New Features in Sage BusinessVision 2010 (version 7.4)

© 2010 Sage Software, Inc. All rights reserved. Sage Software, Sage Software logos, and the Sage Software product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities. All other trademarks or registered trademarks are the property of their respective owners.

Initial Installation and Configuration of BusinessVision 2010

Overview

The installation of Sage BusinessVision 2010 follows the same process as version 2009. During the installation, you will be prompted to enter the Product ID/Serial number, and Activation code for each product or add-on that you are installing.

NOTE: It is not necessary to reinstall CustomPack, e-BusinessVision, LAN Packs or Multiple Currency Manager if they have already been installed with v7.1 or higher. The existing licenses will continue to be honoured.

FOR MORE INFORMATION: For general information for clients upgrading from previous versions, refer to "Readme.rtf" which is located in the \Readme folder on the Sage BusinessVision CD.

Data File Conversion

Existing sets of Sage BusinessVision data will be converted to version 2010 format when logging in for the first time.

NOTE: Once your data has been converted to be compatible with version 2010, it will no longer be compatible with prior versions.

Files converted

The following table lists data files that are converted, created, or reorganized during the version 2010 file conversion process.

FILE NAME	CONVERSION/NEW/REORGANIZATION
bvcon.fil	Conversion – support for new system settings
prchordd.btr	Conversion – initialization of new fields
pchhistdtl.btr	Conversion – initialization of new fields
recon.btr	Replacement of existing file

reportfav.btr	New file – report groups
users.btr	Conversion – support for new user settings
userslv.btr	Conversion – support for new user browse settings

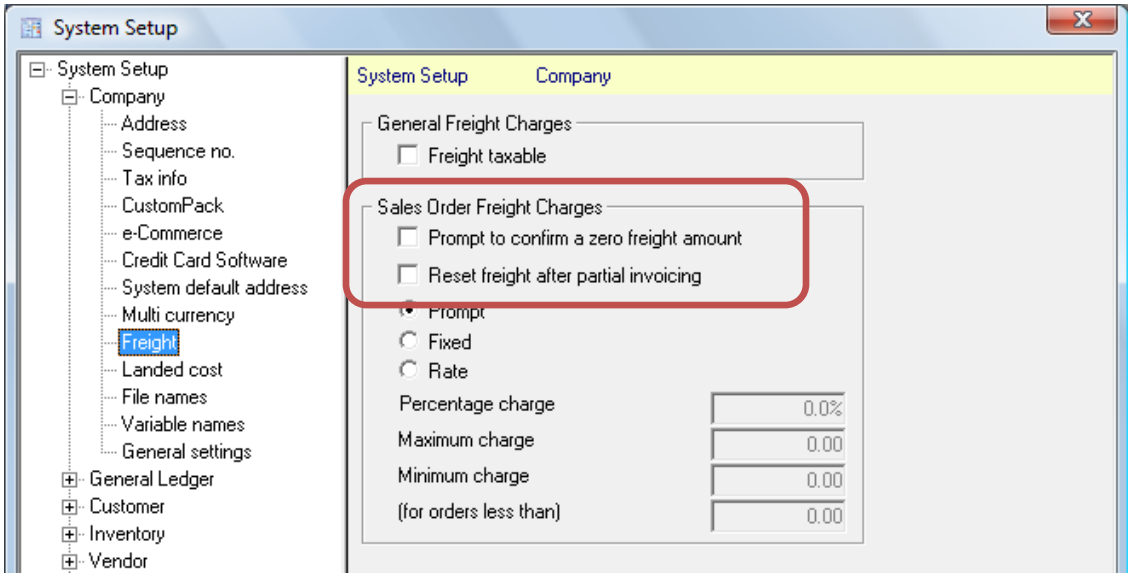
NOTE: Any Account Reconciliations that have saved but not posted will be discarded by the file conversion. Ensure that any ongoing Account Reconciliations are completed before converted your data to Sage BusinessVision 2010 format.

System Setup Additions and Changes

A number of changes and additions have been made to System Setup in order to activate and control some of the new features in version 2010.

Company

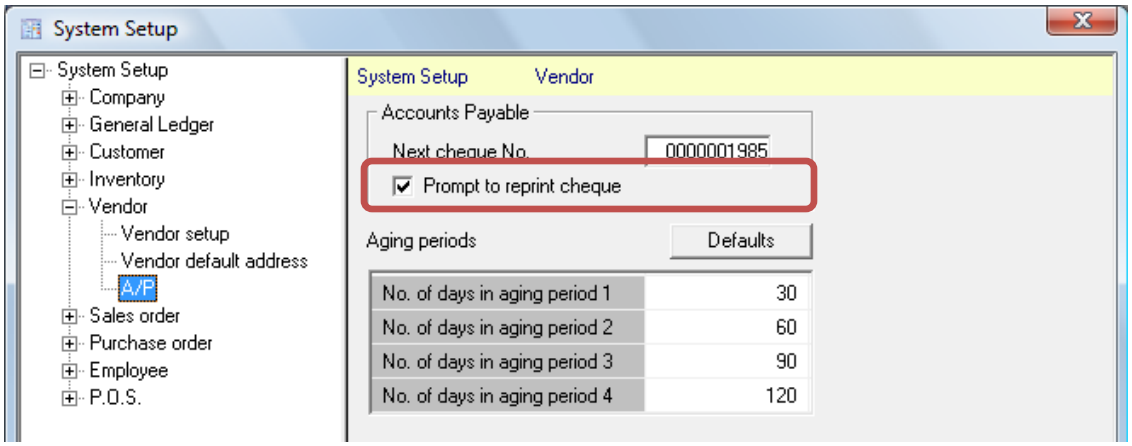
In Freight, check boxes were added for "Prompt to confirm a zero freight amount" and "Reset Freight after partial invoicing".



NOTE: "Prompt to confirm a zero freight amount" previously was located in "Sales Order > Sales Order Setup"..

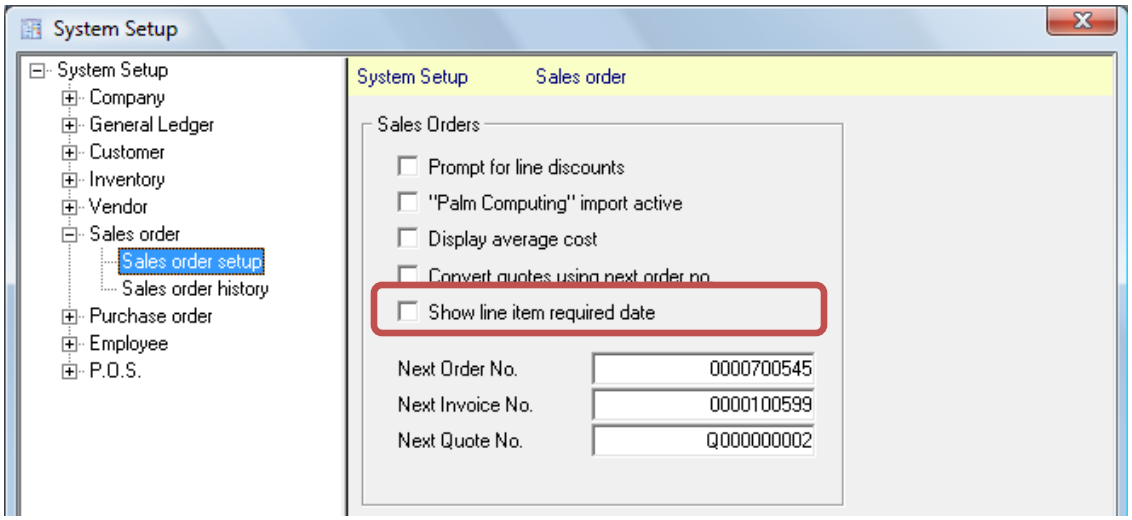
Vendor

In A/P, a check box was added for “Prompt to reprint cheque”.



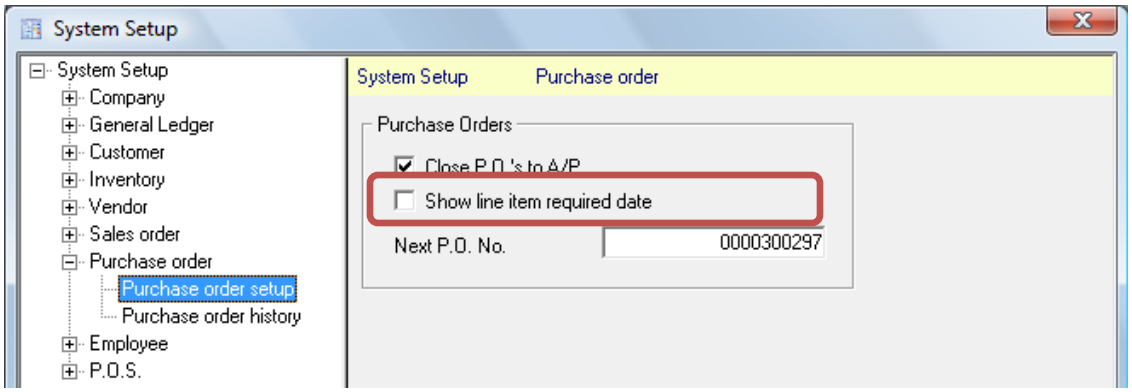
Sales Order

In Sales order setup, the check box for “Prompt to confirm a zero freight amount” was removed (and moved to “Company > Freight”) and a check box for “Show line item required date” was added.



Purchase Order

In Purchase order setup, a check box for “Show line item required date” was added.

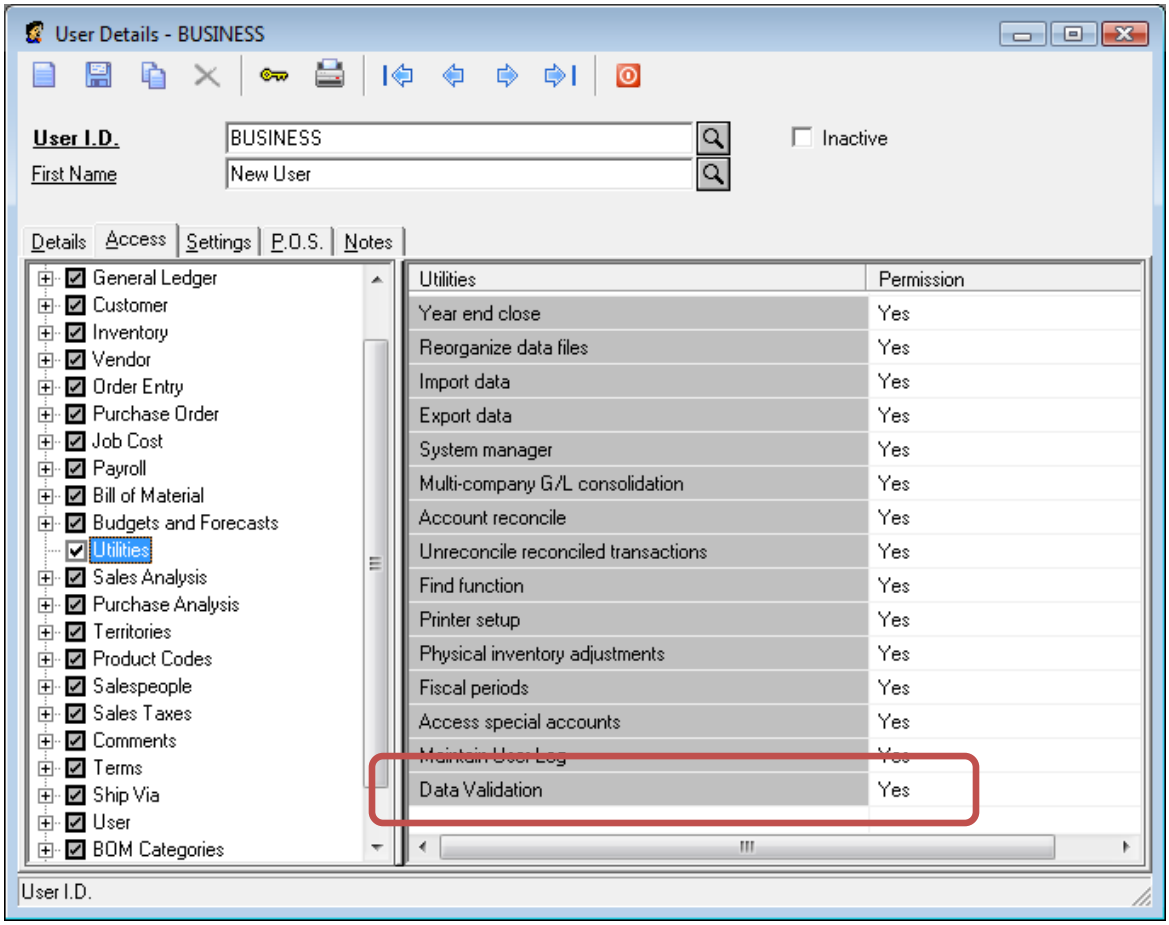


User Details Additions

One addition has been made to User Details in order to activate and control a new feature in version 2010.

Access – Utilities

In Utilities, an entry was added for “Data Validation”.



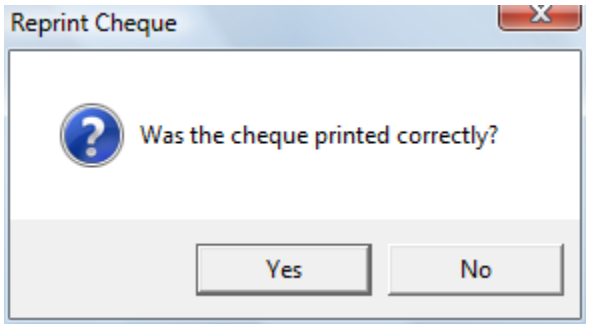
Accounts Payable Enhancements

Prompt To Reprint Cheques

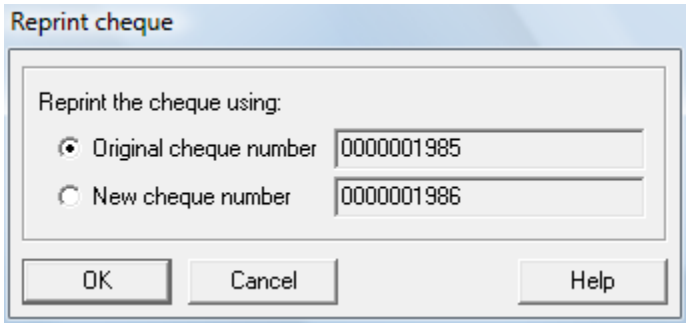
An option has been added that will to prompt users to reprint cheques after they print a cheque from the Accounts Payable module, the Batch Payables utility, or the Instant Cheque utility. This option is enabled in System Setup > Vendor > A/P.

Prompt To Reprint Cheques – Accounts Payable and Instant Cheque

When this option is enabled, and a cheque is printed from the Accounts Payable module or the Instant Cheque utility, the system will ask the user if the cheque was printed successfully. If the user clicks "Yes", they can continue to process transactions.



If the user clicks "No", they will be presented the option of having the cheque reprinted using the original cheque number, or using a new cheque number. If the bank account that the cheque was written from uses manual cheque numbering, the new cheque number can be entered in the cheque number field.

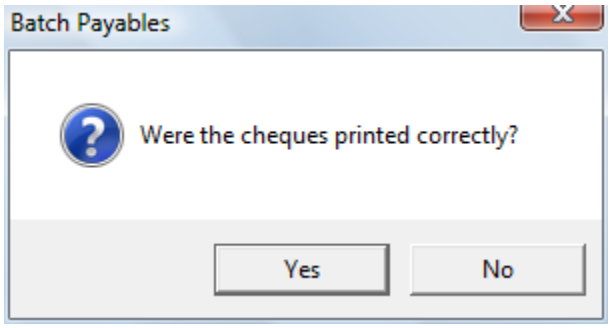


If the original cheque number is chosen, no additional entries are made. If a new cheque number is chosen, then the original cheque transaction gets voided automatically, and a new transaction gets written to Accounts Payable and to the General Ledger.

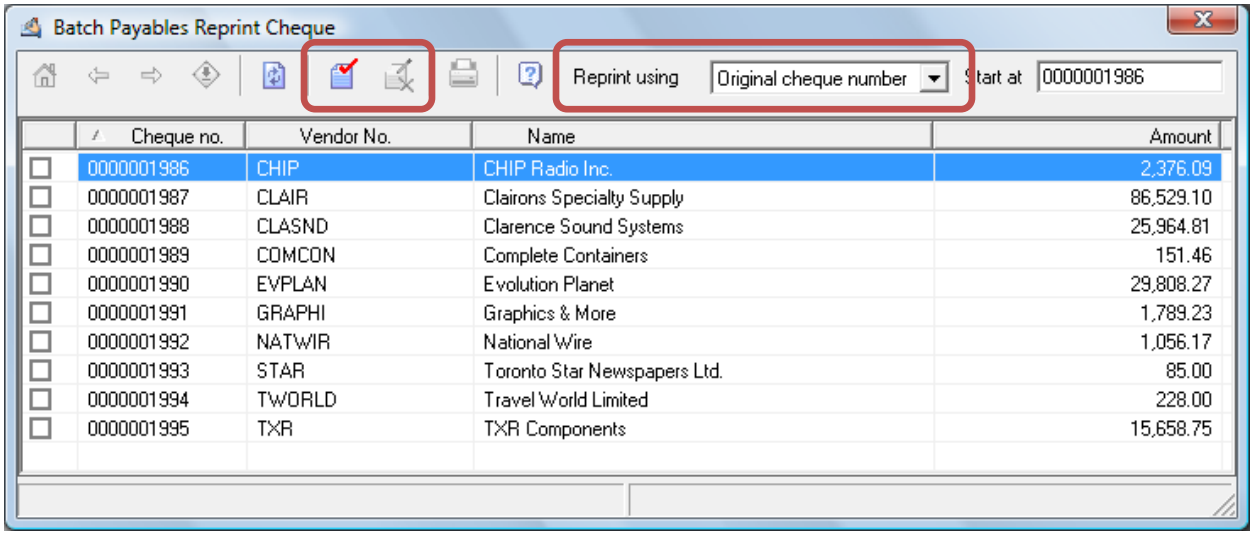
After the reprint is completed, the user will again be asked if the cheque printed successfully.

Prompt To Reprint Cheques – Batch Payables

When this option is enabled, and cheques are printed from the Batch Payables utility, the system will ask the user if the cheques were printed successfully. If the user clicks "Yes", they can continue to process transactions.



If the user clicks "No", they will be presented with a list of cheques that were printed as part of the batch. Cheques that did not print correctly and should be reprinted can be selected one by one, or if the entire batch failed to print correctly the "Select all" button can be used to select all cheques. The method for assigning cheque number to the reprinted cheques can be "Original cheque number" or "New cheque number", and is controlled using the drop down list in the toolbar.



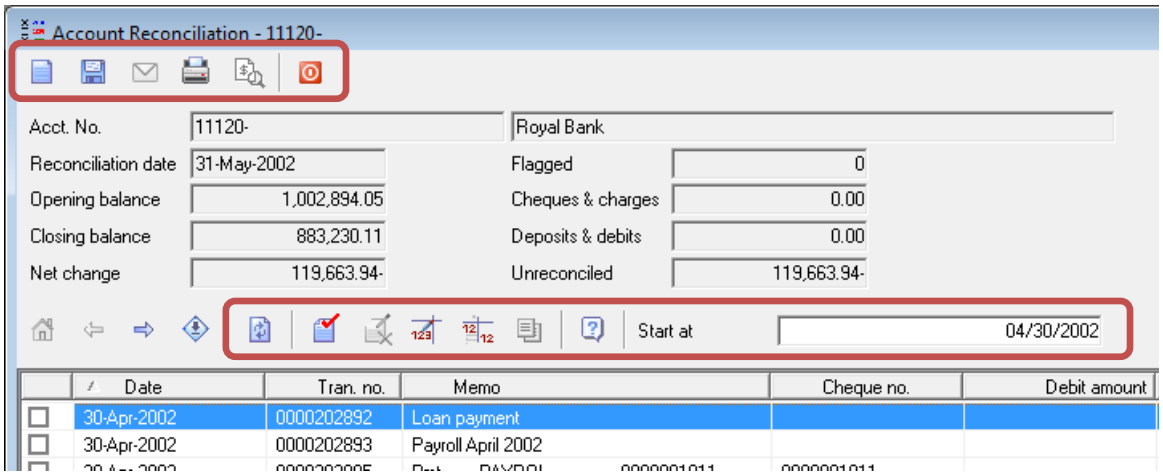
If the original cheque numbering is chosen, no additional entries are made. If a new cheque numbering is chosen, then the selected original cheque transactions gets voided automatically, and a new transactions gets written to Accounts Payable and to the General Ledger.

After the reprint is completed, the user will again be asked if the cheques printed successfully.

Account Reconciliation Enhancements

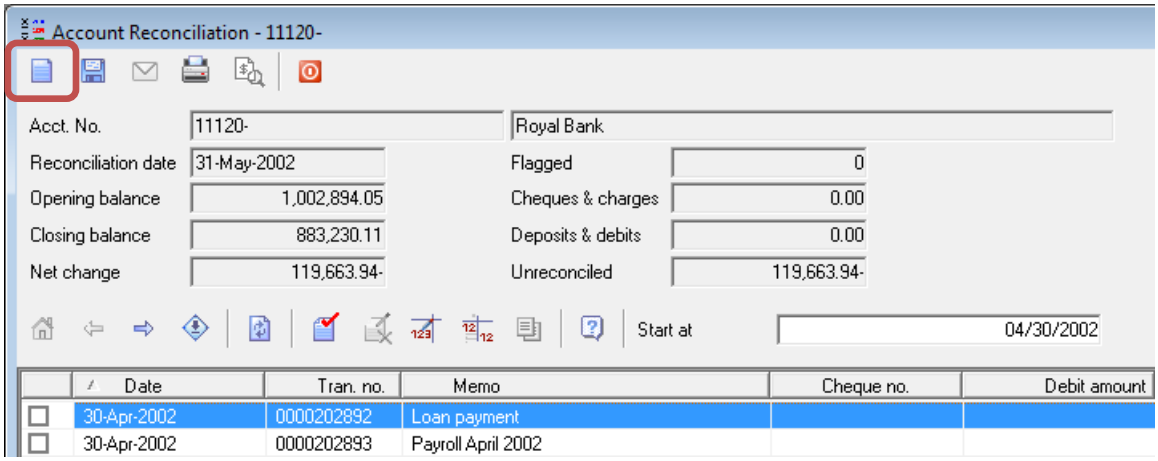
Redesigned User Interface

The Account Reconciliation module has been redesigned to allow for greater flexibility in reconciling accounts when searching for transactions, and when flagging all items. This new design is consistent with other related modules. Buttons that relate to transactions have been moved to the item list toolbar, while buttons that relate to the overall account reconciliation remain in the module toolbar.



Creating/Recalling Reconciliations

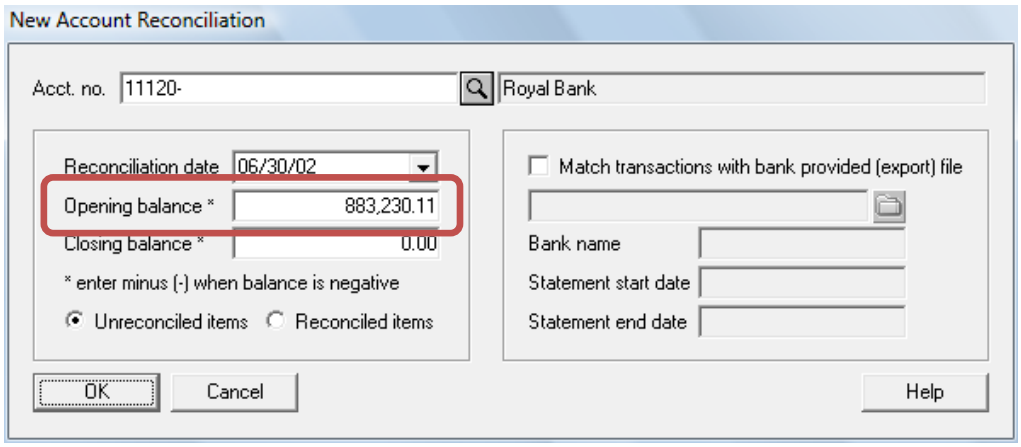
In previous versions, creating or recalling previous reconciliations were initiated by making a selection in the account number field in the Account Reconciliation module. In version 2010, the ability to create or recall a previous reconciliation has been moved to the "New Account Reconciliation" dialog, which is invoked by clicking on the "New" button in the Account Reconciliation toolbar. Note – the "New Account Reconciliation" dialog is invoked automatically when launching the Account Reconciliation module.



NOTE: In prior versions, it was possible to have more than one reconciliation for the same account in progress at the same time. In Sage BusinessVision 2010, each account in the General Ledger can only have one reconciliation in progress at a time.

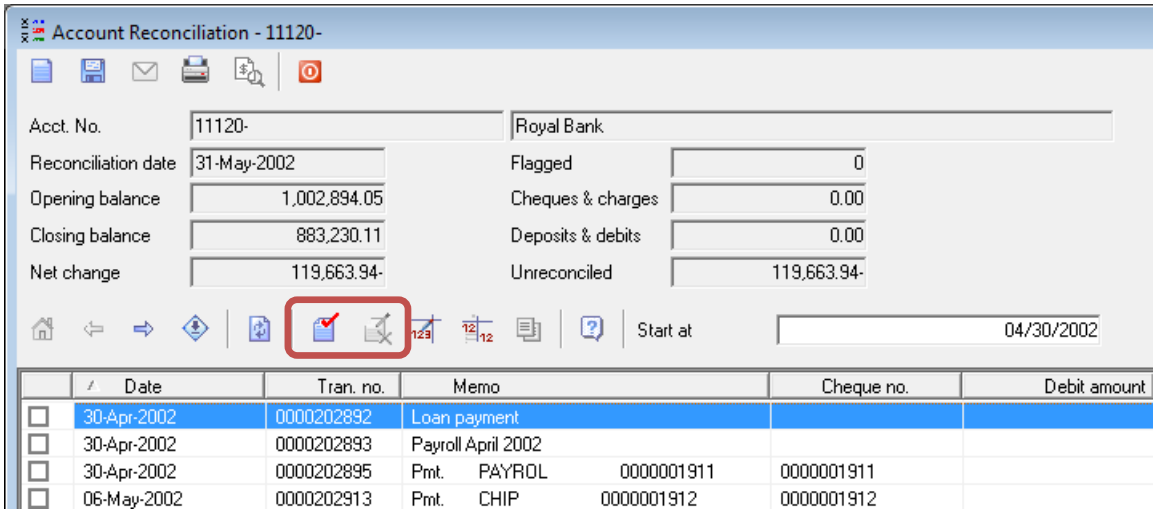
Opening Balance Based on Previous Closing Balance

When starting a new reconciliation for an account that previously had a reconciliation posted, the previous reconciliation's closing balance will be recalled and suggested as the value for the opening balance.



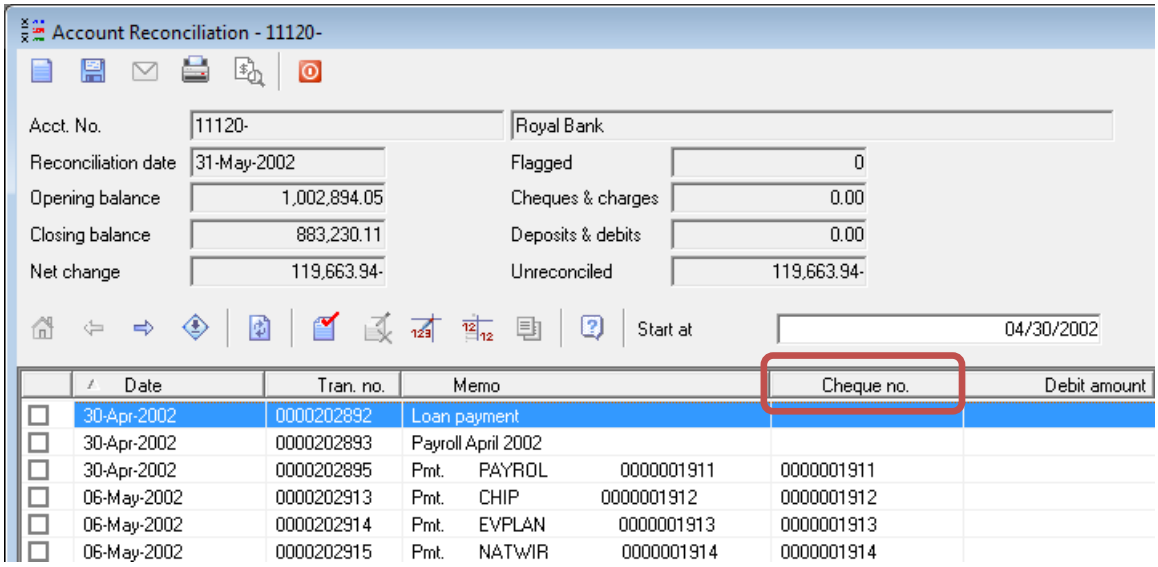
Select All/Deselect All

All items can be flagged or unflagged using the "Select all" or "Deselect all" buttons on the item list toolbar.



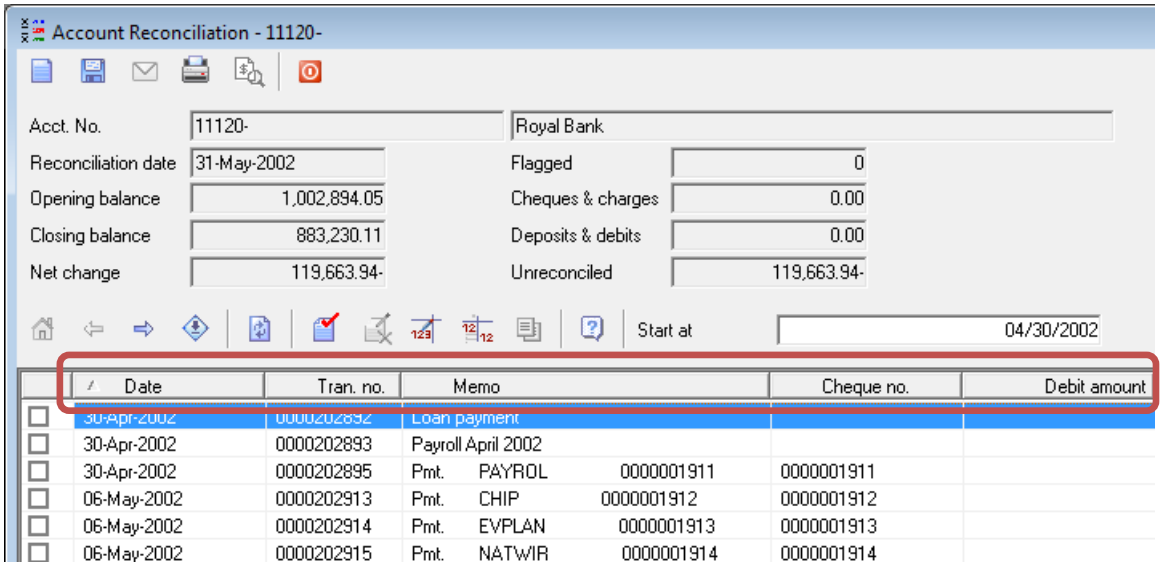
Cheque Number Column

A “Cheque no.” Column has been added to the item list. This column will display just the cheque number for cheques posted by the Accounts Payable module, the Batch Payables utility, the Instant Cheque utility, and the Canadian Payroll module.



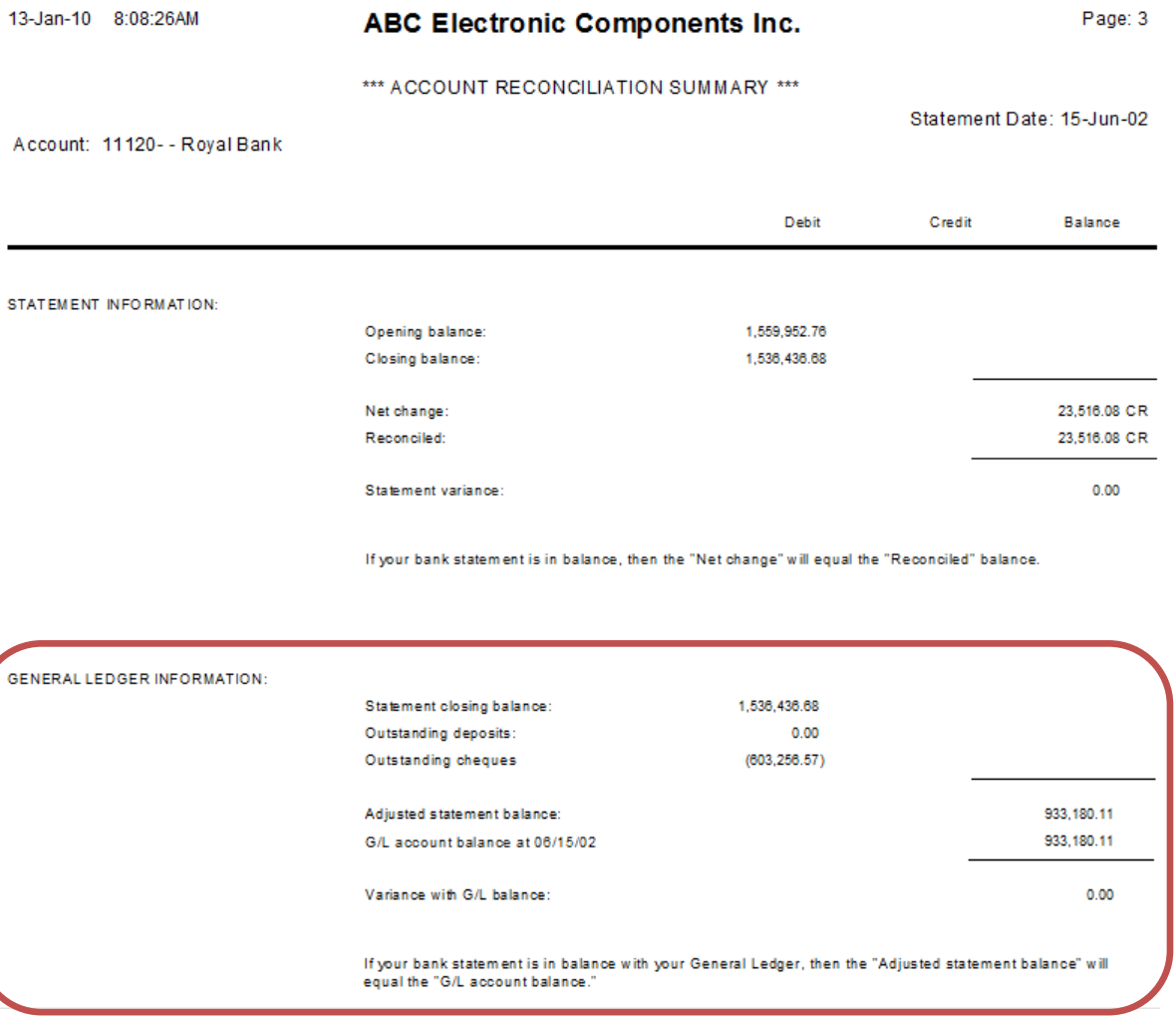
Sortable Columns

Every column in the item list can be sorted by clicking on the column header. Once a column has been selected to sort on, a value for that column can be entered in the “Start at” field in order to find a transaction with a particular value in that column. For example, clicking on the “Cheque no.” column would cause the list to be sorted by cheque number. Then, entering a value in the “Start at” field would find the cheque transaction.



Bank Statement Balance Compared to General Ledger Account Balance

The Account Reconciliation report includes a new section that compares the bank statement closing balance to the General Ledger closing balance for the statement date. This section of the report appears regardless of the type of account being reconciled.



13-Jan-10 8:08:26AM **ABC Electronic Components Inc.** Page: 3

*** ACCOUNT RECONCILIATION SUMMARY ***

Statement Date: 15-Jun-02

Account: 11120- - Royal Bank

	Debit	Credit	Balance
STATEMENT INFORMATION:			
Opening balance:	1,559,952.76		
Closing balance:	1,536,436.68		
Net change:			23,516.08 CR
Reconciled:			23,516.08 CR
Statement variance:			0.00

If your bank statement is in balance, then the "Net change" will equal the "Reconciled" balance.

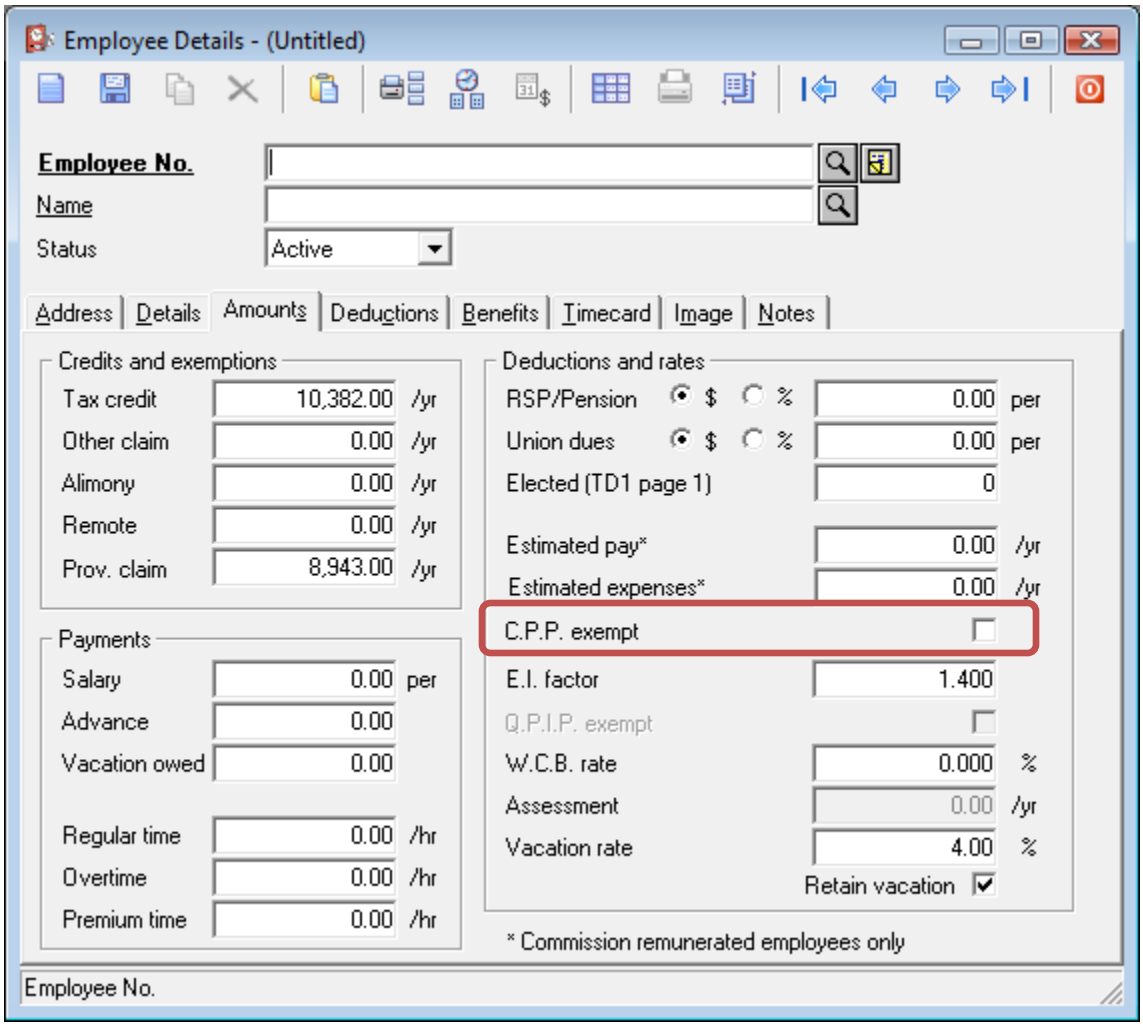
GENERAL LEDGER INFORMATION:		
Statement closing balance:	1,536,436.68	
Outstanding deposits:	0.00	
Outstanding cheques	(603,256.57)	
Adjusted statement balance:		933,180.11
G/L account balance at 06/15/02		933,180.11
Variance with G/L balance:		0.00

If your bank statement is in balance with your General Ledger, then the "Adjusted statement balance" will equal the "G/L account balance."

Canadian Payroll Enhancements

C.P.P. Exemption

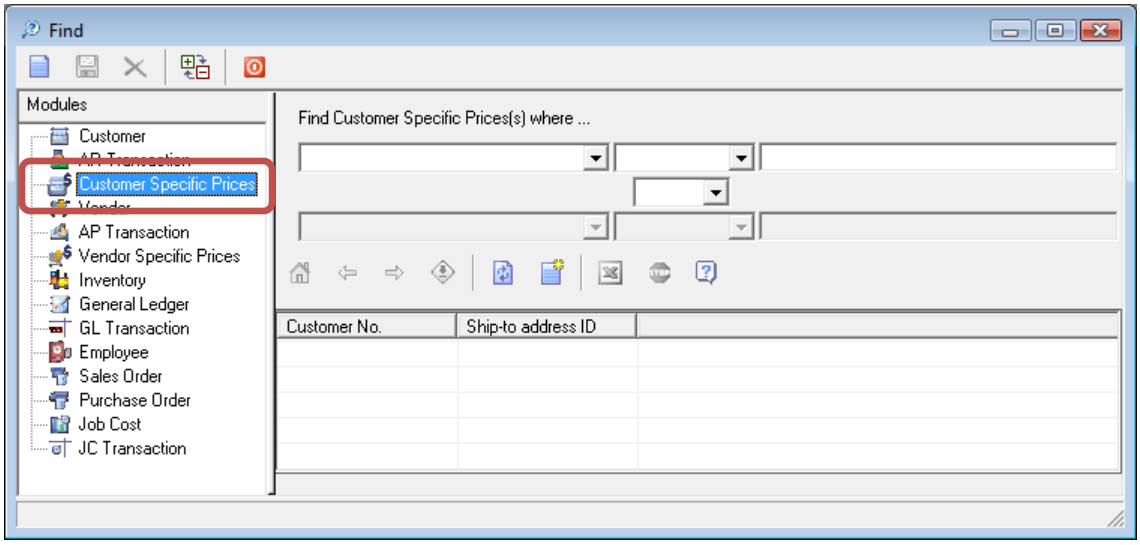
A C.P.P. exemption check box has been added to Employee Details to exempt the employee from C.P.P. deductions. This would be used for special situations only, such as employment of a spouse or common-law partner if you cannot deduct the remuneration paid as an expense under the Income Tax Act.



Find Enhancements

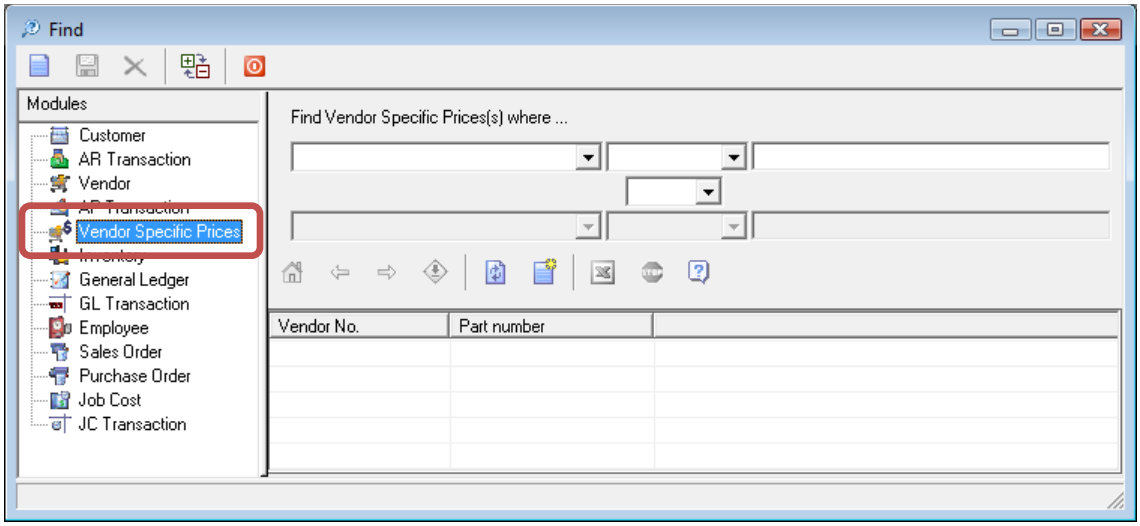
Customer Specific Pricing

Customer Specific Prices have been added to the Find utility, and will appear when CustomPack is enabled.



Vendor Specific Pricing

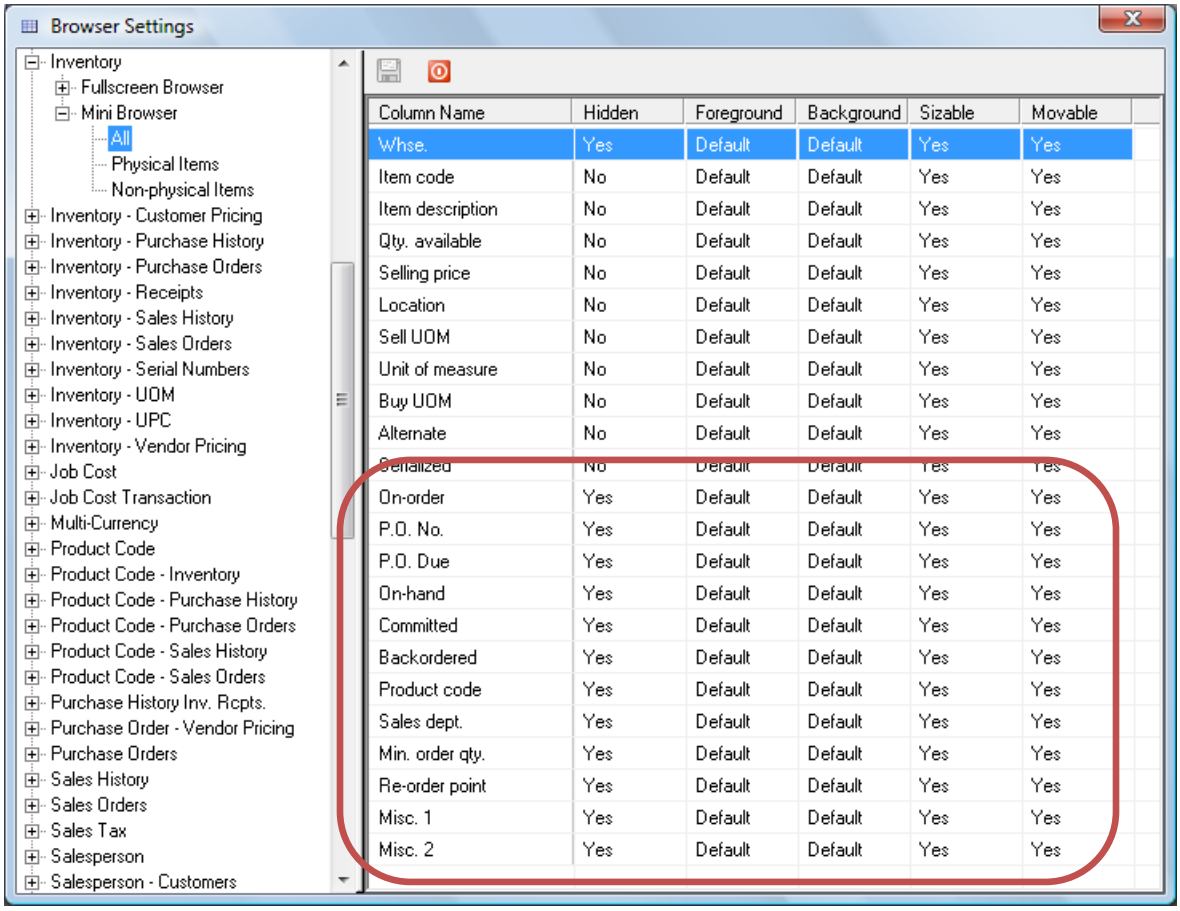
Vendor Specific Prices have been added to the Find utility.



General Enhancements

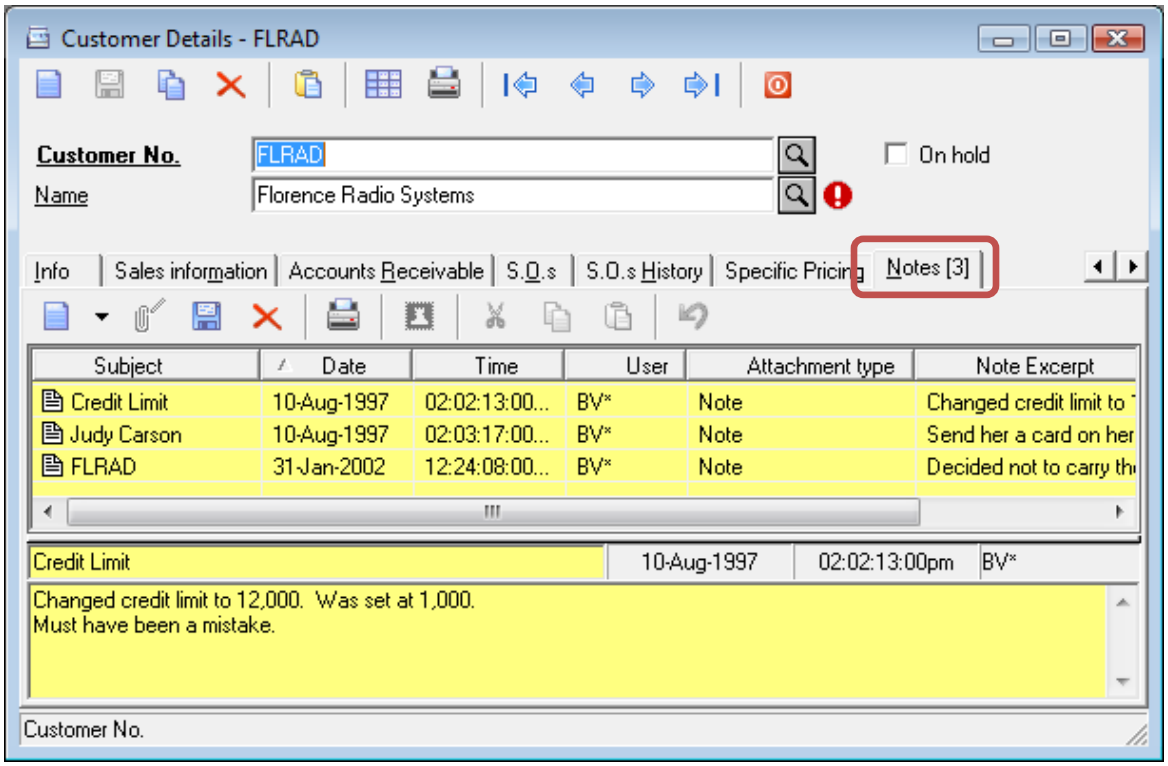
Additional Fields Available in Browses

The list of available fields for several frequently used browse windows has been increased. Additional fields were added to Customer full screen and mini browsers, Inventory full screen and mini browsers, Purchase order full screen and mini browsers, Sales order full screen and mini browsers, and Vendor full screen and mini browsers.



Notes Counter

When one or more notes are present for an item, the number of notes will be indicated in the title of the Notes tab.



General Ledger Enhancements

Suggest Balancing Amounts

When adding lines to General Ledger journal entries, the system will automatically fill in the debit or credit amount necessary to balance the transaction as a default value.

Inventory Enhancements

Historical Inventory Value Report

In the Report Suite, the "Historical inventory report" has been added to the Inventory module. The report becomes available on the reports menu if the following conditions apply.

- Inventory costing method is "Average" in System Setup > Inventory > Costing Method.
- Inventory receipts are enabled (the next Inventory receipt number in System Setup > Sequence no. is not zero)
- The "Post inventory adjustments to G/L" option is enabled in System Setup > Inventory > Inventory setup.

The report can be run for any date in the previous, current, or future fiscal year up to the present log on date.

NOTE: The report will fail to calculate the correct values in any of the following circumstances:

- **The receipts file does not contain complete records for the time period being reported on.**
- **The sales history detail file does not contain complete records for the time period selected**
- **The inventory file does not contain an accurate average cost figure.**
- **The sales department sub totals will not be accurate if an item has been moved between sales departments.**

Order Entry Enhancements

Reset Freight After Partial invoicing

This option is enabled in System Setup > Company > Freight. When this option is enabled, the freight amount on sales order is reset to zero if the order has been invoiced previously and then is recalled to be invoiced an additional time. This would typically be done when there are back ordered items on the order. Note that each type of freight calculation method is affected differently by this option.

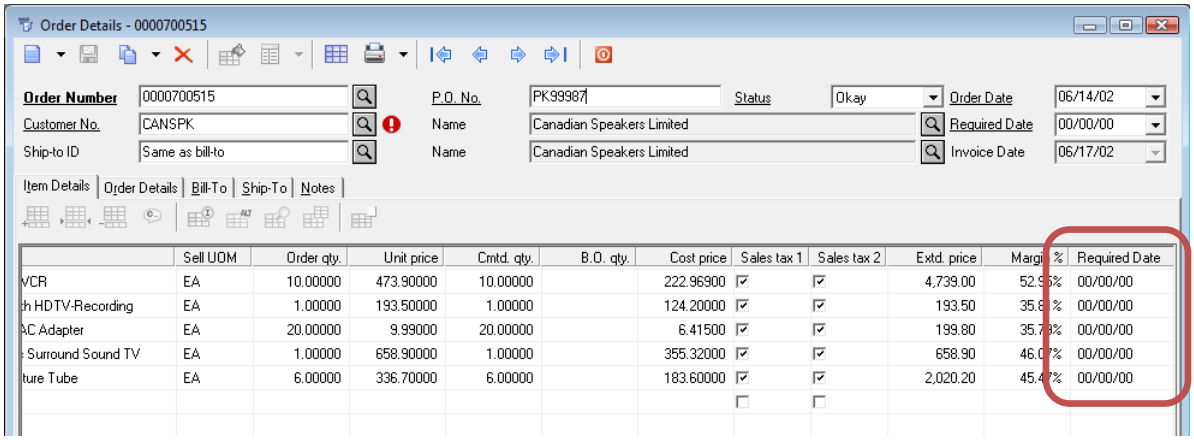
If an order's shipping method is set to "Prompt" for freight charges then the order's freight is reset to zero after invoicing and the user can enter a new amount for subsequent invoices.

If an order's shipping method is set to "Fixed" freight charges then the order's freight is reset to zero after invoicing and the user cannot enter any amount for subsequent invoices.

If an order's shipping method is set to "Rate" freight charges then freight calculations continue to be based on the value of the goods shipped on a shipment by shipment basis. The "Reset freight after partial invoicing" option has no effect on this freight calculation method.

Line Item Required Date

This option is enabled in System Setup > Sales order > Sales order setup. When this option is enabled, the "Required Date" column will appear at the end of the details line in Order Details.



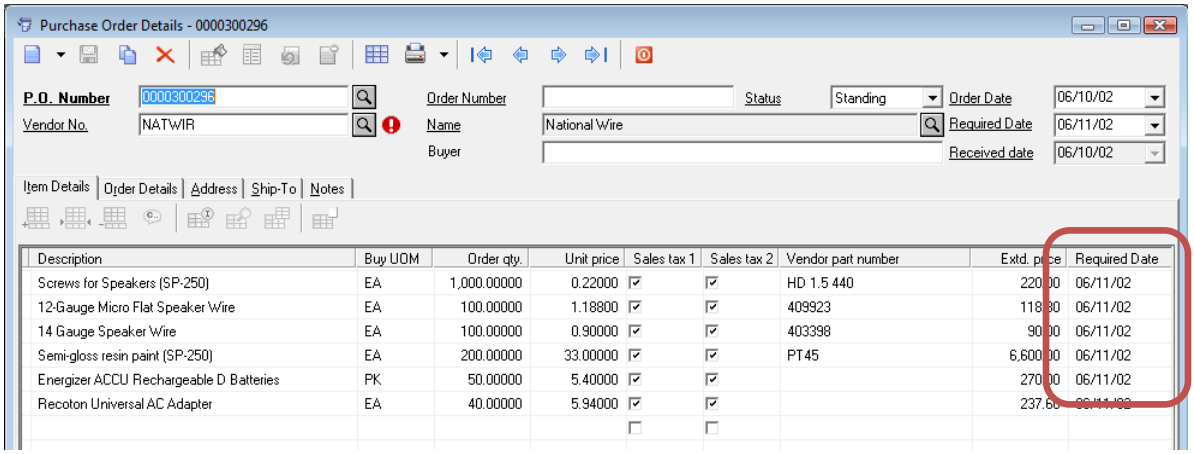
The line item required date can be left blank, just as the order required date can be left blank.

When this option is enabled, the "Order List – Detailed – By Item Required Date" report will appear in the "Order Entry" section of the Report Suite.

Purchase Order Enhancements

Line Item Required Date

This option is enabled in System Setup > Purchase order > Purchase order setup. When this option is enabled, the "Required Date" column will appear at the end of the details line in Purchase Order Details.

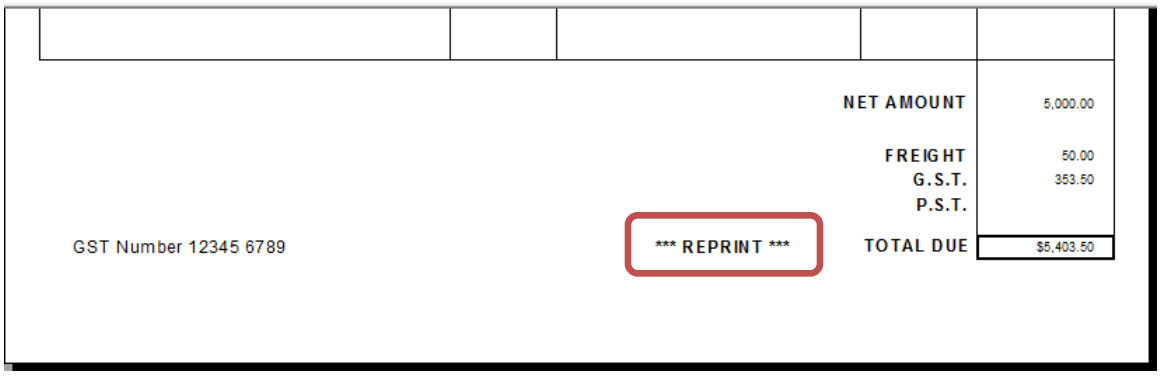


The line item required date must be entered, just as the purchase order required date must be entered. As a default, the value in the purchase order required date is used when adding new detail lines.

Sales Analysis Enhancements

Reprinted Invoice Indicator

Invoices that have been reprinted now include a message in the page footer that indicates that the invoice is a reprint.



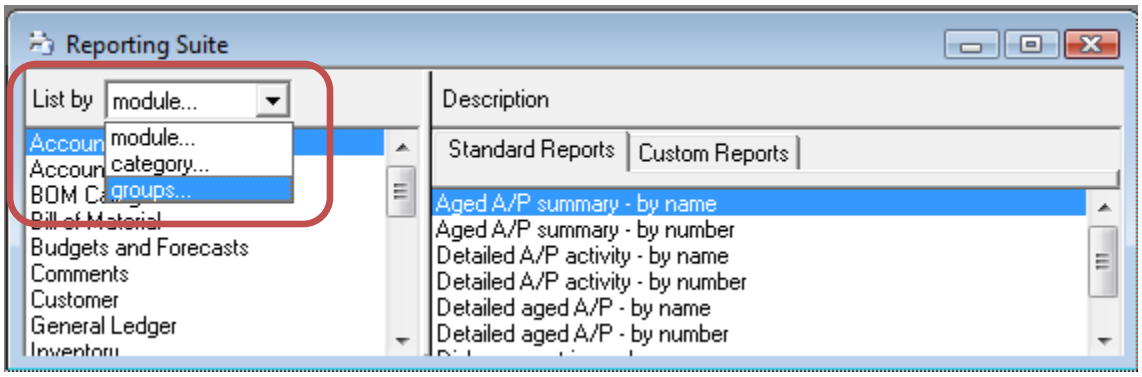
The invoices that have been updated to include this feature are:

- Invoice - Plain Paper - Description only - Single Quantity.rpt
- Invoice - Plain Paper - Description only.rpt
- Invoice - Plain Paper - Single Quantity.rpt
- Invoice - Plain Paper.rpt
- Invoice - Preprinted 7 Inch Forms - Dot Matrix.rpt
- Invoice - Preprinted Forms - Dot Matrix.rpt
- Invoice - Preprinted Forms - Laser.rpt
- Point of Sale Invoice - Detailed.rpt
- Point of Sale Invoice.rpt

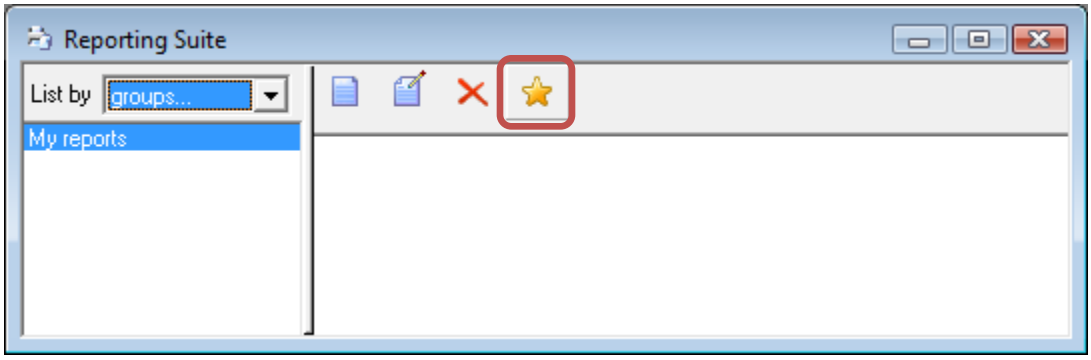
Report Suite Enhancements

Report Groups

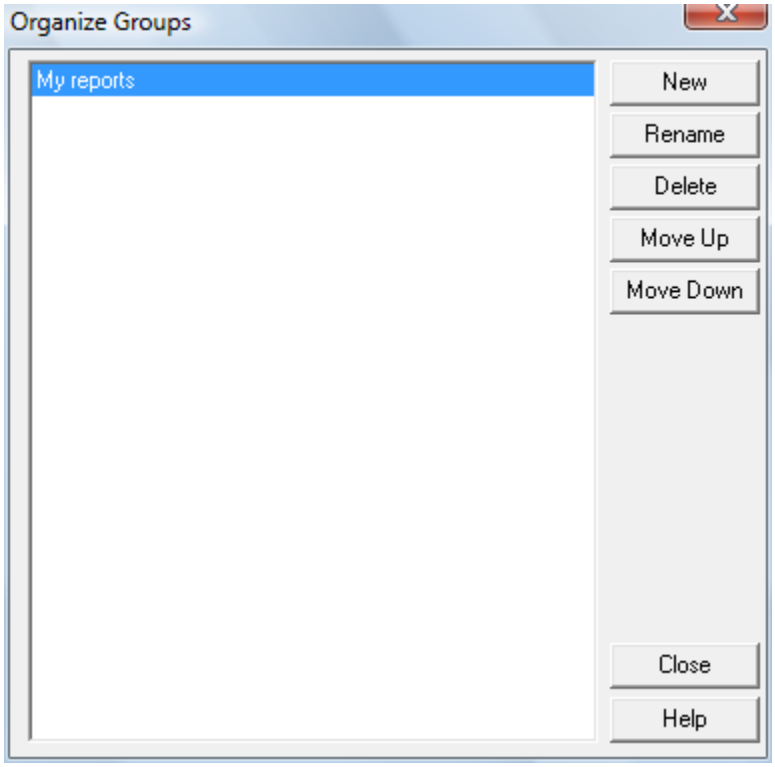
In addition to the existing ways of listing reports by module or by category, the Report Suite now has the ability to list reports by user defined groups.



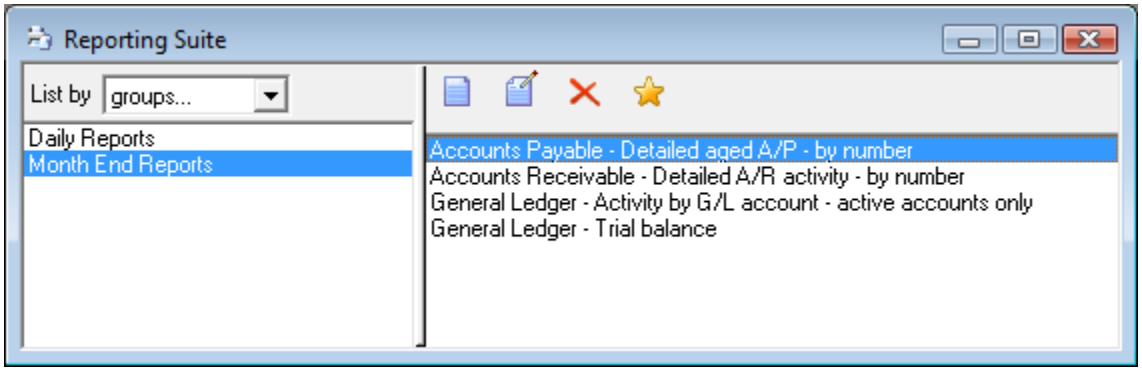
Groups can be added by clicking the “Organize Groups” button that appears on the toolbar after list by groups is selected.



Using the “Organize Groups” dialog, groups can be added, renamed, deleted, and arranged to appear in a particular order.

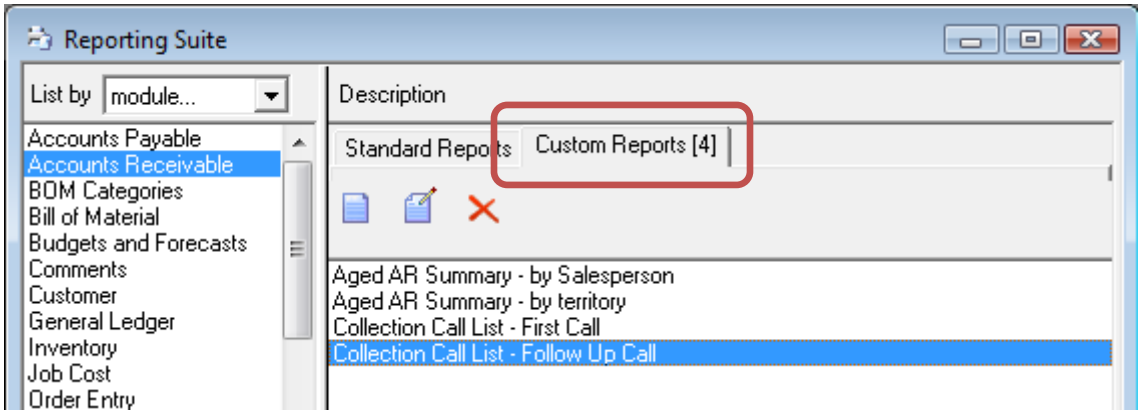


Each user can define up to 50 groups, with up to 99 reports in each group. Once the user has defined one or more groups, the default view in the Report Suite is to list reports by group.



Custom Report Counter

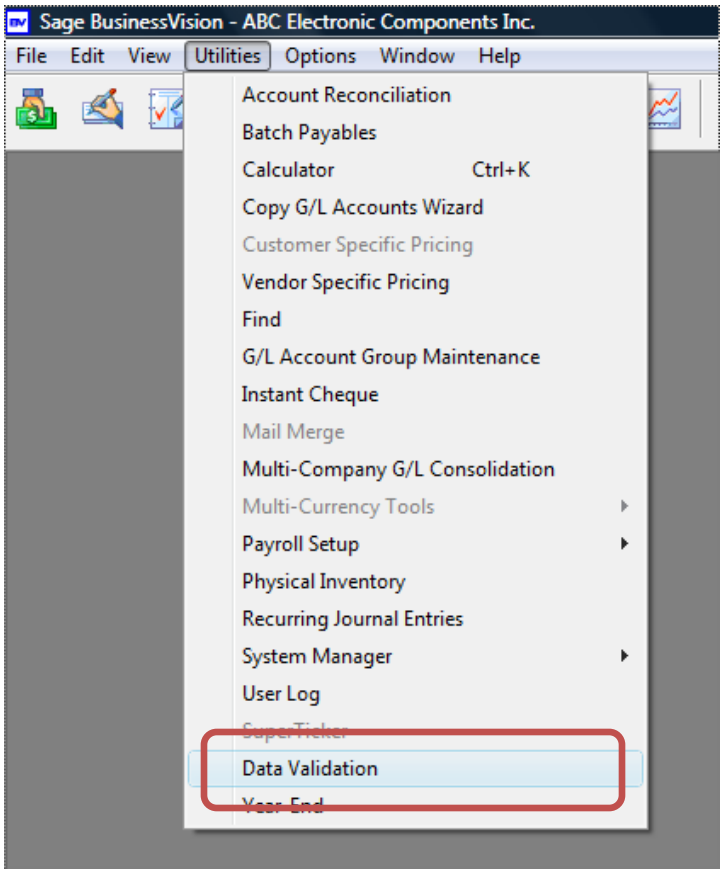
When one or more custom reports have been added to a module's reports list in the Report Suite, the number of custom reports will be indicated in the title of the Custom Reports tab.



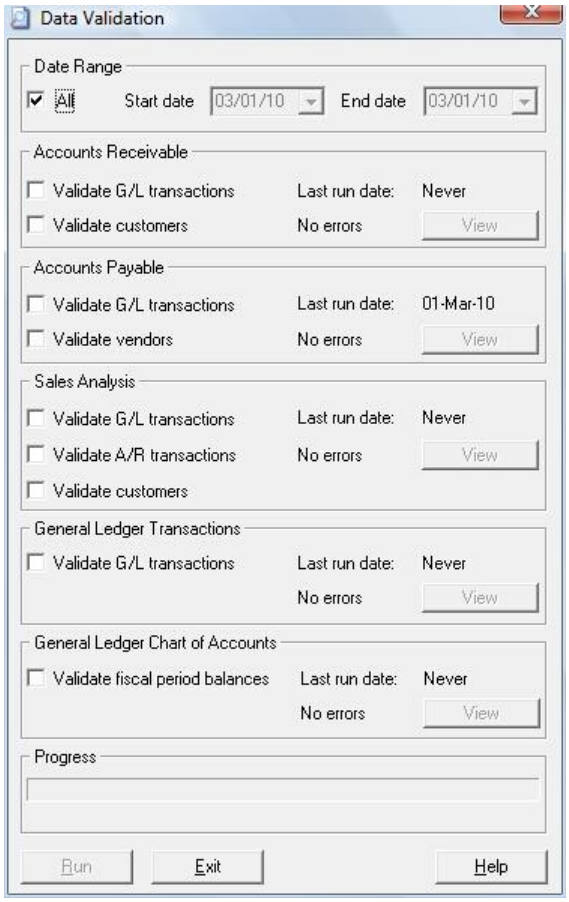
Utilities Enhancements

Data Validation Utility

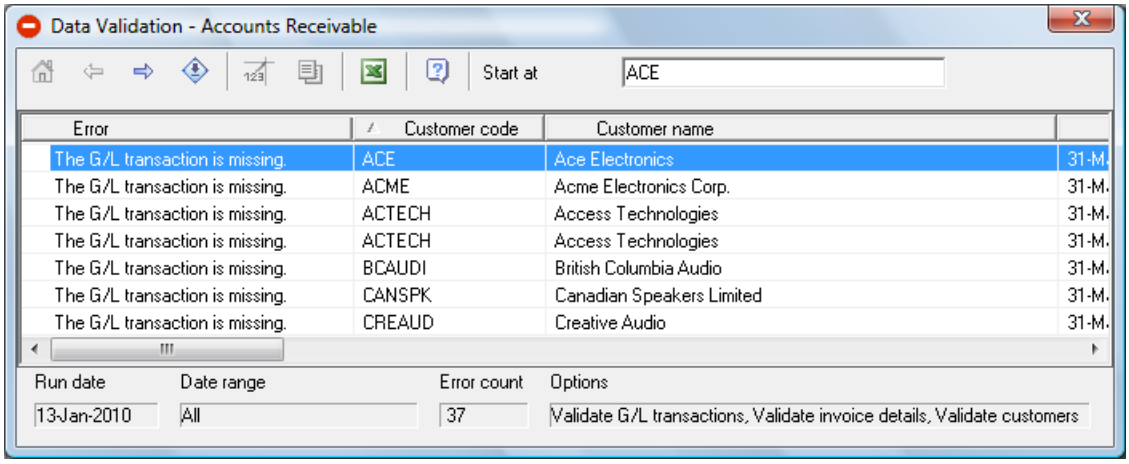
A data validation utility has been added that will identify potential inconsistencies in Sage BusinessVision data. The utility is accessed under the Utilities menu.



The utility can optionally be run for all transactions in the previous, current and future fiscal years, or for a specific date range. Tests are grouped by module and can be selected independently of each other.



Results are also grouped by module and are retained after the utility has been closed so that they can be reviewed later. Clicking on the "View" button launches the error viewer. The view allows you to view additional information about an error (such as a G/L transaction or invoice, if applicable), as well as to export the list of errors to Excel.



Data Validation – Accounts Receivable

The Accounts Receivable section of the Data Validation utility performs the following tests:

Option	VALIDATIONS PERFORMED
Validate G/L transactions	1. The G/L transaction for each item in Accounts Receivable exists. 2. The G/L transaction for each item in Accounts Receivable is balanced. 3. The G/L transaction for each item in Accounts Receivable has the same transaction date.
Validate customers	1. The customer for each item in Accounts Receivable exists. 2. The balance in the customer file matches the sum of the open items in Accounts Receivable.

Data Validation – Accounts Payable

The Accounts Payable section of the Data Validation utility performs the following tests:

Option	VALIDATIONS PERFORMED
Validate G/L transactions	1. The G/L transaction for each item in Accounts Payable exists. 2. The G/L transaction for each item in Accounts Payable is balanced. 3. The G/L transaction for each item in Accounts Payable has the same transaction date.
Validate vendors	1. The vendor for each item in Accounts Payable exists. 2. The balance in the vendor file matches the sum of the open items in Accounts Payable.

Data Validation Sales Analysis

The Sales Analysis section of the Data Validation utility performs the following tests:

Option	VALIDATIONS PERFORMED
Validate G/L transactions	1. The G/L transaction for each item in Sales Analysis exists. 2. The G/L transaction for each item in Sales Analysis is balanced. 3. The G/L transaction for each item in Sales Analysis has the same transaction date. 4. The G/L transaction amount posted to the customer's accounts receivable G/L accounts matches the amounts recorded in Sales Analysis payment history. 5. Sales Analysis invoices have G/L transaction numbers associated with them.
Validate A/R transactions	1. The A/R transaction for each item tendered to the customer's account in Sales Analysis exists. 2. The amount posted to the Accounts Receivable sub-ledger matches the amount posted to the customer's account in Sales Analysis payment history.
Validate customers	1. The customer for each item in Sales Analysis exists.

Data Validation General Ledger Chart of Accounts

The General Ledger Chart of Accounts section of the Data Validation utility performs the following tests:

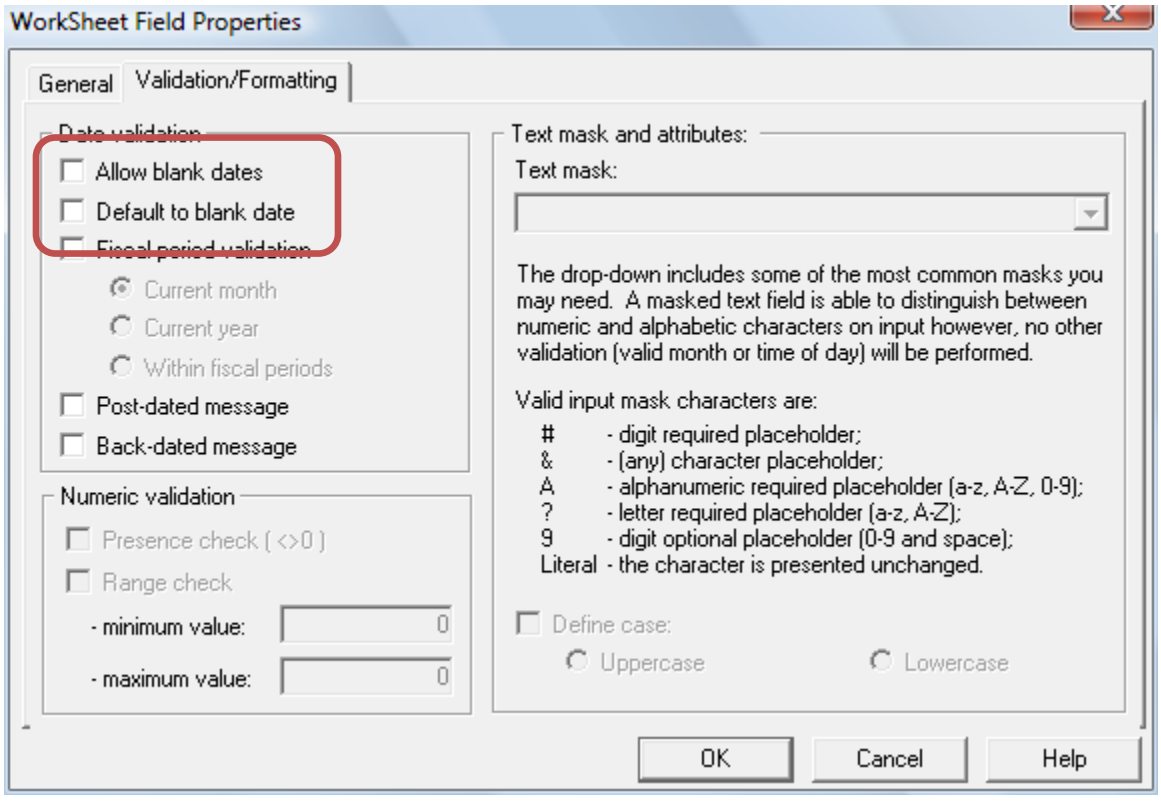
Option	VALIDATIONS PERFORMED
Validate G/L Chart of Accounts	1. The Chart of Accounts net change amounts matches the sum of the G/L transactions.

Data Validation General Ledger Transactions

The General Ledger Transactions section of the Data Validation utility performs the following tests:

Option	VALIDATIONS PERFORMED
Validate G/L transactions	1. Each G/L transaction is balanced. 2. Each G/L transaction entry refers to a G/L account that exists.

Workbook Enhancements

Enhanced Date Validation Options

Two new options have been added to the Validation/Formatting tab when defining workbook date fields. "Allow blank dates" permits the entry of blank dates. "Default to blank date" will default the field value to a blank date (as opposed to the log on date) when a new workbook record is created. When "Default to blank date" is enabled, "Allow blank dates" is automatically enabled.