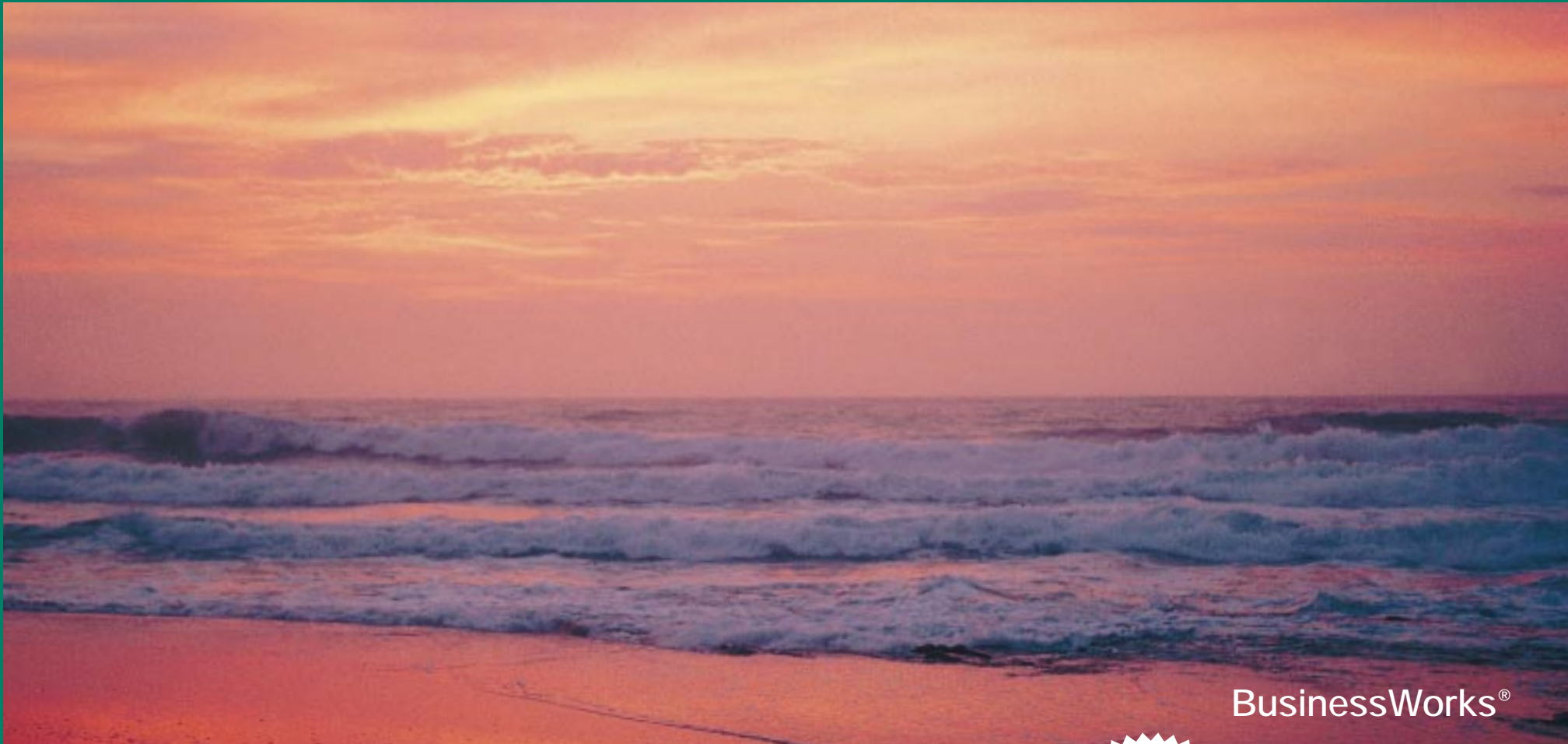




sage

*|| I am thrilled with BusinessWorks Custom Office. Combining the ease of use of BusinessWorks with the powerful features of Microsoft Office is a very valuable business tool. ||*

**Lorelei Walker,  
CPA**



sage

Sage Software, Inc.  
8211 Sierra College Boulevard, Suite 440  
Roseville, CA 95661  
800-447-5700  
[www.sota.com/businessworks](http://www.sota.com/businessworks)  
E-mail: [bwsales@sota.com](mailto:bwsales@sota.com)

5098085 9/98 98-1178

BusinessWorks<sup>®</sup>

NEW

Custom Office

# BusinessWorks Custom Office includes three major components:

To stay competitive, you need *your accounting software and business productivity software, such as Microsoft Office, to work together. BusinessWorks Custom Office provides that solution. Custom Office will allow you to use the extensive and robust features in BusinessWorks along with the many powerful features within Microsoft Office.*

*This module includes:*

## MAIL MERGE

Create customized mailings to groups of customers, vendors, employees and mailing lists names with this powerful time saving tool.

## MAIL MERGE

The intuitive BusinessWorks mail merge wizard makes creating mailings effortless. Mail Merge provides a simple method of creating customized mail-merge documents to your customers, vendors, employees and names maintained in your mailing list. Using the power of Microsoft Word's advanced word processing features, you can create and edit documents to be merged with BusinessWorks information. Professional templates can be set up once and then modified as needed. Letters that are

*With the sophisticated Mail Merge feature of Custom Office, my clients can send and create new customer welcome letters as soon as they have been entered into Accounts Receivable. What used to take several steps can now be done in seconds.*

**Kenneth Saxe,  
Stambaugh-Ness, CPAs, P.C.**

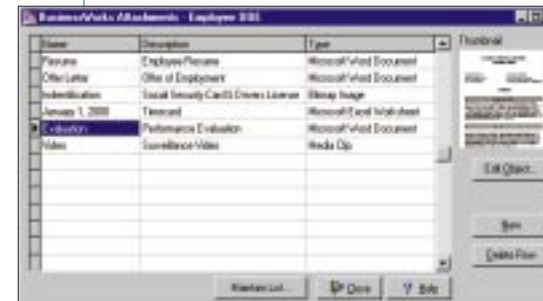
generated can be printed to a laser or ink jet printer and can even be sent via E-mail. Mail Merge includes both Instant Correspondence and Targeted Mail Merge options to create mailings to specific individuals or groups of records.

Both Instant Correspondence and Targeted Mail Merge can utilize Word's conditional paragraphs feature, which allows the user to insert/replace a paragraph based on user defined criteria.

## ATTACHMENT MANAGER

This new productivity tool creates a paperless office by allowing users to attach multiple OLE objects such as, WAV files, bitmaps, Word documents, Excel spreadsheets and AVI multimedia files directly to BusinessWorks chart of accounts, customers, vendors, parts, jobs and employees. You can link existing or create new OLE objects to link to the entity, view a list of documents that have been attached and launch the applications to view or edit the attachment. Attachments can be linked or embedded and, if a file is linked, any time the object is updated the changes are automatically reflected in the attached file. There are hundreds of creative and powerful ways to use the Attachment Manager, the following lists just a few:

- Track job permits and blueprints by attaching the scanned object to the job
- Maintain customer correspondences by attaching delinquent account and welcome letters to each customer record
- Record returns for a part by attaching documentation for each return to the part record
- Track requests for vacation, leave of absences, maternity leaves, and overtime approval by attaching completed and signed copies of the forms to the employee record



## CUSTOM WORKSHEETS

Custom Worksheets allows you to create customized worksheets using BusinessWorks data and Microsoft Excel. The intuitive built-in wizard allows you to extract BusinessWorks data to Excel. Once your data is in Excel your options are limitless. Data from multiple BusinessWorks modules can be compiled into a single workbook within Excel, allowing you to do multi-company consolidation reports. In addition, you can create reports that use data from multiple modules, such as a statement of cash flow. Graphs and charts can be inserted and additional calculations can be performed, saved and used for future reporting.

The following illustrates just one of the many different types of worksheets that can be created using Custom Worksheets.



Custom Office requires that Microsoft Office 95 or Office 97 is installed including both Excel and Word. BusinessWorks Custom Office has the same system requirements as those for Microsoft Office because of the tight integration between the two.

