New Features in Sage BusinessVision 2011 (version 7.5)

Initial Installation and Configuration of BusinessVision 2011

Overview

The installation of Sage BusinessVision 2011 follows the same process as version 2010. 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 2011 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.

The following table lists data files that are converted, created, or reorganized during the version 2011 file conversion process.

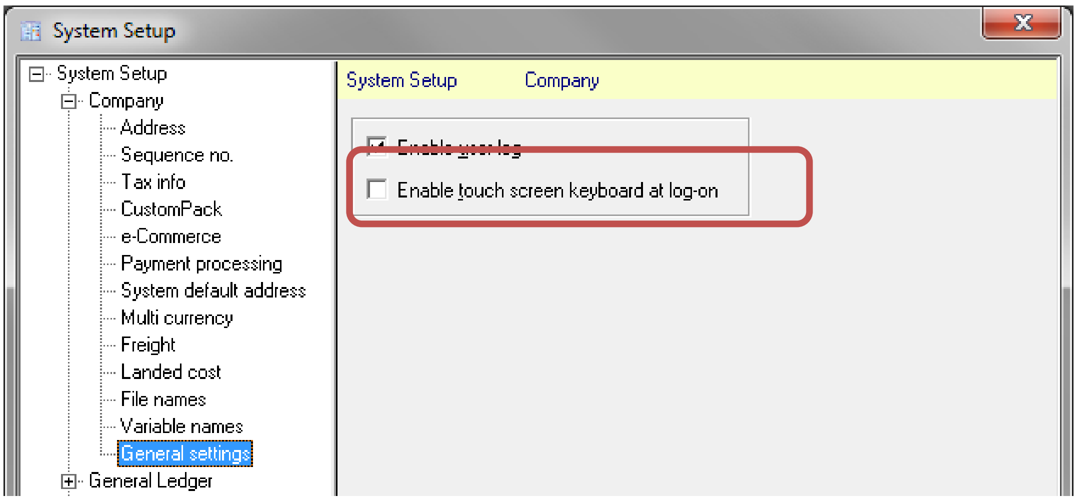
FILE NAME	CONVERSION/NEW/REORGANIZATION
bvcon.fil	Conversion – support for new system settings
invent.btr	Conversion – initialization of new fields
pmhist.btr	Reorganization – removal of old credit card information
receipts.btr	Conversion – modification of indexes
slshist.btr	Reorganization – removal of old credit card information
slsord.btr	Reorganization – removal of old credit card information
slstax.btr	Conversion – initialization of new fields
supplier.btr	Reorganization – initialization of new fields
users.btr	Conversion – support for new user settings

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 2011.

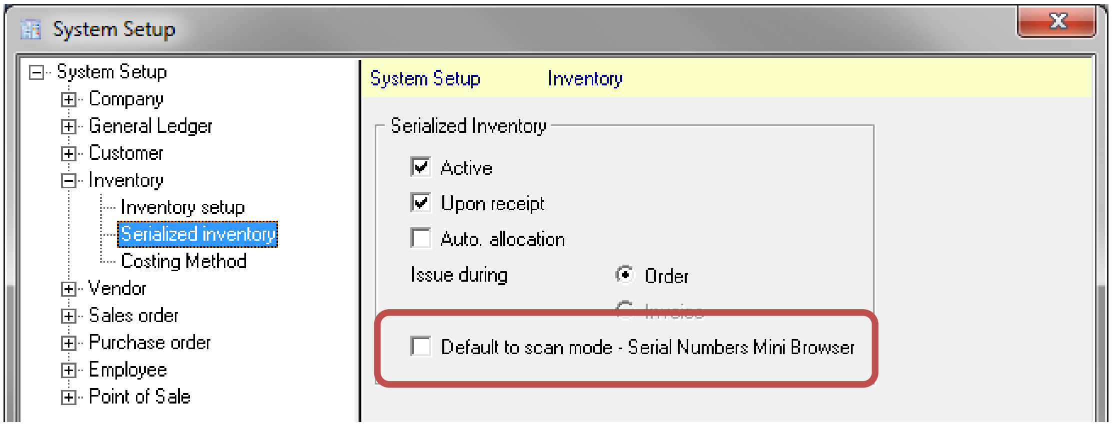
Company

In General Settings, a check box was added for "Enable touch screen keyboard at log-on".



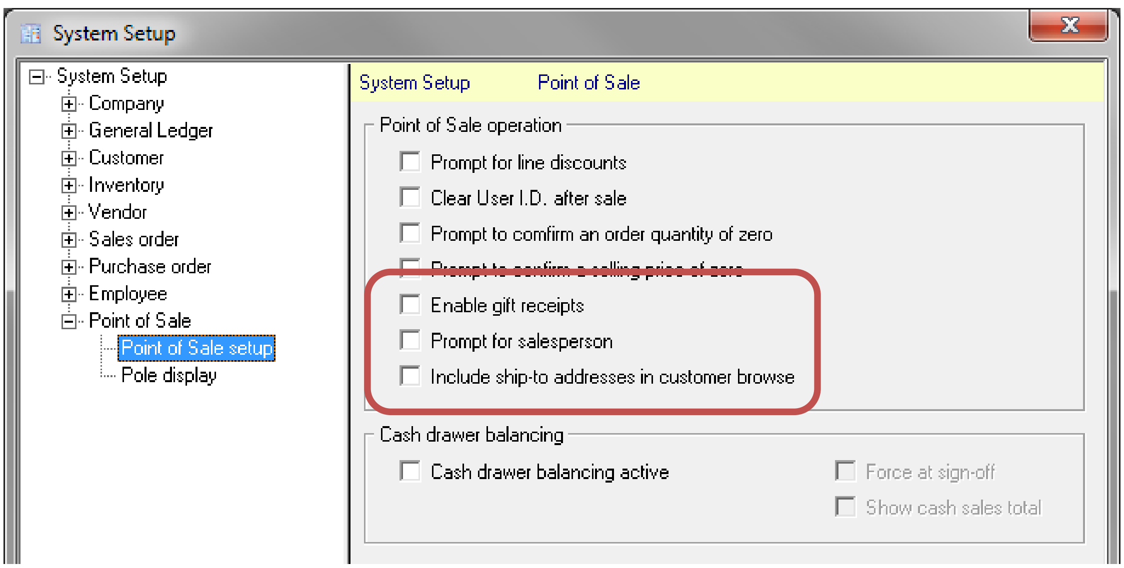
Inventory

In Serialized inventory, a check box was added for “Default to scan mode – Serial Numbers Mini Browser”.



Point of Sale

In Point of Sale setup, check boxes were added for “Enable gift receipts”, “Prompt for salesperson”, and “Include ship-to addresses in customer browse”.

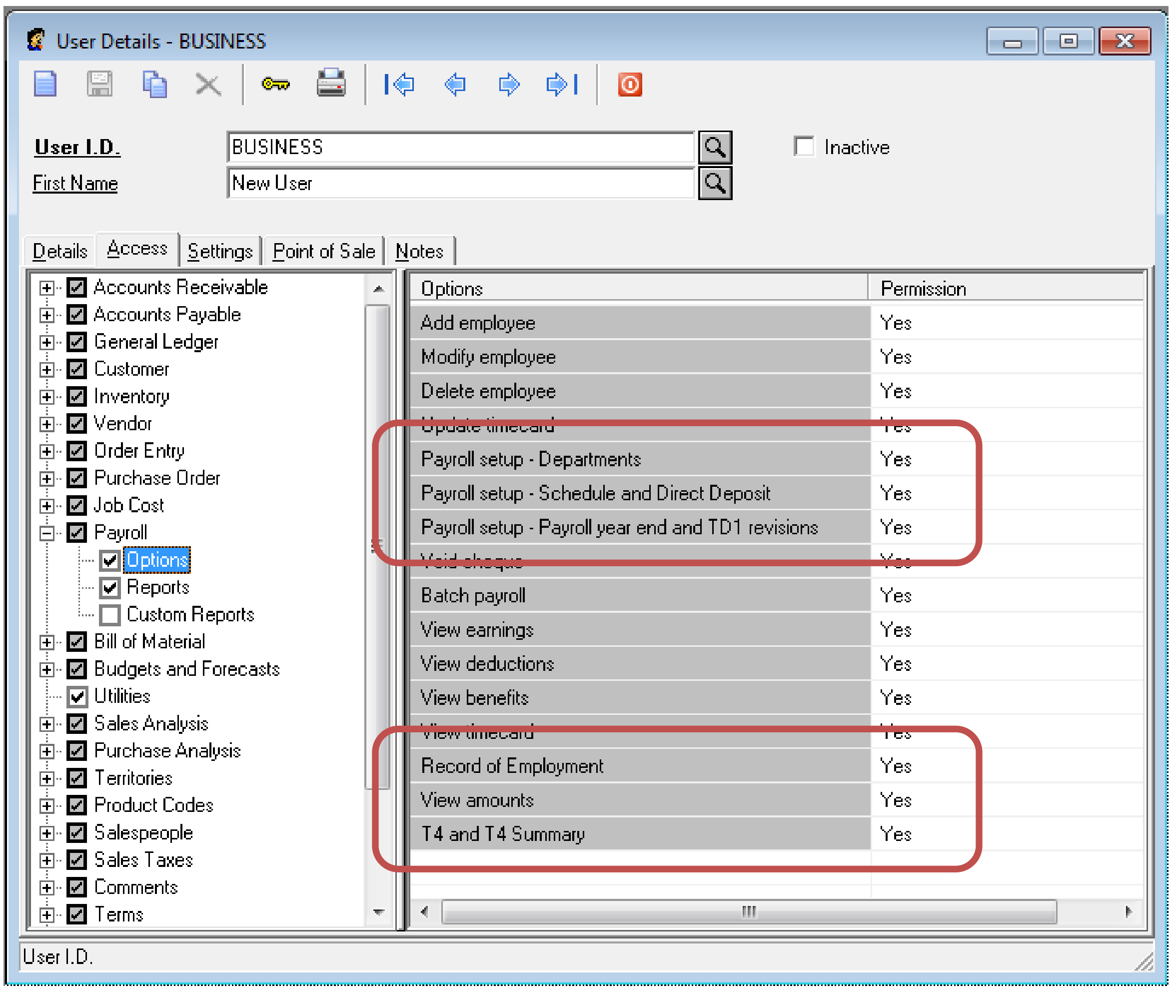


User Details Additions

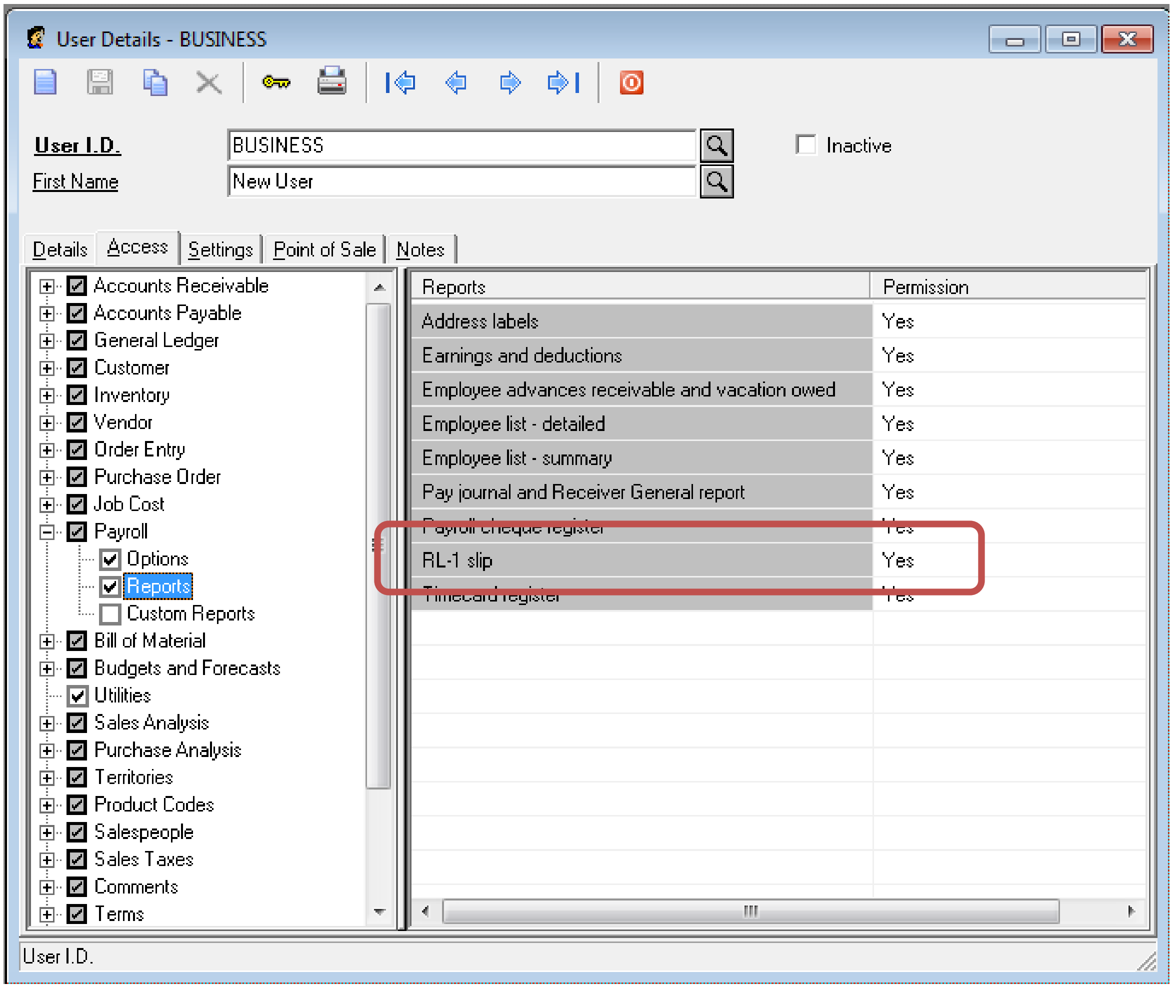
A number of additions have been made to User Details in order to activate and control new and existing features in version 2011.

Access – Payroll

In Payroll > Options, entries were added for "Payroll setup - Departments", "Payroll setup – Schedule and Direct Deposit", "Payroll setup – Payroll year end and TD1 revisions", "Record of Employment", "View amounts", and "T4 and T4 Summary".

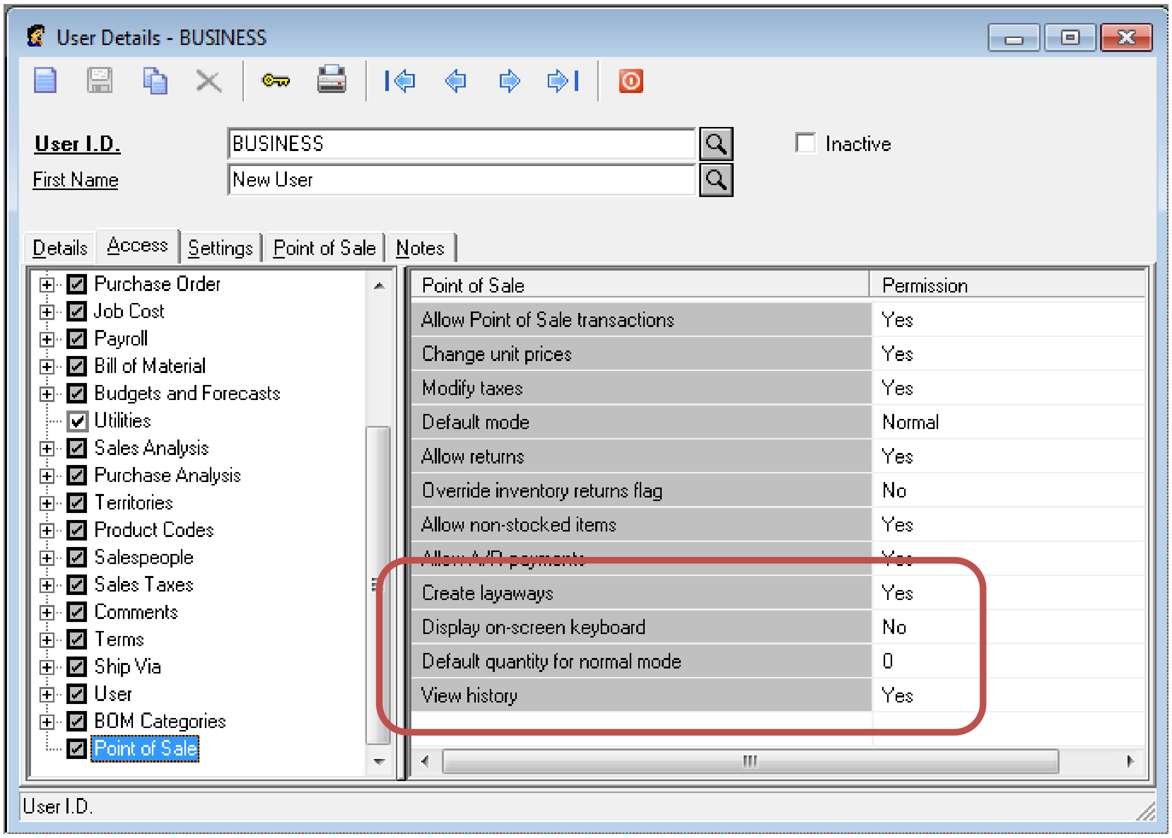


In Payroll > Reports, the entry for “T4 and RL-1 slip” was changed to “RL-1 slip”.



Access – Point of Sale

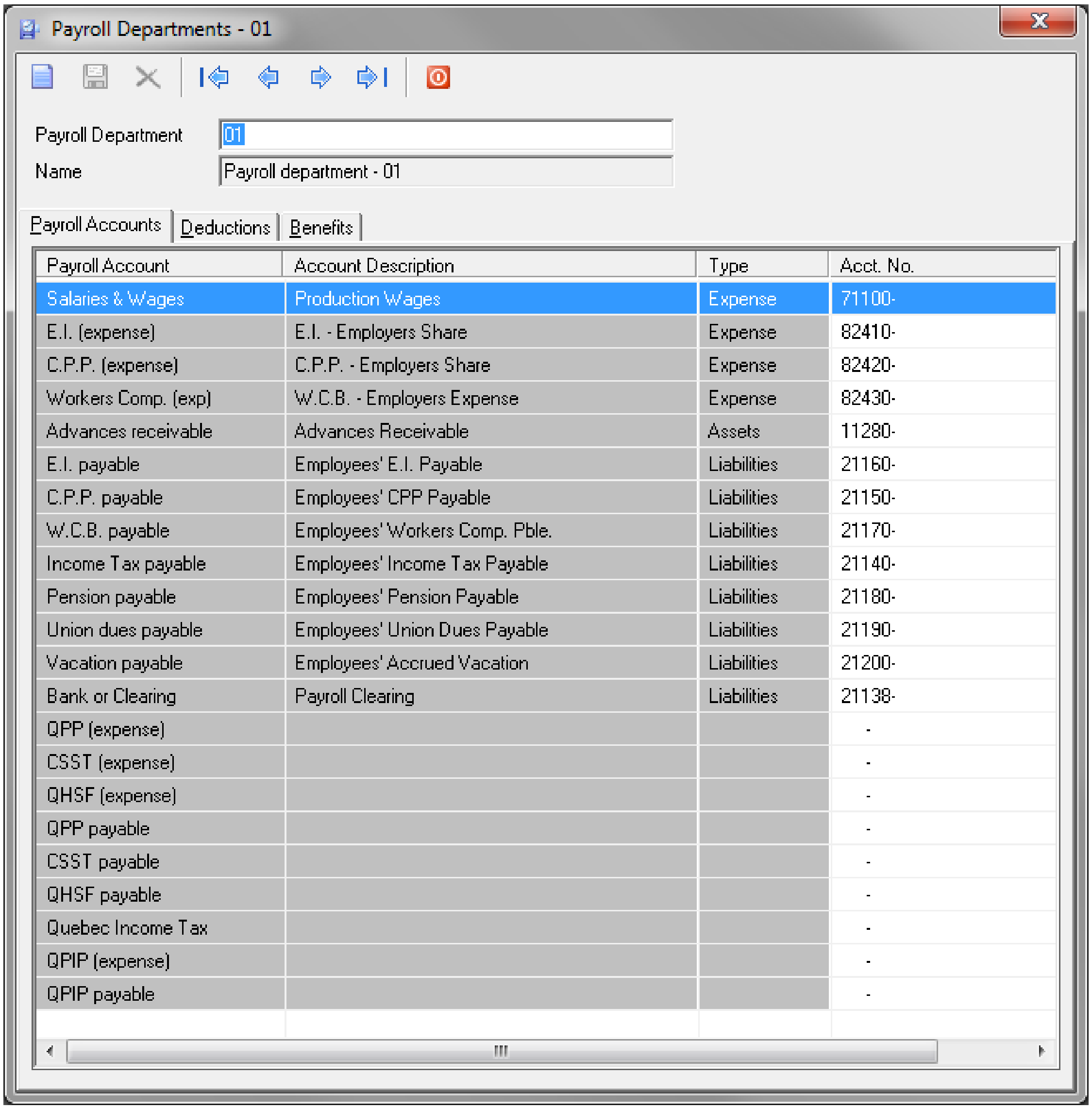
In Point of Sale > Options, entries were added for “Create Layaways”, “Display on-screen keyboard”, “Default quantity for normal mode”, and “View History”.



Canadian Payroll Enhancements

Revised Payroll Departments/Benefits/Deductions

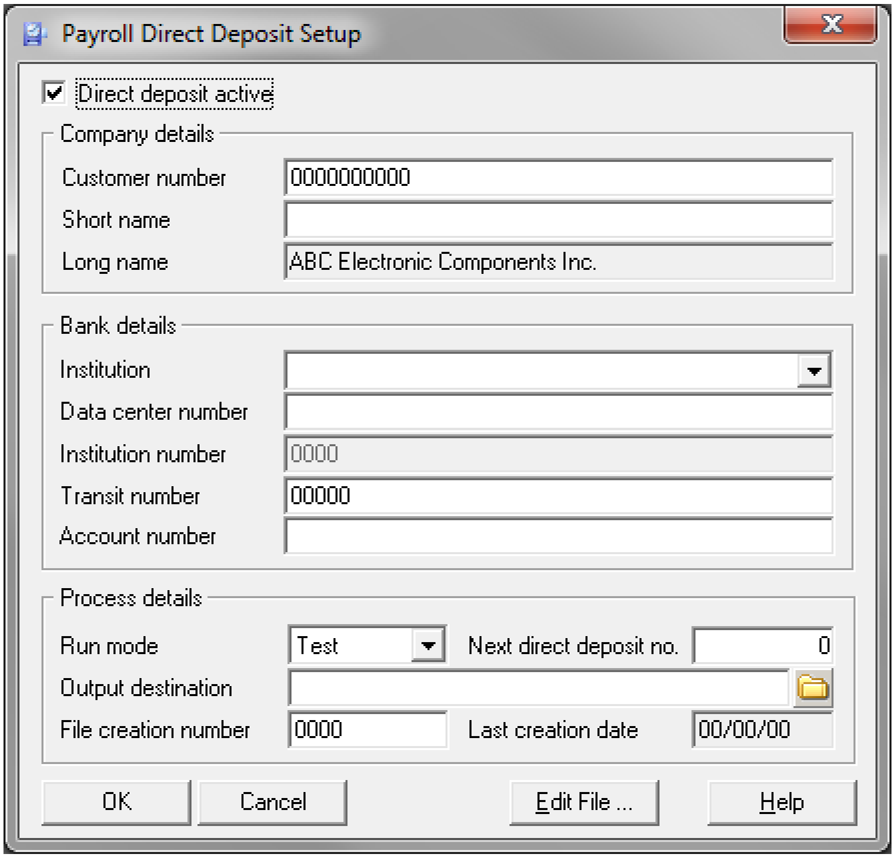
The Payroll Accounts entry of Special Accounts has been removed, and replaced with a “Departments” option that can be accessed from the Utilities > Payroll Setup menu. The Payroll Departments dialog allows setup of payroll accounts, benefits and deductions.



Payroll Account	Account Description	Type	Acct. No.
Salaries & Wages	Production Wages	Expense	71100-
E.I. (expense)	E.I. - Employers Share	Expense	82410-
C.P.P. (expense)	C.P.P. - Employers Share	Expense	82420-
Workers Comp. (exp)	W.C.B. - Employers Expense	Expense	82430-
Advances receivable	Advances Receivable	Assets	11280-
E.I. payable	Employees' E.I. Payable	Liabilities	21160-
C.P.P. payable	Employees' CPP Payable	Liabilities	21150-
W.C.B. payable	Employees' Workers Comp. Pble.	Liabilities	21170-
Income Tax payable	Employees' Income Tax Payable	Liabilities	21140-
Pension payable	Employees' Pension Payable	Liabilities	21180-
Union dues payable	Employees' Union Dues Payable	Liabilities	21190-
Vacation payable	Employees' Accrued Vacation	Liabilities	21200-
Bank or Clearing	Payroll Clearing	Liabilities	21138-
QPP (expense)			-
CSST (expense)			-
QHSF (expense)			-
QPP payable			-
CSST payable			-
QHSF payable			-
Quebec Income Tax			-
QPIP (expense)			-
QPIP payable			-

Direct Deposit Settings

Direct Deposit has been removed from Payroll Schedule, and can be accessed independently from the Utilities > Payroll Setup menu. An additional option has been added to allow the data center number to be specified for Bank of Montreal and Bank of Nova Scotia.

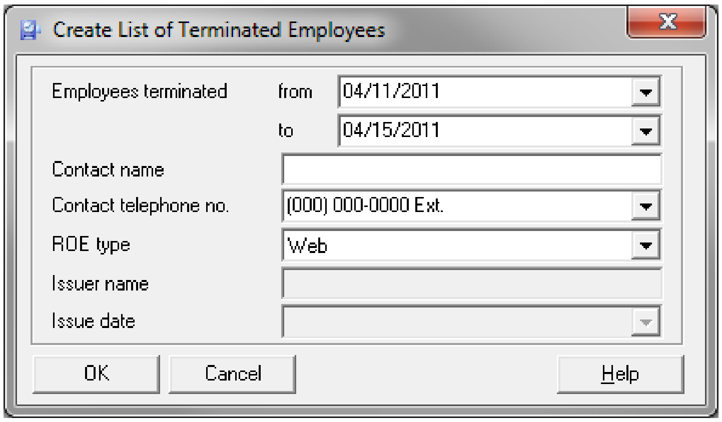


Earnings in Employee Details

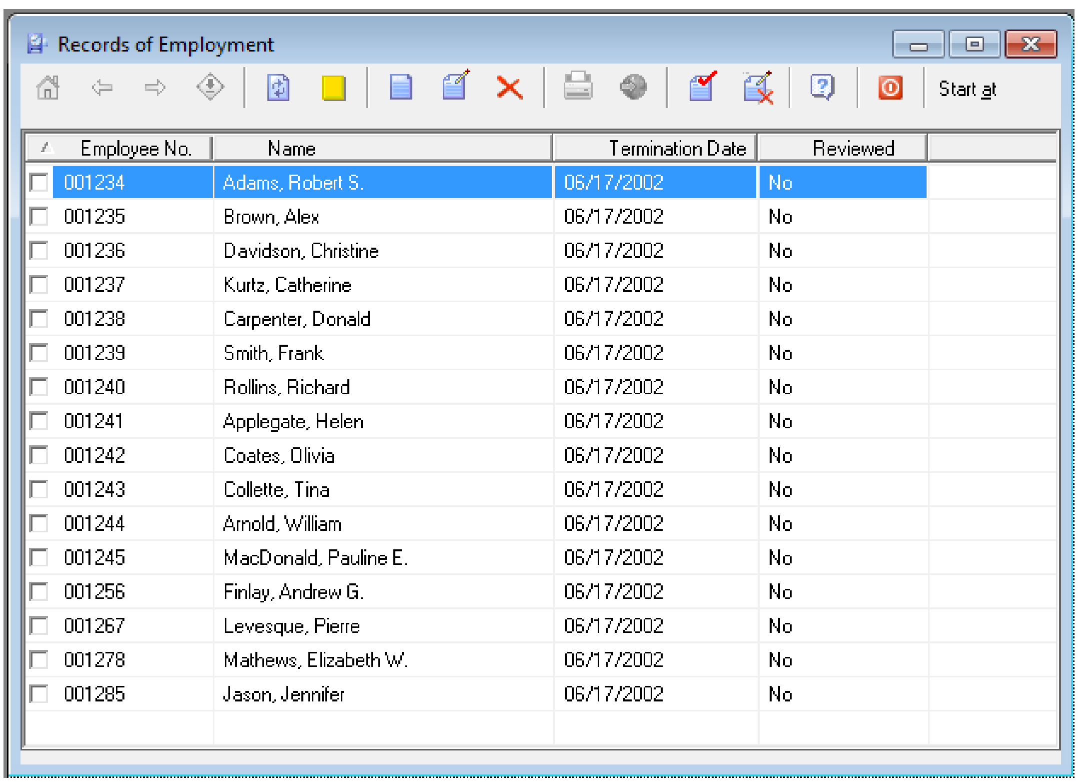
A new “Earnings” tab has been added to Employee Details that replaces the “Earnings Summary” dialog that used to be invoked by the “View Earnings” button on the module toolbar.

Record of Employment

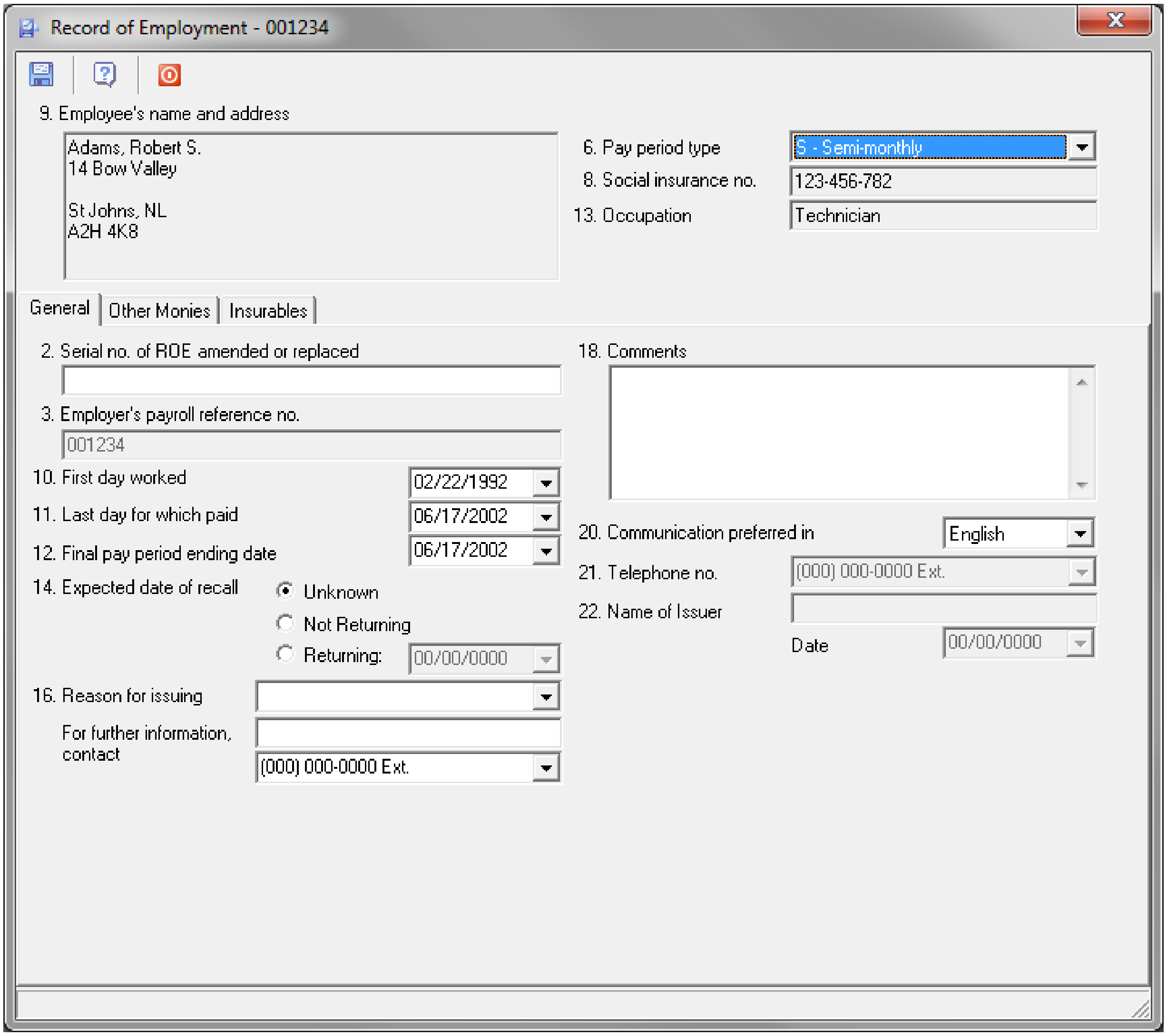
The Record of Employment function has been removed from the “Earnings Summary” dialog and has been replaced by a Record of Employment utility. This utility is accessible from the Edit > Payroll menu. When the utility is invoked, you are prompted to create a list of employees for whom you wish to generate Records of Employment. You will need to specify whether the Records of Employment will be filed electronically (Web) or physically (Form).



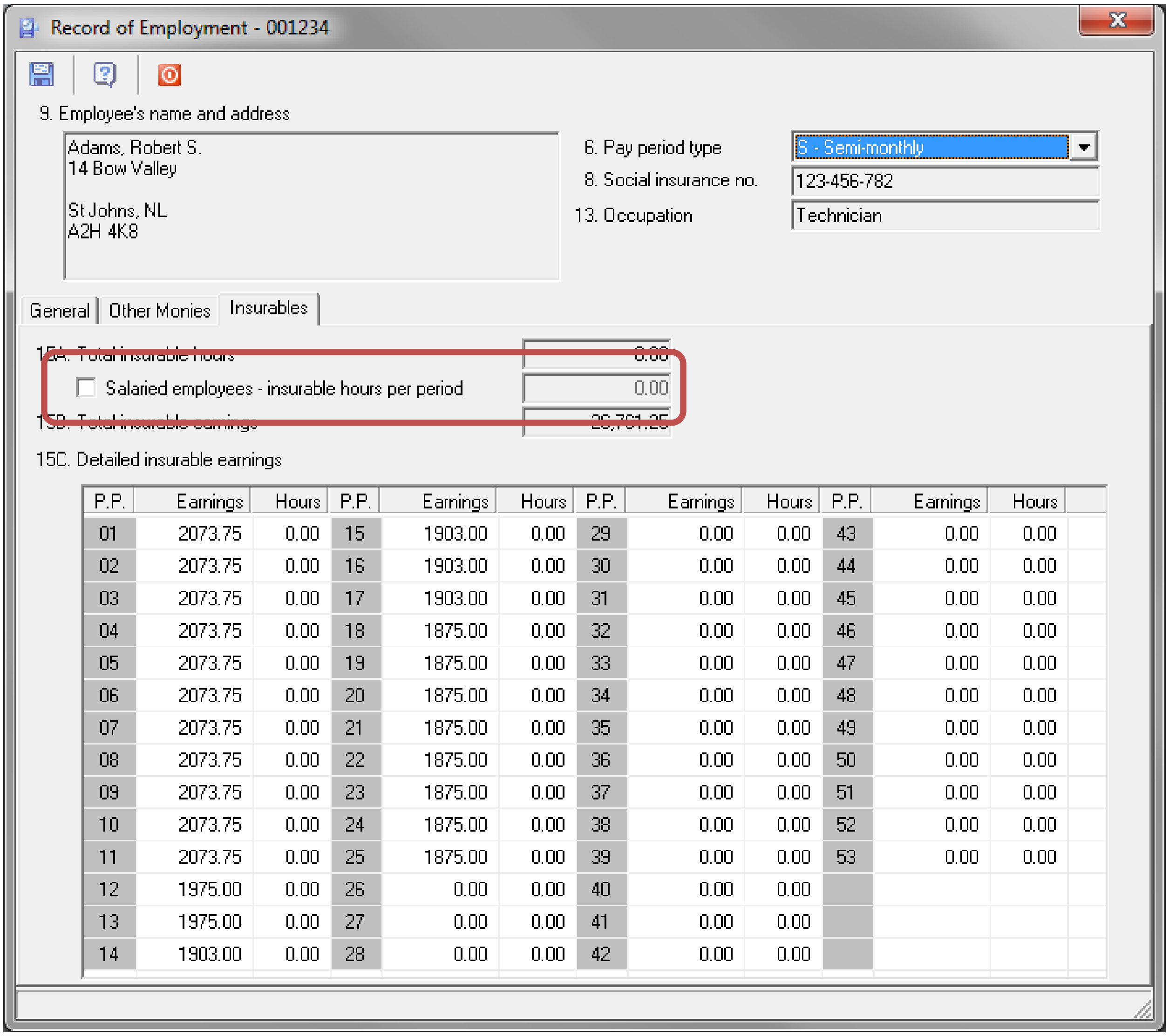
A list of employees will then be presented that can be reviewed and modified prior to printing or filing electronically.



Individual Record of Employment records require additional information before filing, such as contact information, and reason for issuing. All necessary fields are presented on the General, Other Monies and Insurables tabs.

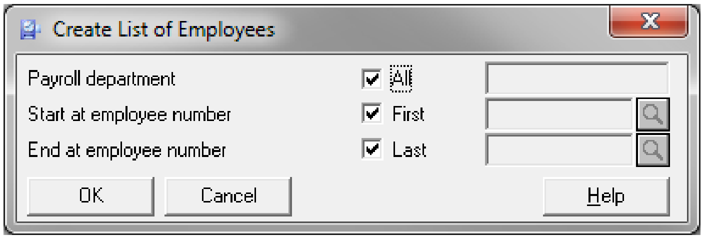


When processing a Record of Employment for a salaried employee, the standard number of hours worked per period can be specified when the “Salaried employees – insurable hours per period” check box is checked. Any period for which the employee received salary will have the number of hours specified added to its total.

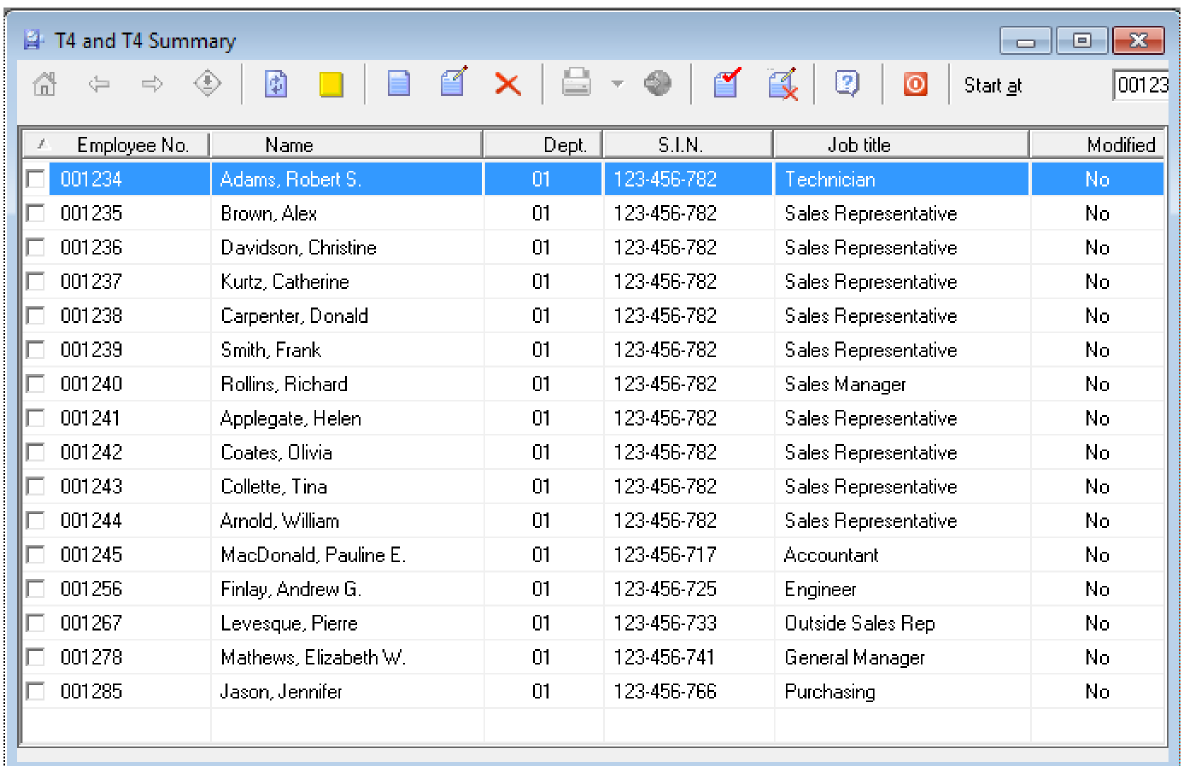


T4 and T4 Summary

T4's have been removed from the Report Suite, and are now generated using the T4 and T4 Summary utility. This utility is accessible from the Edit > Payroll menu. When the utility is invoked, you are prompted to create a list of employees for whom you wish to generate T4's.

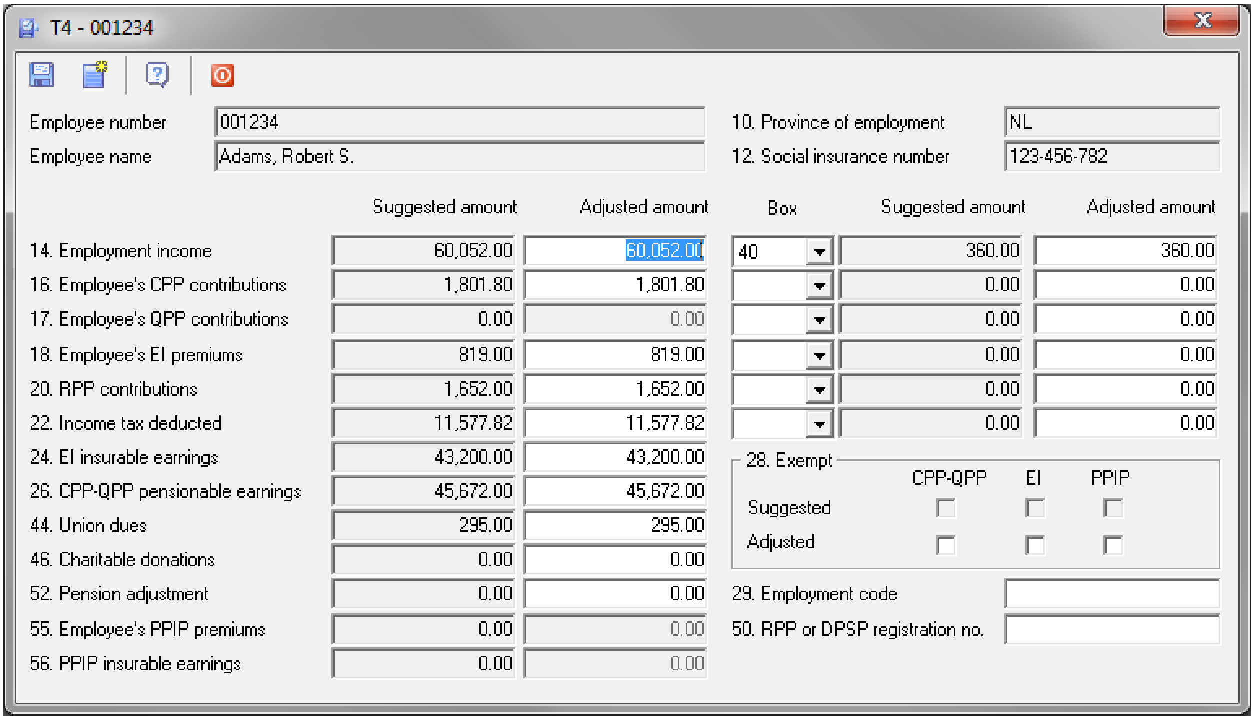


A list of employees will then be presented that can be reviewed and modified prior to printing or filing electronically. The Print button drop down list has options for printing T4's or T4 Summaries.

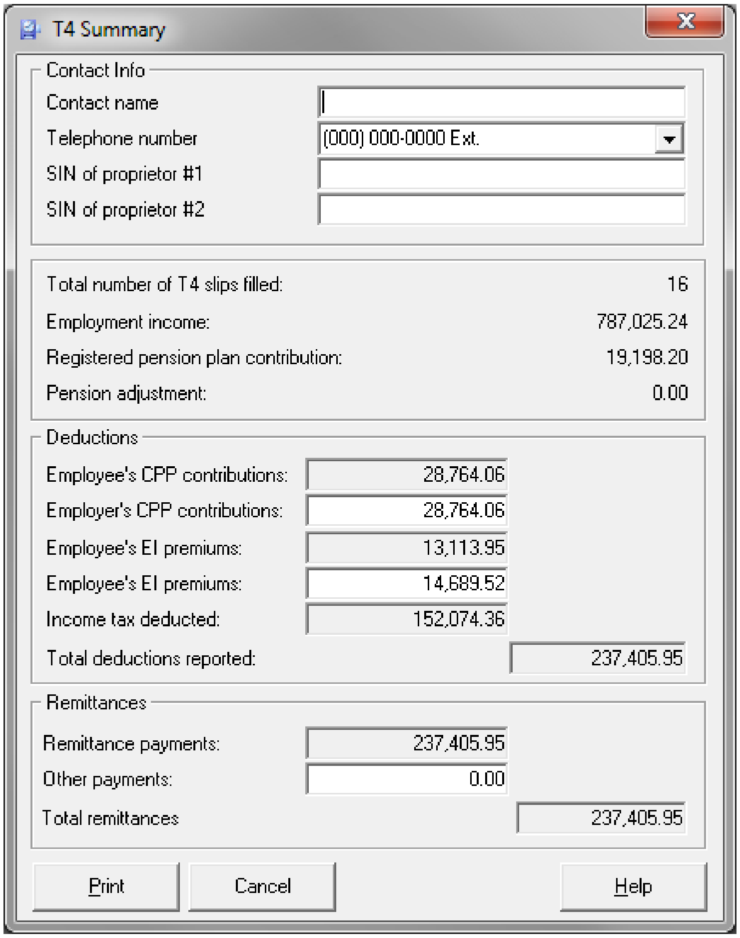


Employee No.	Name	Dept.	S.I.N.	Job title	Modified
001234	Adams, Robert S.	01	123-456-782	Technician	No
001235	Brown, Alex	01	123-456-782	Sales Representative	No
001236	Davidson, Christine	01	123-456-782	Sales Representative	No
001237	Kurtz, Catherine	01	123-456-782	Sales Representative	No
001238	Carpenter, Donald	01	123-456-782	Sales Representative	No
001239	Smith, Frank	01	123-456-782	Sales Representative	No
001240	Rollins, Richard	01	123-456-782	Sales Manager	No
001241	Applegate, Helen	01	123-456-782	Sales Representative	No
001242	Coates, Olivia	01	123-456-782	Sales Representative	No
001243	Collette, Tina	01	123-456-782	Sales Representative	No
001244	Arnold, William	01	123-456-782	Sales Representative	No
001245	MacDonald, Pauline E.	01	123-456-717	Accountant	No
001256	Finlay, Andrew G.	01	123-456-725	Engineer	No
001267	Levesque, Pierre	01	123-456-733	Outside Sales Rep	No
001278	Mathews, Elizabeth W.	01	123-456-741	General Manager	No
001285	Jason, Jennifer	01	123-456-766	Purchasing	No

When editing individual T4 records, values in the “Adjusted amount” columns can be modified, and will be used for T4’s, T4 Summaries, and electronic filing.



When producing a T4 Summary, there is an opportunity to input values for contact information, employer contributions, and other payments.



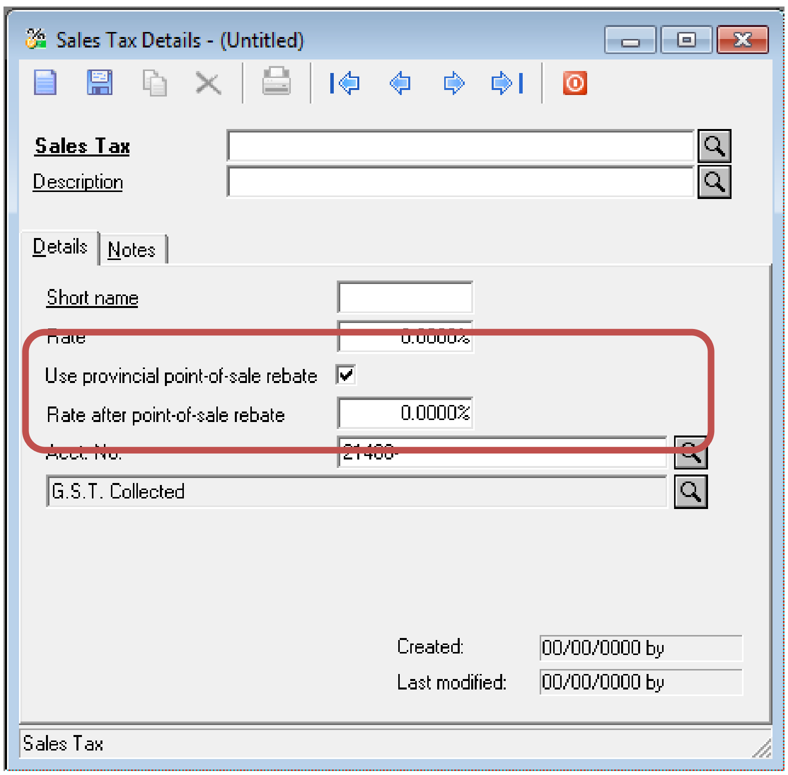
Canadian Sales Tax Changes

Harmonized Sales Tax and provincial Point-of-sale Rebate

Some businesses that charge their customer H.S.T. are required to charge the tax at a reduced rate on certain classes of items. Items that qualify for the reduced rate tax vary from province to province. Changes have been made to the Sales Tax Details, Inventory Details, Purchase Order, Order Entry and Point of Sale modules in order to accommodate items that attract H.S.T. at a reduced rate.

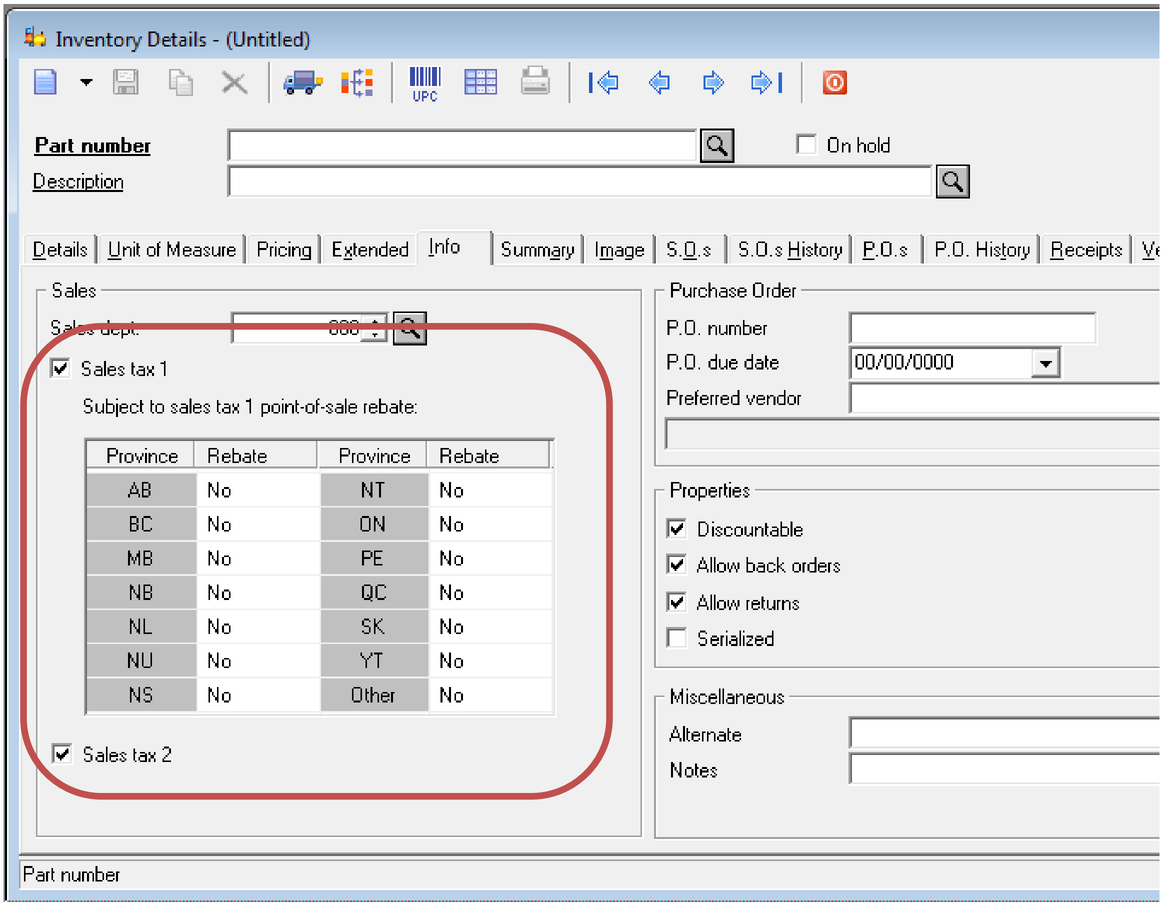
Sales Tax Details

In Sales Tax Details, on the Details tab, a check box was added for “Use provincial point-of-sale rebate”. When that check box is checked, the “Rate after point-of-sale rebate” entry field allows you to enter a percentage to be charged for items that are eligible for the point-of-sale rebate.



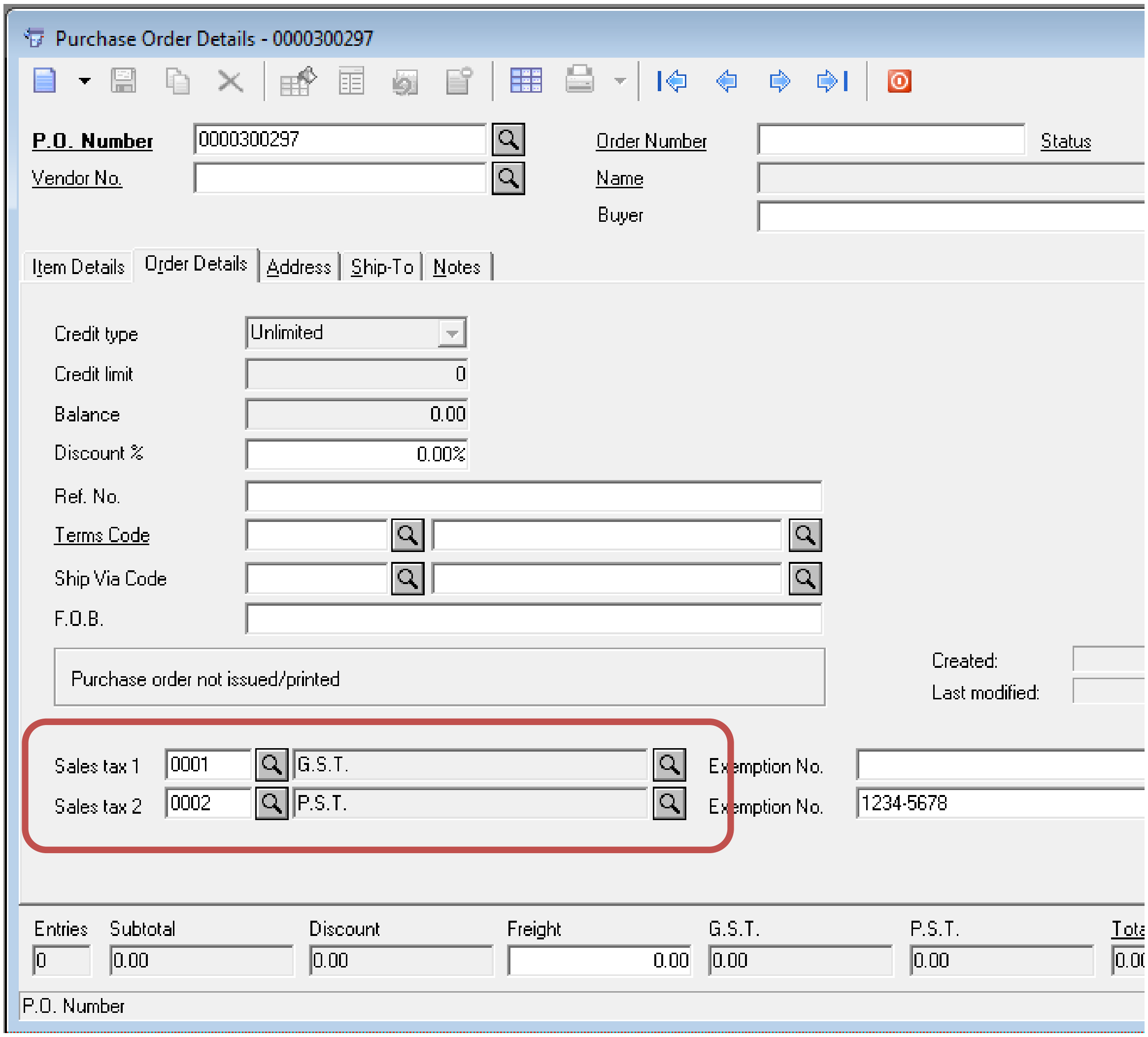
Inventory Details

In Inventory Details, on the Info tab, items that are subject to the H.S.T. point-of-sale rebate can be specified on a province by province basis. Items marked “No” will attract H.S.T. at the full rate, whereas items marked “Yes” will attract H.S.T. at the rate after point-of-sale rebate.

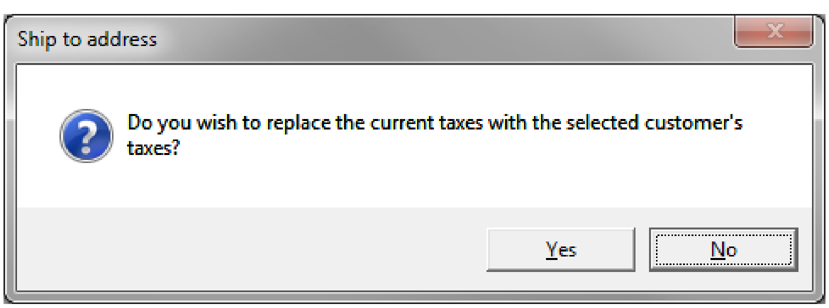


Purchase Order Details

In Purchase Order Details, on the Order Details tab, the sales tax fields have been enabled so that applicable sales taxes can be modified on individual Purchase Orders.

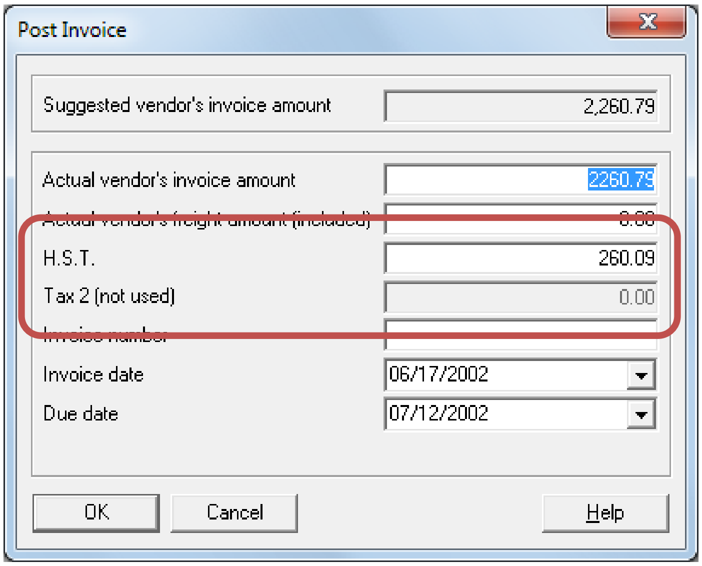


When replacing the default Purchase Order ship-to address with a customer address (in order to have a vendor drop-ship an order directly to one of your customers) you have the option of replacing the default Purchase Order taxes with the customer's taxes.



Purchase Order Details - Invoicing

The Post Invoice dialog now includes fields where sales tax amounts can be entered, similar to Accounts Payable. Suggested tax amounts are calculated based on the actual invoice amount in a similar manner to Accounts Payable, and can be overridden.



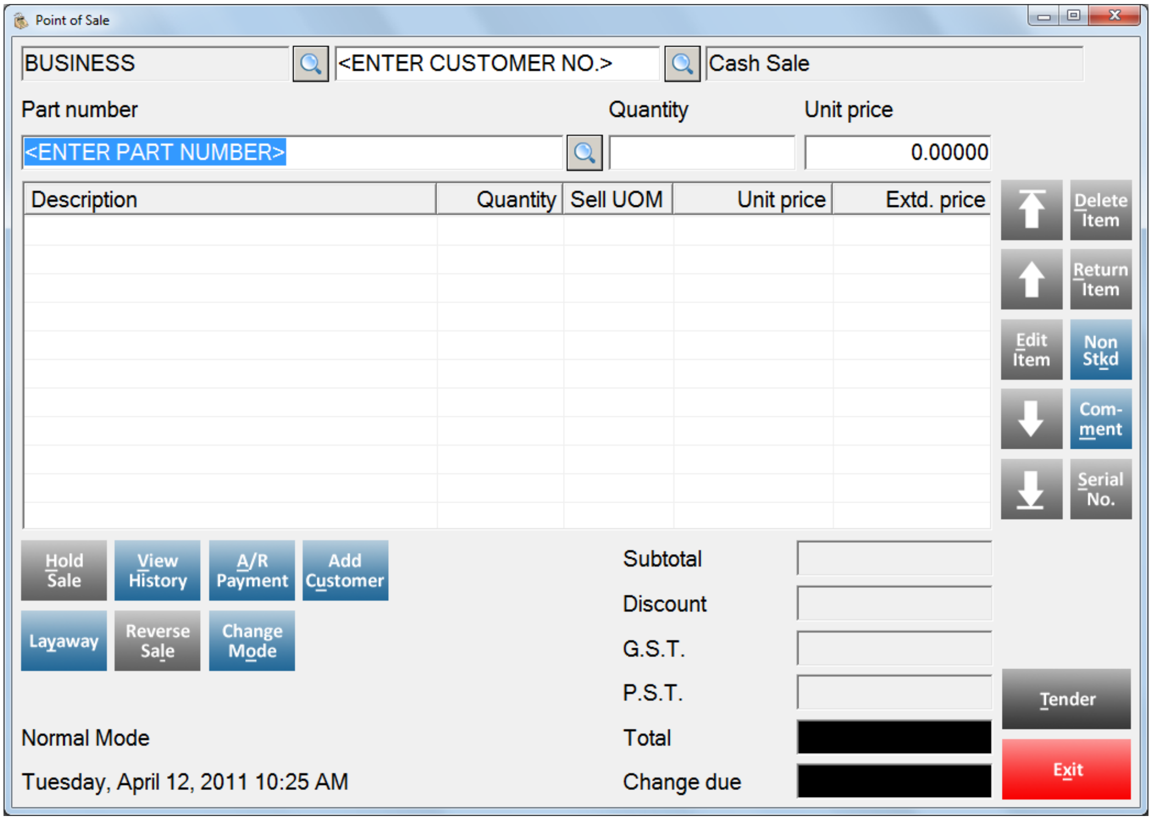
Order Entry and Point of Sale

Sales tax calculations in the Order Entry and Point of Sale modules automatically honour the point-of-sale rebate for items based on the selected customer's taxes.

Point of Sale Enhancements

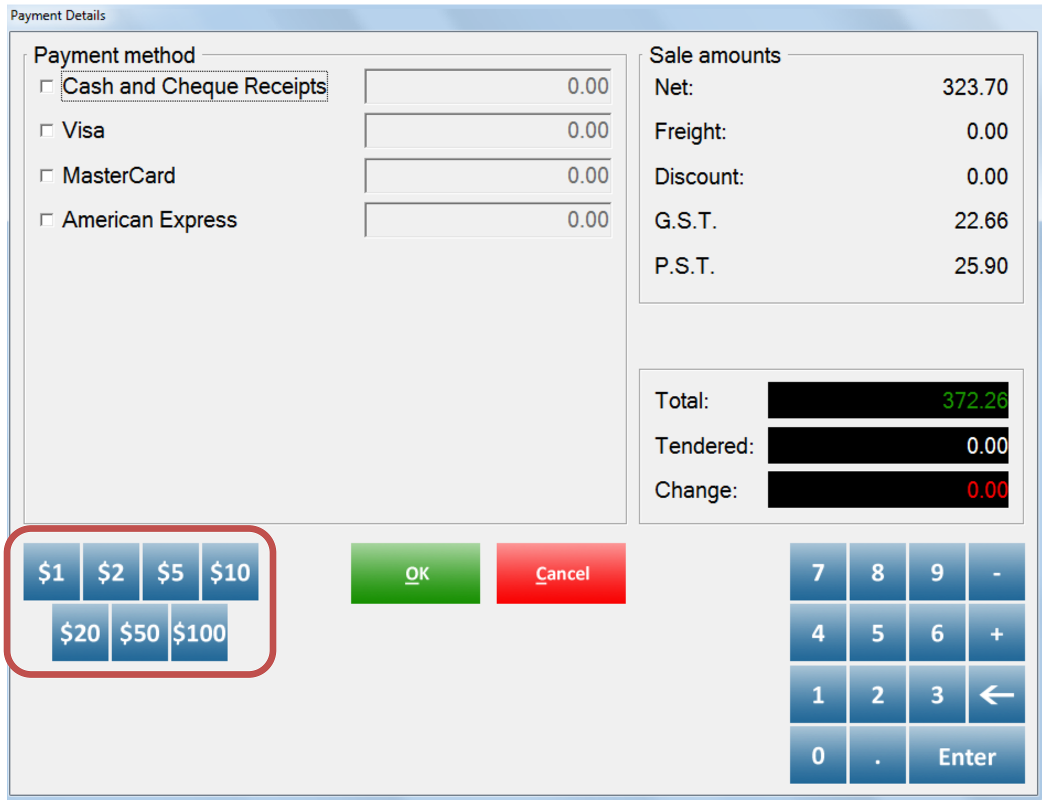
Touch Screen Compatible Interface

The Point of Sale module has been redesigned to make key information easier to see, and to allow every feature and function to be accessed using a touch screen. Keyboard shortcuts have been retained so that keyboard only navigation is also possible.



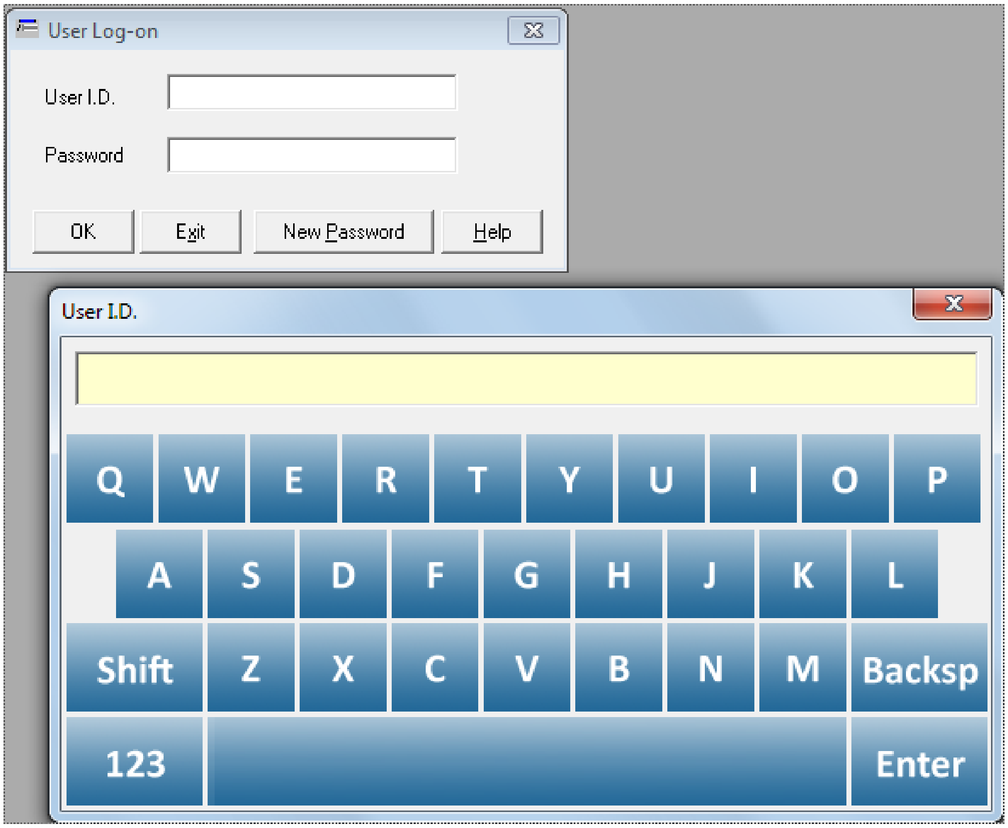
"Quick Tender" Buttons

In addition to a numeric on screen keyboard to allow the entry of amounts tendered, buttons were added to allow you to quickly enter an amount based on commonly used coins and bills.



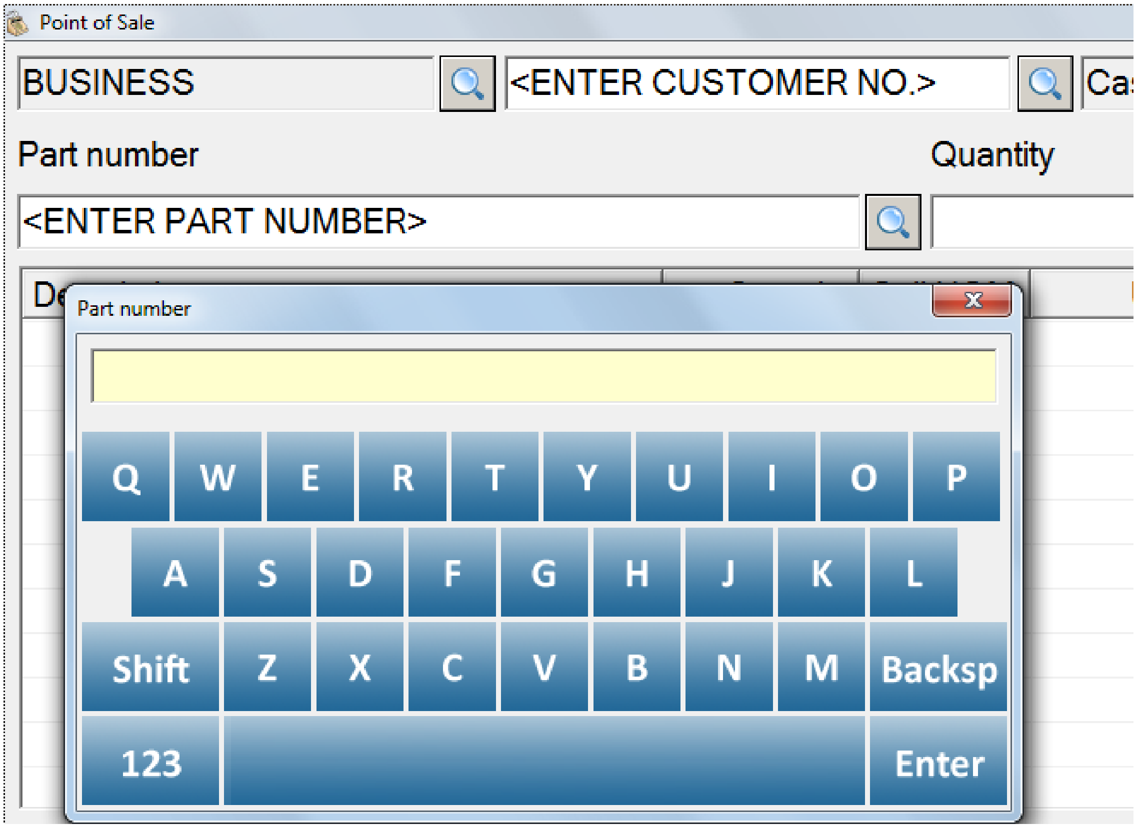
Touch Screen Keyboard during Log on

When a touch screen is in use, a user may require the ability to log on to BusinessVision using only a touch screen as their input device. When the "System Setup > Company > General Settings > Enable touch screen keyboard at log-on" option is checked, a touch screen keyboard can be invoked during log on by tapping on either the User I.D. field or the Password field.



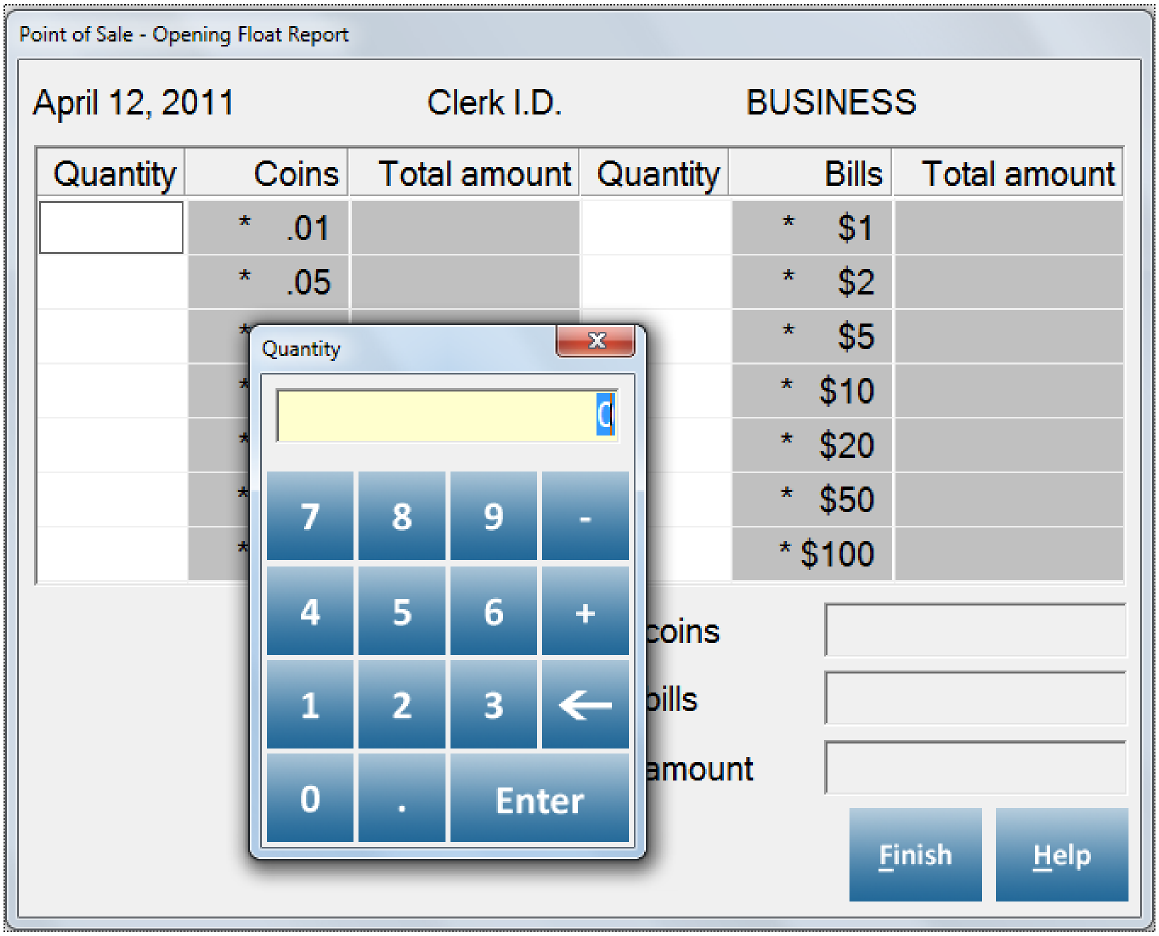
Touch Screen Keyboard for Data Entry

When the “User Details > Point of Sale > Options >Display on-screen keyboard” option is set to Yes, a touch screen keyboard can be invoked by tapping on Customer number, Part number, Quantity or Unit price fields.



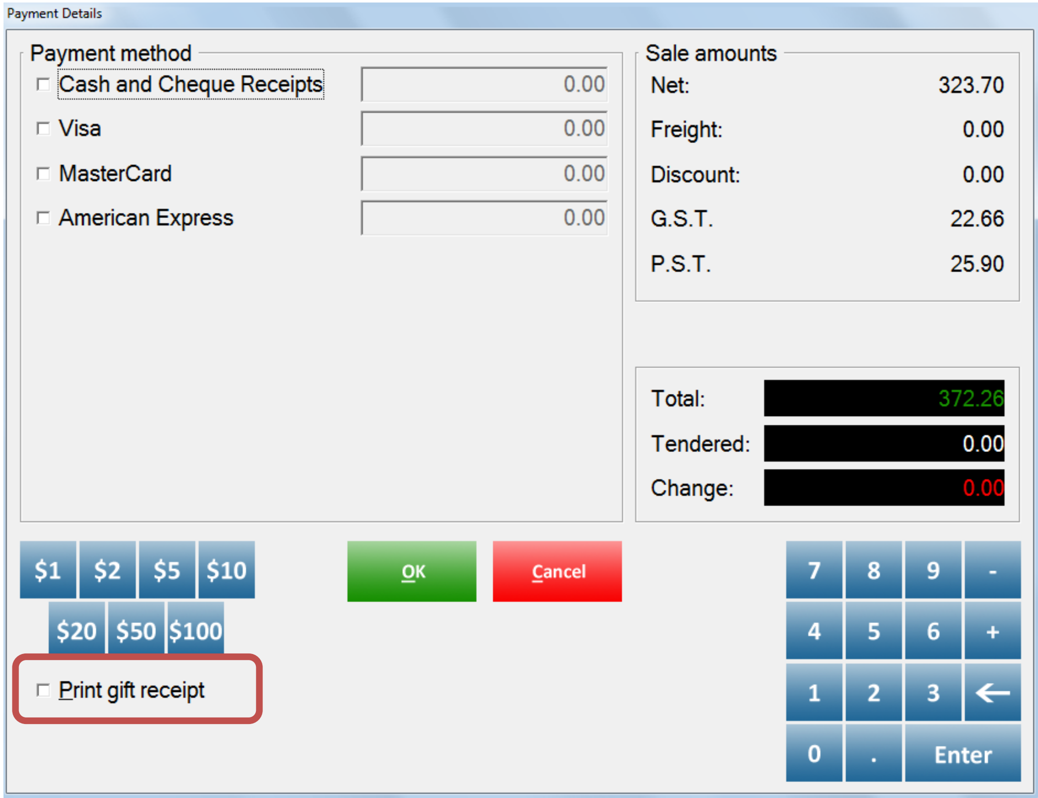
Touch Screen Keyboard for Cash Drawer Balancing

When the “User Details > Point of Sale > Options >Display on-screen keyboard” option is set to Yes, a touch screen keyboard can be invoked by tapping on the Quantity fields in Cash Drawer balancing.



Gift Receipts

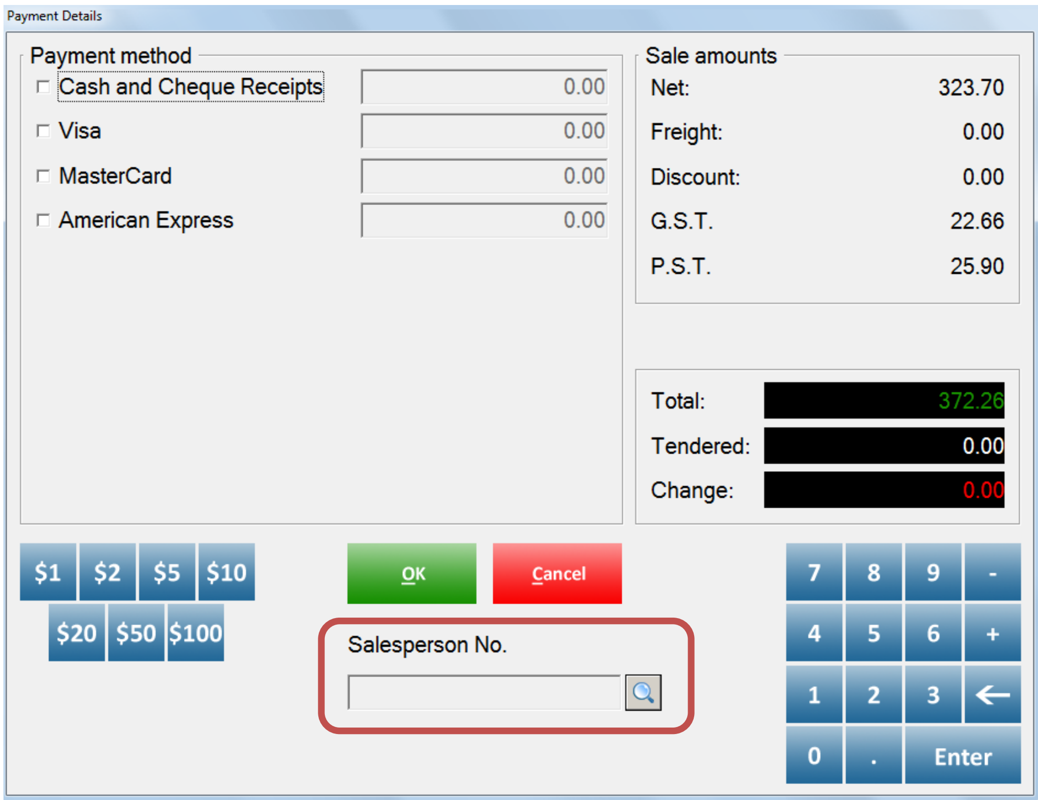
When the "System Setup > Point of Sale > Point of Sale setup > Enable gift receipts" option is checked, an additional checkbox appears on the Payment Details dialog. Note – gift receipts cannot be printed for sales with negative quantities.



When reprinting an invoice, if the "Enable gift receipts" option is checked, you will be prompted to print a gift receipt.

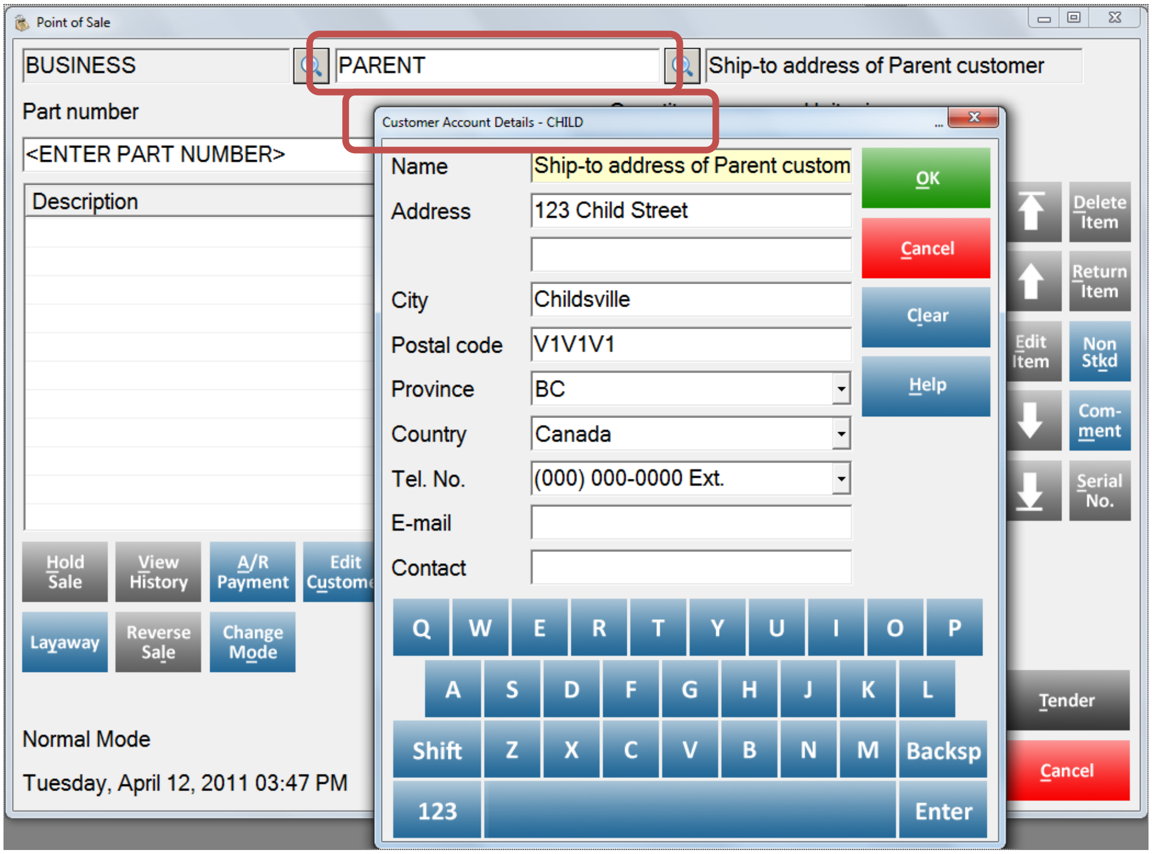
Prompt for Salesperson

When the “System Setup > Point of Sale > Point of Sale setup > Prompt for salesperson” option is checked, a Salesperson number entry field appears on the Payment Details dialog. Each sale must have a salesperson number selected before the invoice can be posted.



Customer Ship-to addresses

When "System Setup > Point of Sale > Point of Sale setup > Include ship-to addresses in customer browse" option is checked, the customer browse will include customer ship-to addresses. When a ship-to address is chosen from the customer browse, the customer number field will display the parent customer's number, while the title of the Edit Customer dialog will display the ship-to ID of the ship-to address selected.



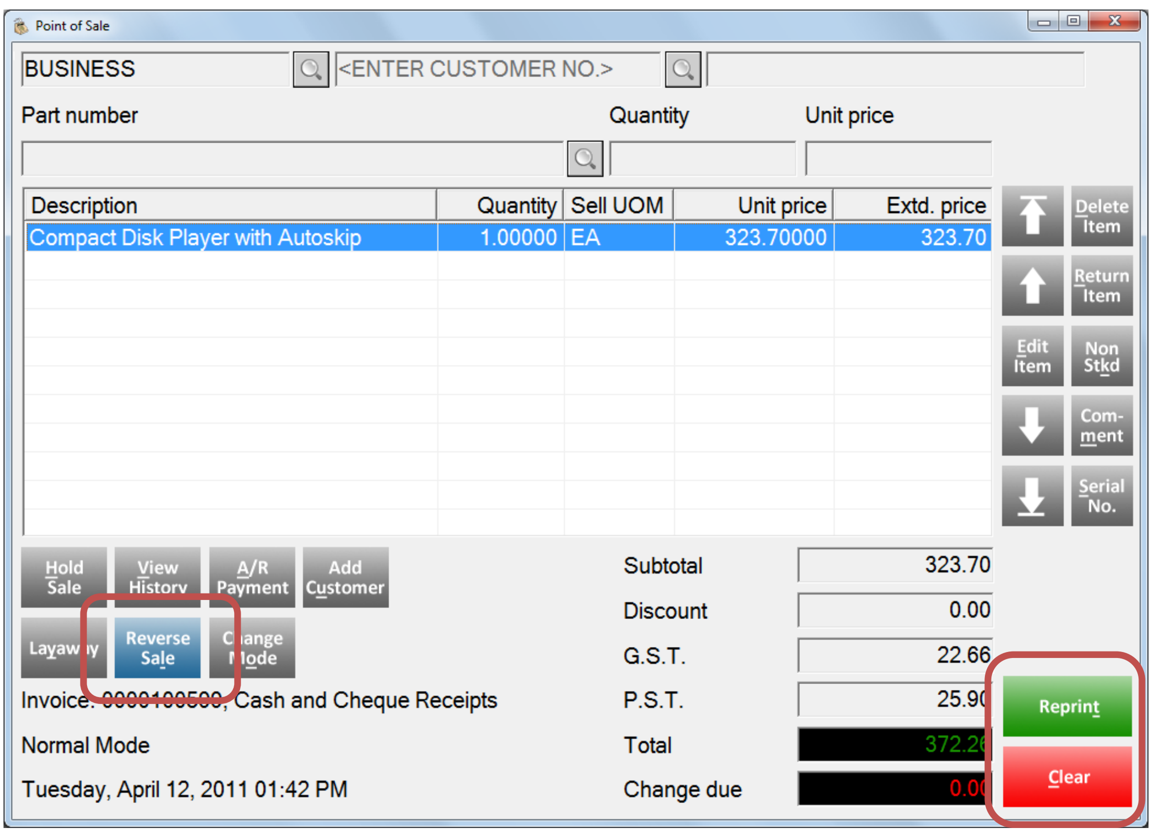
Hold Sale

Once a sale has been entered, but not posted, the Hold Sale button will become enabled. Clicking the Hold Sale button will save the existing sale to memory, and will clear the module to enable the user to enter another sale. When a sale has been held, the Hold Sale button becomes Unhold Sale. The Unhold Sale button becomes enabled when no sale is in progress. Clicking the Unhold Sale button retrieves the held sale so that it can be processed. Each user session can hold one sale at a time.

View History

Clicking the View History button allows the user to specify an invoice that has been posted by Point of Sale, either by entering the invoice number or selecting it from a browse.

When an invoice has been selected, it will be loaded into the Point of Sale module where it can be reversed by clicking the Reverse Sale button or reprinted by clicking the Reprint button. When you are finished reviewing this sale, click the Clear button.



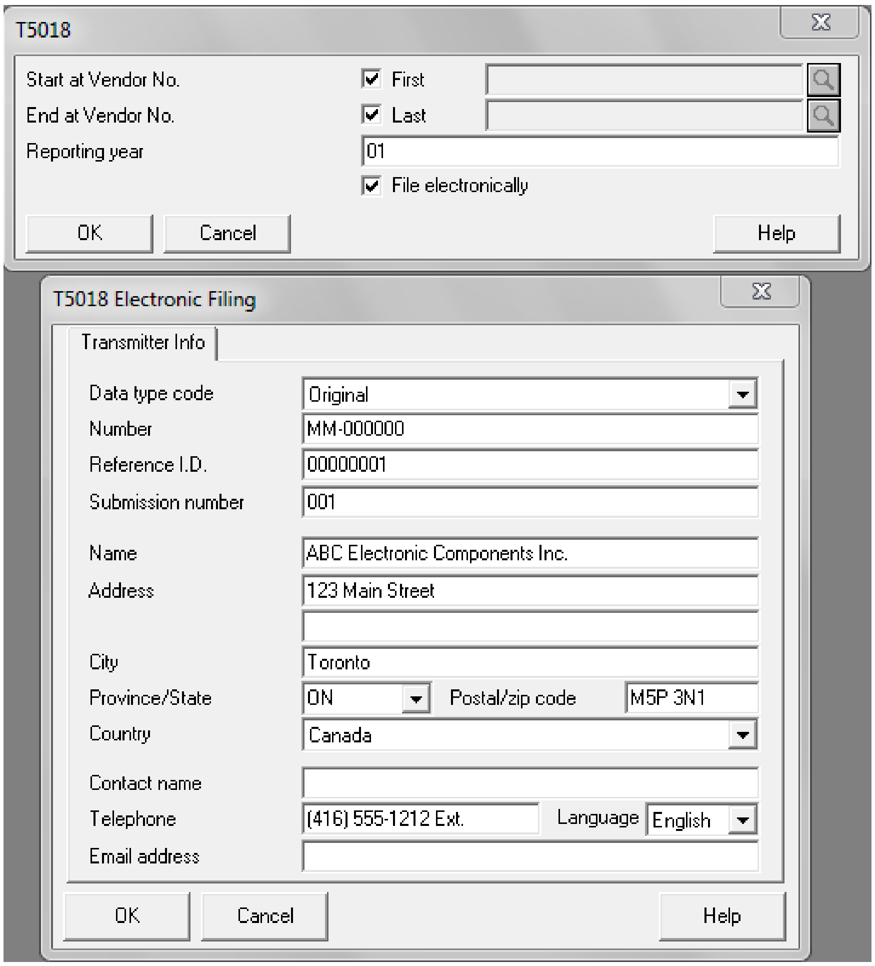
Reverse Sale

The Reverse Sale button becomes enabled when viewing an invoice from history. Clicking the Reverse Sale button will copy the existing sale into a new sale, with reversing quantities. Note that serialized items have their quantities set to zero and must be entered manually.

Report Suite Enhancements

T5018 Electronic Filing (Canadian version only)

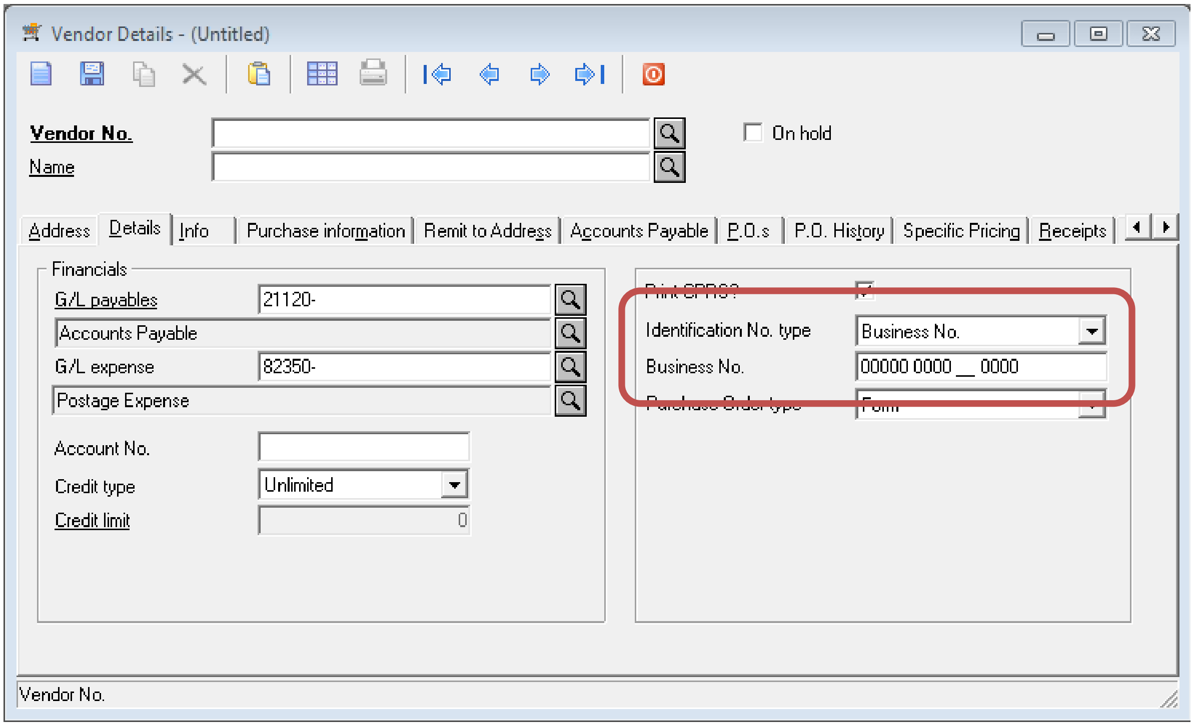
In the Canadian version, the T5018 report now includes and electronic filing option.



Vendor Enhancements

Expanded Business Number (Canadian version only)

In the Canadian version, the Business Number field has been expanded to include the two-letter program identifier, and the four-digit reference number.



Option to Delete Remit to Address

In Vendor Details, on the Remit to Address tab, when “Use remit to address” is unchecked, you are given the option of deleting the remit to address.