



Sage BusinessVision Accounting

2011 Release Guide

sage

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Sage BusinessVision Accounting 2011 Release Guide

Introducing Sage BusinessVision Accounting 2011. This exciting release is filled with enhancements designed to save your employees time while making it easier for customers to do business with your company. The new features in this important release were driven by feedback from customers and focus on three key functional areas:

Point of Sale

Sage BusinessVision 2011 software provides powerful tools for selling your inventory to customers, and many of the enhancements in this release focus on the Point-of-Sale module. The module now includes a new touchscreen interface that increases the efficiency of the checkout process by allowing you to enter all aspects of the sales process directly on the screen. Plus Sage BusinessVision 2011 improves the customer experience by enabling you to print gift receipts, process returns more quickly, reprint receipts, and more.

Payroll Reporting¹

Sage BusinessVision 2011 software provides the tools you need to simplify the annual payroll reporting process by taking advantage of electronic filing for various forms and statements. Plus, there are key enhancements for completing T4 reporting.

Sales Tax Tracking


Changes and exceptions to the Harmonized Sales Tax (HST) in various provinces have added a layer of complexity for processing sales. Sage BusinessVision 2011 technology helps you comply with HST rules without worry or hassle.

How can you take advantage of all these productivity-boosting features? If you're on a current Sage Business Care software assurance plan, you will receive the 2011 release as part of your plan. If your plan has expired or if you're new to Sage BusinessVision, contact us today. We'll help ensure a smooth upgrade to Sage BusinessVision 2011.

Call: **800-642-7693**

Email: **Info.BV@Sage.com**

Upgrade today and let Sage BusinessVision 2011 help you:

- Accelerate point-of-sale checkout processes.
 - Improve your retail customer experience.
 - Save time by filing payroll and revenue forms electronically.
 - Comply with new provincial sales tax regulations.
- 

Look for these icons throughout this document and discover the value of each enhancement.



Point of Sale

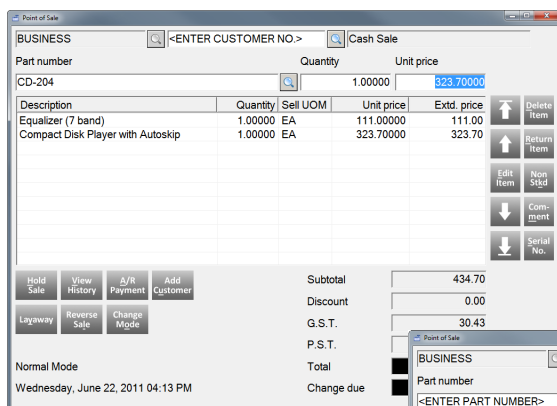
Save time and improve customer service with a better, faster, smarter checkout process.

Sage BusinessVision 2011 software enhances your customer and employee experiences throughout the checkout process by delivering key enhancements to the point-of-sale module. Highlighted by a new touchscreen interface, this essential software release provides a complete point-of-sale solution that's compatible with popular touchscreen and point-of-sale hardware and integrates with Sage Exchange for optional credit and debit card processing² functionality.

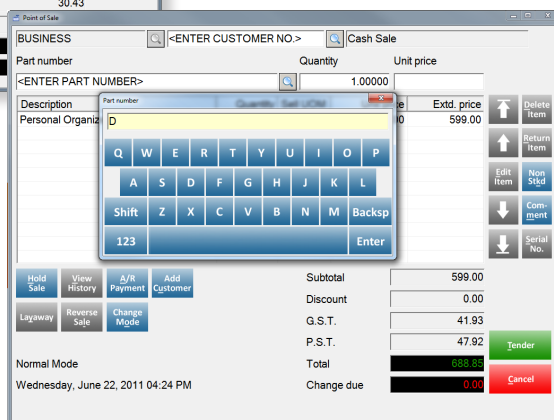
Speed up checkouts with a new touchscreen interface.

Sage BusinessVision Point of Sale module puts speed at your fingertips. The new touchscreen-compatible interface helps you increase the efficiency of the checkout process by enabling you to enter all aspects of the sales process directly on the screen. No matter what checkout function you're performing, you won't be slowed down by your keyboard and mouse.

The sizes of buttons and interface objects have been increased, so you can make quick work of every checkout process while increasing accuracy. Onscreen keyboards and number keypads automatically pop up when the user touches a field that requires information to be entered. Button commands—such as delete item and return item—are conveniently placed, making it easy to manage individual checkout items. Additionally, commands associated with the sales process now display along the bottom of the window. Do you prefer to use the keyboard? No problem! While we've updated the interface, keyboard shortcuts have been maintained so there's no learning curve.



The new Point of Sale touchscreen-compatible interface includes larger buttons and convenient features that help improve the checkout experience.



An onscreen keyboard and number keypad enable all checkout activities to be performed from a single input device.

Easily reprint receipts anytime.

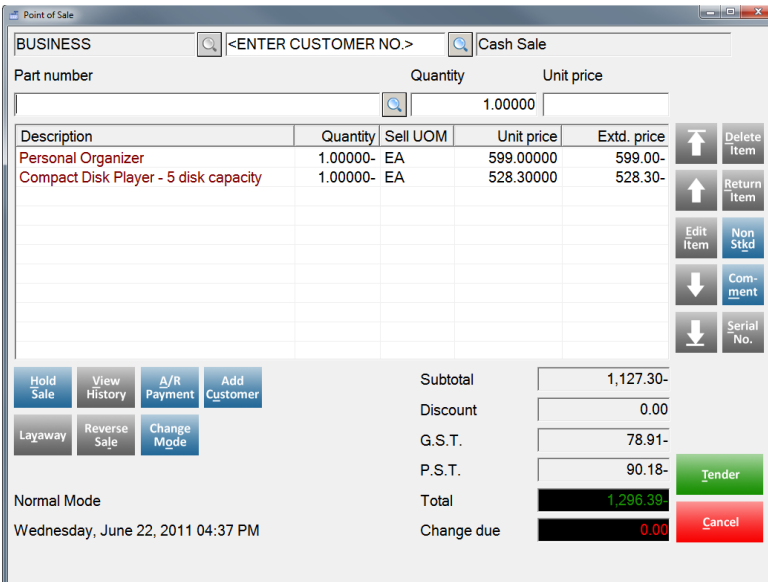
Printer out of paper or ink? Or worse, jammed? With Sage BusinessVision 2011 software, you can easily reprint receipts. Simply click the View History button to look up a previous sale. Choose "Reprint" and voilà, a copy of the receipt prints. And a reprinted receipt displays *** REPRINT *** at the bottom so you know it's a duplicate.

06/17/02	4:28:52PM	0000100599	
ABC Electronic Components Inc.			
PCM 8420	1	599.00	599.00
CD-800	1	528.30	528.30
SubTotal			1,127.30
G.S.T.			78.91
P.S.T.			90.18
			\$1,296.39
Cash and Cheque Receipts			1,296.39
*** REPRINT ***			

Sage BusinessVision 2011 can reprint receipts for customers who lost receipts or when there was a problem during the receipt printing process.

Simplify returns with the click of a button.

In addition to looking up sales history for a previous sale, Sage BusinessVision 2011 software now includes a Reverse Sale button to make sales returns quick and easy. Simply press "Reverse Sale" and Sage BusinessVision creates a new sale that includes the same items as the original sale but applies negative quantities to all items. Only need to return one or two items? No worries! A clerk can use the same method to return only one or some of the items on the same receipt.



The screenshot shows the 'Point of Sale' window with a receipt for 'Cash Sale'. The receipt lists two items: 'Personal Organizer' and 'Compact Disk Player - 5 disk capacity'. The total amount is \$1,296.39. A 'Reverse Sale' button is visible in the bottom left corner of the interface.

Part number	Quantity	Unit price		
	1.00000			
Description	Quantity	Sell UOM	Unit price	Extd. price
Personal Organizer	1.00000	EA	599.00000	599.00-
Compact Disk Player - 5 disk capacity	1.00000	EA	528.30000	528.30-

Subtotal	1,127.30-
Discount	0.00
G.S.T.	78.91-
P.S.T.	90.18-
Total	1,296.39
Change due	0.00

Sage BusinessVision 2011 allows customers to quickly accept entire returns for all items or individual items on a receipt using the Reverse Sale process.

Eliminate frustration when you need to “hold” a sale. 🕒 🛒

We've all done it . . . forgotten an item and need to go back into the store to retrieve it. Now instead of forcing other customers who are in line to wait—or canceling the sale in progress entirely—you can hold the sale. Clicking “Hold Sale” enables the checkout clerk to put the current sale on hold, saving it and allowing the clerk to serve the next customer in line. When the initial customer returns, the clerk can press “Unhold Sale” to retrieve the transaction and complete it without reentering items.

Give your customers the gift of gift receipts. 🎁

When you give a gift, it sure is nice to provide the gift recipient with a receipt in case the item doesn't fit or it's a duplicate. But providing the original receipt with the pricing can be awkward. It's no wonder gift receipts have become so popular. Now you, too, can handle this common request with ease thanks to the new option to print gift receipts during the sales tender process in Sage BusinessVision 2011.

The screenshot shows the 'Payment Details' window in Sage BusinessVision 2011. The window is divided into several sections:

- Payment method:** A list of payment options with corresponding amounts: Cash and Cheque Receipts (0.00), Visa (0.00), MasterCard (0.00), and American Express (0.00).
- Sale amounts:** A summary of the sale: Net (1,202.10), Freight (0.00), Discount (0.00), G.S.T. (84.15), and P.S.T. (96.17).
- Total:** 1,382.44
- Tendered:** 0.00
- Change:** (partially visible)

At the bottom of the window, there are buttons for denominations: \$1, \$2, \$5, \$10, \$20, \$50, and \$100. There are also 'OK' and 'Cancel' buttons. A checkbox labeled 'Print gift receipt' is checked and highlighted with a red box.

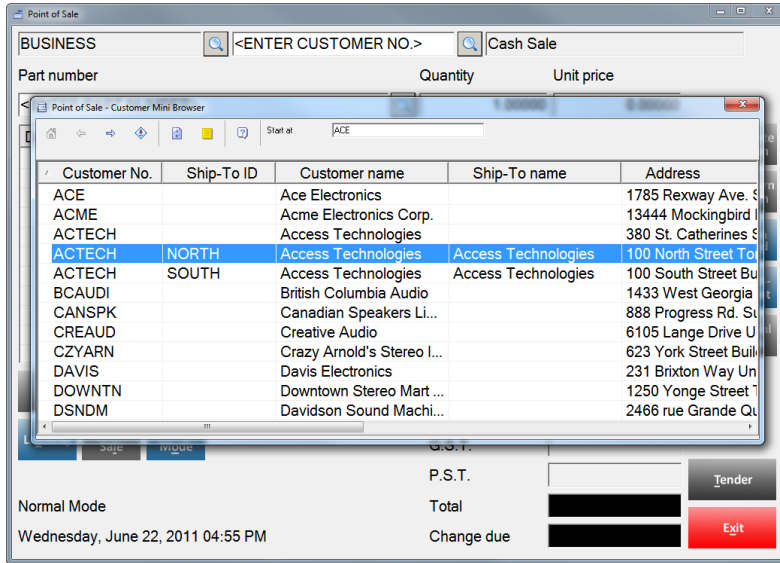
Overlaid on the bottom right of the window is a printed gift receipt. The receipt header reads: '*** GIFT RECEIPT ***' and 'ABC Electronic Components Inc.'. The receipt lists the following items:

Item	Quantity
CD-800 Compact Disk Player - 5 disk capacity	1 EA
MD46 8" Midrange Cone Speaker	1 EA
MD46 8" Midrange Cone Speaker	1 EA
PCM 8420 Personal Organizer	1 EA

You can easily print gift receipts by checking the “Print gift receipt” box prior to closing out a sale.

Help customers keep their accounting in order.

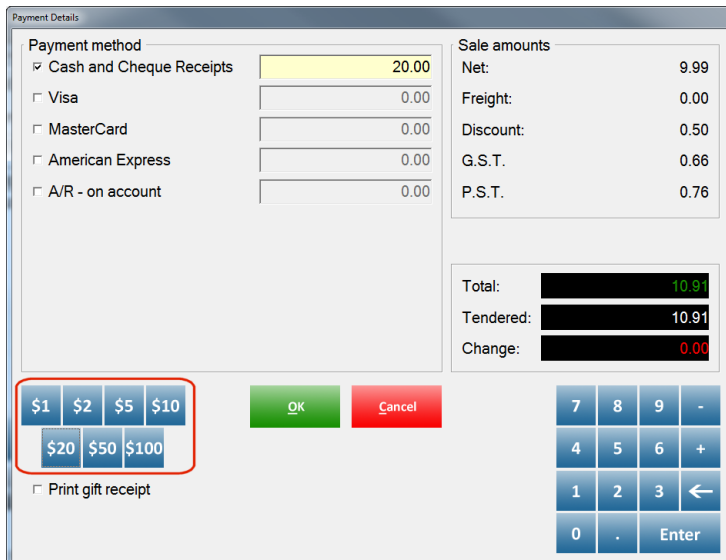
It's easier to do all your shopping in one trip, right? But, for example, if you're a contractor, you may need to keep track whom—or which site—the items are for. The Sage BusinessVision 2011 Point of Sale module stores multiple addresses in your customer profiles—enabling you to align goods purchased to a particular address. No more wondering which job supplies have been purchased for.



Sage BusinessVision 2011 provides the option to select from more than one customer address during the checkout process, which allows the customer to record the actual site for which goods are purchased while having the bill go to one main billing address.

Save time and reduce errors with quick cash tendering.

Accelerate your cash transactions with the new “Quick Tender” buttons that allow clerks to quickly define the cash denomination received. For example, when a customer pays with two \$20 bills, the clerk can press the onscreen “\$20” Quick Tender button twice and press “OK.” It saves time and improves accuracy versus manually entering the amount of cash received on the touchscreen or keyboard.



Sage BusinessVision 2011 includes Quick Tender buttons that allow the clerk to quickly record the cash bills received by the customer.

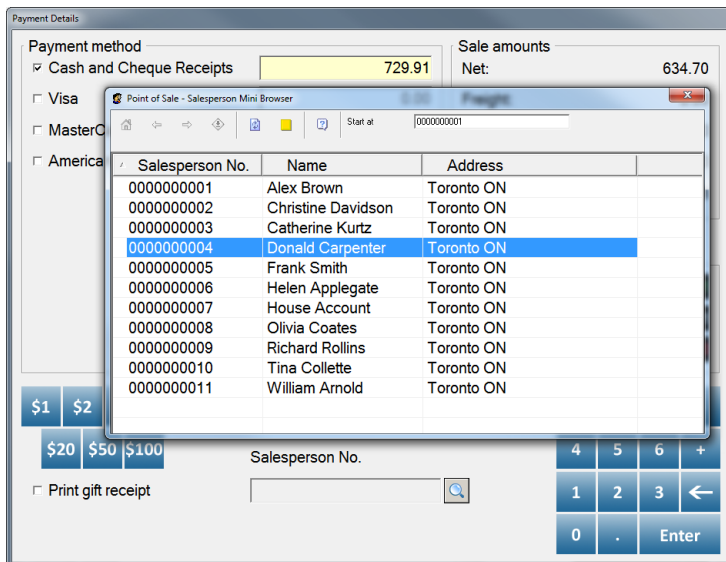


Eliminate keystrokes with default quantities. 🕒

Say goodbye to that unnecessary quantity keystroke because Sage BusinessVision software can now assume a quantity of “1” for all items sold in normal mode. Now your clerks don’t have to enter a quantity of “1” for every item being purchased. They can now enter the item, and the transaction will automatically register the quantity as “1.” The quantity only needs to be updated in cases of sales that include multiples of the same items.

Put smiles on commission employees’ faces. 🕒

If your sales force works on commission but the checkout process is managed by a different cash register clerk, tracking who made what sale can be cumbersome. Sage BusinessVision 2011 makes it easy, allowing the sales clerk to record sales for multiple salespersons without logging on and off of the system.



Sage BusinessVision 2011 provides the option for a logon to record sales for another salesperson during a logon session.

Handle high-volume checkouts with ease. 🕒 🏪 🏦

Previous versions of the Point of Sale module limited the number of items in a single transaction to 99. The 2011 release enables you to include up to 999 items in a single sale. Now you can checkout high quantities without going through multiple tender processes.

Canadian Payroll Reporting and Processing

Simplify the way you pay employees and file records with Service Canada.

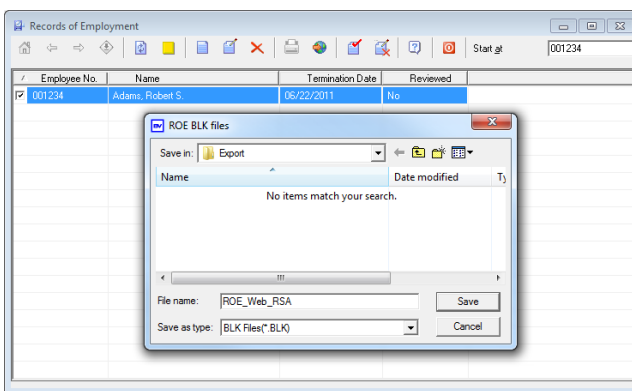
Sage BusinessVision 2011 software provides the built-in capabilities you need to simplify annual payroll reporting and tax compliance processes.

Make your accountant happy with T4 Summary reports.

At the conclusion of each calendar year, Canadian-based companies must generate a T4 earnings statement for each employee. In addition, companies must also file a T4 Summary, which is a summary of all T4s issued. Prior versions of Sage BusinessVision provided only the T4 statements. Sage BusinessVision 2011 enables you to handle the entire T4 filing process with ease by including the T4 Summary as well.

Gain the flexibility to adjust T4 statements.

Sage BusinessVision enables you to manually adjust fields on the T4 statements. The software uses the value entered in the "Adjusted amount" field for the values on the printed version of the T4 you file with Service Canada but will not modify the calculated value stored within Sage BusinessVision. This allows users to adjust the T4 report as needed.



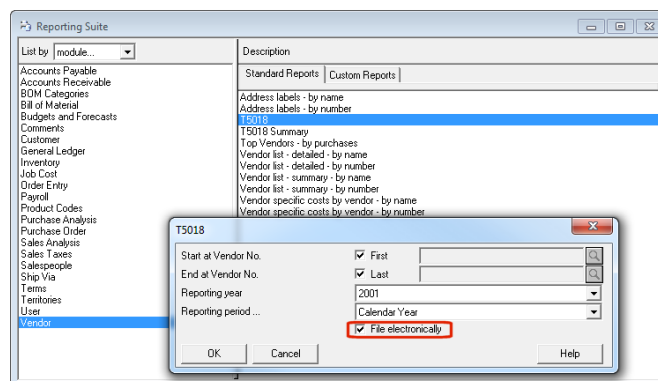
Save time, postage, and paper by filing Records of Employment electronically.

When an employee leaves a company or has his or her employment terminated, the employer is required to file a Record of Employment or ROE with Service Canada. Sage BusinessVision 2011 software helps save your organization time and money creating the XML file you need to upload to Service Canada's ROEWeb tool.

Sage BusinessVision 2011 generates the XML file required to electronically file a Record of Employment with Service Canada.

Save time, postage, and paper by filing T5018 statements electronically.

Sage BusinessVision 2011 includes the option to file T5018 statements electronically. When choosing this option during the print process, Sage BusinessVision 2011 will create an XML file in the format required by Canada Revenue Agency. You can then use the tools provided on Canada Revenue Agency's secure website to upload and file your T5018s.



Sage BusinessVision provides the functionality needed to file T5018 electronically with Canada Revenue Agency.

Tax Compliance

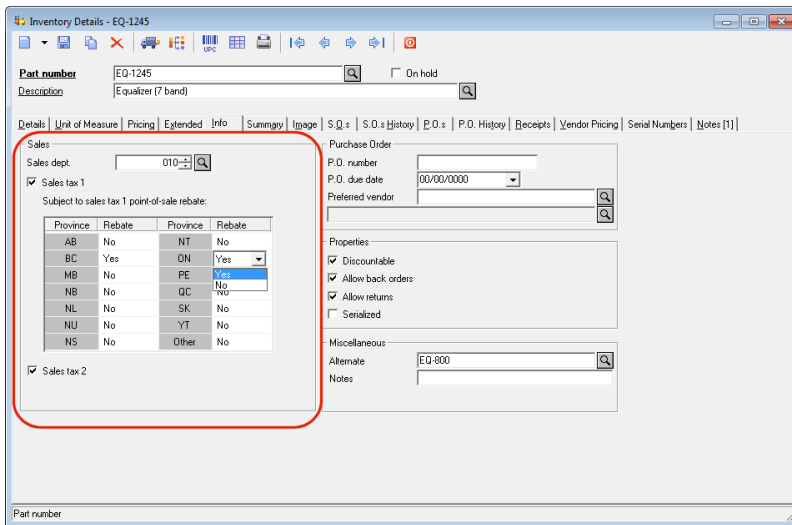
Mitigate risk by automating how you comply with complex tax codes.

Changes in provincial sales tax exemptions have added a new layer of complexity to the sale of goods. Sage BusinessVision 2011 software simplifies how you handle these new regulations.

Eliminate the confusion of Harmonized Sales Tax (HST) rebates. 🕒 🏛️

In 2010, several Canadian provinces moved from a dual sales tax system (GST and PST) to a single sales tax system called Harmonized Sales Tax (HST). The HST represents a combination of the two previous sales taxes into one single sales tax. However, soon after the implementation of this new system, provinces started to reinstate exemptions based on the type of items purchased (such as books and newspapers). Suffice it to say, handling this complexity can be a challenge.

Sage BusinessVision 2011 allows you to define, by province, if an inventory item is charged the full HST sales tax rate or if the PST portion of the sales tax is excluded for that province. This enables your company to charge the appropriate sales tax rate for the final destination of the item sold.



The 2011 release enables you to handle Harmonized Sales Tax exemptions by defining if items are charged the full HST tax or a portion of the tax.

Easily apply the Harmonized Sales Tax based on the destination of goods. 🕒 🏛️

Additionally, Purchase Orders have been updated so the sales tax rates can be modified. This allows for drop-shipping, as the tax will change based on the location to where the goods are shipped in the end.

Sage BusinessVision 2011 System Recommendations

The following provides the minimum recommended system configurations for running Sage BusinessVision 2011:

	Workstation	Server
Operating System	Microsoft Windows® 7 Microsoft Windows Vista® Microsoft Windows XP Professional w/ SP3	Microsoft Windows 2008 R2 Server Microsoft Windows 2008 Server Microsoft Windows 2003 Server
Database	Pervasive SQL 10.30	Pervasive SQL 10.30
Processor	2.8 GHz Pentium®	3.0 GHz Pentium
Memory	512 MB	1024 MB
Free Disk Space	500 MB for application file	500 MB for application file
Monitor	16-bit colour display with a minimum 1024x768 resolution	Not applicable for file server
CD-ROM Drive	4x CD-ROM drive minimum for CD-ROM based installation	4x CD-ROM drive minimum for CD-ROM based installation
Printer	Nonhost-based laser printer	Nonhost-based laser printer
Input Devices	Keyboard and mouse or other compatible pointing device	Keyboard and mouse or other compatible pointing device

Optional Component Requirements

- Internet Service Provider (ISP) required for service packs, online tax updates, credit/debit card processing, and e-BusinessVision
- Microsoft Word 2010, 2007, or 2003 for Word Mail Merge
- Microsoft Excel® 2010, 2007, or 2003 to publish to Microsoft Excel
- Microsoft Outlook 2010, 2007, or 2003 to send emails
- Adobe® Reader® Version 9 for Sage BusinessVision User Guides

See www.SageBusinessVision.com for additional information about compatible point-of-sale hardware devices.

Configurations

Sage BusinessVision 2011 software is available in four configurations: Limited Edition, Small Business Edition, Standard Edition, and Client-Server Edition. Each edition comes complete with a set of fully integrated modules developed to streamline your business, raise productivity, and increase revenue. As your business grows, additional user licenses can be easily added, providing valuable investment protection for years to come.

	Limited	Small Business	Standard	Client Server
Concurrent Users	1	3	1, 5, or 10	10-100
Included Modules				
General Ledger	●	●	●	●
Accounts Receivable	●	●	●	●
Accounts Payable	●	●	●	●
Order Entry	●	●	●	●
Point-of-Sale	●	●	●	●
Purchase Order	●	●	●	●
Inventory	●	●	●	●
Payroll¹	●	●	●	●
Customer Details	●	●	●	●
Vendor Details	●	●	●	●
Job Cost	●	●	●	●
Account Reconciliation	●	●	●	●
Sales Analysis	●	●	●	●
Purchase Analysis	●	●	●	●
Reporting Suite	●	●	●	●
System Manager	●	●	●	●
Import/Export	●	●	●	●
Bill of Material			●	●
Budget and Forecasts			●	●
Add-on Modules				
e-BusinessVision	Optional	Optional	Optional	Optional
Multi-currency Manager		Optional	Optional	Optional
CustomPack		Optional	Optional	●
Specific Features				
Customizable Browsers			●	●
Vendor Specific Pricing	No quantity breaks	No quantity breaks	●	●
Price Discount Matrixes	4	4	26	26
Database	Pervasive Workgroup Engine	Pervasive Workgroup Engine	Pervasive Workgroup Engine	Pervasive Client-Server Engine

How to Get Sage BusinessVision 2011

Current Sage Business Care subscribers:

If you are on a valid Sage Business Care Gold, Silver, or Bronze plan, you are entitled to receive this upgrade as part of the plan. Call **800-642-7693**, option 1 if you have questions.

Customers not on a Sage Business Care plan:

If your Sage Business Care plan has lapsed, contact us today at **800-642-7693**, option 5 or by email at customercare.bv@sage.com. We'll help you renew your plan and ensure your upgrade to Sage BusinessVision 2011 goes smoothly.

New to Sage BusinessVision?

We're here to help! Call us **800-945-8007**, option 5, and we'll be happy to help your organization get up and running on Sage BusinessVision.



Get Connected!

There are many valuable resources available online for all Sage BusinessVision customers. Visit us online to ask questions and share product experiences, tips, tricks, and suggestions with colleagues as well as industry and product experts at: www.SageBusinessVision.com/Community

About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. Sage North America employs 3,900 people and supports more than 3 million small and midsized business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 13,600 people and supports more than 6 million customers worldwide. For more information, please visit the website at www.SageNorthAmerica.com.

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1 Sage BusinessVision Payroll software provides payroll processing for Canadian-based companies only.

2 Subject to approval and to Sage Payment Solutions terms and conditions. Additional fees, including swipe terminal for card present transactions, Internet access, and credit/debit card required.

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