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## Headline News

### Version 6 Announced

Best Software has announced that BusinessWorks® Gold Version 6 will be available for general release in late fall 2005. While details have not yet been released, we do know that this version will include a link to the ACT!® 2005 contact management solution. We will provide in-depth information as it becomes available. If you are interested in participating in the early controlled release of this version, contact us for further information.



## BusinessWorks Gold Version 5 Gems

**B**usinessWorks® Gold Version 5 introduced a wealth of new features, most of which we reviewed in an earlier version of \*info for BusinessWorks. Three of those features warrant more attention, and in this article we'll give you more details on these useful features and enhancements.

If you are looking for an easier way to organize records, search for data, or more flexibility in setting up item pricing, BusinessWorks Gold, Version 5, has your solution.

### Gone But Not Forgotten

Version 5 incorporated the single most requested enhancement to BusinessWorks—the ability to exclude inactive records from searches and reports. Now General Ledger Accounts, Customers, Vendors, and Inventory Parts can be designated as *Inactive*.

This addition offers a simple and convenient way to streamline searches and reports to provide you with only the most relevant data.

### The Answers You Seek

Version 5 introduced **Advanced Power Search** with features that make it fast and easy to identify a single record or list of records within your BusinessWorks Gold database. Now you can create **Saved Views** of your data. Rather than entering the same search criteria each time

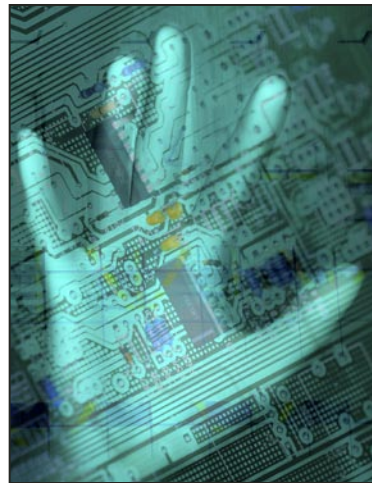
you need the data, you can save an unlimited number of views and reuse them at any time. For example, find all the customers in San Francisco, or all the customers on *Credit Hold*. You can even search for what isn't there—identify all your Vendors with a blank Federal ID number, for example, or Customers without an email address. Click on a column heading to sort by that value, stretch or shrink a column, or even hide a column of data entirely.

Version 5 added the ability to designate records as *Inactive*, and the new **Advanced Power Search** and the BusinessWorks report filters now can optionally exclude *Inactive* records.

When you save a view, you are saving the search criteria, not the data, so that

each time you select that view, the most current data matching your search criteria is selected. Since the searches you create are user-specific, feel free to create as many views of the data as you wish.

The **Advanced Power Search** also adds more columns of data to the views, such as Balance and Status for Vendor records; Sales Rep and Status for Customer records; and On Hand Quantity and Status for Item records. Addition-



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## Version 5 Gems Continued

al search criteria also were added making it easier to fine-tune your search so that it will return only the data you seek.

Once you locate records using Advanced Power Search, you can export your list to Microsoft Excel with a click of your mouse. This improvement offers big benefits. Use it to export call lists, mailing lists, parts lists, or job statuses—any list where some action is required. Once your Excel list is created, use it as a work list, filling in additional data as you find it, checking off completed tasks, or performing additional calculations. Once your list is in the form of a spreadsheet, you'll have the ability to email that list to those who need it, such as sending a list of delinquent accounts to your sales manager for action.

Chances are, you'll find the Advanced Pow-

er Search so valuable you'll want to use it every time, in place of the standard Quick Search. With Version 5, you have the option of auto-loading Advanced Power Search whenever the look-up key is pressed.

### Item Pricing Reaches New Levels

Price Levels provide an effective way to offer unique pricing to different classes of customers, varying the price between retail and wholesale, for example. Best Software, responding to customer requests, increased the number of Price Levels. Version 5 gives you the ability to define up to 25 price levels for each Inventory Item. Further, you can specify each level as active or inactive. Using this feature, you can set up your pricing tables well in advance, keeping them inactive until the effective date. Go ahead and enter the new price increases now, flipping the

flag to active and the old price level to inactive on the day the new prices go into effect. Rather than price levels A, B, and C, you can title your price levels to give them meaning. Call one level *Retail*, another *Wholesale*, another *Spring Promo*—whatever suits your business needs. The **Inventory Price List Report** and the **Margin Analysis Report** now include options to select all price levels, a single price level, or only active price levels. The flexible pricing methods and quantity breaks you're already familiar with are still in place, but you now have more pricing levels to apply them to.

If you'd like more information on BusinessWorks Gold® Version 5, please give us a call. ☆

## Still Running BusinessWorks Version 12?

If you haven't yet upgraded to BusinessWorks® Gold, you are missing out on a fabulous feature set. Here's just a taste of what you're missing by not upgrading to the latest version of BusinessWorks Gold.

### Email Forms

You could realize significant savings in the form of postage, paper stock, envelopes, printer toner, and labor—all while getting your message directly to the desktop of the intended receiver—instantly!

### Form Customization Perks

For busy organizations, the ability to customize forms is a vital step in increasing productivity and efficiency.

BusinessWorks Gold provides many new customization options including: support for advanced printer driver functions such as Draft Mode, Watermarks, and Multi-Tray capabilities; new calculated fields such as Sum, Minimum, Maximum, Average, and Count; and bar-coded fields to enhance productivity in your shipping department.

### Productivity Boosters

BusinessWorks Gold allows you to hide inactive records from lookups, and adds a report filter feature to exclude inactive records from reports.

Now, voiding a bank transfer is accomplished with a single entry by voiding either the charge or the deposit. In this way, you no longer have to void the offsetting entry—BusinessWorks Gold automatically does it for you.

Historical General Ledger reporting gives you a valuable perspective on your business. In BusinessWorks Gold, you can enter General Ledger balances for up to nine years.

### Import/Export Quotes And Sales Orders

Easily transfer quotes and orders between two BusinessWorks sites, such as a laptop user in the field and the main office. Remote sales people can export orders and quotes from BusinessWorks Gold and then email the export file to the main office for importing.

### Improved Reporting

A new **Consolidated Cash Flow** report gives you the data you need to help forecast your com-

pany's cash. The **General Ledger Detailed Trial Balance** report setup includes two new flexible options: *Include Zero Activity Accounts* and/or *Include Zero Balance Accounts*.

Several improvements have been made to the Inventory Control module reports to support multiple warehouses and report generation for the non-primary warehouse.

A new **Inventory Purchase Order Reconciliation Report** lets you identify billing issues or data entry errors quickly and easily by comparing Accounts Payable Invoices to corresponding Purchase Order Receipts.

Use the new **Accounts Receivable Invoice Detail Report** to view complete Accounts Receivable invoice line item history. The report is even flexible enough to ask you whether you want to include complete line item detail or limit the report's detail to three 40-character lines.

This is just a sampling of the power of BusinessWorks Gold. Why run an obsolete and unsupported system? Call us for upgrade information. ☆