sage

New Features in Sage BusinessVision 2013 (version 7.6)

Initial Installation and Configuration of BusinessVision 2013

Overview

The installation of Sage BusinessVision 2013 follows the same process as version 2011. 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 2013 format when logging in for the first time.

NOTE: Once your data has been converted to be compatible with version 2013, it will no longer be compatible with prior versions.

The following table lists data files that are converted, created, or reorganized during the version 2013 file conversion process.

FILE NAME	CONVERSION/NEW/REORGANIZATION
gl-chart.btr	Conversion – initialization of new fields
invent.btr	Conversion – addition of new indices
users.btr	Conversion – support for new user settings

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 2013.
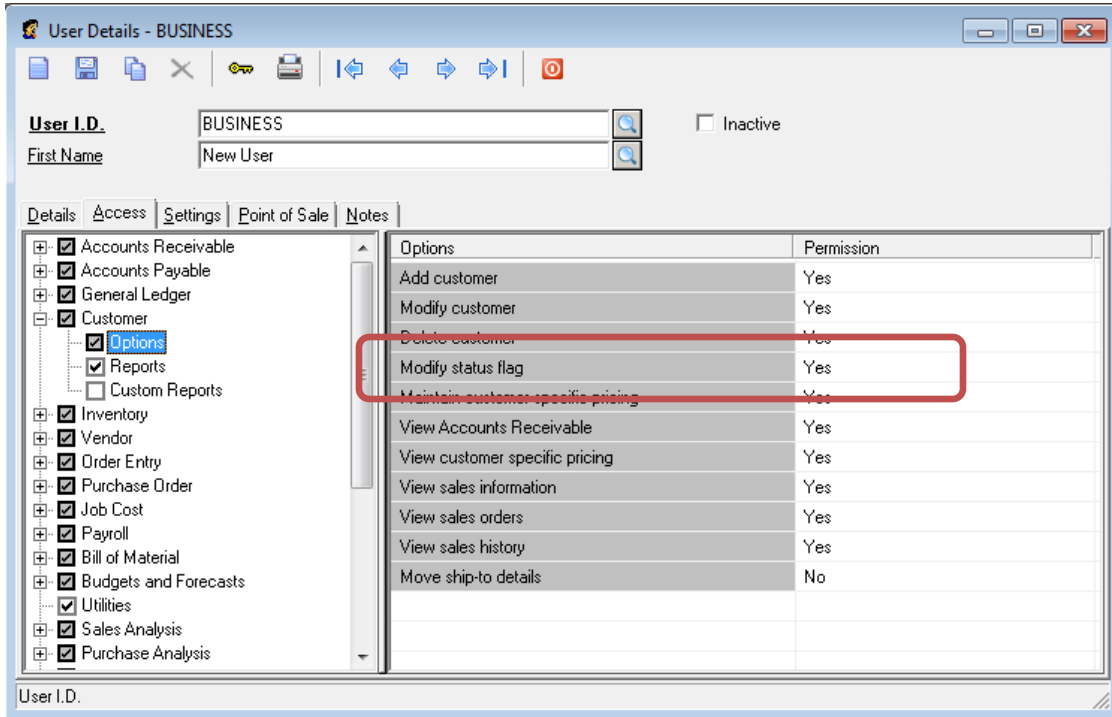
Access – General Ledger

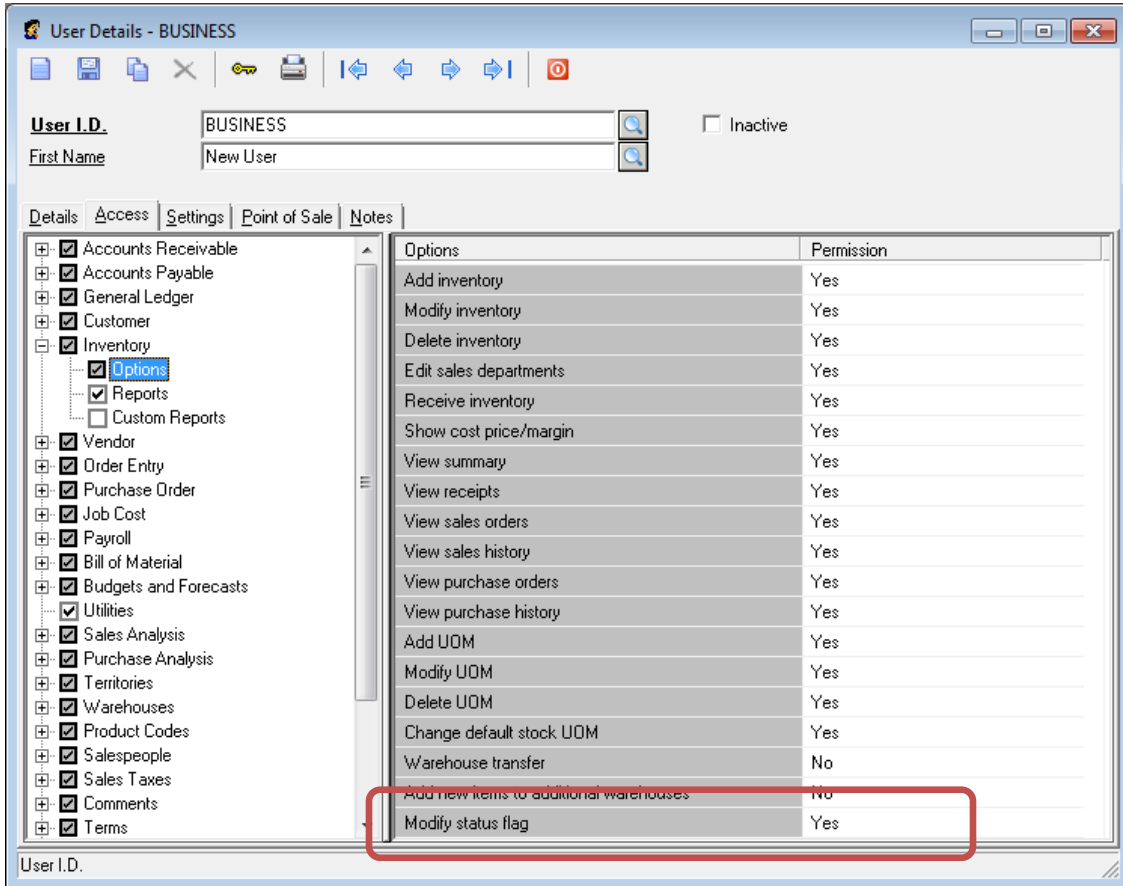In General Ledger > Options, an entry was added for "Modify inactive flag".
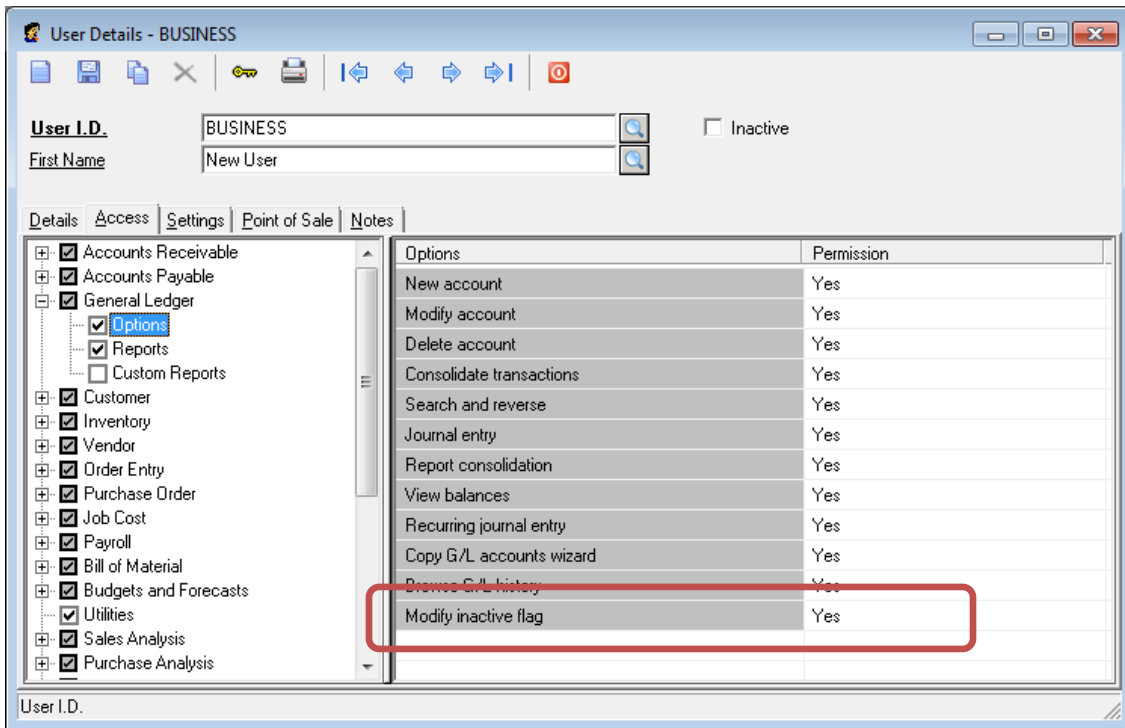
Access – Customer

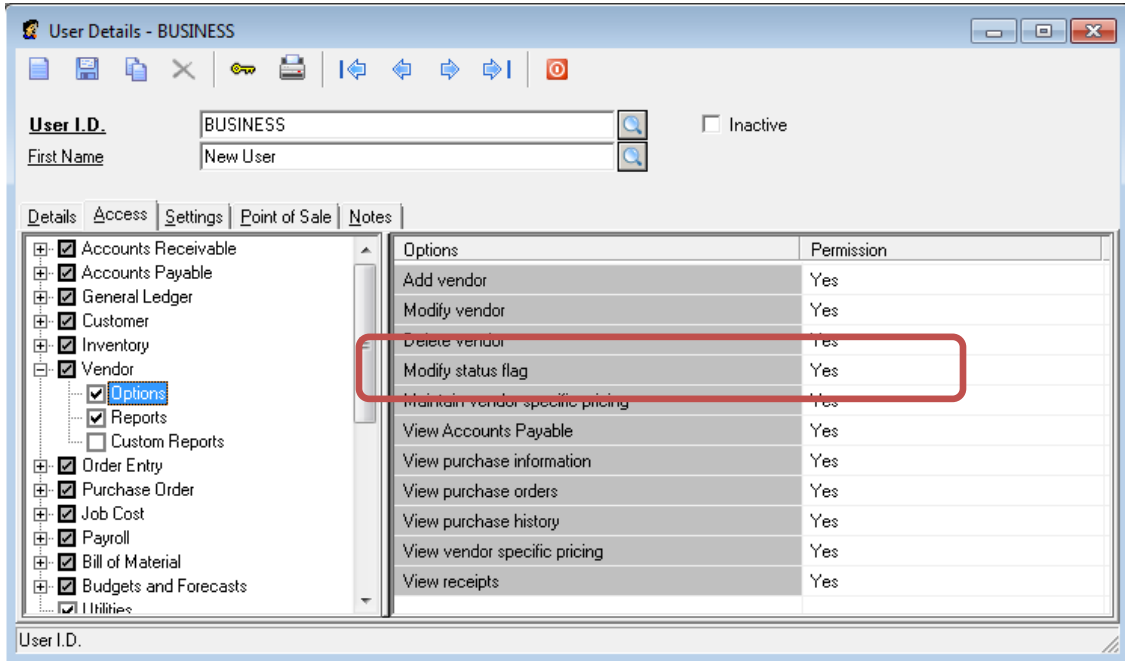In Customer > Options, the entry for "Modify on hold flag" was changed to "Modify status flag".

Access – Inventory

In Inventory > Options, the entry for "Modify on hold flag" was changed to "Modify status flag".

Access – Vendor

In Vendor > Options, the entry for "Modify on hold flag" was changed to "Modify status flag".

Access – Order Entry

In Order Entry > Options, an entry was added for "Generate purchase orders".

Access – Utilities

In Utilities, entries were added for "Offset customer/vendor balances" and "Business Intelligence".
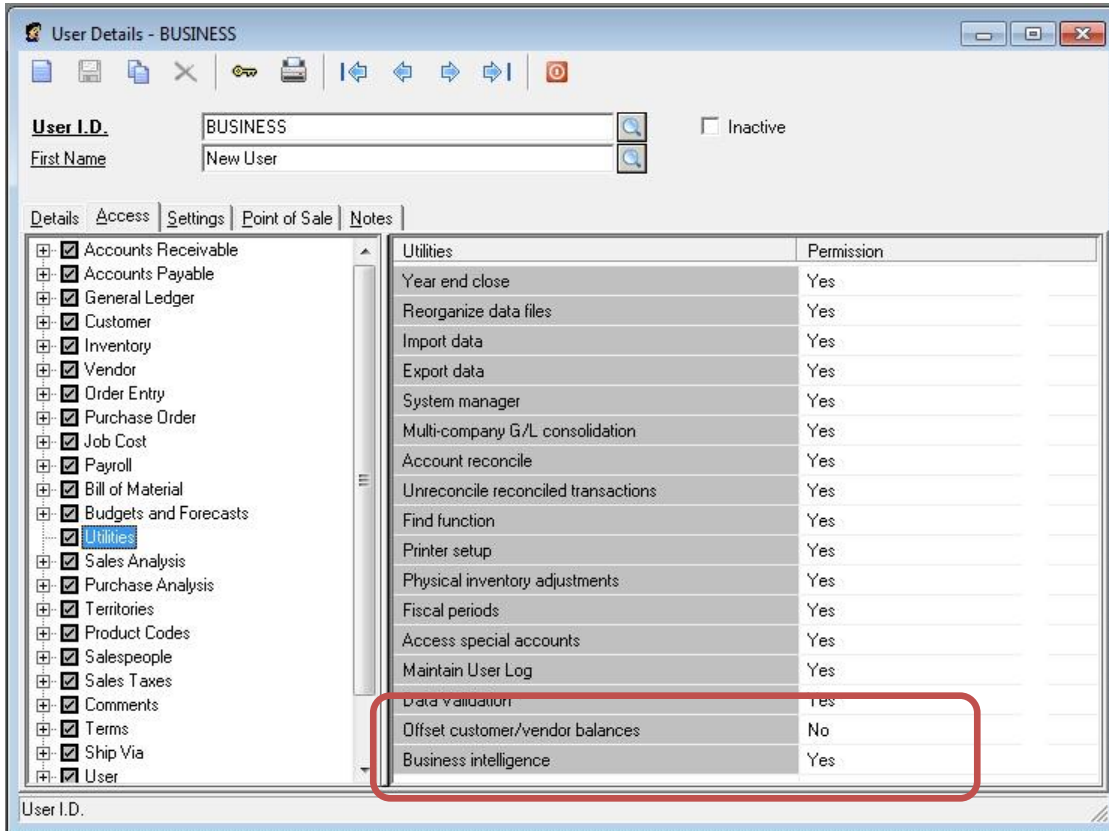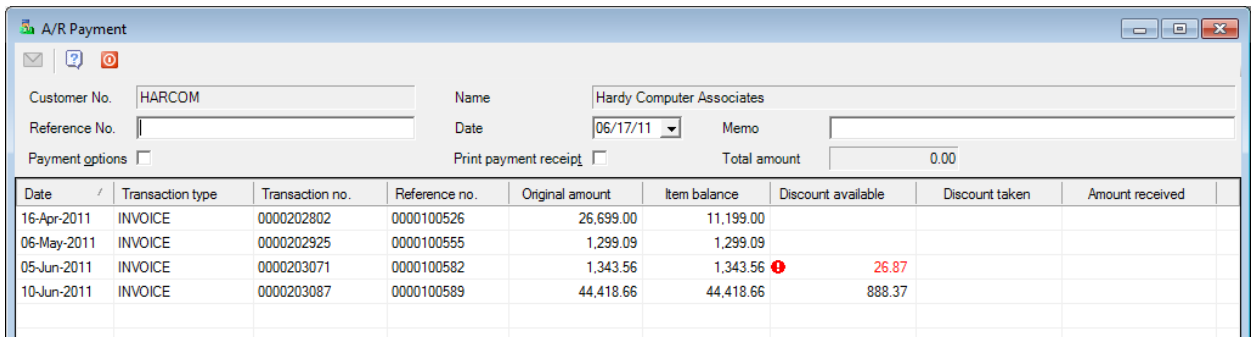
Accounts Receivable Enhancements

A/R Payment utility

In Accounts Receivable, on the Open Items tab, a "Record Payment" button has been added that invokes a new utility that can be used to process A/R payments. All previously existing methods for processing payments in Accounts Receivable remain as they were in previous versions, so no change to workflow is required if users want to continue working as they did in the past.
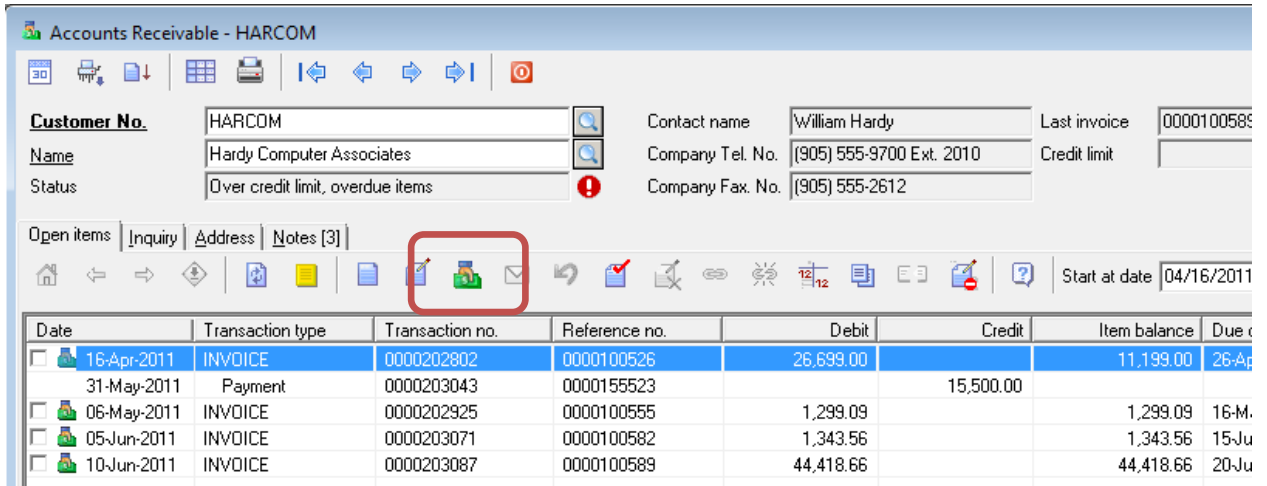
When invoked, the "A/R Payment" utility allows you to enter specific amounts to be applied against one or more open items, including discount amounts.

Accounts Payable Enhancements

A/P Payment utility

In Accounts Payable, on the Open Items tab, a "Record Payment" button has been added that invokes a new utility that can be used to process A/P payments. All previously existing methods for processing payments in Accounts Payable remain as they were in previous versions, so no change to workflow is required if users want to continue working as they did in the past.

When invoked, the "A/P Payment" utility allows you to enter specific amounts to be applied against one or more open items, including discount amounts. When posted, a single A/P cheque will be produced.

General Ledger Account Details Enhancements

Inactive status

In General Ledger Account Details, a new checkbox was added labelled "Inactive". Accounts that have been marked inactive cannot be used in transactions, and will not appear in general ledger account browses outside of the General Ledger Account Details module.

In order to be able to set an existing account to the inactive status, the account cannot be in use in Special Accounts, G/L Allocation Details, Payroll Departments, Sales Departments, Customer Details, Vendor Details, Sales Taxes, Currency Manager, or System Setup.

Customer Details Enhancements

Inactive status

In Customer Details, the "On hold" checkbox has been replaced by a drop down list that allows you to specify a status of active, on hold, or inactive. Customers that have been marked inactive cannot be used when processing transactions or orders, and will not appear in customer browses outside of the Customer Details module.

In order to be able to set an existing customer record to the inactive status, the customer must have no balance owing, no open items in Accounts Receivable, and no orders in the sales order file. Two new reports have been added to the Report Suite entitled "Inactive customers – by name" and "Inactive customers – by number".
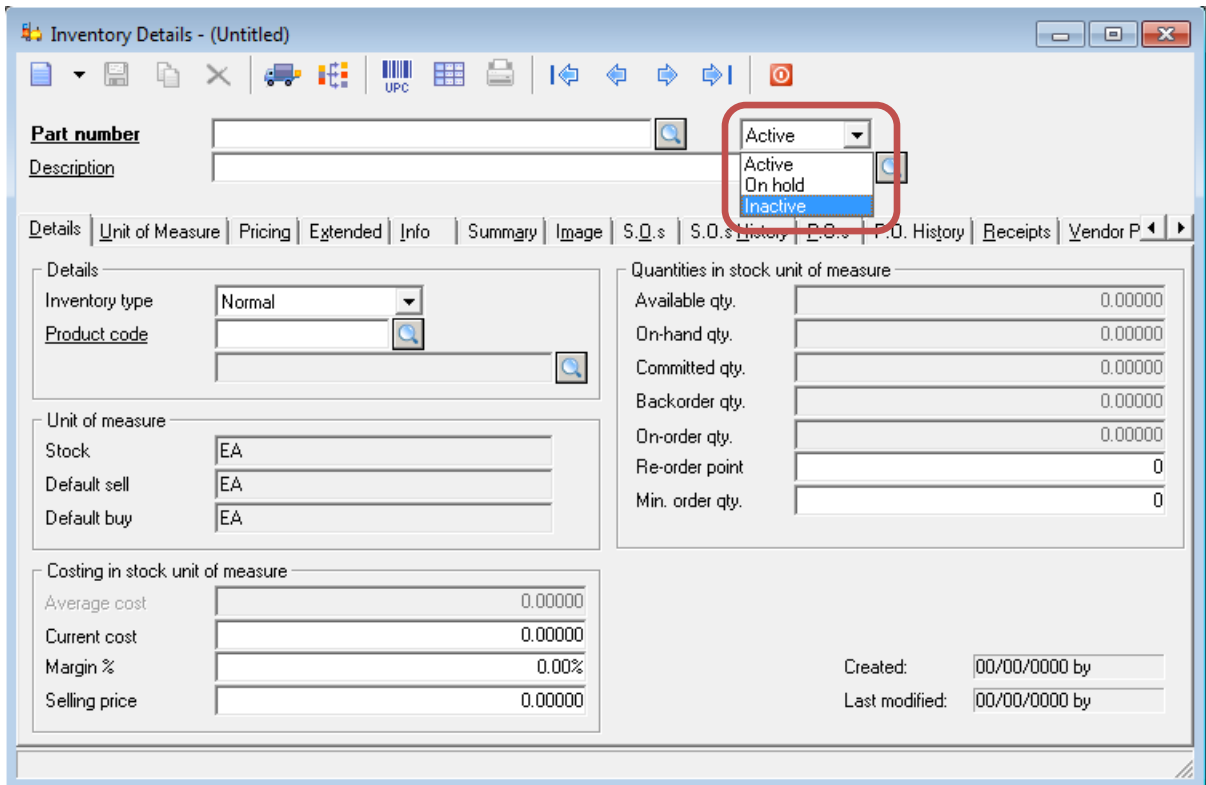
View Order Details – Printing

The Order Details viewer that can be invoked from the S.O.'s tab in Customer Details now has the ability to print Order Details, Order Confirmation and Quote forms.

Inventory Details Enhancements

Inactive status

In Inventory Details, the "On hold" checkbox has been replaced by a drop down list that allows you to specify a status of active, on hold, or inactive. Items that have been marked inactive cannot be used when processing transactions or orders, and will not appear in inventory browses outside of the Inventory Details module.

In order to be able to set an existing item to the inactive status, the item must have no orders in order file, no purchase orders in purchase order file, no on-hand quantity, must not be used in bills of material, and must not be used as an alternate. A new report has been added to the Report Suite entitled "Inactive items list".

Vendor Details Enhancements

Inactive status

In Vendor Details, the "On hold" checkbox has been replaced by a drop down list that allows you to specify a status of active, on hold, or inactive. Vendors that have been marked inactive cannot be used when processing transactions or purchase orders, and will not appear in vendor browses outside of the Vendor Details module.

In order to be able to set an existing vendor record to the inactive status, there must be no balance owing to the vendor, no open items in Accounts Payable, and no orders in the purchase order file. Two new reports have been added to the Report Suite entitled "Inactive vendors – by name" and "Inactive vendors – by number".

Order Entry Enhancements

Generate Purchase Orders from backordered line items

In Order Entry Details, a new "Generate purchase order" button was added to the toolbar. When enabled, this will create a purchase order for each line item that has a backorder quantity.
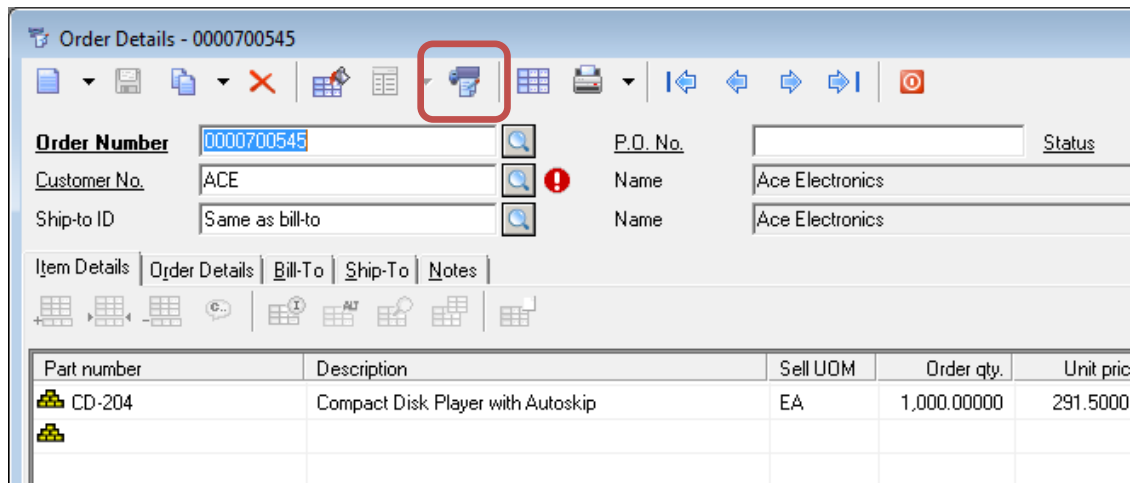

The "Generate purchase order" button becomes enabled when one or more line items has backorder quantities, the backordered items have a preferred vendor assigned, and the user has the "Access > Order Entry > Options > Generate purchase orders" option set to "Yes" or "Yes, prompt for ship-to address".

The resulting purchase order(s) will be created using:

- The backordered inventory item's default vendor, with multiple items from the same vendor grouped onto one purchase order

- The sales order backorder quantity as the purchase order quantity

- The same pricing mechanisms that the purchase order module uses to establish unit price

- The "Okay" status

If the user's "Generate purchase orders" option is set to "Yes, prompt for ship-to address", they will be presented with the option of using either their company address, or the customer's ship-to address as the delivery address for the purchase order.
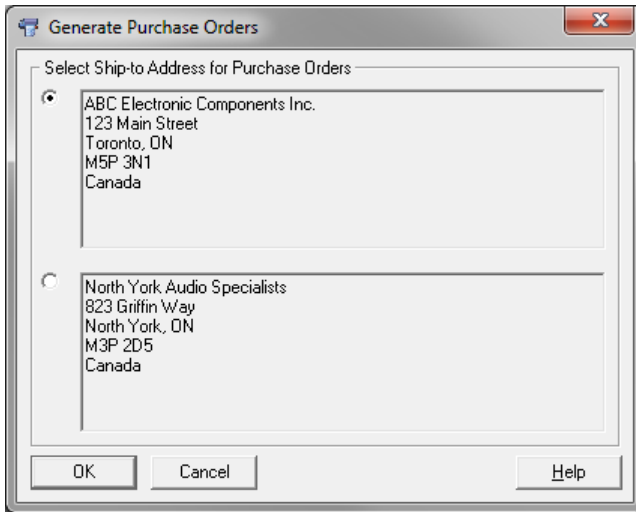
A new "P.O. number" column has been added to the listview in the Item Details tab. This column displays the P.O. number that was created for this line item by the "Generate purchase order" function. (Note – this field does NOT get populated when purchase orders are created by the Auto-generate Purchase Order utility)
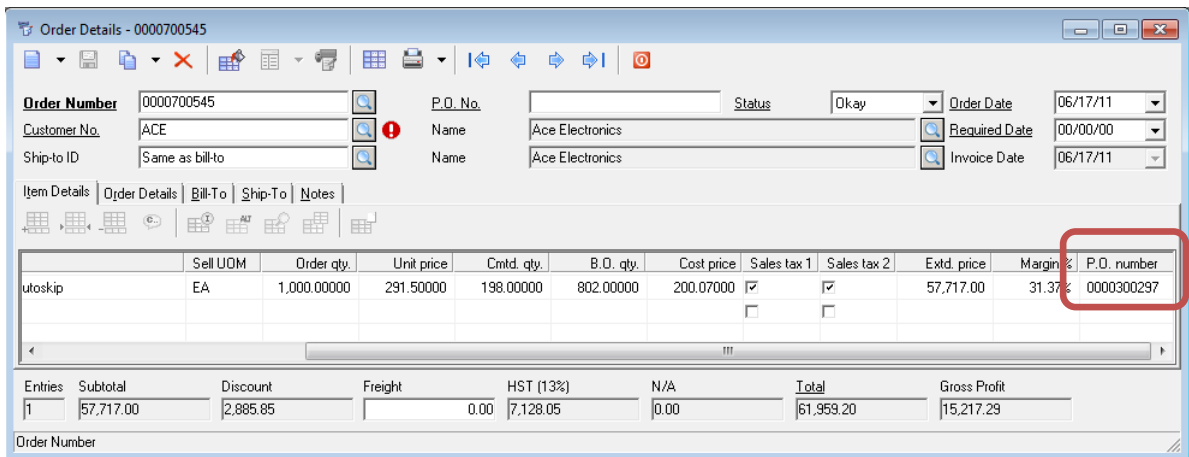
For purchase orders created by the "Generate purchase order" function, the sales order number is stored in the purchase order's "Order number" field.

Reprint packing slips

For users who have the ability to print packing slips, the "Print packing slip" menu option is no longer disabled once a packing slip has been printed for the order.
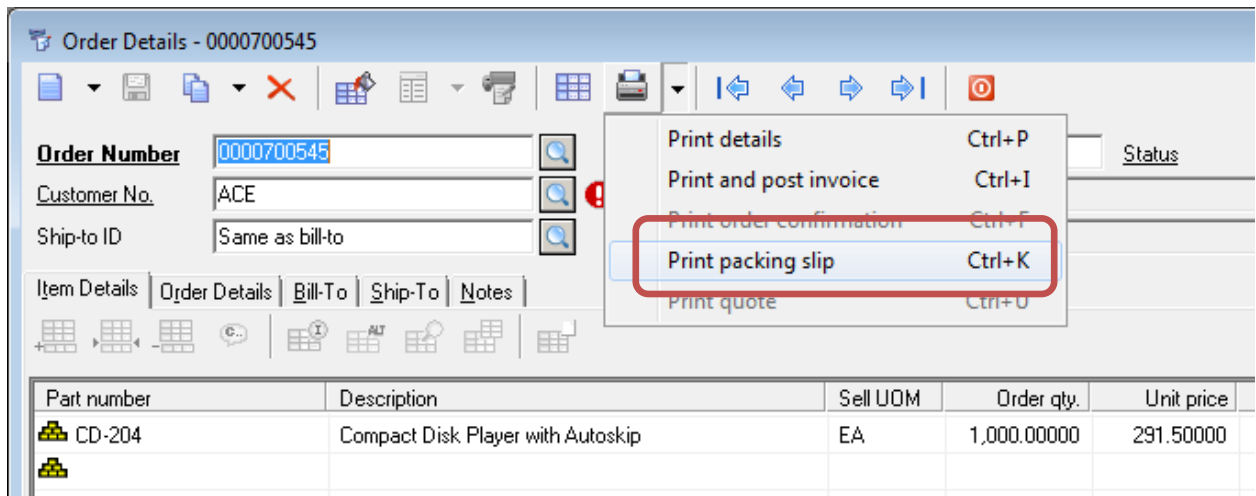
If the user attempts to print a packing slip for an order that has already had one printed, they will be prompted with the following confirmation message:
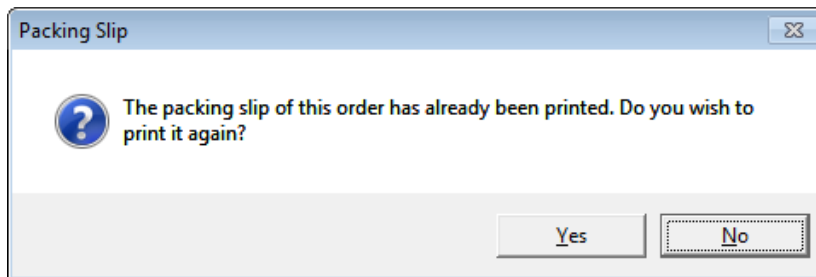

Disabling the ability to modify orders after packing slips have been printed

When the "User Details > Access > Order Entry > Options > Modify order" option is set to "Until packing slip is printed", the user will be able to modify existing orders until a packing slip has been printed.

Purchase Order Enhancements

Copy Warehouse address

In Purchase Order Details, on the Ship-to tab, a "Copy warehouse address" button has been added that will populate the shipping address with the address of the warehouse that you select.
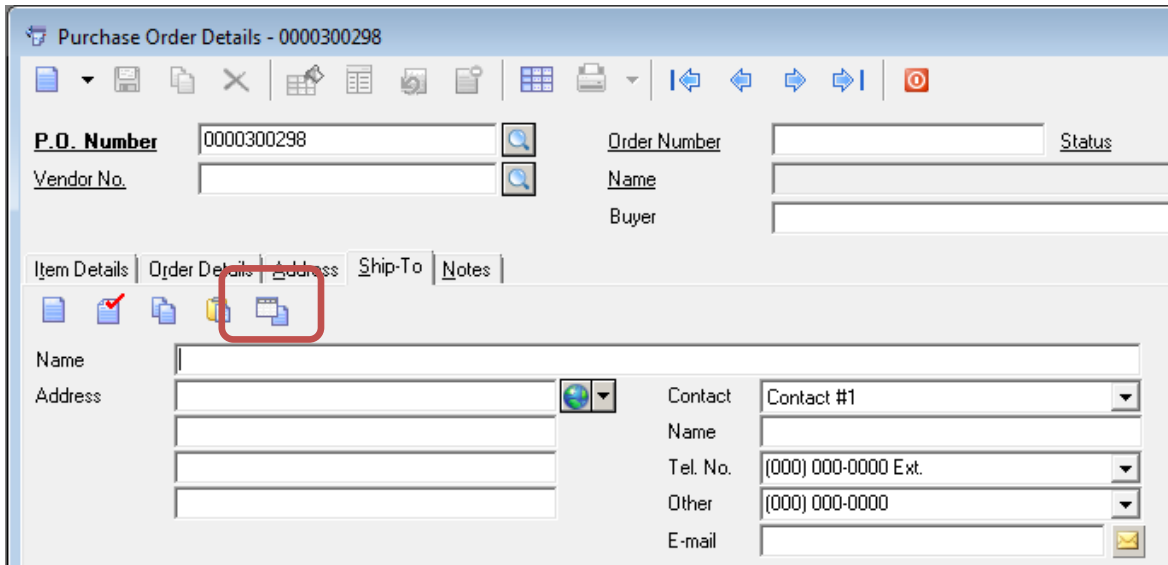
This button only appears when warehouses are enabled. When a warehouse is chosen that has a different province than the default address, you are prompted to verify that the sales taxes are correct.
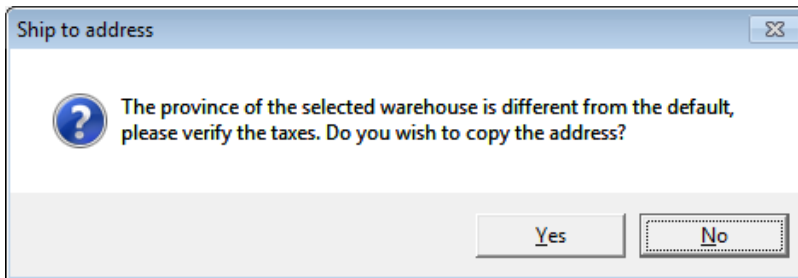
Other Enhancements

Offset customer/vendor balances utility

A utility has been added that allows open items in customer and vendor accounts to offset against each other in one step. This utility can be accessed from the Utilities > Offset customer/vendor balances menu.

Before this utility can be used, a clearing account has to be designated as the "Cust./Vend. Offset" account in Special Accounts.

In order to access this utility, a user has to have the Access > Utilities > Offset customer/vendor balances option set to Yes.

The left side of the dialog displays open items from the selected customer's Accounts Receivable account. The right side of the dialog displays open items from the selected vendor's Accounts Payable account. The total value of the items that are selected in each list is presented.

Once one or more items are chosen from the customer and vendor open item lists, the offset can be posted. After clicking the Post button, a message is presented that allows the date, reference and memo to be modified. The amount is the lower of the two totals.

One or more payment transactions are posted to the customer's Accounts Receivable account, with the payment debit being posted to a clearing account set up specifically for use by this utility.

One or more payment transactions are posted to the vendor's Accounts Payable account, with the payment credit being posted to a clearing account set up specifically for use by this utility.

Business Intelligence

The Business Intelligence utility is a data analysis tool that allows pivot table and pivot chart analysis to be performed on Sales Analysis, Sales Order, Purchase Analysis and Purchase Order data. To access this utility use the button on the main application toolbar, or the entry on the Utilities menu.
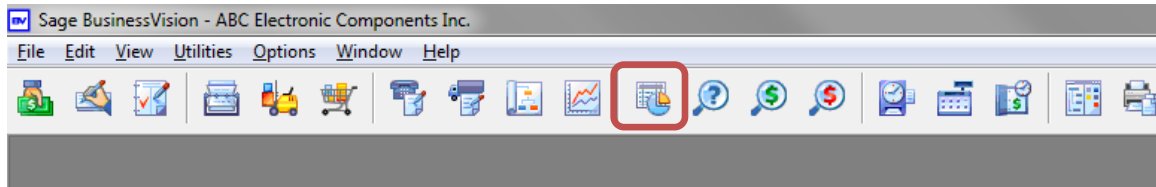
The Business Intelligence utility displays a list of modules in the left hand pane, selection criteria in the top pane, the pivot table in the centre pane, and the pivot chart in the right pane. The module, selection criteria and pivot chart panes are collapsible.
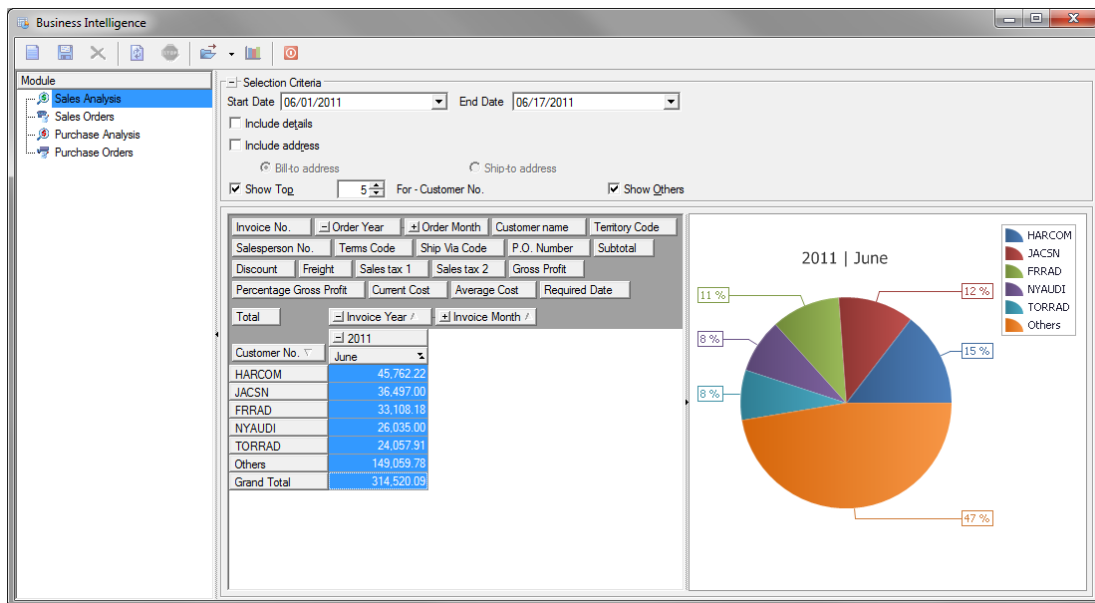
Business Intelligence Toolbar

The Business Intelligence toolbar has the following buttons:
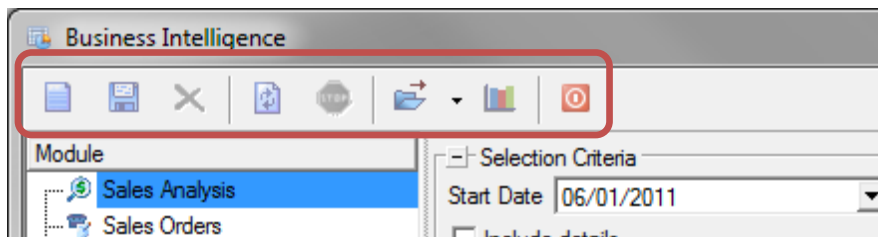
New layout – creates a new default layout for the module currently selected

Save layout – saves the currently selected layout. Saved layouts are user specific.

Delete layout – deletes the currently selected layout

Refresh – retrieves data based on the selection criteria

Abort search – stops retrieving data

Export data – exports the contents of the pivot table to PDF, XLS, XLSX, or CSV format. There is also an option to export the pivot chart to PDF.

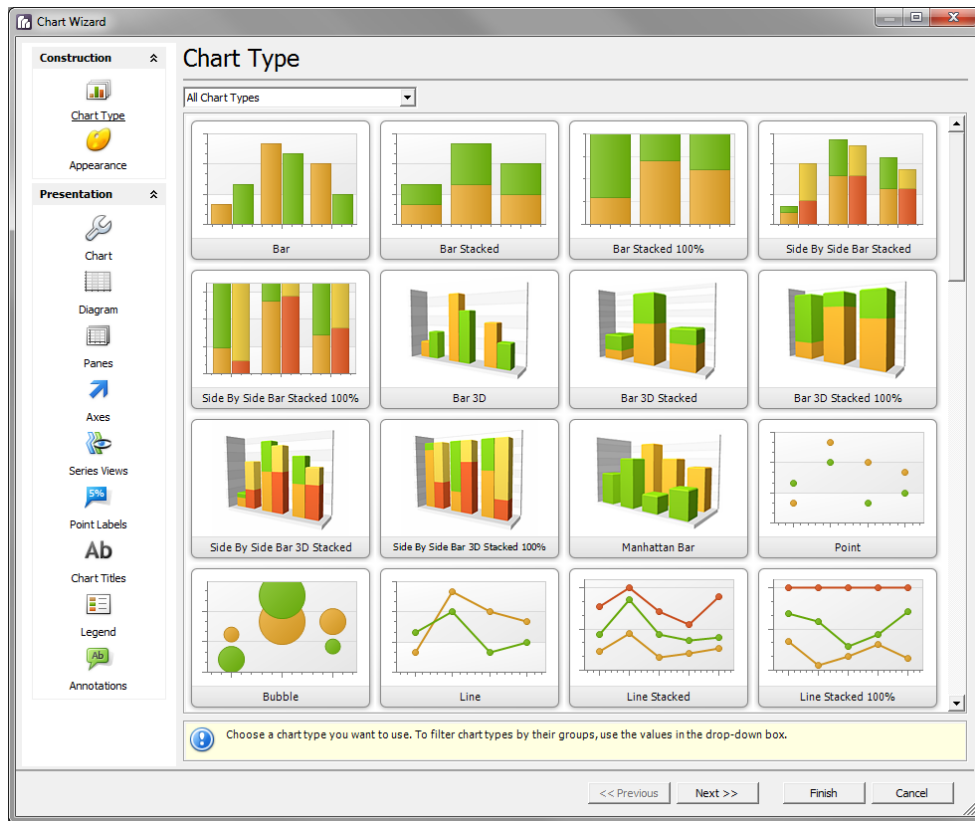**Chart Wizard** – controls the formatting of the pivot chart

Module pane –allows you to select the module from which you wish to analyze data. Under each module, one or more saved layouts may be listed that specify columns and rows to be used in the analysis.

Selection criteria – allows you to specify some basic criteria that will be used to retrieve data to be analyzed.

Start date/End date – the date range of the data to be analyzed

Include details – when unchecked, only information from order or invoice headers are included in the results. When checked, information from line item details are included in the results.

Include address – when checked, address information is included in the results

Show top – when checked, only the top number of records specified will be included in the pivot table. Other records outside the top records can optionally be included in a group called "Others". Record grouping is based on the leftmost row header selected by the user.

Filtering – additional filtering can be performed on data item, column and row values. When hovering over a field in the data item, column or row header areas, a small filter icon appears in the top right corner of the field. Clicking the filter icon invokes a filter dialog that allows you to select which values should appear in the pivot table.
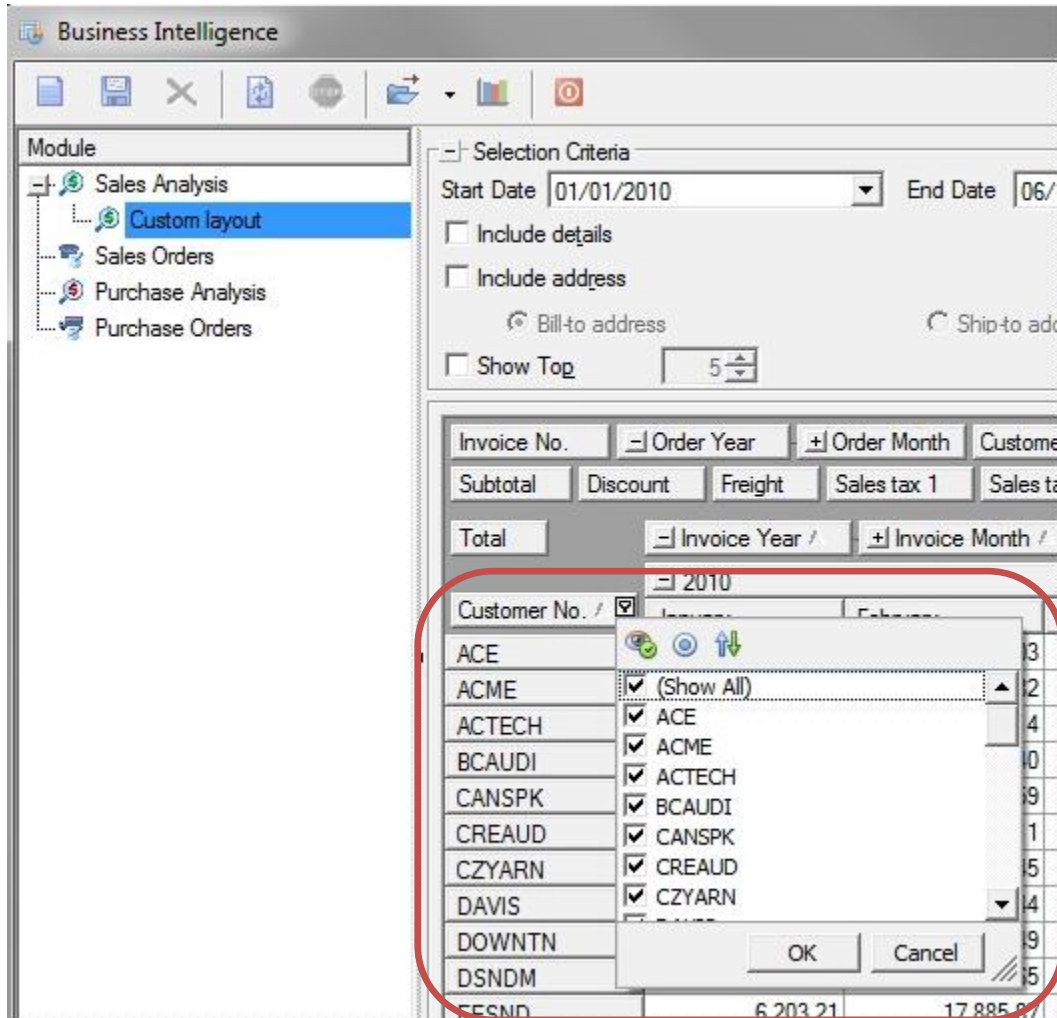
Sorting – sorting can be performed column and row values. When right-clicking on a column or row header, an option appears to sort by that column or row.
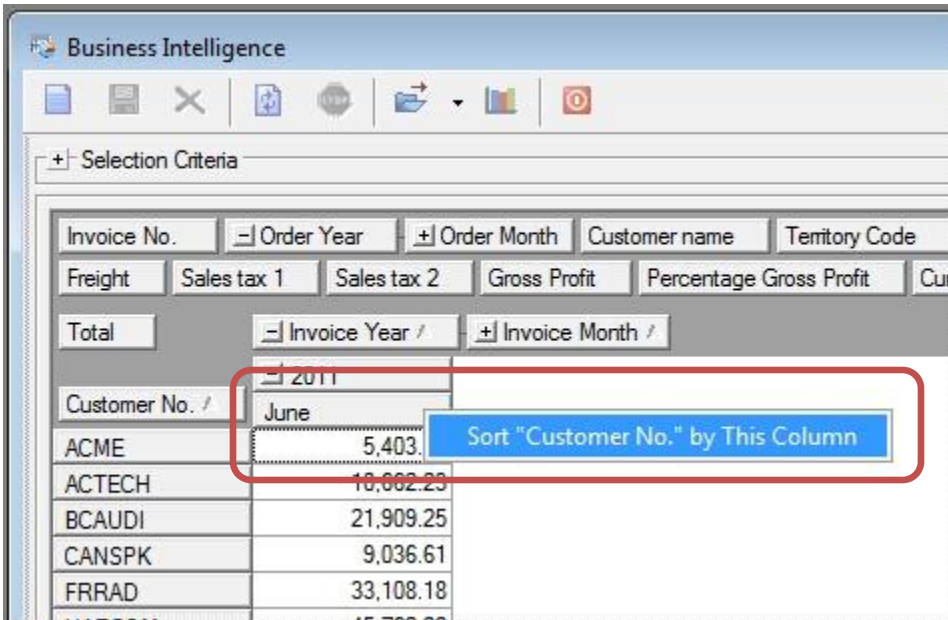
Drill down – double-clicking on a value in the body of the pivot table opens a dialog that displays the underlying information used to calculate the selected value.
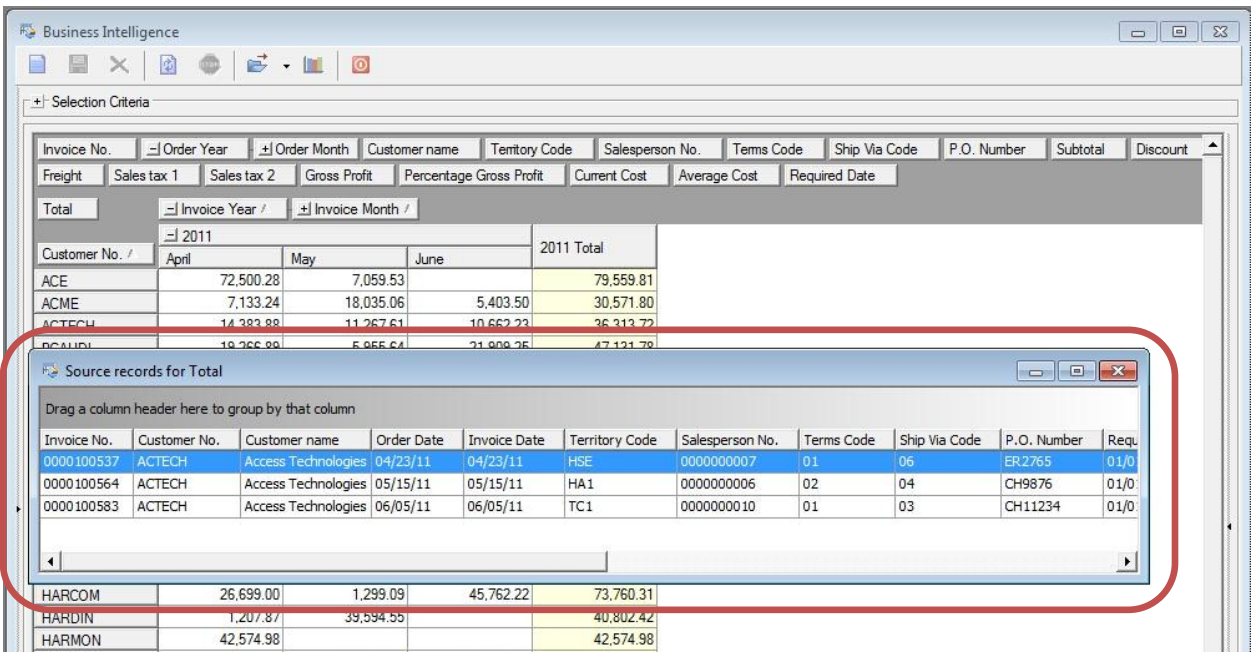
Selective charting – The pivot chart displays values based on selections made in the pivot table.