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Headline News

Sage MAS 90 ERP earned a perfect Five Star rating in the annual Review of Mid-Range Accounting Systems published in the September 2006 issue of *The CPA Technology Advisor*.

Sage MAS 90 earned the highest possible score in each of the evaluation categories: Ease of Use/Transaction Entry, Modules & Notable Features, Integration/Import/Export, Reporting, Support/Training/Help System, and Relative Value.

**Payroll
Extended
Solutions**

See page 4
for more info!

End-To-End Business Solutions

To stay competitive as the business environment becomes more crowded, successful organizations continually evaluate their processes for areas of improvement. End-to-end system integration can reduce operating costs, enhance customer service, and increase staff productivity.

You use a number of business processes. Which processes are you still performing manually? Which business processes have you automated? Does information and data flow between your automated systems?

When looking to enhance your business processes two key areas to consider are: Automating Manual Processes and Connecting Automated Processes.

Automating Manual Processes

The first step in achieving end-to-end integration of your business processes is to automate existing manual processes. Let's take a look at some of the many automation solutions available from Sage Software and its business partners.

Core Accounting

Accounting is usually one of the first areas to be automated. As a result, you may not have



Which of these business processes are applicable to your organization? Are they automated and does information flow smoothly between them?

reviewed the efficiency of these processes for a while. How effective is your budgeting process? Does your financial reporting enhance decision making? Are your receivables collected on a timely basis? Consider using FRx Financial Reporter for automated report distribution and budgeting and Sage FAS Asset Accounting for asset accounting and depreciation.

Sage Extended Solutions include solutions to facilitate electronic payments, multi-company transactions, royalty tracking, commission enhancements, document management, and more.

Sage Software Business Partner solutions include multi-currency, property management, requisitions, vendor rebates, and many more.

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Compliments of:



End-To-End Business Solutions CONTINUED

Distribution

If your business includes buying and reselling products, are your shipping and receiving processes as efficient as they could be? Are you carefully managing your inventory to avoid excess inventory while ensuring that product is available to meet customer demand? Consider adding solutions to increase your processing efficiency and reduce fulfillment costs, such as:

- ▶ Sage MAS 90 Modules: Bar Code, Credit Card Processing, RMA (Return Merchandise Authorization)
- ▶ Sage Extended Solutions: electronic document delivery and an On Demand Sales Order Fill report
- ▶ Sage Software Business Partner solutions: warehouse transfers, multiple bin locations, radio frequency warehouse automation, EDI (electronic data interchange), and route sales

Customer Relationship Management

Today, more and more companies are competing for the same customers. Tracking prospects through the sales cycle is critical to closing business. Sage Software offers three industry-leading products with varying levels of functionality. If you already own a Contact Management solution such as ACT! by Sage, it might be time to consider upgrading to a customer relationship management (CRM) solution. With Sage CRM or Sage CRM SalesLogix you can take advantage of sophisticated lead tracking and customer service tools.

Resource And Project Tracking

New labor force regulations are signed into law on a regular basis. Do you have the tools you need to stay in compliance? Is payroll a headache each pay period? Do you manually enter employee hours? Are your tax deposits paid on time?

If you track projects, do your systems automatically record labor costs so you can ensure projects remain profitable?

Sage Software offers three choices in payroll solutions for Sage MAS 90 (see article page 3 for more information), as well as Sage Abra HRMS for workforce management and compliance, and Sage TimeSheet online time col-

lection. There is an Extended Solution for the electronic delivery of invoices, and partner solutions for project accounting and service management.

Manufacturing

If you are a manufacturer, fully automating this process can result in enormous savings and may speed your time to market. It might be time to review your operation and see if you can benefit from the products available, such as the Sage MAS 90 Material Requirements Planning and Work Order modules. Expanded decimal precision is offered from Sage Extended Solutions.

Sage Software Business Partners offer solutions such as custom product configuration, job shop management, recipes, scheduling, rental management, and multi-bin management.

E-commerce

E-commerce used to simply mean having a Web storefront or the ability to send or receive an EDI transmission. Today it can mean much more. Self-service portals for customers and employees can provide dramatic improvements in productivity, because your staff will experience fewer interruptions to handle routine status inquiries. The Sage MAS 90 e-Business Manager module includes the following self-service portal applets that all run on the same underlying web engine: **.store**, **.order**, and **.inquiry**. There are also Sage Extended Solutions for adding ship-to addresses and bill of materials options to the above applets. Other Sage Extended Solutions for e-commerce include **Internet.Sales** (for salespeople), **.vendor** (for vendor self-service), and **.timecard** (for Web-based time entry).

Connecting Current Processes

Once the optimum software solutions are in place, you'll want to make sure data is flowing between them to create a true end-to-end solution. Integration eliminates duplicate entry, reduces potential errors, saves time, increases data integrity, and enhances reporting and business intelligence capabilities for better decision making. Many Sage Software products connect together to create an end-to-end solution. Let's take a look at areas where interconnectivity can

make your business processes more efficient.

Distribution to Accounting: Fulfilled orders and received shipments can post automatically to the receivables and payables systems, with accounting personnel having access to complete shipping information, such as package tracking numbers, serial numbers, and ship-to addresses. Credit card transactions can flow into the cash receipts system and post automatically against customer invoices.

E-commerce to Distribution and Accounting: Orders placed online can flow automatically into your fulfillment system, allowing for appropriate verification and check points. Credit card transactions can automatically flow from the Web into orders and cash receipts.

Manufacturing to Distribution and CRM:

When a production cycle is complete, you can automatically fulfill the customer orders in the distribution system. Your sales and customer service employees can query the manufacturing system for the availability of products. Your purchasing department can have access to the information about the raw materials needed for the next production run.

CRM to Accounting and Distribution: When you close a sale, your prospect becomes a customer. All the information about the prospect can flow into the customer records in accounting, and the products sold can become an order in your distribution system.

Resource Management to Manufacturing:

Employee time entries can flow into payroll, manufacturing, and projects.

If automation or end-to-end connectivity is missing from any of these areas in your organization, or one we haven't mentioned here, give us a call to discuss how we can help make your organization more efficient and profitable.

Now Is The Time To Act

As the year comes to a close and you conduct your business planning for the upcoming year, it's a great time to reevaluate potential inefficiencies in your business processes. Give us a call today to discuss your needs in creating a fully optimized end-to-end solution for your business. ★

Which Payroll Solution Is The Best Fit For My Business?

Challenges with payroll tax compliance are significant these days. There are over 10,000 taxing agencies in the U.S. constantly changing regulations and penalties (up to 11 percent of payroll tax deposit) for late or missed payments. While processing payroll is a necessary part of every business, maximizing efficiency is essential to control costs. What is the best payroll solution for your company?

Sage Software offers three choices in payroll solutions. There are two in-house options: the Sage MAS 90 Payroll and Sage Abra HRMS Payroll modules, and one outsourced option, Web-based Sage Payroll Services.

To help you to determine which product offers the best solution for your organization, we will take a look at the strengths of each solution in turn and why it may be the best solution for your company.

Basic Payroll Features

All Sage Software payroll solutions, whether in-house or outsourced, provide a robust set of basic capabilities for payroll processing. These include:

- ▶ Multiple department with security by department
- ▶ Earning and deduction tracking—automatic application of multiple earnings and deductions
- ▶ Benefit tracking such as 401(k), cafeteria plans, and fringe
- ▶ Print checks from multiple bank accounts, on blank (requires MICR font) or pre-printed stock or on direct deposit stubs
- ▶ 941 Report
- ▶ W-2 printing
- ▶ U.S. Federal and state tax table updates
- ▶ Integration with general ledger, human resource, and time-sheet solutions from Sage Software

Now let's take a look at the features of the three solutions from Sage Software.

Sage MAS 90 Payroll Module

Companies choosing the Sage MAS 90 Payroll module typically administer payroll from within the accounting department and enjoy the flexibility of processing payroll in house.

The Sage MAS 90 Payroll module is often

the best choice for construction and job shop organizations or companies that pay salesperson commissions. Companies that need to report tips also find it a good choice. Some features of this solution are:

- ▶ Certified Payroll (with Timecard module)
- ▶ Job Cost integration allows labor entries to post to both Payroll and Job Cost
- ▶ Account Receivable module integration allows commissions to be calculated and paid during the regular payroll run
- ▶ Supports tip reporting and minimum wage adjustment for restaurant and hospitality industry employees
- ▶ Expense and tax accruals are based on pay period ending date, allowing a percentage of time to post to previous month.

Sage Abra HRMS Payroll

Companies choosing the Sage Abra HRMS Payroll module typically have dedicated staff responsible only for payroll processing, and have complex tax reporting needs, such as multiple local tax jurisdictions within multiple states, multiple garnishments, or require employee self-service capabilities.

Here are some of the features and functionality of the Sage Abra Payroll module.

- ▶ Maintain rate information for over 4000 local taxation entities
- ▶ Calculate an unlimited number of local taxes per employee
- ▶ Supports annual pay rates
- ▶ Allows you to view accrual balances during time entry to prevent overpayment of benefits
- ▶ Performs gross-up calculations
- ▶ Calculates wage garnishments as a percent of disposable or net income
- ▶ Support for secondary jobs
- ▶ Detailed labor history
- ▶ Attach documents to employee records, such as W-4 forms, and store them electronically for easy retrieval, removing the need to store paper copies
- ▶ Report against multiple EINs in one company or database
- ▶ Add-on option available to print signature on checks
- ▶ Over 100 standard reports

Sage Payroll Services

This online outsourcing option is perfect for companies whose accounting personnel lack the time or knowledge to track changing compliance issues and tax liability. Your organization's responsibility is limited to recording an employee's hours worked and applying appropriate earnings and benefit codes and submitting the information on time. Entries are made real-time through your Web browser, making this a true online payroll solution.

Sage Payroll Services performs all the back-end processing: updates year-to-date balances, creates the direct deposit or prints the checks, produces the reports, handles the tax filing and produces W-2s, and performs year-end processing.

Sage Payroll Services manages all the tax calculations, tracks and applies tax rate changes, and submits payroll tax deposits, ensuring your organization will not get hit with penalties resulting from late or incorrect tax liability payments.

With Sage Payroll Services you still retain full control of processing. Multi-level security is provided, and payroll information can be reviewed in real-time before committing the payroll.

Additional features and benefits of the Sage Payroll Services solution include:

- ▶ Reduced capital and IT costs
- ▶ Time clock interface
- ▶ Check signing
- ▶ Integration with the Sage MAS 90 General Ledger module and with Sage Abra HRMS
- ▶ 24x7 access to data
- ▶ Real-time reporting and report archive
- ▶ On-demand check printing from the desktop
- ▶ Full data download—download complete payroll history at any time

Please give us a call for a review and recommendation of the ideal payroll solution for your business. ★



In The Spotlight: Sage MAS 90 Extended Solutions For Payroll



If you are currently using the Sage MAS 90 or MAS 200 ERP Payroll module, then this is a good time of the year to review Sage MAS 90 Extended Solutions that can make it even more effective. Purchasing and implementing Payroll Extended Solutions in the last quarter of the year allows you to start the new tax year with everything ready to go. A complete listing of Extended Solutions may be found on the Web at: www.sagesoftware.com/mas90/extendedsolutions. In this article we will highlight a few of the most powerful.

Direct Deposit Interface (PR-1017)

The Sage MAS 90 Payroll module can generate a direct deposit file. This Extended Solution is used to customize the file to the unique requirements of your financial institution. The data produced in the Payroll module is processed and formatted for transmission to your financial institution. The generated files meet all NACHA (National Automated Clearing House Association) standards. You can transfer the file to the bank by modem or disk. A pre-notification file can also be generated for submission to your financial institution for approval.

Paperless Direct Deposit Stubs (PR-1120)

Once the direct deposit file has been sent, you will need to provide remittance advice, or *stubs* for your employees. This solution saves time and money by creating PDF direct deposit stubs so that you can supply employees with an electronic copy, rather than printing and mailing them.

The PDFs can then be viewed by your employees through the Paperless Office Stub Viewer. The security of the data is ensured by adding passwords to the employee masterfile. Passwords can be automatically created using either the employee's social security numbers, or by generating random passwords. Add Extended Solution LM-1019 to automatically email stubs to employees.

Employee Self Service Within Sage MAS 90 (PR-1127)

The more people can do for themselves, the more time saved for your accounting department. This solution allows employees access to their personal information within employee maintenance, and can optionally allow them to update the following fields: name, address, phone number, emergency contact, marital status, and demographic codes. Security is ensured via the same functionality as direct deposit.

Automatic Earnings Code Maintenance (PR-1018)

This solution can be a great time saver if your payroll data entry typically includes the same earnings codes and hours for each employee every payroll run. You automatically apply earnings codes in much the

same way you automatically apply deductions. This solution allows a virtually unlimited number of earnings codes and corresponding earnings types (fixed or percentage of pay) to be set up and maintained for each employee. During payroll data entry or auto pay operations, the appropriate line items are automatically added to each check.

Employee/Department Allocation (PR-1051)

This solution provides the ability to allocate earnings over different departments. The allocation may be by employee, department, or both. When calculating taxes, the employee's posted department will be scanned for allocations to other departments then allocated as required. A **Payroll Distribution Report** allows you to review the allocations.

If you would like further information about these or other Sage Extended Solutions, please give us a call. ☆



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