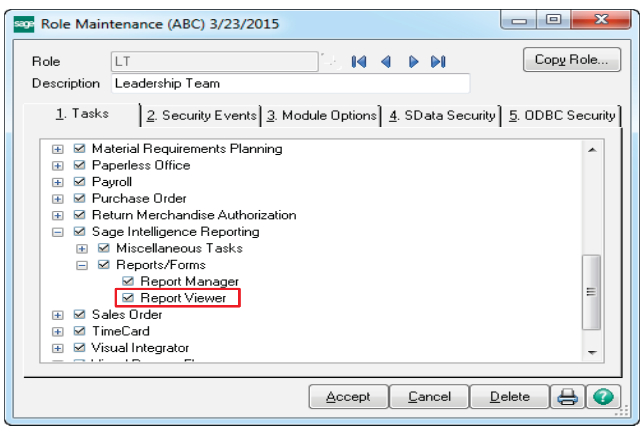
Module Options Added to Control Printing and Export from ALE Lookups

Protect your valuable data, such as customer and vendor lists, by controlling who is allowed to print or export to Excel.

- The Allow Export to Excel from Lookups/Grids option allows you to disable exporting the information listed in lookup windows and grids to Excel.
- The Allow Printing from Lookup Windows option allows you to disable printing the information listed in the lookup window.



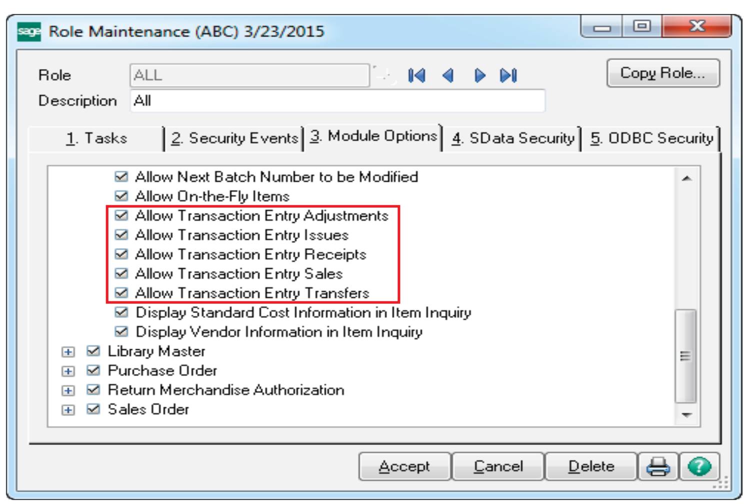
Option for Report Viewer for Sage Intelligence Reporting Added in Role Maintenance



Set an extra layer of security around sensitive business data by determining which user roles have access to view Sage Intelligence reports.

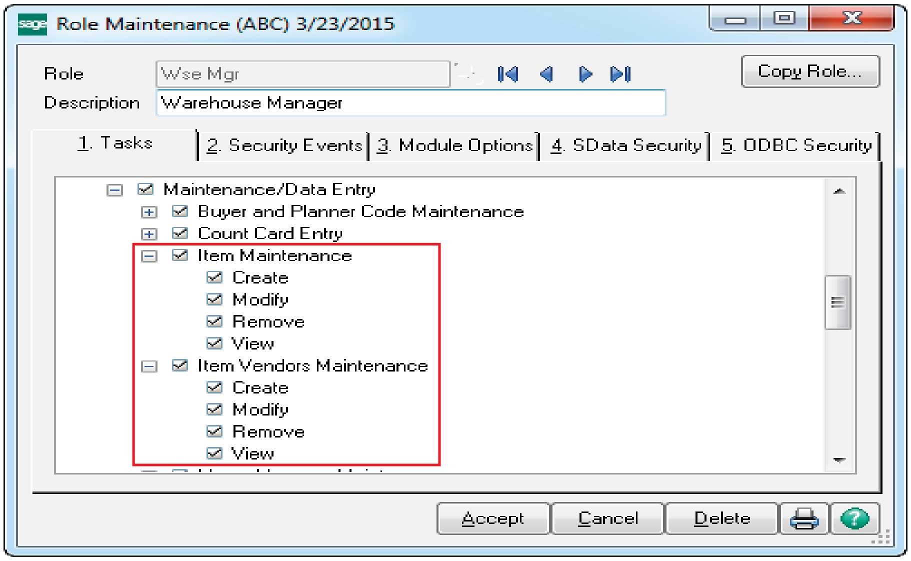
Module Options for Transaction Types

Loss prevention is an issue every business should be concerned with, especially when there is inventory sitting on the shelves. New module options have been added to provide enhanced control over who can access and transact with your valuable inventory to complete sales, transfers, adjustments, issues, and receipts.



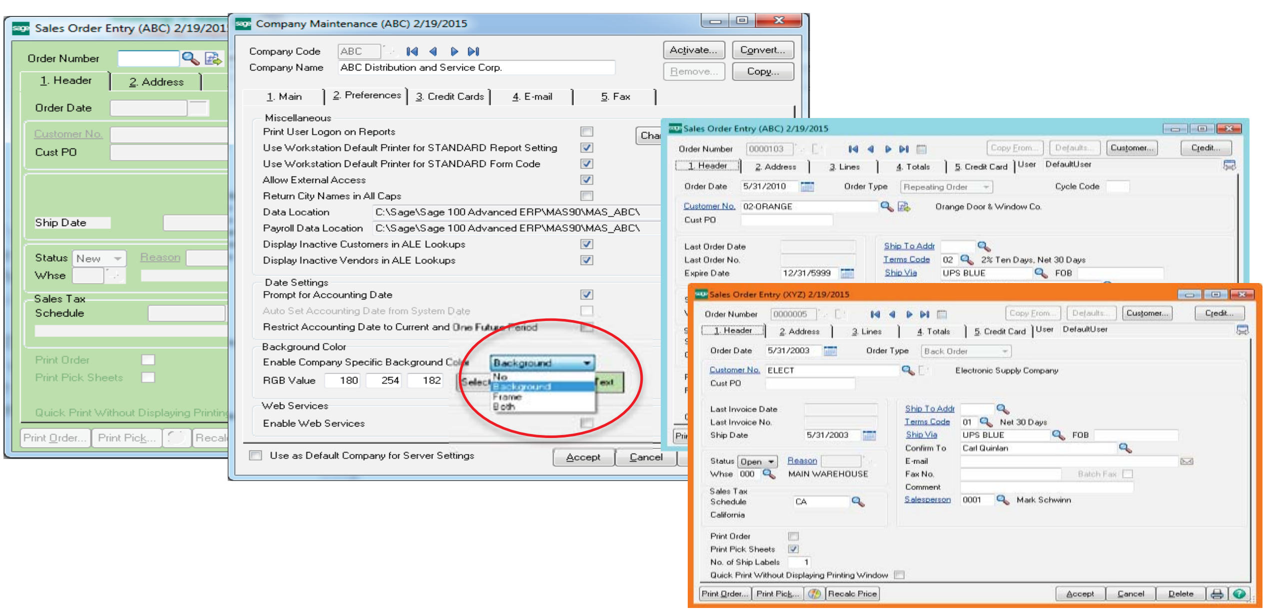
Security Options Added for Item Vendor Maintenance

With the 2015 release, you are now able to set different levels of security for Item Vendor Maintenance than for Item Maintenance, providing an extra layer of security around who you allow to see information regarding vendors.



Color Code Frame by Company

Clearly differentiate between live companies, those used for testing/demoing, and those that are copied for backup or retained for historical record-keeping. A new option has been added to the Background Color by company feature in Company Maintenance to allow you the option to apply the company-specific colors to the frame instead or in addition to the background color. Making use of this great feature can reduce the risk of accidently entering data into the wrong company.



Paperless Office
Saving the Environment and Expenses While Delighting Business Contacts

Feature Summary – Paperless Office Enhancements

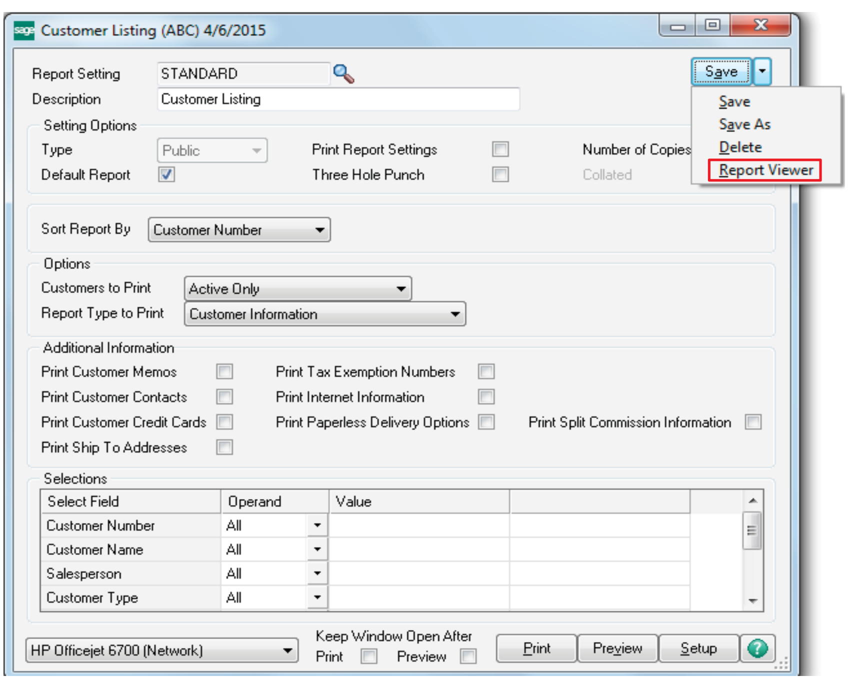
Feature Description	(High Level) Benefit
The Amyuni Printer Driver Updated to Version 5.0.0.9	Maintenance
Added Direct Access to the Associated Paperless Office Viewer	Efficiency; Productivity
Added New Paperless Office Reports and Registers	Save Money
Improved performance when printing checks and extended stubs to PDF through Paperless Office	Efficiency

The Amyuni Printer Driver Updated to Version 5.0.0.9

The Amyuni driver is used to create the “Sage 100 PDF Converter” printer which is utilized by Paperless Office for PDF creation. The driver has been updated to version 5.0.0.9 in Sage 100 ERP 2015.

Added Direct Access to the Associated Paperless Office Report Viewer

How many times have you been frustrated over not being able to easily view a report you just generated when using Paperless Office? Now you can save a lot of time by using the Report Viewer in the Save drop down menu to quickly access associated Paperless Office reports.



Added New Paperless Office Reports and Registers

The following reports and registers can now be printed using Paperless Office.

Module	Report / Register
Accounts Payable	• Vendor Contact Listing • Repetitive Invoice Listing
Accounts Receivable	• Repetitive Invoice Listing • Customer Contact Listing
Custom Office	• Customizer Summary Report • Customizer Detail Listing
General Ledger	• Sage Payroll Services Activity Log
Inventory Management	• Item Valuation Change Register • Standard Cost Adjustment Register • Missing Count Card Listing
Library Master	• Role Report • User Report • Activity Log Report
Purchase Order	• Vendor Purchase Address Listing
Return Merchandise Authorization	• RMA Receivers • Generate Transactions Listing
Custom Office	• Customizer Summary Report • Customizer Detail Listing
Sales Order	• Customer Ship-To Address Listing
Visual Integrator	• Job Listing • Data Dictionary Listing

Business Intelligence / Reporting
Take Your Business Intelligence to the Next Level

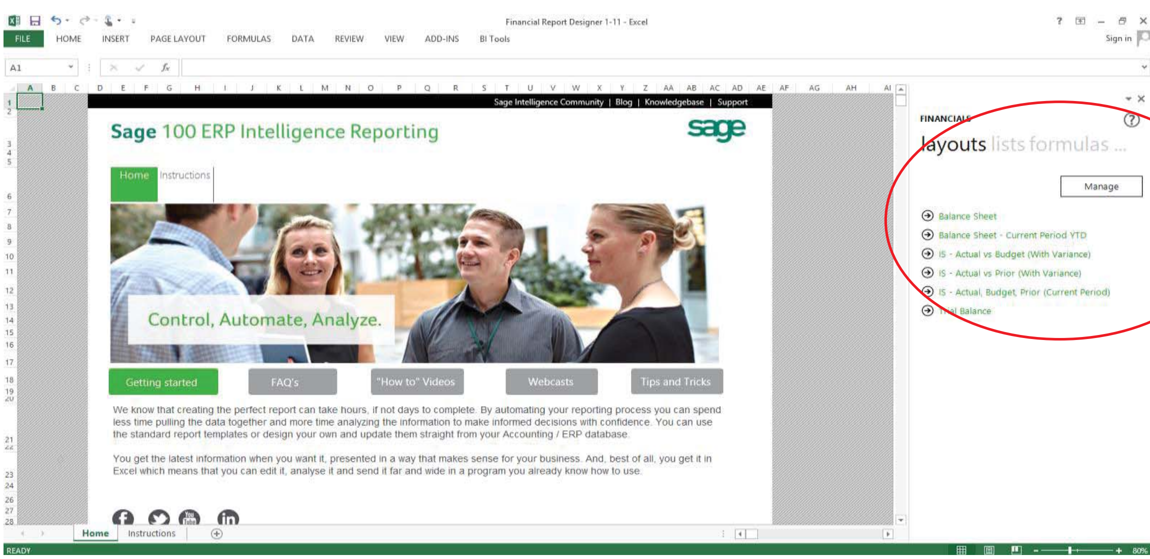
Feature Summary – Intelligence Reporting Enhancements

Feature Description	(High Level) Benefit
Refreshed All Reports	Maintenance
New Financial Report Designer	Efficiency; Productivity
New One-click Access to Report Layouts	Efficiency; Productivity
New Folder and Report Structure in Report Manager – Financials and Consolidation	Efficiency
New Missing Accounts Tool	Efficiency
Now Use a Single Rollup Code for Each Rollup Type as a Parameter in Formulas	Efficiency
Larger Range of Account Separators Available	Ease of Use
Online Help files have been added for immediate access to updates	Ease of use, Efficiency

Refreshed All Reports

All the reports have been updated in Sage 100 ERP Intelligence Reporting, providing a more modern look and feel.

New Financial Report Designer



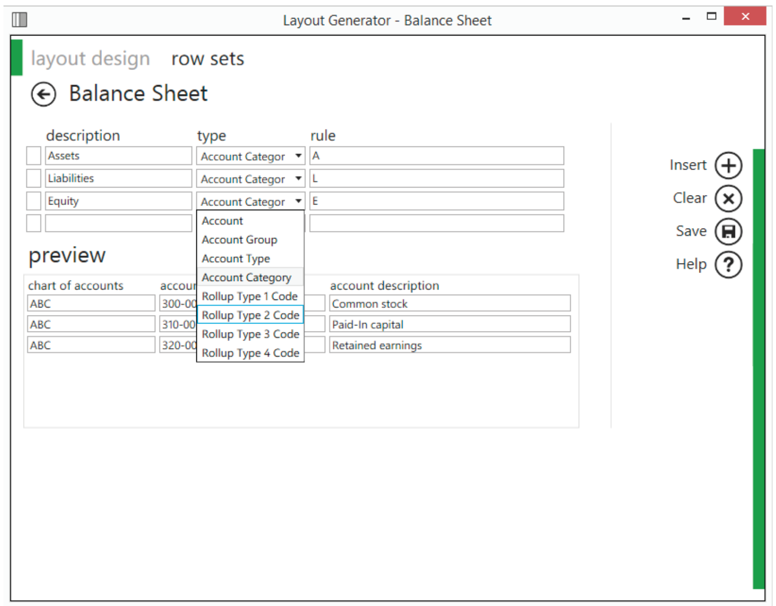
The Financial Report Designer has improved performance and ease of use enhancements for Excel users of all levels of experience. The new Financial Report Designer has merged the functionality of the Report Designer and the Report Designer Add-In into one report, giving you two methods to create your financial reports depending on your Excel knowledge.

The Layout Generator is great if you are not as experienced and comfortable designing your own Sage Intelligence Reports in Excel. This feature provides a quick and easy wizard type approach to Sage Intelligence Report creation by giving a step by step guide to adding rows and columns as well as parameters by which the report will be filtered. In Sage 100 ERP 2015 Intelligence reporting the Layout Generator has been modernized. You still have the same great functionality and flexibility but now with a modern, easy to use interface.

With the new, modernized Layout Generator, row sets are the way that you define the groups of rows that you would like to see in your layouts. You now have the option to access the Layout Generator from the BI tool tab as well as from the Layouts option in the Task Pane.

Grouping of accounts is now handled using row sets. Row sets define the structure of rows to use in a report. Row sets or groups of accounts replace the need for mapping and can be created and saved to use again with multiple reports.

Row sets give you a lot of flexibility in that you can create rows based on standard account groupings like Account Categories or Account Types as well as create custom groupings using account ranges, wildcards and mathematical functions. The rows that you create and select when building a layout will translate directly to the rows that you see in your report when the layout is generated. Row Sets are also centrally stored and managed in the Layout Generator so you can use them across other layouts of the same type.



The row sets that are provided out-the-box in Intelligence Reporting are Income Statement, Balance Sheet, Non-Financial and Account Category and these are all based on account categories.

If you are more familiar with Excel, the new Task Pane provides you with not only a 100% Excel reporting experience, but greatly enhances it by providing instant and dynamic access to data within your General Ledger accounts. The Task Pane also provides you with a set of formulas that make financial calculations quick and easy.

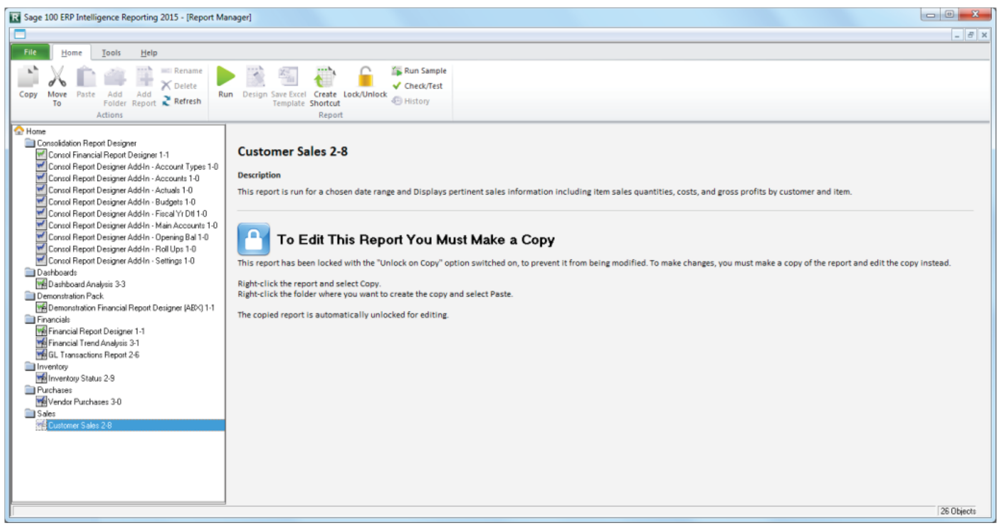
New One-click Access to Report Layouts

A convenient feature has been added to the Task Pane in Sage 100 ERP 2015 Intelligence Reporting, which has the ability to run out-the-box report layouts directly from the Task Pane at the click of a button. The “Manage” button has been added for quick and easy access to the Layout Generator.

New Folder and Report Structure in Report Manager – Financials and Consolidation

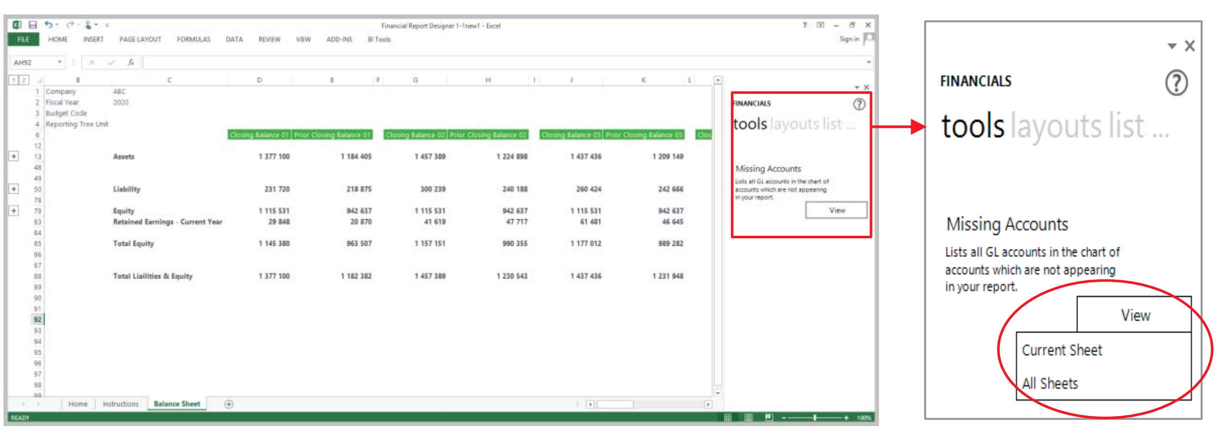
The folders in the Report Manager have been re-organized to encompass the new report structures. The Financials folder now includes the latest Financial Report Designer which again includes the Task Pane and the Layout Generator together, in the same report.

If you want to consolidate companies within financial reports the Consolidation Financial Report Designer and all its sub-reports can be found in the Consolidated Report Designer folder.



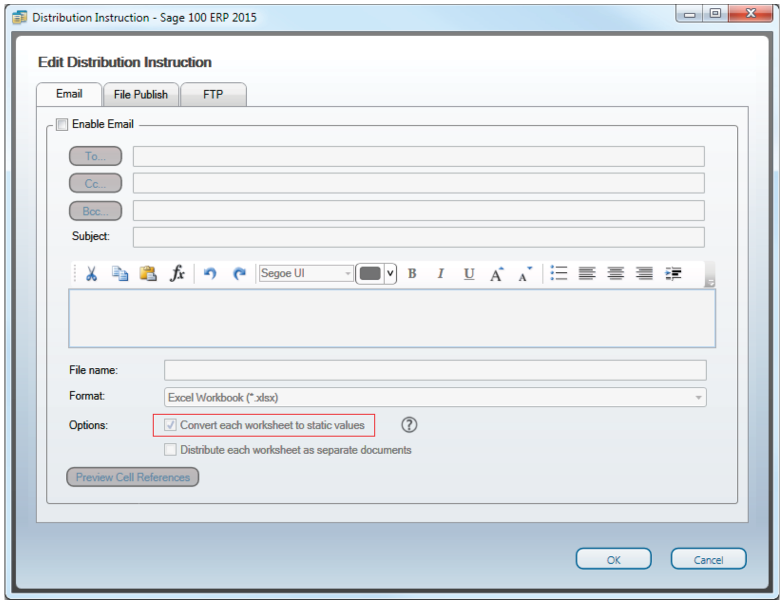
New Missing Accounts Feature

Save immense amounts of time in the process of updating reports by using the new Missing Accounts feature to detect accounts that are missing from a report. This is done by comparing what exists in the general ledger to what is in your current reports. The missing accounts are presented in a new excel worksheet for either just your current sheet, or for all reports (depending on your selection in the missing accounts menu).



You can now send reports with calculated values as well as embedded formulas. All you need to do is uncheck the "Convert each worksheet to static values" checkbox.

This feature gives your recipients much more flexibility with the reports as they can now determine how these results were derived.

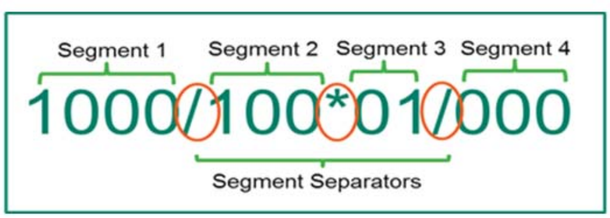


Now Use a Single Rollup Code for Each Rollup Type as a Parameter in Formulas

Rollup types and Rollup Codes are existing functionality in Sage 100 ERP and they allow users to report on and filter by preconfigured general ledger structures. In Sage 100 ERP 2015 Intelligence Reporting you can start using Rollup Codes as parameters in formula's as well as to specify row sets. For the initial release of Sage 100 ERP 2015 Intelligence Reporting, only a single Rollup Code per Rollup Type will be accepted in a parameter, however in future releases multiple Rollup Codes for each Roll up Type will be accepted.

Larger Range of Account Separators Available

Sage 100 ERP 2015 Intelligence Reporting now also supports a larger set of account separators, as well as alphanumeric characters in General Ledger account numbers.

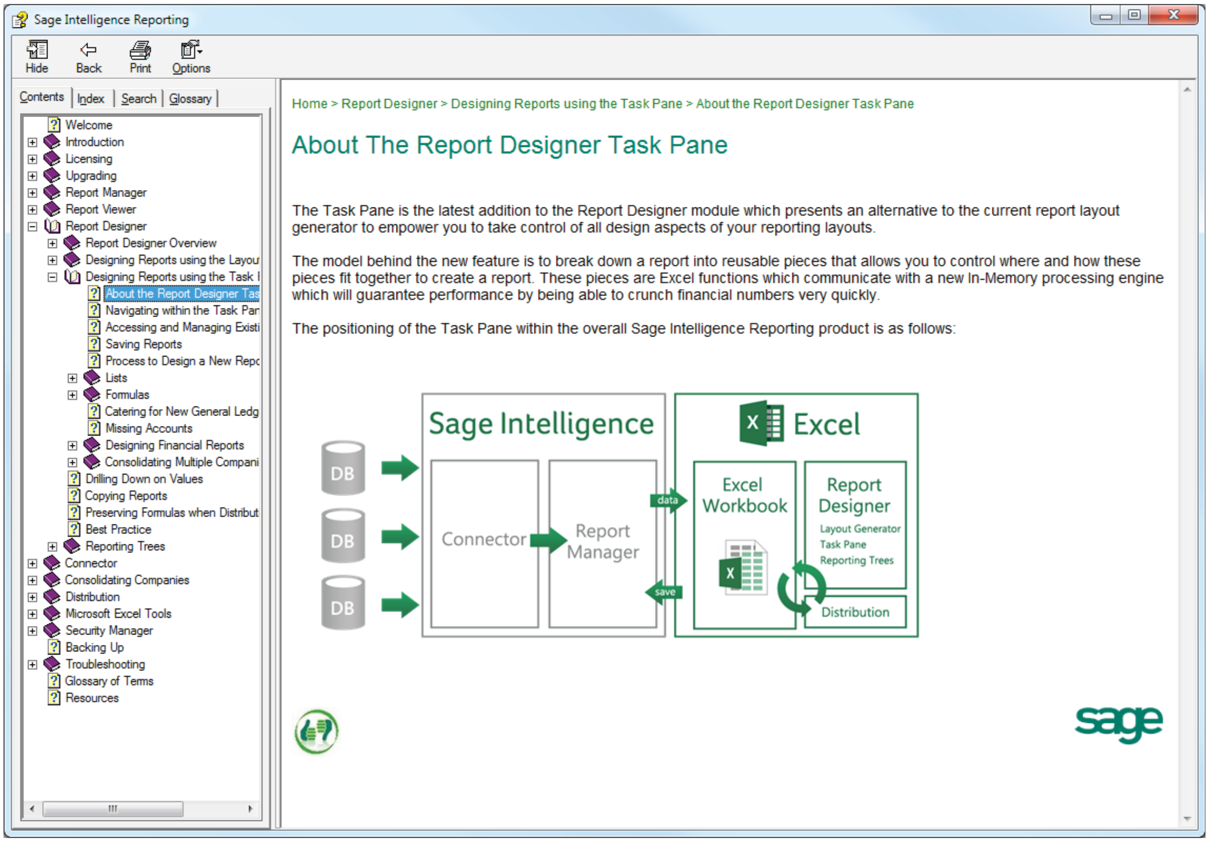


The Report Designer has been extended to support the following account segment separators allowing for a more consistent experience when reporting in Excel.

• - (Dash)	• ^(Caret)
• / (Slash)	• & (Ampersand)
• \ (Backslash)	• : (Colon)
• . (Full stop)	• < (Greater than)
• # (Number sign)	• > (Less than)
• % (Percentage)	• * (Asterisk)

Online Help files have been added for immediate access to updates

The Sage 100 ERP Intelligence Reporting help file is now hosted online. This provides you the ability to access user assistance without delay. Additionally, the user assistance in the Report Designer is context sensitive.



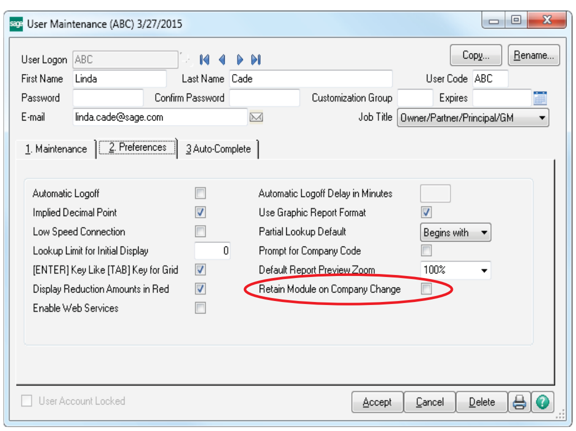
For example, depending on what tab you are in in the Task Pane, the help file will open at that specific location. This is a great resource for understanding all the features available in Sage 100 ERP 2015 Intelligence Reporting.

Usability Features
Making It Easier For You to Work

Features Summary – Usability

Feature Description	(High Level) Benefit
Added Option to Default Current Module across Company Codes	Usability
Prepopulated Country Codes with ISO Standard Codes	Usability
Added Option in Country Code Maintenance to Require State Code	Usability
Added Canadian Postal Code Capability	Usability
New Fields Added on User Logon Screen	Return on Investment; Usability
User Lookup Wizard Added to Lookup Windows	Usability

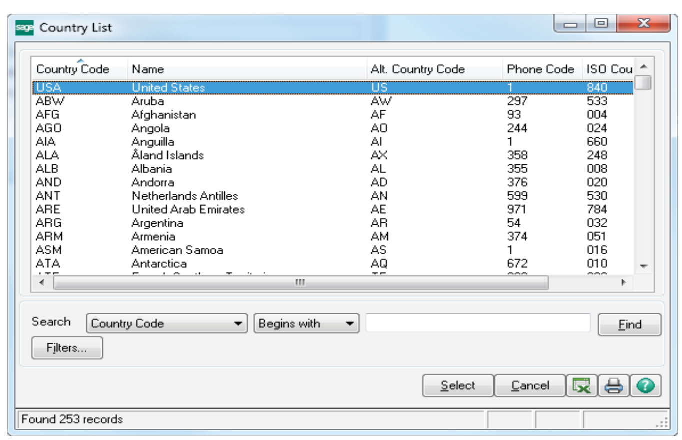
Added Option to Default Current Module across Company Codes



During the course of a day some users perform the same tasks across numerous company codes. A receivables clerk might enter cash receipts in three different companies in a single day. A customer service representative might need to access records for any one of your companies, but spend all of their time in only a couple of modules. With the 2015 release, they can now move between companies while retaining the module they are working in, making life much simpler.

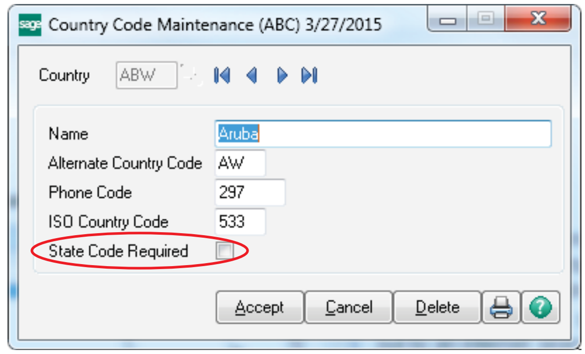
Prepopulated Country Codes with ISO Standard Codes

In today's global economy, it is important to have the correct coding for addresses outside your local area. In the Sage 100 ERP 2015 release the country codes are prepopulated in the table with the ISO standard codes for your convenience.



Added Option in Country Code Maintenance to Require State Code

Country Code Maintenance is also the location of another time saving feature. Global commerce has magnified the importance of complete addresses. Gone are the days when you could address a delivery to simply the nearest postal service and trust that it would be delivered. More and more countries are adopting state codes to segment their population. Now you can force entry of a state code, when required.



Added Canadian Postal Code Capability

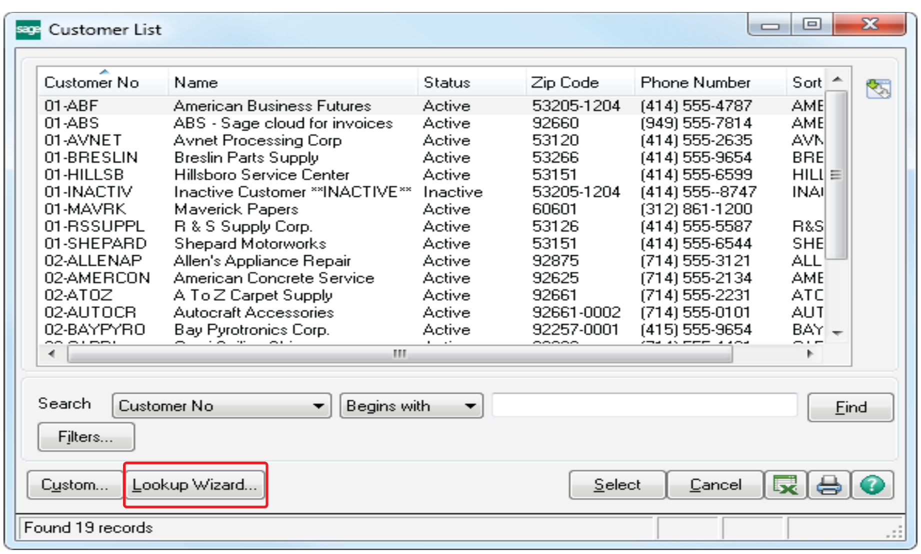
There is a new option during the installation process for Sage 100 ERP 2015 to install Canadian Postal Codes. Once these codes are installed, they can they be maintained in ZIP code maintenance.

New Fields Added on User Logon Screen

If you have opted to participate in the Sage Product Enhancement Program, two fields, Job Title and E-mail Address, have been added to the User Logon screen. This information will help the Sage 100 ERP Team learn more about who uses the software and to send occasional product-related emails related to the selected role to provide information on product features and helpful tips and tricks along the lines of what have been provided at some of your favorite Sage Summit lessons.

User Lookup Wizard added to Lookup Windows

Customizing a lookup window can make any task go faster by allowing you to view the most useful information in the lookup window. The 2015 release of Sage 100 ERP adds a User Lookup Wizard button next to the Custom button in any lookup window. Of course, you must have the appropriate security setup to access the Lookup Wizard button.



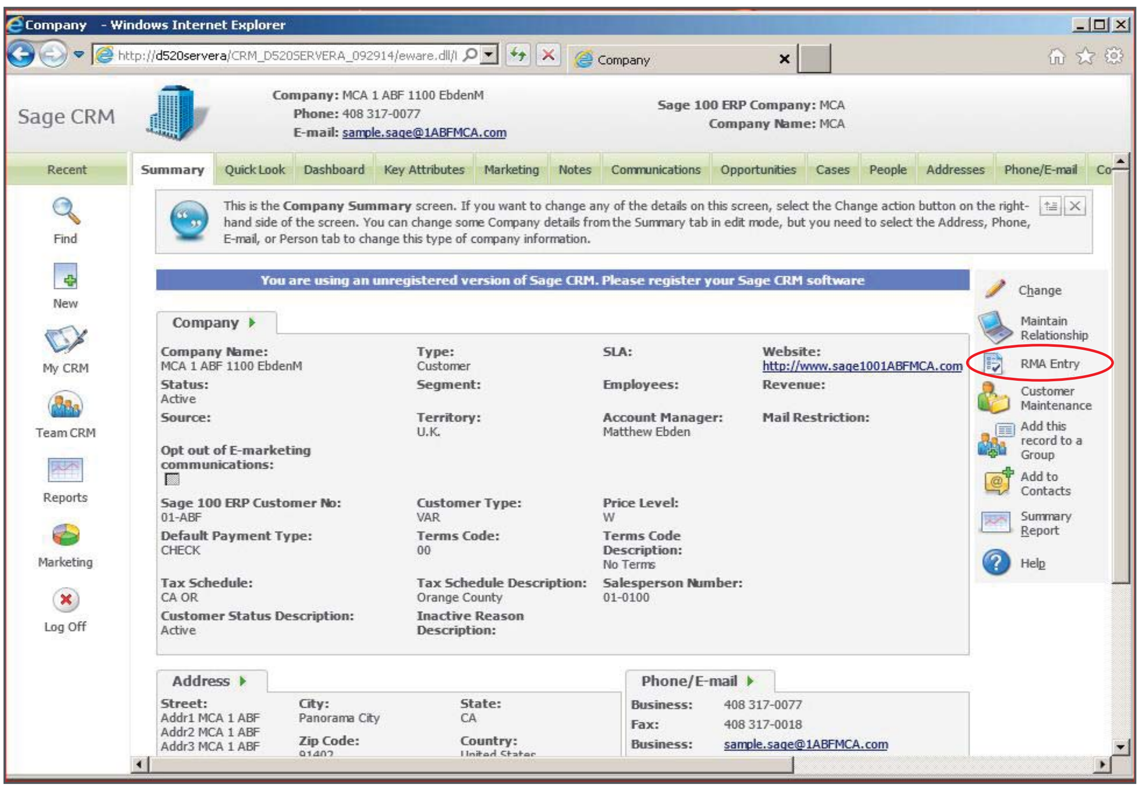
Integrated Sage CRM 7.3
Simplifying Customer Relationship Management

Feature Summary – Enhancements to Sage CRM 7.3 Integration with Sage 100 ERP

Feature Description	(High Level) Benefit
Launch Sage 100 ERP RMA Entry from Sage CRM	Efficiency, Control
Reordered the Main Menu in the CRM module	Ease of Use

Launch Sage 100 ERP RMA Entry from Sage CRM 7.3

In the 2015 release of Sage 100 ERP we have provided direct access to Return Materials Authorization (RMA) Entry in Sage CRM, making it easier for your sales and customer support staff working in Sage CRM to handle customer returns.



Reordered the Main Menu in the CRM module

The Main menu in the Customer Relationship Management module now appears in the order in which you set up the module.

Sage 100 ERP 2015 Product Update 1

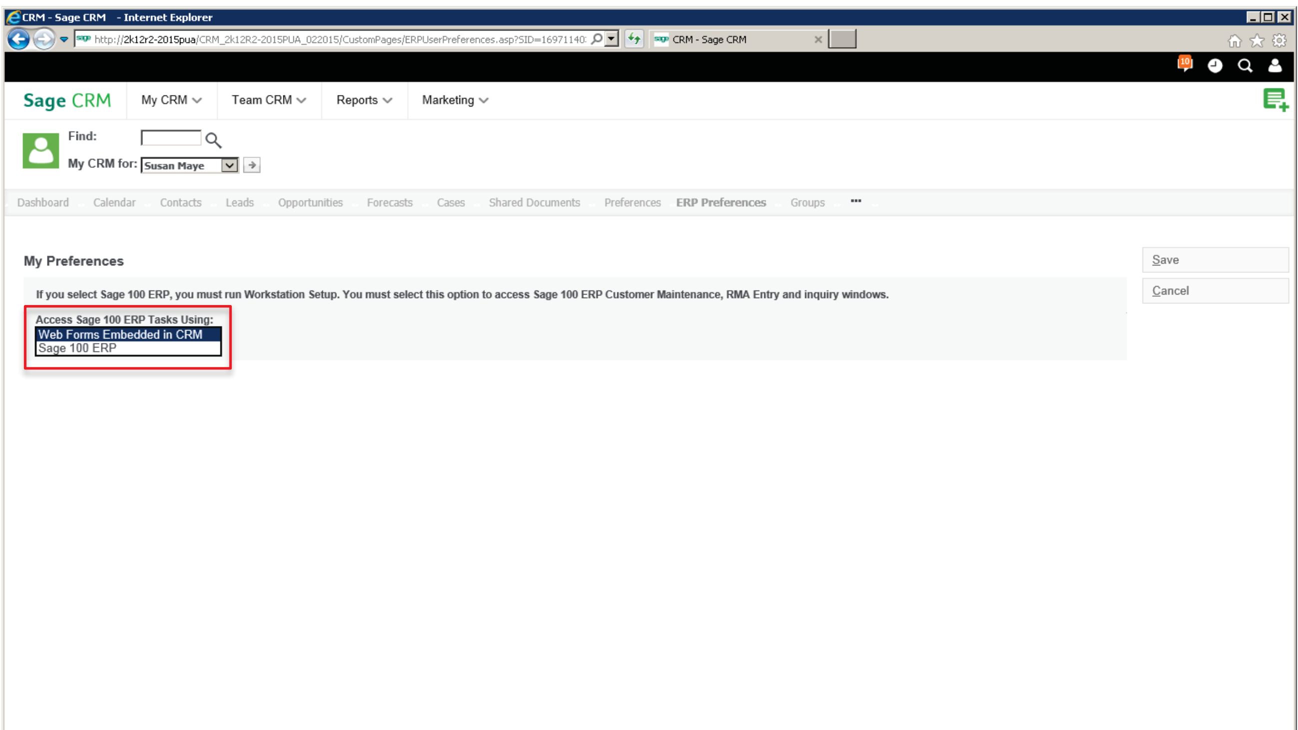
Overview

The following features were delivered in the Sage 100 ERP 2015 PU-1 release. These features are not included in any prior releases of Sage 100 ERP.

Customer Relationship Management

Sage 100 ERP Workstation Setup Not Required to Manage Relationships

When using Sage 100 Advanced ERP or Sage 100 Premium ERP, you no longer need to run Workstation Setup to access the Maintain Relationships task within Sage CRM 7.3 Patch A.



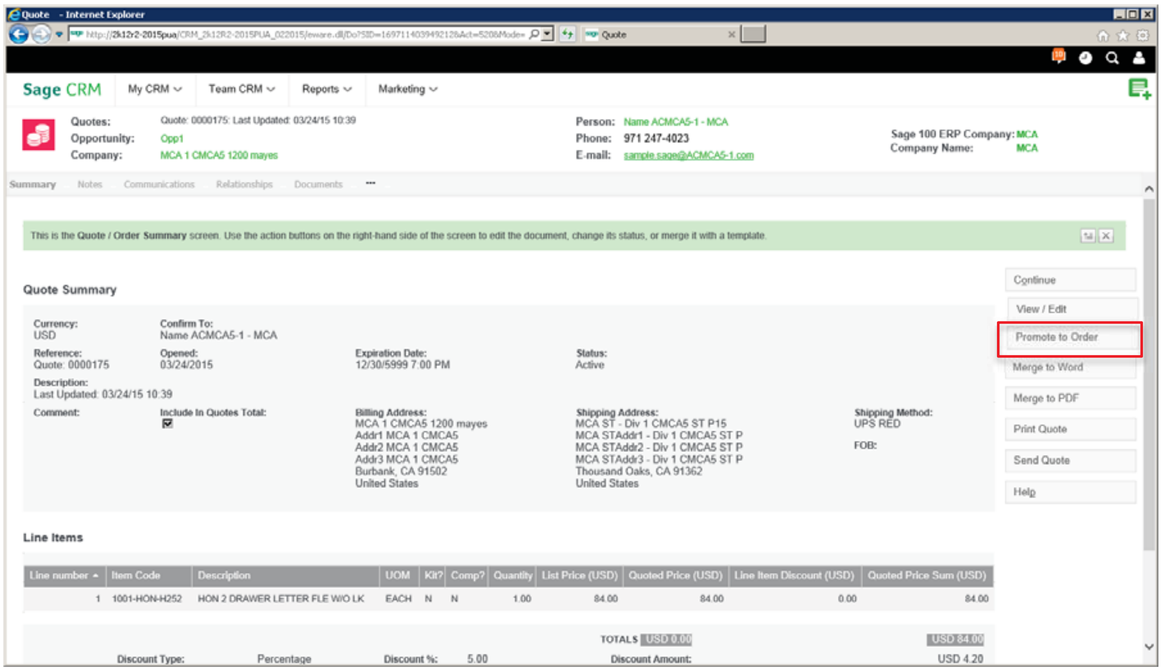
To enable the feature, go to the ERP Preferences tab in Sage CRM. In the Access Sage 100 ERP Tasks Using field, select Web Forms Embedded in Sage CRM. In order to further clarify this option, the field name was changed from Default Form for Quotes/Orders.

Note: *You **will not** have access to the Sage 100 ERP Inquiry tasks if you use the embedded web forms to access Sage 100 ERP tasks.*

Promote Quote to Order from Sage CRM Quote Summary Screen

Getting orders into the ERP system as quickly as possible helps speed the sales cycle along. To assist with this, a "Promote to Order" button has been added to the Quote Summary page in Sage CRM 7.3 Patch A as of PU-1 for Sage 100 ERP 2015. When you click this button, the quote is promoted to an order in Sage CRM and in Sage 100 ERP.

Please Note: *The page in Sage CRM will not automatically refresh after you promote a quote. A manual refresh or navigation to another window and back is required to refresh the data displayed.*



Added Quick Order Entry Print Options

When working with a customer on a quote or an order, especially in an on-site situation, you often need to print a copy of the document for the customer. In prior releases, print options were limited to either e-mail or PDF. With PU-1 for the 2015 release, the ability has been expanded to include any printer on the server where Sage 100 ERP is installed.

Affordable Care Act (ACA)

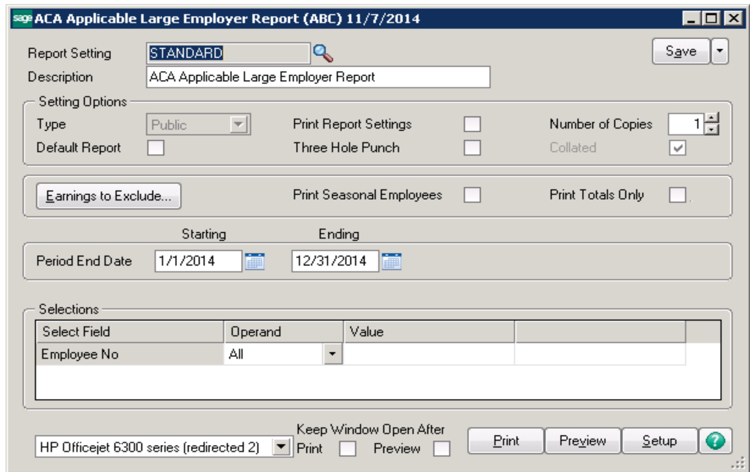
Support of New Government Reporting Requirements

This year, the new Government Regulations related to affordable healthcare are affecting many employers. Sage is here to help, both with general information on the regulations and requirements provided in the ACA Center on Sage City and with new functionality in the Sage 100 ERP Payroll module to help you comply with submitting the forms required by the Internal Revenue Service.

New ACA Applicable Large Employer Report

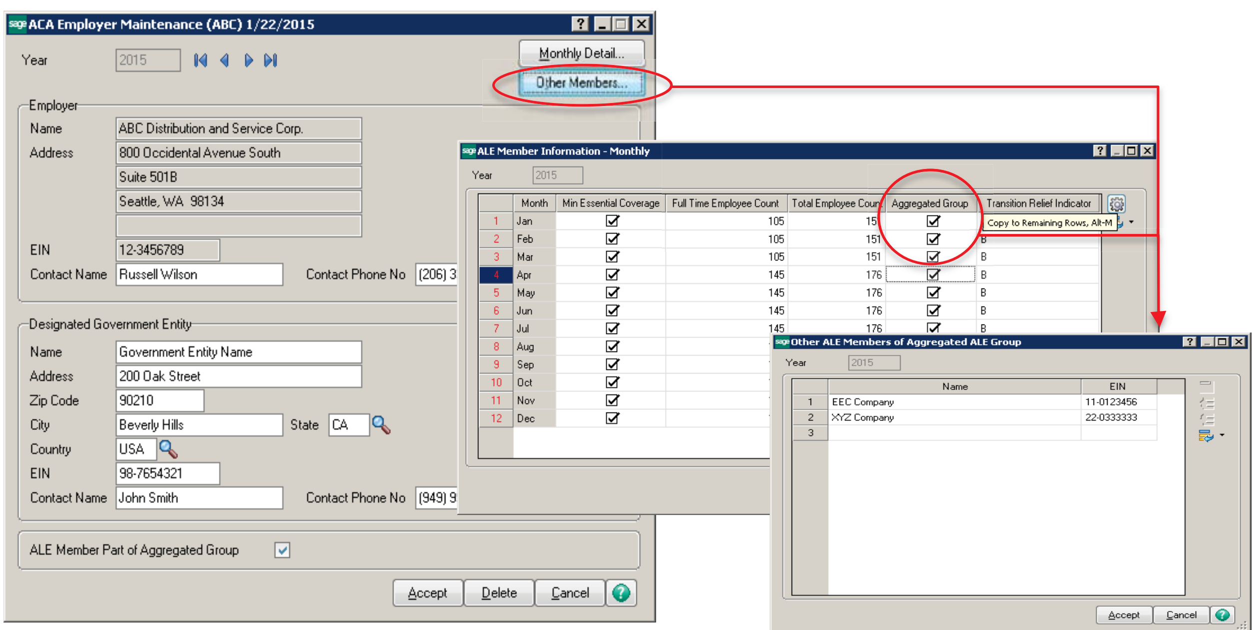
A new Crystal Report has been provided in Sage 100 ERP 2015 to help employers determine if they are a large employer by definition of the ACA regulations.

Several important features are available, including the option to print seasonal employees or totals only, as well as any employee range selected. You will also have the option to streamline data entry by updating fulltime and total employee counts to the ACA Employer file after running the report, eliminating the need to enter the data manually.



New ACA Employer Maintenance

If you are reporting on more than one company and select the Aggregated Group Indicator checkbox in the Monthly Details dialog, then the Other Members button will be available. Click the button to enter the additional companies (name and EIN) included in the report. The Copy button can be used to streamline data entry.



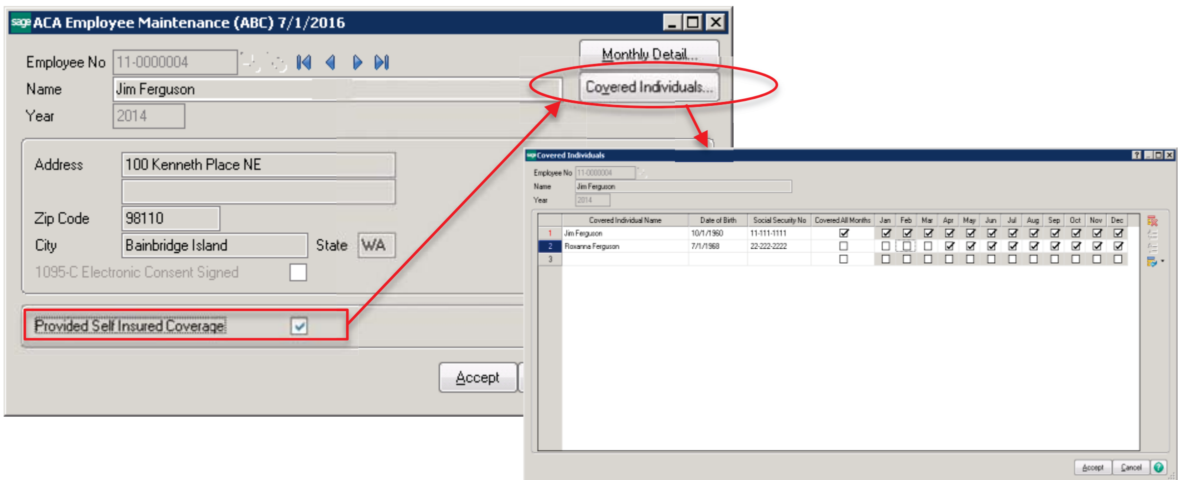
Employee Maintenance

A new field has been added to the Tax Status screen in Employee Maintenance. When selected it indicates that the employee has given consent for the ACA forms to be electronically delivered and also indicate if an employee is a seasonal worker.

New ACA Employee Maintenance

The new ACA Employee Maintenance dialog can be accessed in two different ways, either by using the new ACA button in Employee Maintenance or directly from the Payroll menu.

Employers who are self-insured will easily be able to enter employee and dependent information required in the ACA forms.

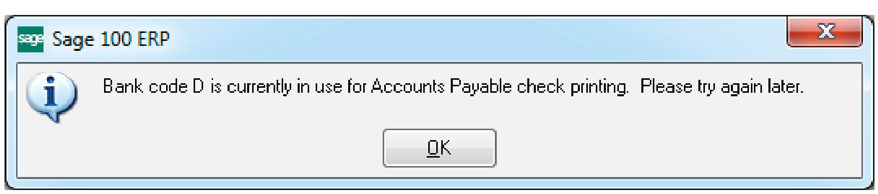


To learn more and keep up to date on changes in the Affordable Care Act reporting requirements and the solution offered in Sage 100 ERP, visit the [ACA Center] on Sage City.

Accounts Payable

Improved Messaging for Check Printing

When you attempt to print checks using a bank code that is currently being used by someone else, the message that appears will now let you know which type of check printing is in progress and which bank code is being used, making it easier and faster for you to get back to what you're doing and get those checks out faster.

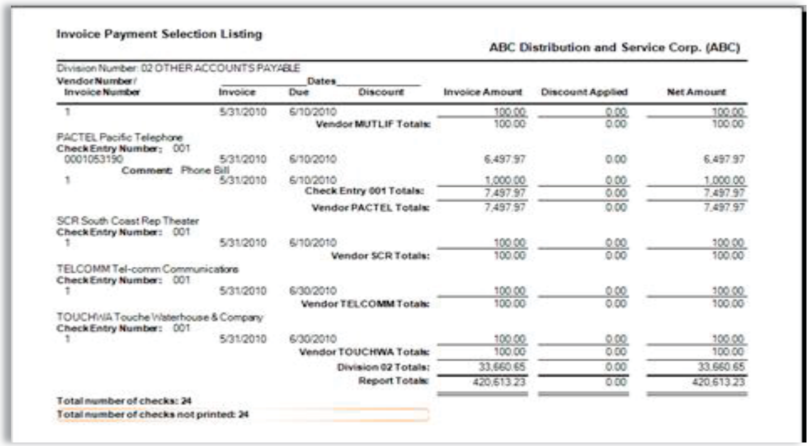


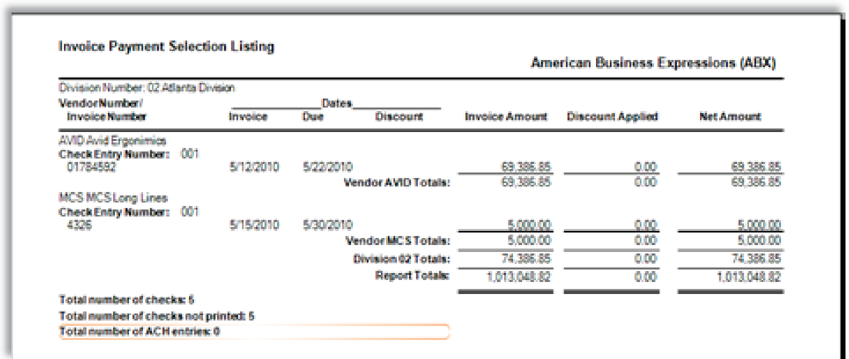
Check Total on Invoice Payment Selection Listing

Sage 100 ERP allows the processing of invoice payment selection for both checks and electronic payments at the same time. The advantage of course is the flexibility to select invoices a single time and have everything process at once. That may however lead to some challenges when determining if the correct number of documents has printed. In order to address the challenge, PU 1 includes new fields that print on the bottom of the selection listing.

Depending on whether you are printing ACH remittance advices, one of two sets of information will print:

When not printing ACH remittances, the report displays the Total number of checks and the Total number of checks not printed (the total number of ACH entries).



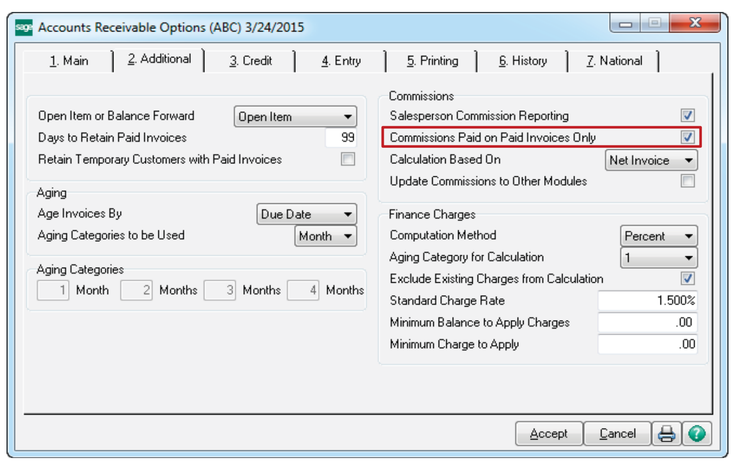


When printing ACH remittances, the report displays the Total number of checks (including ACH remittances), the Total number of checks not printed, and the Total number of ACH entries.

Accounts Receivable

Added Ability to Purge Commission by Pay Date

With the 2015 release, a new option has been added to the select grid in the Salesperson Commission Purge window to allow you to purge by pay date. Now you can select all of the records paid during a single pay cycle or range of cycles to make things faster and simpler.



The field is available only if the Commissions Paid Invoices Only check box in the Accounts Receivables Options is selected (shown here).

Automatically Apply Changes to Repetitive Invoices

To save time and ensure consistency, we've added the ability to automatically apply changes made in customer maintenance to existing repetitive invoices. Product Update 1 for the 2015 release adds the ability to default changes to existing repetitive invoices. A new section and option appears on the Additional Tab in Accounts Receivable Options giving you that choice. You can now simply select "No" to retain the original information, "Yes" to apply the changes, or "Prompt" to have the choice presented when saving each change.

Fields available for automatic update include:

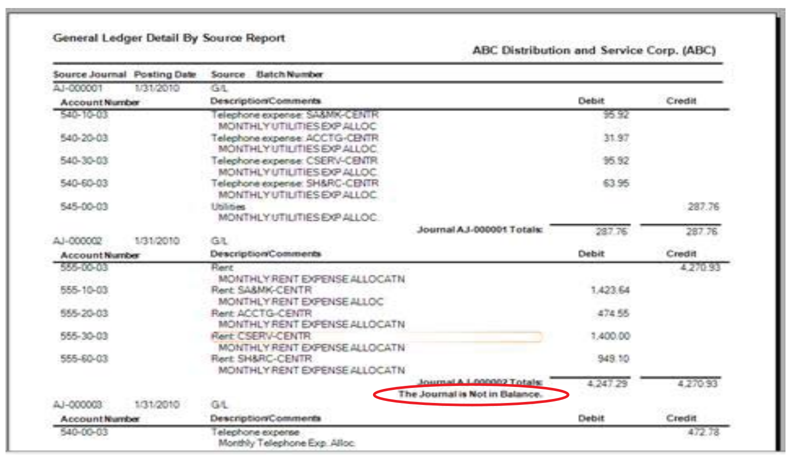
- Default Shipping Code
- Salesperson
- Tax Schedule
- Terms Code

General Ledger

Out-of-Balance Message on General Ledger Detail by Source Report

General Ledger detail reports are your audit trail and the tools used to track down discrepancies when they occur.

To make that task easier, as of PU1 for the 2015 release the General Ledger Detail by Source Report now also includes Out of Balance messaging if a journal is out of balance. A message appears next to the totals for the individual journal as well as at the end of the report.



General Ledger Detail By Source Report

ABC Distribution and Service Corp. (ABC)

Source Journal / Account Number	Posting Date	Source / Description/Comments	Debit	Credit
AJ-000001	1/31/2010	G/L		
540-10-03		Telephone expense: SA&MK-CENTR MONTHLY UTILITIES EXP ALLOC	95.92	
540-20-03		Telephone expense: ACCTG-CENTR MONTHLY UTILITIES EXP ALLOC	31.97	
540-30-03		Telephone expense: CSERV-CENTR MONTHLY UTILITIES EXP ALLOC	95.92	
540-60-03		Telephone expense: SH&RC-CENTR MONTHLY UTILITIES EXP ALLOC	63.95	
545-00-03		Utilities MONTHLY UTILITIES EXP ALLOC		287.76
		Journal AJ-000001 Totals:	287.76	287.76
AJ-000002	1/31/2010	G/L		
555-00-03		Rent MONTHLY RENT EXPENSE ALLOCATN		4,270.93
555-10-03		Rent: SA&MK-CENTR MONTHLY RENT EXPENSE ALLOC	1,423.64	
555-20-03		Rent: ACCTG-CENTR MONTHLY RENT EXPENSE ALLOCATN	474.55	
555-30-03		Rent: CSERV-CENTR MONTHLY RENT EXPENSE ALLOCATN	1,400.00	
555-60-03		Rent: SH&RC-CENTR MONTHLY RENT EXPENSE ALLOCATN	949.10	
		Journal AJ-000002 Totals: The Journal is Not in Balance.	4,247.29	4,270.93
AJ-000003	1/31/2010	G/L		
540-00-03		Telephone expense Monthly Telephone Exp. Alloc.		472.78

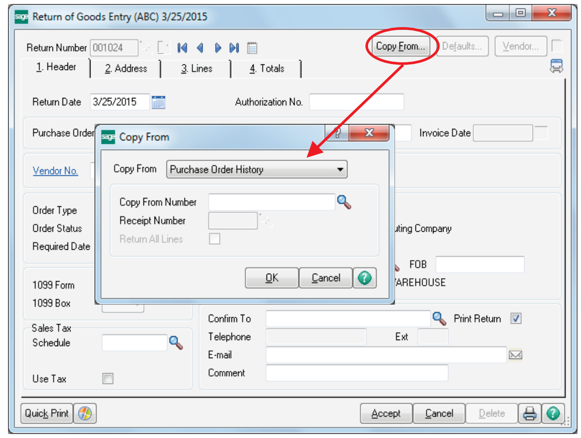
Purchase Order

Ability to "Copy From" Purchase Order History Added when Creating a Return

Getting the exact information to complete a return of goods to a vendor can mean digging through old copies of receipts or purchase orders to come up with that data.

New functionality has been added in 2015 PU-1 to make the process go much faster. A new Copy From button on the Return of Goods window allows you to enter a new return number and then click the button to copy information from any of the following:

- Purchase Order History (if the Retain Purchase Order History check box is selected in PO Options)
- Purchase Order Receipts (if Yes or Until Period End is selected in the Retain Receipt History field in PO Options)
- Accounts Payable Invoices (if the Post Accounts Payable Invoices check box is selected in PO Options and the Track Detailed Invoice/Payment History check box is selected in AP Options)

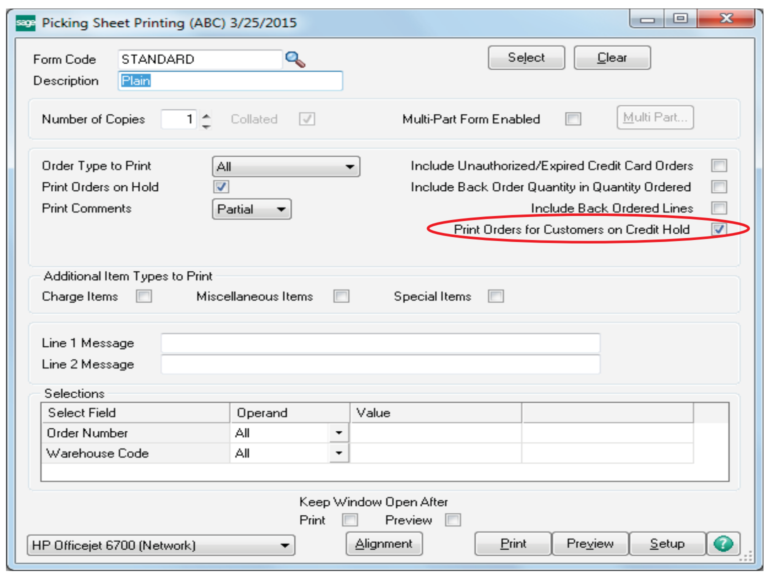


Sales Order

Added ability to Print Picking Sheet for Order When Customer is on Credit Hold

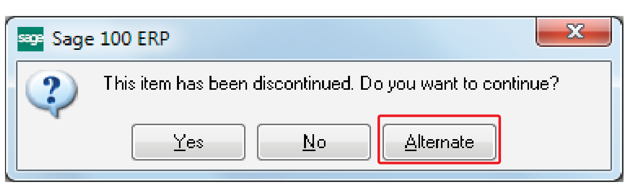
There may be times when you don't want a picking sheet to be printed for orders where the customer is on credit hold.

This release includes a new check box on the Picking Sheet Printing windows (both standard and quick print) to disable printing of picking sheets for orders when the customer is on credit hold, making sure that the order doesn't go out the door if you don't want it to.



Added New Way to Access Alternate Item Selection Window

When the item requested is discontinued during Sales Order entry, you need a quick way to access alternative selections. 2015 PU-1 comes with a new option for accessing an Alternate Item Selection window.



An Alternate button now appears in Sales Order Entry and S/O Invoice Data Entry if the discontinued item has alternate items set up in Item Maintenance. Click the button to open the Alternate Item Selection window and advise the customer of their new options.

Quote Promotion Date Added to Task Windows

Knowing the date a customer has decided to accept your quote and place an order can be useful, especially when you are attempting to meet delivery timelines or measure customer satisfaction metrics. To address that need, a “Promoted to Order On” field has been added to the Header tab in Sales Order Entry and Sales Order and Quote History Inquiry to display the date on which an order was promoted from a quote.

Visual Process Flows

Several New Visual Process Flows Added

Visual Process Flows (VPFs) are extremely useful as a navigation method, as an onboarding tool for new employees, or even as a process consistency tool to get everyone to use the same steps. Even if you’ve used the solution for years, there may be processes you only use a couple times a year.

To further expand the usefulness of this tool, Product Update 1 for the 2015 release of Sage 100 ERP includes several new VPFs.

> ***Note:*** *Access to the new Visual Process Flows must be enabled in Role Maintenance.*

Menu	Visual Process Flow
Customer Billing	• Job Billing
Inventory	• Physical Count Preparation
Manufacturing *New*	• Production • Disassembly • Create Work Order • Complete Work Order • Close Work Order
Period End *New*	• Accounts Receivable • Accounts Payable • Inventory Management • Sales Order • Purchase Order • General Ledger Preparation • General Ledger
Chart of Accounts *New*	• Create Accounts

Sage 100 ERP 2015 Release Available Now
Features that Give You the Freedom to Succeed

Plan Your Upgrade Today

In order to take advantage of all the features outlined in this document and more, contact your reseller or Sage today to start planning your upgrade to Sage 100 ERP 2015.

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