

SAGE BUSINESSWORKS

sage  
software

*Your business in mind.*

# Sage BusinessWorks Accounting Software

- Full-featured
- Intuitive
- Flexible
- Reliable

Manage Your Business More Effectively Today, for a More Profitable Tomorrow

If you're looking for a powerful, yet affordable accounting system that can grow with your business, Sage BusinessWorks Accounting is for you.

It's uniquely designed to fill the large gap between basic, off-the-shelf bookkeeping software and complex, high-end accounting packages. It's so simple that virtually anyone can use it, yet it's robust enough to deliver an incredible variety of features to help you maximize your productivity and increase profits.

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## Versatile Functionality

Whether your business is just starting out or you've outgrown your current software, Sage BusinessWorks gives you the features, functionality, and flexibility that can make your company more productive and more profitable today, with the strength to meet your needs tomorrow.

Additional links to critical business functions are provided through industry-specific solution providers, making Sage BusinessWorks the most versatile product in its price range. Sage BusinessWorks offers multi-user network capabilities that let users share data simultaneously. Plus, the system's flexibility allows you to add users as your company grows. Sage BusinessWorks also supports remote access using terminal services, which allows you to access your accounting data anywhere and anytime.

## Flexible and Easy to Use

With 11 fully integrated modules, Sage BusinessWorks provides a solution that's scalable to accommodate your future growth. And with the modular design of Sage BusinessWorks, you can purchase the functionality you need now, and expand your system later to keep up with your increasing demands.

## Robust Reporting

Sage BusinessWorks gives you the critical information you require to make important business decisions. It lets you organize and output your data the way you prefer, giving you better control over all aspects of your business.

With Sage BusinessWorks, you have a choice of more than 200 presentation-quality reports, graphical reports, a built-in custom report writer, and integration with F9 and Crystal Reports®. The custom report writer enables you to create reports based on the data you select and the format you choose from any Sage BusinessWorks module. You can easily create high-quality documents with a professional look by selecting your choice of data filters, fonts, sizes, styles, and colors—right from your computer.

*"Sage BusinessWorks has made me much more efficient. It has trimmed about 10 to 15 percent off my workload, and allows us to run our business in a more strategic manner."*

— Megan Twitchell, Bookkeeper  
Rising Sun Enterprises, Inc.

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# High-End Functionality with Your Choice of Modules

## System wide

- Supports up to 45 concurrent users to accommodate your needs now and in the future.
- Provides task-specific password protection to safeguard your important financial information.
- Features customized forms and reports.
- Sends forms such as quotes, sales orders, invoices, and purchase orders by e-mail—saving you time and money.
- Imports and exports accounting data with ease.
- Provides built-in backup and restore to protect your data.

## General Ledger

- Ensures the accuracy and integrity of your data by providing complete audit trails.
- Gives you current financial history and budget details for up to nine years.
- Streamlines reporting by consolidating financial data for multiple business entities.

## Cash Management

- Provides full bank reconciliation with robust, flexible reporting options.
- Allows you to enter and track deposits, charges, and transfers.
- Enables you to quickly enter and print checks for non-vendors with the convenient instant check option.

## Accounts Payable

- Provides complete vendor detailed history for five years.
- Allows manual and automatic invoice payment selection, including partial payments.
- Gives you a choice of flexible payment terms and aging periods.

## Accounts Receivable

- Saves valuable time by automatically posting user-defined recurring invoices.
  - Provides complete customer detailed history for five years.
  - Helps you quickly complete sales tax reports by automatically factoring multiple sales tax jurisdictions.
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## Order Entry

- Increases profitability by quickly generating key financial reports, including Gross Profit and Sales Analysis reports.
- Saves time with streamlined order entry and quick access to customer purchase history while entering quotes, sales orders, and invoices.
- Helps you work efficiently and builds customer satisfaction with an extensive search feature that quickly locates customers, parts, past sales history, and more.

## Inventory Control and Purchasing

- Manages multiple warehouses and tracks serial numbers with robust inventory control.
- Saves time during order processing with complete inventory tracking, vendor transaction history, and up-to-the-minute counts of parts on order and on hand.
- Gives you pricing flexibility with multiple pricing methods, 25 price levels, and five quantity breaks.
- Ensures you maintain adequate inventory by creating purchase orders based on inventory levels or by copying sales orders into purchase orders.

## Payroll

- Produces signature ready tax forms such as W2s, state tax reports and new hire reports. Offers the convenience of eFiling forms and tax deposits for a nominal fee.
- Offers you flexible workers' compensation rates, definable for each employee.
- Fully supports payroll direct deposit.

## Job Cost

- Helps you manage every aspect of your project to achieve maximum profitability.
  - Tracks complete job phases, details, estimated cost, actual costs, and profit margin.
  - Calculates estimated cost for jobs and phases, keeping you informed and helping you to maintain a desired profit margin.
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# Improve Productivity Through Integration

Sage BusinessWorks integrates seamlessly with Microsoft Office, ACT! by Sage, Sage Payroll Services, and other third-party applications to offer your business a full business management solution.

## Sage BusinessWorks ACT! Link

Increase customer satisfaction, efficiency, and profitability with the Sage BusinessWorks ACT! Link.

- Synchronize customer and vendor data with ACT! contact information.
- Launch accounting tasks such as Maintain Purchase Order or Maintain Sales Orders from within ACT!.
- Customize data mapping between ACT! and Sage BusinessWorks.
- Keep a history of accounting transactions in ACT!.

## Sage Payroll Service

- Outsource with Sage Software for affordable, secure, Web-based payroll processing.
- Access your company payroll information and get real-time reporting on a secure, online network that's available 24x7.
- Seamlessly integrates with the Sage BusinessWorks General Ledger and Cash Management modules for no additional fee.
- Provides real-time gross-to-net calculations during payroll processing and allows you to run an interactive payroll register prior to approving payroll, reducing the possibility of errors and saving time.

## Custom Office

The Custom Office module combines the powerful features in Sage BusinessWorks with the productivity tools of Microsoft Office.

- **Mail Merge** helps you create customized mailings to groups of customers, vendors, and employees.
  - **Attachment Manager** lets you attach any kind of document to each customer, vendor, part, job or employee record in Sage BusinessWorks.
  - **Custom Worksheets** is a wizard-driven, Excel-based analysis tool that allows you to create spreadsheets using your accounting data.
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## Award-Winning Technical Support

Sage Software is deeply committed to providing Sage BusinessWorks customers with the highest level of support. To ensure that your business always has access to the latest productivity-enhancing tools, we make frequent enhancement upgrades and maintenance updates to Sage BusinessWorks.

In addition, our team of software experts is always standing by to provide your business with the highest level of technical support and consultation. They can guide you step by step to help you resolve any issue that might arise. The team's fast, friendly, and accurate service for Sage BusinessWorks has earned national recognition through five consecutive STAR (Software Technical Assistance Recognition) Awards.

## Call for a Free Sage BusinessWorks Demonstration!

Why not see for yourself what Sage BusinessWorks can do for your company?

Call us today at 800-447-5700 to set up a demonstration with a local Sage Software consultant. Invest in your business. Call us and we will assist you in finding a Sage Software consultant in your area to set up a demonstration.

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## The Sage Software Difference

Combined with its U.K. parent company, The Sage Group plc, Sage Software is the leading worldwide provider of accounting and business management solutions for small to mid-sized companies. When you choose our software, you can count on:

- Specialized products to fit your particular needs.
- Dynamic training programs.
- A nationwide network of authorized resellers, consultants, and CPAs for local advice and support.
- The stability, strength and continuing commitment of Sage Software.

To learn more about Sage BusinessWorks, visit our Web site at [www.sagesoftware.com](http://www.sagesoftware.com) or call 800-447-5700.



The Premier Sage Software Business Partner

**Complete Sage Software Solutions**  
Sage MAS 500 ◊ Sage MAS 200 ◊ Sage MAS 90  
Sage BusinessWorks ◊ Sage SalesLogix CRM ◊ ACT1 by Sage  
Sage ABRA HRMS ◊ Sage FAS ◊ Sage MIP Fund Accounting & Fundraising

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