



## System Features

Sage BusinessWorks Accounting software gives you the power to run your growing business and maximize profitability. Offering features usually found in systems costing thousands of dollars more, this dynamic system puts critical business information at your fingertips. If you're looking for an accounting solution that provides extensive reporting capabilities, unmatched ease of use, and the ability to grow with your business, then Sage BusinessWorks is the accounting software for you.

Ultimately, it is the software's easy navigation and workflow that draw the appreciation of customers. With a familiar Microsoft Windows look and feel, Sage BusinessWorks is so easy to learn that virtually anyone, even those with little or no accounting experience, can operate the software. Moving from task to task is easy, and you can access data with a simple keystroke or mouse click. By operating with such a high degree of efficiency, your company can achieve its financial goals.

Many of the time-saving features on the back of this document are unique to Sage BusinessWorks. As a world leader in accounting and business management software, Sage Software takes pride in being an industry innovator. By investing in Sage BusinessWorks, you can rest assured that your company will be utilizing some of the most advanced accounting technology available.

## SPECIFICATIONS (MAXIMUM LIMITS)

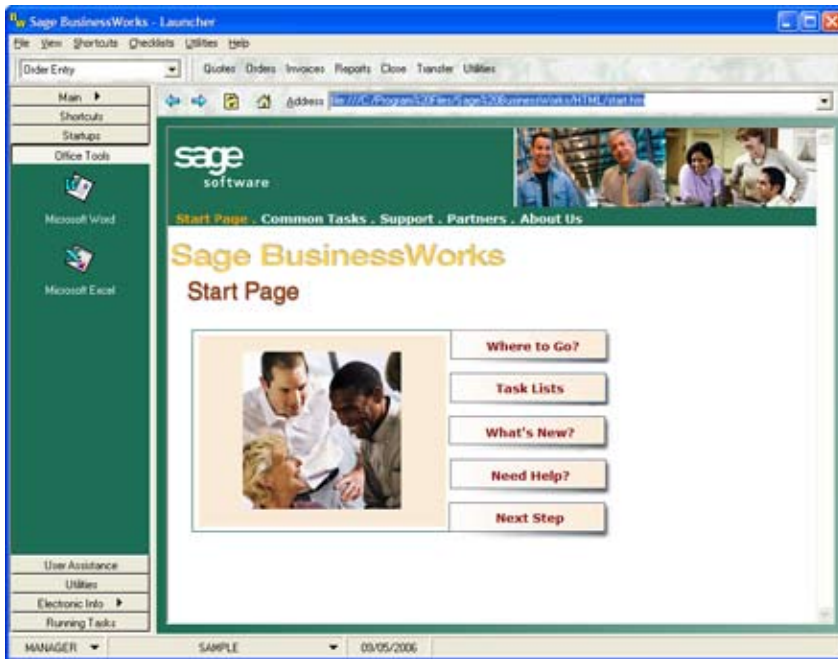
• Number of companies	1000
• Maximum simultaneous users on a network	45
• Maximum number of report groups	1000
• Maximum number of reports in each group	50

## MODULES

- System Manager
- General Ledger
- Cash Management
- Accounts Receivable
- Accounts Payable
- Payroll
- Inventory Control and Purchasing
- Order Entry
- Job Cost
- Custom Office (Microsoft Office integration)
- Sage BusinessWorks ACT! Link

## REPORTS

- Audit Report
- Registration Report
- Customized Reports and Forms
- Business Graphics



### General Features

- The Launcher, a Web-enabled main window, provides quick access to Microsoft Office applications, the Internet and, the Sage Software Web site for technical support, and much more.
- Status bars, menus, and shortcuts, available in every window, provide intuitive navigation functionality.
- A startup group automatically launches the modules and tools that you use most often. Every time you log on to your Sage BusinessWorks system, you'll instantly be in your preferred work area, saving you time and increasing efficiency.
- An info button provides immediate information about the current Sage BusinessWorks session, including the current company ID, user ID, posting date, and system date.
- End-of-month close for multiple modules can be processed with a single keystroke.
- Handy online checklists are a great training tool and walk you through all the steps in a process.
- A convenient notepad feature provides instant information about accounts, customers, vendors, employees, parts, and jobs.
- An online ZIP code list is included, along with a built-in editor.
- City and state abbreviations are inserted automatically upon ZIP code entry to save you time.
- Any record can be located in seconds from maintenance options in several Sage BusinessWorks modules. Enter all or a portion of an ID in a Quick Find field to jump to a record immediately.
- When a full search is needed, the lookup and show features let you retrieve virtually any information based on specific criteria you define.
- Lookup windows are customizable to meet the unique needs of each employee. You can select the field to search on, hide and rearrange columns, and change the sort order of a column. Export lookup information from any lookup to Microsoft Excel to create quick lists.
- Information can be exported to other Sage BusinessWorks companies or into other programs for analysis, forecasting, presentations, reports, and more. Exportable formats include recent versions of HTML, Word, Excel, RTF, TXT, CSV, tab-delimited, DIF, SYLK, and clipboard.
- A built-in backup and restore feature lets you quickly and easily back up your important financial data to a floppy disk, Zip drive, CD ROM, or your hard drive.
- A powerful "How Do I" function provides access to option-specific help quickly and easily, ending tedious, time-consuming searches.
- Electronic manuals, in PDF format, provide quick answers to many of your Sage BusinessWorks questions, eliminating the need to hunt for the manual.

### Multiple Users and Security Features

- Supports single users and multiple users (up to 45 concurrent users) in a network environment.\*
- Extensive option-specific security features protect your vital company information. Complete control is in your hands as you set up security on a user-by-user basis, granting access to one option at a time or to an entire menu or module with just one click.
- Copy security settings between users within the same company or from users across different companies, aiding in the setup process and saving significant time.
- Sage BusinessWorks supports full locking and simultaneous data access when running on a network.
- An audit log consisting of recent changes to data files maintains and dates important information—including added or deleted customers, vendors, and parts.

### REPORTING AND FORM CAPABILITIES

- Distribute forms such as invoices and purchase orders electronically through e-mail, reducing postage and preprinted forms costs.
- Presentation-quality reports provide the flexibility of user-defined font types, sizes, colors, and styles (bold, underline, italic, all caps, and more).
- An easy-to-use, intuitive, built-in report writer helps you create reports to meet your unique needs.
- More than 25 graphical reports display financial data in bar, line, and pie graphs, giving you key information needed to make important financial decisions.
- A series of reports can be set up in groups, allowing you to print on command, saving valuable time.
- On-screen reports can be easily attached to an e-mail for electronic distribution.
- Filters can be used for reports and data exporting to specify the selection criteria further.
- All forms in Sage BusinessWorks, such as checks, invoices, quotes, and sales orders, can be customized by look and feel to meet your needs. You can even insert your own company logo.

\*Sage BusinessWorks Standard Edition is designed for small networks with up to four concurrent users. Sage BusinessWorks Client Server Edition is designed for larger networks with up to 45 concurrent users.



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*Your business in mind.*