



# Sage Pro ERP

2010  
Release Guide

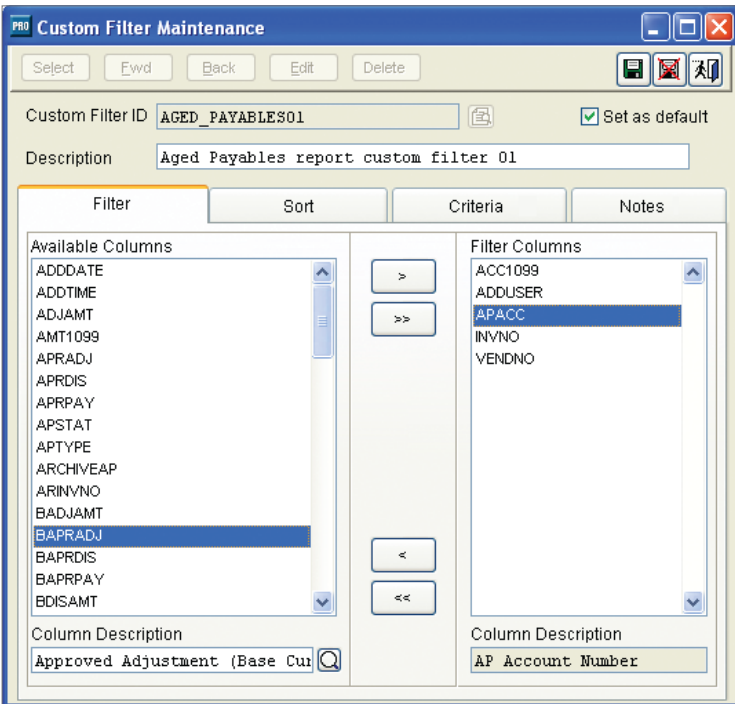




You'll be amazed at the exciting possibilities presented to you by the new features available in Sage Pro ERP 2010.

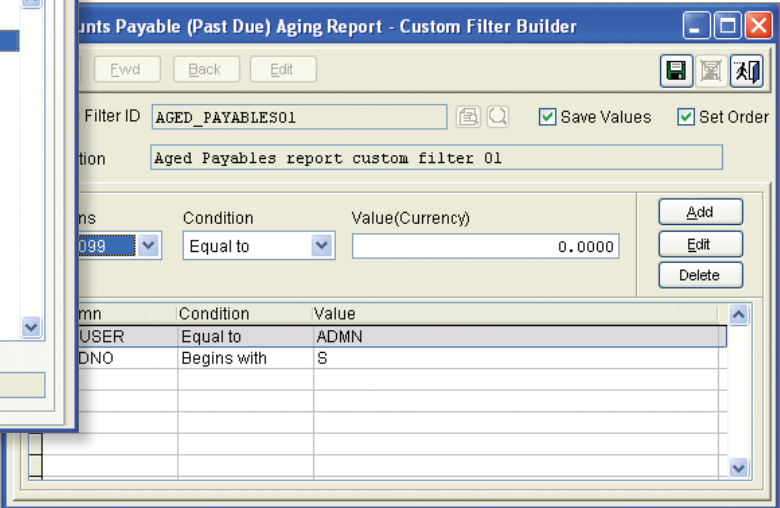
The latest version of Sage Pro software was built with existing customers in mind, giving you ways to improve your daily processes and more options for analyzing and using your data both within and outside your Sage Pro system.

Many enhancements in Sage Pro 2010 have been incorporated as a direct result of your suggestions—**check them out for yourself!**



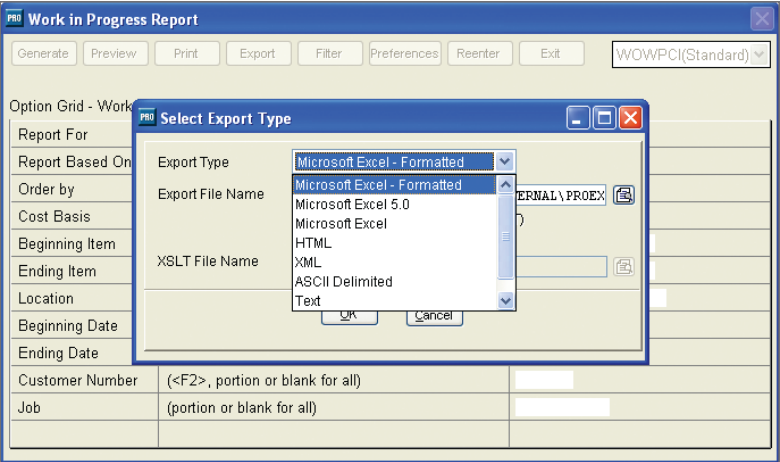
**Eliminate the need to pay extra for custom reports**

New in the Sage Pro ERP 2010 system is the ability to customize the report option grid so you can create custom filters and sort options for your reports. You can even save these custom report options to be reused as needed.

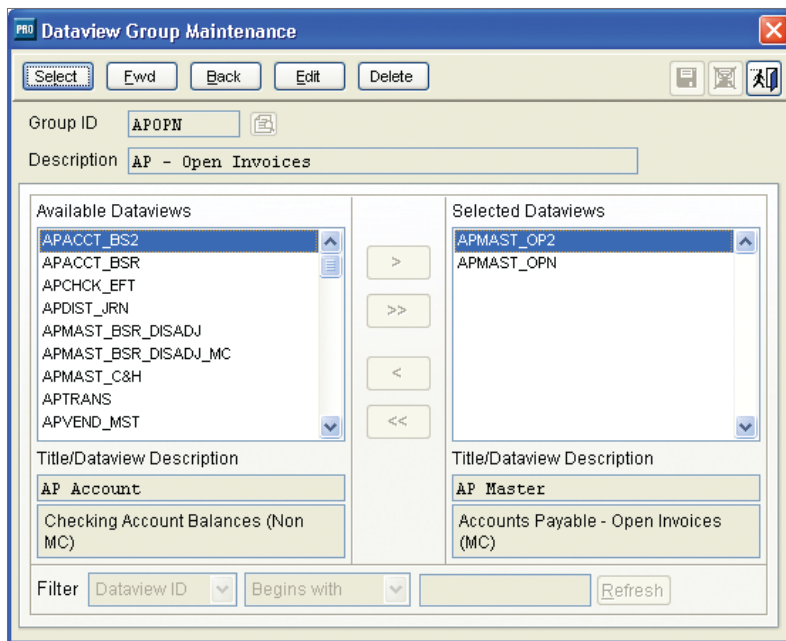


**Stop wasting time formatting report data or creating custom exports**

Eliminate time formerly spent cleaning up report data prior to analysis with the new ability to export formatted or unformatted data from the report option grid. You can even choose your preferred file type or format: Microsoft Excel®, HTML, XML, ASCII Delimited, or Text.

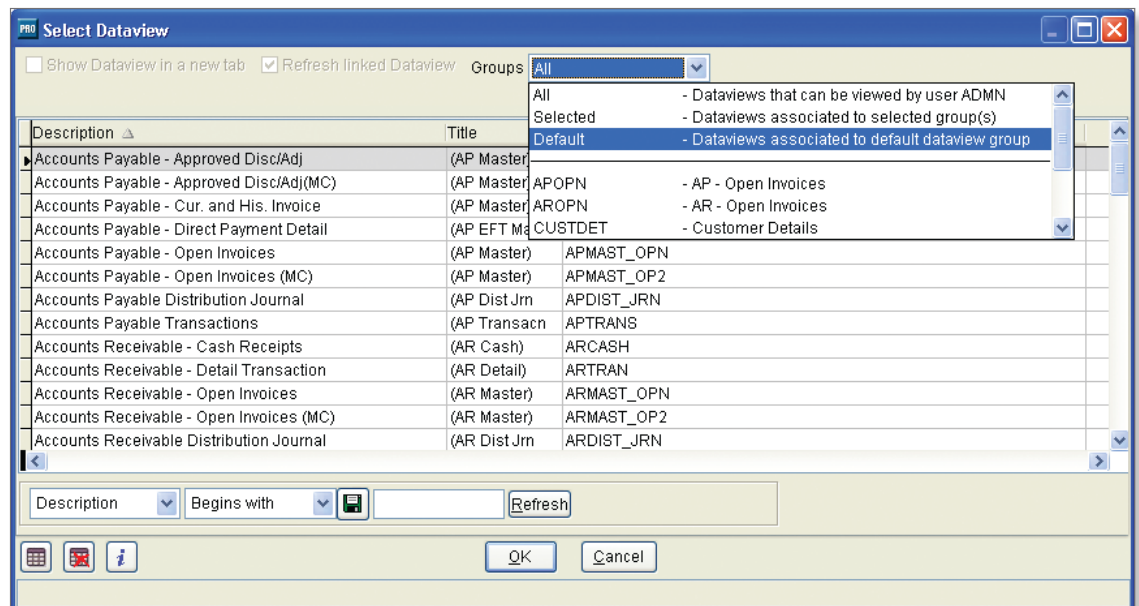


The new data driller organization tool in Sage Pro 2010 allows you to access your favorite data drillers quickly and easily, significantly cutting down on time.



### Access your favorite data drillers quickly and easily

Do you use certain standard or custom data drillers on a regular basis? There's no longer any need to search through the whole list to find your favorites: The new data driller organization tool in your Sage Pro 2010 software lets you define Dataview Groups and associate default data drillers to each, significantly cutting down on time.





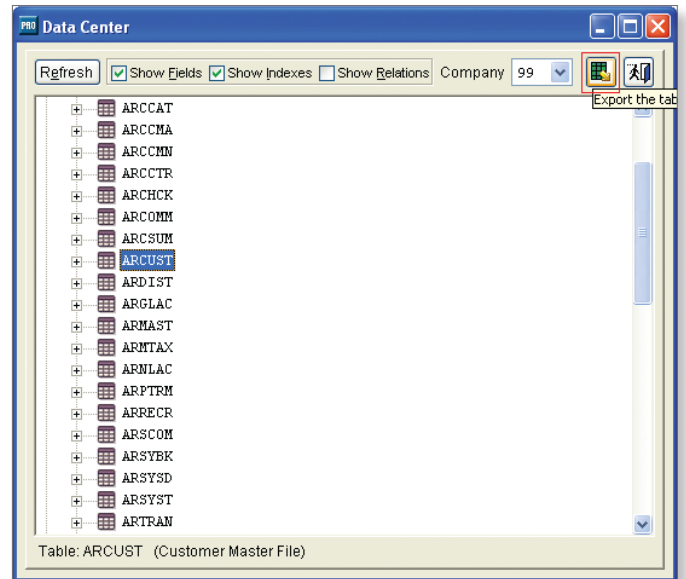
## Streamline your data import process with enhanced import options

Importing data has never been easier! Sage Pro 2010 technology offers several enhanced options to help simplify your data import.

- You'll know exactly where you are in the import process, thanks to a new display, which indicates the current status, like "Importing item 2 of 7." In addition, choosing Quick Import no longer prompts you at each stage of the process. Since it runs silently in the background, you don't need to monitor the import constantly.
- New import options include Item at Location and Item Supplier. You can now also import line-level descriptions and import and export vendor cost levels.
- When importing payroll posting, there is an option to print the invalid posting report before completing the import, for added convenience.
- When importing items into the Sage Pro 2010 system, there is an option to choose a default item location, where the items will be assigned upon import, so you'll always know where imported items can be found.
- Additional new features include the ability to edit subledger batches that have been imported.

## Enjoy enhanced flexibility in exporting data

A new option to export from Data Center tables allows you to export your tables and fields in several formats. Choose from Microsoft Excel, ASCII Delimited, XML, and CSV.

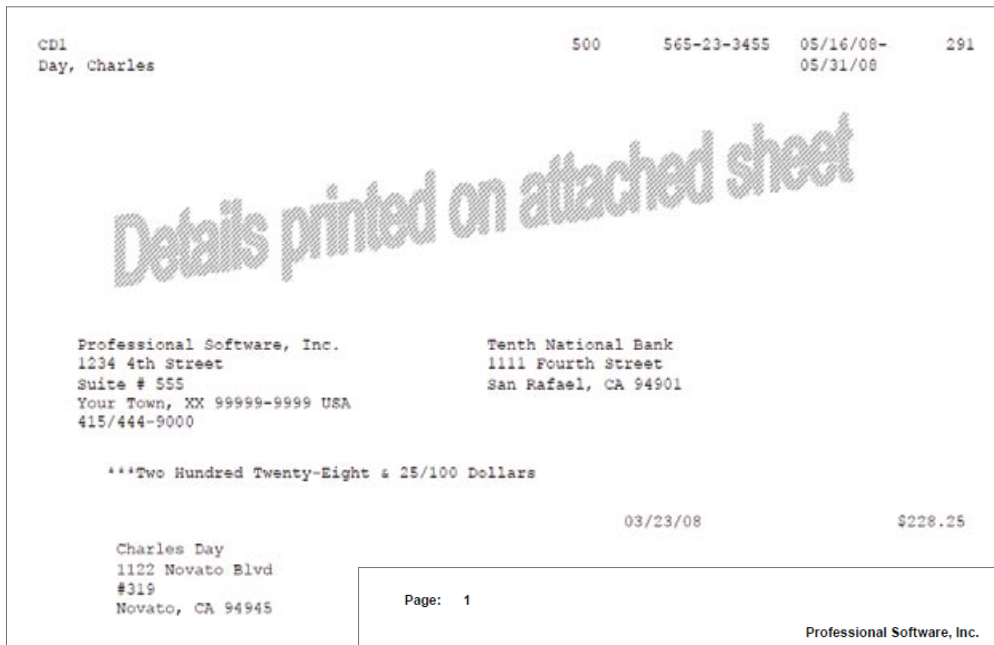


### Export Table ARCUST for company 99

Custno	Company	Contact	Title	Address1	Address2	City	Addrstate	Zip	Country	Phone
ACP1	American Computer Products	Renee Lachine	CEO	443 Brannan Street		San Francisco	CA	94110	U.S.A.	714/441-1200
ADG1	Addison, Dutton and Grant, Inc.	Susan T. Andrews	Vice President	Main Offices	1334 New Park Mall	Palo Alto	CA	94306	U.S.A.	415/333-5678
AED1	Atlantic Edison	Jerry Penalta	Vice President	440 Electric Avenue		Claremont	NH	14086	U.S.A.	508/734-1111
AHC1	Argentina Hanover Corporation	David Culligan	Vice President	Av. Cramer 2999		Buenos Aires		1428	Argentina	541/545-9407
AHS1	Albany Hospital supplies	Henry Grover	Vice President	1500 Worthington Avenue	Suite 2334	Santa Clara	CA	95052	U.S.A.	408/345-7723

## Save money on payroll printing

A new feature in Sage Pro 2010 allows you to save on costly preprinted check forms while keeping your check numbers consistent for reconciliation. The overflow check stub feature for Payroll prints the overflow of check stubs to blank paper or a separate printer when you have a check with more than 12 advice lines, so you don't need to waste expensive check forms for anything but checks. In addition, a new direct deposit Web upload option for ACH makes direct deposit data transferring smoother and easier.



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Professional Software, Inc.  
Overflow Check Stubs  
Check Number: 291

Employee No: CD1      Name: Charles Day      Social Security Number: 565-23-3455

Check Date: 03/23/08      Pay Period: 05/16/08 - 05/31/08      Department: 500

Earnings	Rates	Hours	Amount	YTD	Deductions	Amount	YTD
BONUS	0.0000	0.00	0.00	620.07	EIC	-17.58	-64.89
HOLIDAY	0.0000	0.00	0.00	80.00	FWT	43.30	508.87
OVERTIME	15.0000	6.00	90.00	540.00	MEDI	9.88	84.13
REGULAR	10.0000	80.00	800.00	4,960.00	SDICA	7.50	33.10
					SSEC	42.26	359.72
					SWTCA	0.00	25.53
					Subtotal	85.36	946.46
					401K	53.40	372.00
					CAR1	50.00	50.00
					CREDUNION1	25.00	25.00
					DEPENDCARE	208.33	208.33
					GARNISHMNT	201.16	201.16
					HEALTHINS1	0.00	189.75
					HLTHCLUB1	20.00	20.00
					LIFEINS1	16.50	16.50
					XMASCLUB	2.00	2.00
					Subtotal	576.39	1,084.74
<b>Gross Earnings</b>			890.00	6,200.07	<b>Total Deductions</b>	661.75	2,031.20
<b>FWT Taxable Earnings</b>			628.27	5,429.99	<b>Net Earnings</b>	228.25	4,168.87

# Sage Pro 2010 offers expanded printing details to make your invoices and order reports clearer.

## Expanded printing details make invoices and order reports clearer

Sage Pro 2010 offers additional details on invoices and reports, so you can now provide more information to internal and external clients. Deposits collected against a sales order are now included in Sales Order Printing and the Open Orders report, and invoice printing includes the applied amounts and payments received details and also displays balance invoice amount, so you can tell at a glance how much is still owed on each order.

50.000	0.000	CABL16-GRN Wire, 16ga, Green Vinyl	FT	03/23/08	3.33000 2.000	N	163.17
50.000	0.000	CABL16-RED Wire, 16ga, Red Vinyl	FT	03/23/08	3.33000 2.000	N	163.17
15.000	0.000	CD-DSK CD-ROM Recordable Disk	PACK6	03/23/08	10.74000 2.000	N	157.88
<b>Deposit # : 111      Date : 03/23/08</b> <b>Deposit Amt : 1500.00      Open Amt : 1500.00</b>							
Non Taxable Subtotal							2174.20
Taxable Subtotal							0.00
Tax							0.00
Total Order							<b>2174.20</b>

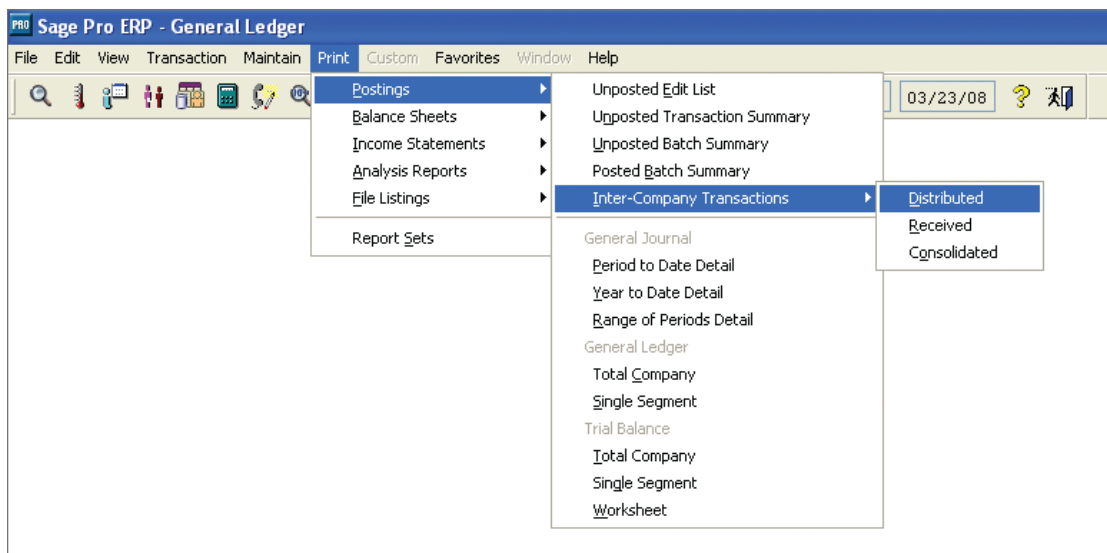
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## Set up multiple Inter-Company Transaction accounts for clearer audit trails

Previously, the Inter-Company Transaction (ICT) module allowed for only one account, making the audit trail of a series of transactions hard to follow. Now you can select any General Ledger account as the Inter-Company Clearing account. Detail descriptions of ICT postings in Sage Pro 2010 are also enhanced to display more details about transactions.

## Easily access more details on Inter-Company Transactions through enhanced reports

A new, easily accessible report menu item in Sage Pro 2010 lets you run a summary report for Inter-Company Transactions that were distributed in the source company, received from other companies, or consolidated, distributed, or received.





## See the total quantity of components required for jobs

A new feature in your Sage Pro 2010 software lets you print the Work in Progress report grouped and ordered by component. This convenient feature shows you at a glance the total quantity of a particular component or of all component items required for all of your jobs in a single print run.

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**Professional Software, Inc.**  
**Work in Progress Report**  
Open Work Orders, Ordered by Item Number, with an Average Cost Basis

WO Number	SO Number	Cust #	Job #	WO Date	Req Date	Loct	Unit Cost	Qty Open	Extended Cost	
<b>Item:</b> CABL16-BLK	<b>Wire, 16ga, Black Vinyl</b>									
1004		ACP1		03/23/08	02/22/08	WH1	2.86036	30.000	85.81080	
								<b>Item Total:</b>	30.000	85.81080
<b>Item:</b> CABL16-GRN	<b>Wire, 16ga, Green Vinyl</b>									
1004		ACP1		03/23/08	03/23/08	WH1	2.85582	30.000	85.67460	
								<b>Item Total:</b>	30.000	85.67460
<b>Item:</b> CABL16-RED	<b>Wire, 16ga, Red Vinyl</b>									
1004		ACP1		03/23/08	03/23/08	WH1	2.87855	30.000	86.35650	
								<b>Item Total:</b>	30.000	86.35650
<b>Item:</b> DIGC	<b>Digital Cable</b>									
1003		ACP1		03/23/08	03/23/08	WH1	39.99000	5.000	199.95000	
1005		ACP1		03/23/08	03/23/08	WH1	39.99000	10.000	399.90000	
								<b>Item Total:</b>	15.000	599.85000
<b>Item:</b> MACHIII	<b>Machine Item</b>									
1004		ACP1		03/23/08	02/22/08	WH1	10.00000	51.000	510.00000	
								<b>Item Total:</b>	51.000	510.00000
<b>Item:</b> MANPOWER	<b>Manpower Item</b>									
1004		ACP1		03/23/08	02/22/08	WH1	10.00000	51.000	510.00000	
								<b>Item Total:</b>	51.000	510.00000

## Enjoy expanded compatibility options

Sage Pro ERP is now fully compatible with Microsoft Office® 2007 including the new formats of Microsoft Word and Excel, like DOCX and XLSX, in various processes. Now functions like import, export, merge, dunning, charts, and pivot tables are available. Sage Pro ERP is now also fully compatible with Microsoft SQL Server® 2008.

## Edit partially released work orders

This new feature lets you edit the required quantities of released component lines of a work order, allowing you to keep your work orders up to date.

## Change the order quantity of Sales Order finished good line items

If you need to edit the order quantity of finished good line items in a Sales Order, you can do so easily in Sage Pro 2010. When the quantity of that line is changed, reconfiguration of components takes place automatically, according to your designated explosion method and the BOM setting.

## Expanded Accounts Payable options eliminate need to change the system date and enhance security

Several enhancements to the Accounts Payable (AP) module in Sage Pro 2010 expand your options when voiding checks and invoices. With the new ability to change a date when voiding AP invoices, you don't have to change the system date in order to void an invoice in a prior or future period date. You can also now void prepayment checks after applying them to an invoice. In addition, Sage Pro 2010 introduces the ability to set a default date when voiding AP and Payroll checks. Simply enter a void date while voiding these checks and direct deposit to void the checks or direct deposit in a prior or future period date without changing the system date.

Security is also enhanced in Sage Pro 2010. A warning for duplicate invoice numbers in Accounts Payable eliminates the risk of double-paying a single invoice.



### Improved performance in a multiuser environment

Sage Pro 2010 technology facilitates storing the screen positions in a local table instead of the system table SYUFSPR if preferred. This produces a significant improvement in performance in a typical multiuser environment when many users simultaneously exit out of the screen.

### See when national and regular accounts were last applied

This new feature updates and shows the last applied date and amount in the customer maintenance screen for national accounts and regular customers.

### Start accepting commercial credit cards

Support for commercial credit cards is new in Sage Pro 2010. This frequently requested feature can help to reduce rates with merchant accounts and save you money.

### Access the Receive Orders screen more easily from change or void

A new shortcut button has been added to the Purchase Order Change or Void Orders screen to launch the Receive Orders screen, saving you time in the Purchase Order process.

**Change/Void Purchase Orders**

Select Fwd **Back** Edit Header Close Convert Add Comment Line Sequence

Vendor **ACPI** Name **American Chemical Products** PO # **Receive193-**

Transaction Header Line Item Detail Line Item Listing Notes

Landed Cost  Contact Person **Renee Lachine** Phone **714/441-1200** Fax **714/441-1201**  
 Receiving Loc **LAND2** Landed Cost Location **2**

Remit to Address **Default** **ACPI** Ship To **Other**

**American Chemical Products**  
**443 Brannan Street**  
**San Francisco CA 94110 U.S.A.**

**Landed Cost Location 2**  
**Your Town, CA 99999-9999 USA**

Tax % **8.250** Buyer **BS** Ship Via **UPS** FOB **Origin** Freight  Comment **N**  
 Confirm to **Verbal** Req Date **03/23/08**

Remarks  Terms ID **Net 30 Days** Payment Discount **0.000%** Net Due **0 days 30 days**

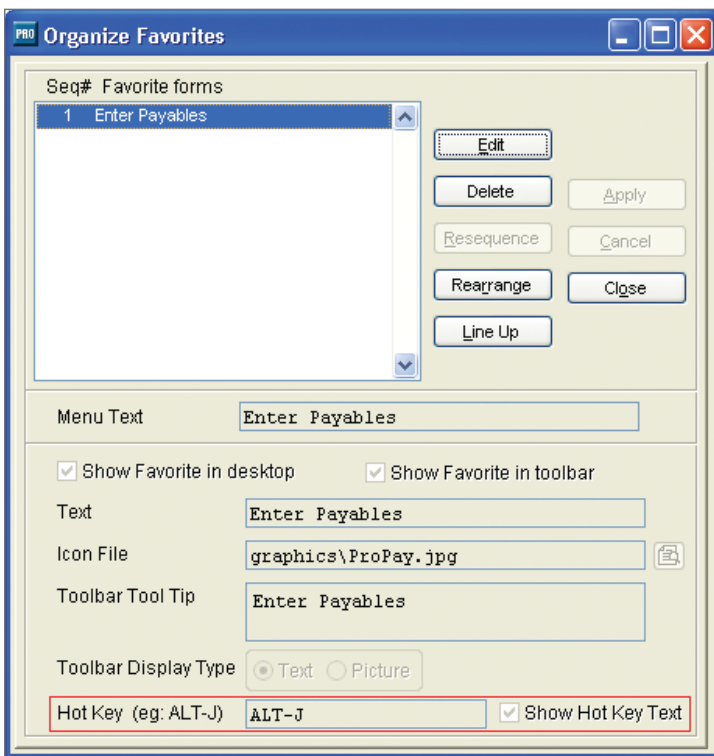
Line	Seq.	Item	Ordr Qty	U/M	Extended Cost	Item Description	Unit Cost
1	1	PRNJET	6	EACH	739.98	All-In-One Ink Jet 700 Printer, Fax and Copie	369.99000
2	2	PRNLASR	3	EACH	1147.86	Laser 7 Printer	573.93000
3	3	PRNSCAN	5	EACH	1147.86	Plus Scanner II	573.93000

Ord = **7,373.32** Recd = **4,087.17** Bal = **3,286.15**



### Access favorite forms more quickly from shortcuts

Easy access to favorite forms is now possible through hotkeys (like ALT-K), which can be set in the Organize Favorites screen. You'll be able to get to your most frequently used forms in a couple of keystrokes, saving you valuable time. Users can also choose to show hot key text when you hover over a function if you forget which hotkey was selected for a function.



### Expanded deposit options for Sales Order

Sage Pro now allows collecting multiple deposits against a Sales Order. It is also now possible to collect deposits through Sales Order Change or Void Orders, all of which give you more flexibility in deposit payments.

## About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. At Sage, we live and breathe business every day. We are passionate about helping our customers achieve their ambitions. Our range of business software and services is continually evolving as we innovate to answer our customers' needs. Our solutions support accounting, operations, customer relationship management, human resources, time tracking, merchant services, and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries. Sage North America employs more than 4,100 people and supports nearly 2.9 million small and medium-size business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 14,500 people and supports 5.8 million customers worldwide. For more information, please visit the Web site at [www.sagenorthamerica.com](http://www.sagenorthamerica.com) or call **866-308-2378**.

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