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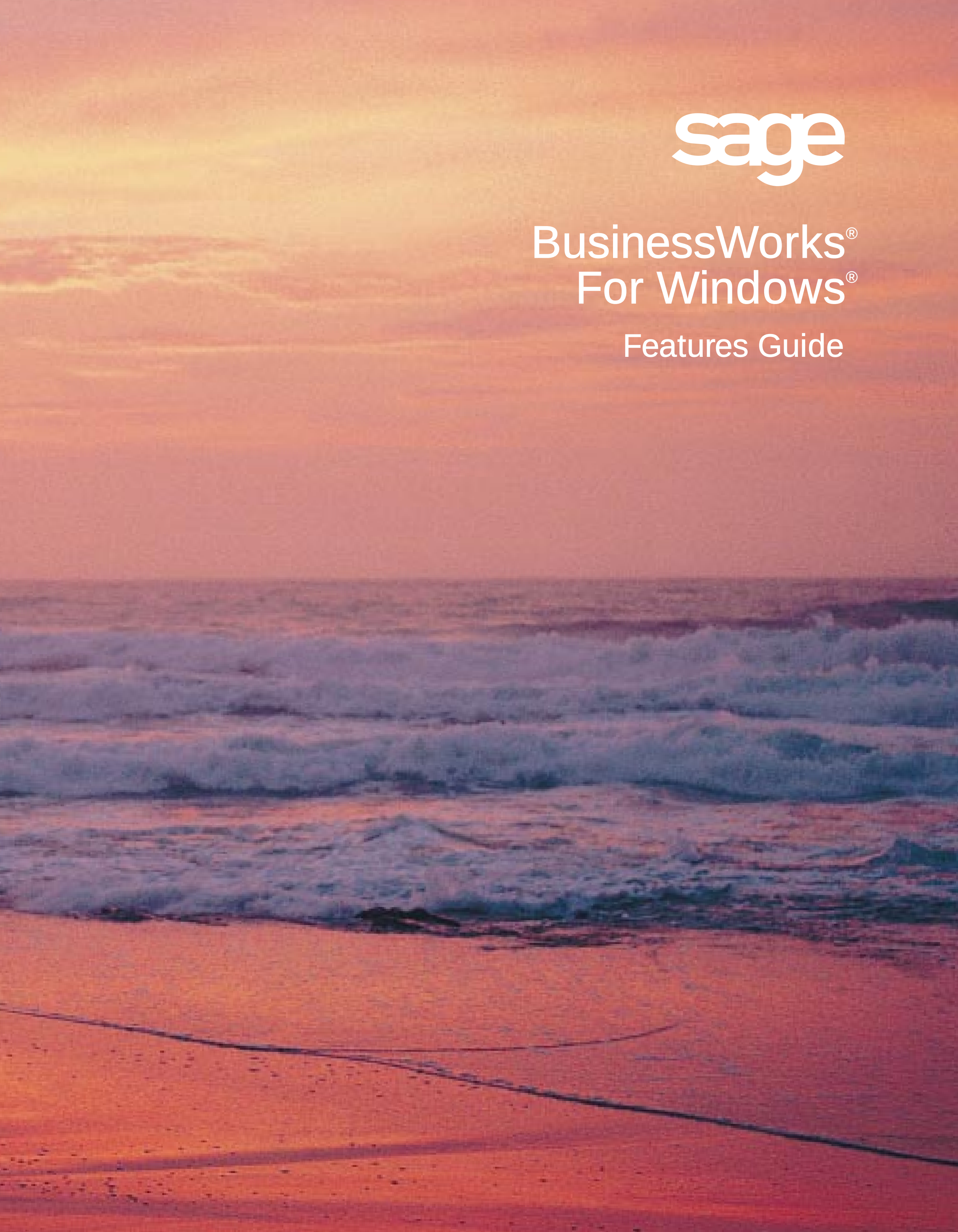
BusinessWorks® For Windows®

Features Guide



BusinessWorks®

Powerful accounting software was never this easy!

Filling the large gap between basic entry-level products and complex high-end systems, BusinessWorks is ideally suited for small to medium companies. BusinessWorks is a powerful, full-featured, yet easy to use accounting solution that is fully year 2000 compliant. By combining high-end functionality, ease-of-use, and a price that is a fraction of other modular systems, BusinessWorks is the best value in full-function accounting software. In a recent survey, it outperformed 20 other competing products in performance, ease-of-use and window-based product reliability tests. BusinessWorks combines the intuitive interface and presentation quality reporting that users prefer, with the tight security and financial controls that accountants demand.

BusinessWorks is currently available in version 12 for Windows® and combines the power of 9 fully integrated modules, including, General Ledger, Accounts Payable, Accounts Receivable, Inventory Control and Purchasing, Order Entry, Payroll, Job Cost, Custom Office and Mailing Labels. The built-in networking capabilities can support up to 48 concurrent users. BusinessWorks offers award-winning features designed to simplify virtually every area of business accounting. Features like the ones found on the following pages, can increase your efficiency and productivity. Additionally, BusinessWorks provides the following programs and integration's to create a complete business management solution:

- Timeslips®: Timeslips is an award winning time and billing package also offered by Sage. BusinessWorks version 12.2 offers a seamless integration with Timeslips version 9 and provides the best integration of any accounting software package available. As a result of this tight, one of a kind integration, Timeslips has made BusinessWorks the only recommended accounting product for use with Timeslips version 9. For more information, see page 30.

- Data conversion: If you've outgrown a popular retail package but dread re-entering your financial data from scratch, then a BusinessWorks Authorized Reseller can help you. Your BusinessWorks Authorized Reseller can quickly and accurately convert QuickBooks®, Peachtree®, and DacEasy® accounting data into BusinessWorks, allowing you to save time and money by vastly reducing hours of data entry time. If you are not currently working with a BusinessWorks reseller, please contact us for the name of an Authorized Reseller nearest you.

- Microsoft® integration: The new BusinessWorks Custom Office module will allow you to use the extensive and robust features in BusinessWorks, along with the many powerful features within Microsoft Office. Custom Office includes three major components: Mail Merge, Attachment Manager and Custom Worksheets, which integrate with all of the BusinessWorks modules. For more information, see page 5.

- Crystal Reports® for BusinessWorks: The award winning Windows-based report writer, has been customized and enhanced to provide direct access to all BusinessWorks modules.

BusinessWorks is distributed by a select group of Sage authorized partners. Our partners play a key role in demonstrating BusinessWorks, and assessing your business needs. If you choose to purchase BusinessWorks one of our partners will provide you with installation, support and training. It is very important that you work closely with a Sage partner to learn how BusinessWorks will help you run your business more successfully. For the name of a local BusinessWorks authorized partner, or to receive a free trial version of BusinessWorks please call us at 800-447-5700.

BUSINESSWORKS FOR WINDOWS VERSION 12

SUGGESTED HARDWARE STANDARDS

- Pentium® 75 processor
- 16 MB RAM
- For stand alone installation: 100 MB free hard disk space (all BusinessWorks modules installed)
- For network installation: 100 MB free hard disk space on the server; 30 MB free hard disk space on the client workstations
- Minimum 640 x 480, 256 colors
- CD ROM drive
- Mouse or pointing device
- Laser or high speed ink jet printer (printer driver must support graphical mode)
- BusinessWorks Custom Office uses the same system requirement as Microsoft® Office. For more information regarding the system requirements, consult your Microsoft documentation or use the following Website: www.microsoft.com/office/office97/documents/off97/ds/specs.htm.

Please note: If operating any hardware that does not meet the suggested standards, your BusinessWorks operating performance may be adversely affected.

WORKSTATION SOFTWARE REQUIREMENTS

- 16-bit environment: MS-DOS® 6.0 and 6.22 operating system with Windows® for Workgroups 3.11
- 32-bit environment: Microsoft® Windows® 95, Windows 98 or Windows NT® Workstation 4.0

NETWORK REQUIREMENTS

BusinessWorks runs on many popular networks. Please see our Website at www.sota.com/businessworks or your local Authorized BusinessWorks Reseller for details.

BusinessWorks Features and Specifications

SYSTEM-WIDE FEATURES

SPECIFICATIONS

Number of companies	100 per installation*
Maximum simultaneous users on a network	48
Maximum number of report groups	1000
Maximum number of reports in each group	50

GENERAL FEATURES

- Accounting modules can integrate or function as a stand alone (except Order Entry and Job Cost)
- Quickly processes end-of-month close for multiple modules with one key stroke
- Tracks notes for accounts, customers, vendors, employees, parts, and jobs at the click of a button with the convenient system-wide Notepad feature
- Includes online ZIP code list (over 42,000 ZIP codes) with a built-in editor
- Inserts city and state abbreviations automatically upon ZIP code entry
- Search feature allows quick location of data from any lookup window
- Exports data using over 30 different formats including Lotus 1-2-3®, dBASE®, comma-separated variable, ASCII, Access®, Excel®, Word®, WordPerfect®, Quattro Pro and many others

SECURITY & MULTIPLE USERS

- Built-in Backup and Restore lets you quickly and easily back up your important financial data to a floppy disk, Zip drive or to your hard drive
- Supports single users and multiple users (up to 48 concurrent users) on networks
- Allows 100 passwords per user
- Allows full locking and simultaneous data access when running on a network
- Controls access to company data with multilevel password protection
- Maintains audit log of recent changes to data files, including when customers, vendors, parts, etc. are added or deleted and identifies the user who changed the record

REPORTING CAPABILITIES

- Produces presentation quality reports that provide the flexibility of user-defined font types, sizes, color and styles (bold, underline, italic, all caps, etc.)
- Includes an easy-to-use, intuitive, built-in report writer to create custom reports
- Over 25 graphical reports display financial data as a bar, line and pie graph
- Allows you to set up series of reports in groups that you can print on command to save valuable time during the work day
- Easily attaches on-screen reports to an e-mail
- Allows filters to be used for reports and data exporting to further specify the selection criteria

*All the specifications denoted with an asterisk are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

FORMS

- The look of your forms as well as the data placement is in your control. All forms in BusinessWorks, such as checks, invoices, quotes, sales orders, etc., can be customized, including the font types, sizes, colors and styles (bold, underline, italic, all caps, etc.)

REPORTS

- Audit Report
- Registration Report
- Custom Reports

CUSTOM OFFICE NEW

Custom Office integrates with all the BusinessWorks modules. This new module will allow you to use the extensive and robust features in BusinessWorks, along with the many powerful features within Microsoft® Office. Custom Office includes three major components: Mail Merge, Attachment Manager and Custom Worksheets.

GENERAL FEATURES

MAIL MERGE

- Create customized mailings to groups of customers, vendors, employees and mailing lists names using Microsoft Word®
- Using Word's advanced word processing features create and edit documents to be merged with BusinessWorks information
- Set up professional templates once and modify them as needed
- Send letters via e-mail or to a laser or ink jet printer
- Both Instant Correspondence and Targeted Mail Merge can utilize Word's conditional paragraphs, which allows the user to insert or replace a paragraph based on user-defined criteria

ATTACHMENT MANAGER

- Create a paperless office by attaching multiple OLE objects, such as bitmaps, Microsoft Word or Excel documents and multimedia files, directly to any BusinessWorks General Ledger chart of account, customer, vendor, part, job or employee
- Supports both linking and embedding
- Attach existing or create new files to link or embed into a BusinessWorks record
- Anytime a linked file is updated the changes are automatically reflected in the attached file
- Track job permits and blueprints by attaching the scanned object to the jobs
- 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

- Create customized worksheets in Excel® using BusinessWorks data
- Compile data from multiple modules into a single workbook within Excel, allowing multi-company consolidation reporting
- Perform additional calculations or insert graphs or charts and save and use for future reporting

GENERAL LEDGER

Integrates with the Accounts Payable, Accounts Receivable, Payroll, Order Entry, Inventory Control and Purchasing, Job Cost and Custom Office modules, as well as many third-party products.

SPECIFICATIONS

Maximum number of accounts	8,000
Maximum account balance	$999,999,999.99
Maximum number of digits in account number	6
Number of characters in account description	30
Maximum number of departments	99
Maximum number of monthly journal entries	1,000,000*
Maximum number of lines in a recurring journal entry	30
Maximum journal entry amount	$9,999,999.99
Maximum number of fiscal years history is maintained	9
Maximum number of subsidiary companies	99
Maximum number of months to post into the past	24
Maximum number of months to post into the future	12

GENERAL FEATURES

- Maintains complete audit trails of all transactions and adjustments made to transactions
- Includes more than 35 modifiable, industry-specific, sample charts of accounts that can be used to save time when setting up the General Ledger module
- Provides inquiry capability to examine account status, balance history, budgets and transactions. Additionally the inquiry option in the General Ledger module can drill to the source of the original posting
- Allows quick location of accounts within the chart of accounts with a search feature
- Imports account information and journal entries from a text file
- Exports General Ledger account information using over 30 different formats including Lotus 1-2-3®, dBASE, comma-separated variable, ASCII, Access®, Excel®, Word®, WordPerfect®, Quattro Pro® and many others
- Exports journal entries in a .CSV format

MAINTENANCE FEATURES

- Consolidates General Ledger data for multiple companies to create a consolidated financial statement
- Allows departmentalized accounting with up to 99 departments
- Allows the renaming and renumbering of an account number in the chart of accounts
- New accounts can be added “on the fly” during journal entry
- Departmental account duplication feature lets you add departmentalized accounts quickly

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BUDGETS

- Allows full-year budgeting by month, year, or percentage for the prior, current , or next fiscal year
- Tracks budget history for up to nine fiscal years
- Automatically calculates account budgets for the prior, current, or next fiscal year based upon prior or current year actuals as well as budgets from other periods

JOURNALS

- Provides a solid audit trail by including the system date as well as posting date for journal entries
- Provides five standard and four special journals for custom use
- Maintains recurring journal entries to save data entry time
- Allows batch posting for recurring entries
- Prevents out-of-balance entries in the General Ledger
- Allows authorized users to void transactions
- Journal entries can be imported and exported

REPORTING CAPABILITIES

- Most reports can be sorted or printed by department
- Allows for customization of financial statements including section headings, page breaks, font styles, sizes and colors.
- Allows subtotaling and consolidation accounts for custom financial statements
- Flexible financial statement setup includes period selection, rounded dollar amounts, customized notes, etc.
- Produces monthly, quarterly, yearly and date range (e.g., weekly, semi-monthly, etc.) income statements
- Can print date sensitive balance sheets (as of a certain day in a month)
- Allows a date range selection for the trial balance
- Flash report provides quick overall view of financial strength with various financial ratios (e.g., current ratio, acid test, etc.)

AVAILABLE REPORTS

- Income Statement
- Comparative Income Statement
- Budget Variance Income Statement
- Budgets-only (proforma) Income Statement
- Balance Sheet
- Comparative Balance Sheet
- Statement of Cash Flow
- Detailed Trial Balance (General Ledger Report)
- Summary Trial Balance
- Working Trial Balance
- Journal Detail Report
- G/L Distribution Report (Summarized Journal Report)
- Journal Entry Batch Report
- Account Detail Report
- Chart of Accounts
- Budgets Worksheet
- Account Balances
- Account Budgets
- Departmental Budget Report
- List of Departments
- List of Recurring Journal Entries
- Flash Report (summary report of financial ratios and historical information)
- Graphical Report - Quick & Current Ratios
- Graphical Report - Cash & A/R to Assets
- Graphical Report - Profit
- Graphical Report - Revenue
- Graphical Report - Expenses
- Graphical Report - Balance Sheet
- Graphical Report - Income Statement
- Custom Reports

ACCOUNTS PAYABLE

Integrates with the BusinessWorks General Ledger, Job Cost, Inventory Control and Purchasing, Accounts Receivable, Mailing Labels and Custom Office modules.

SPECIFICATIONS

Maximum number of vendors	100,000*
Maximum vendor balance	$99,999,999.99
Number of characters in vendor ID	12
Maximum number of current invoices per vendor	3000
Maximum number of recurring invoices per vendor	100
Maximum amount per invoice	$9,999,999.99
Number of characters (alpha numeric) in invoice number	12
Number of characters in invoice reference	12
Maximum number of months to keep history	60
Maximum General Ledger distribution accounts per transaction	20
Maximum number of expense allocation tables	99
Number of payment terms	99
Number of cash accounts	9
Maximum number of checks per month	100,000*
Number of digits in check number	6
Maximum number of invoices per check	3,000*
Maximum amount per check	$9,999,999.99

GENERAL FEATURES

- Provides current and calculated balances for all A/P cash accounts
- Provides instant inquiry of vendor information including invoices, debit memos, credit memos and application of open credits while in any processing option
- Allows quick location of vendors and General Ledger accounts with a search feature
- Permits vendor information to be imported from a text file
- Allows importing of invoices and adjustments
- Exports Accounts Payable information using over 30 different formats, including Lotus 1-2-3, dBASE, comma-separated variable, ASCII, Access, Excel, Word, WordPerfect, Quattro Pro and many others

*All the specifications denoted with an asterisk are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

MAINTENANCE FEATURES

- Maintains complete vendor information, including e-mail address, remit address and purchase order address, month and year-to-date purchase totals, 12 month purchase history, year-to-date 1099 purchases and last payment information
- Posting accounts can be defined on a vendor-by-vendor basis
- New vendors and General Ledger accounts can be added “on the fly” during transaction entry
- Allows global changes to multiple vendor records at the same time to expedite data entry
- Optionally prints one check for each invoice paid
- Allows flexible payment terms, including; number of days, day of month, end of month and end of next month

PROCESSING FEATURES

- Tracks credit card purchases and purchase history when a credit card is used to pay a vendor
- Specific vendors and/or invoices can be placed on payment hold
- Allows automatic distribution of invoices to multiple accounts via expense allocation tables
- Tracks discount dates, amounts and due dates
- Provides ability to set up recurring invoices
- Allows invoices to be automatically or manually selected for payment

CHECKS

- Allows check printing for vendors and non-vendors without posting an invoice
- Allows partial payment of invoices
- Allows entry of handwritten checks
- Generates checks with either detailed or summary payment stubs
- Lets you enter a manual check as voided in one step

REPORTING CAPABILITIES

- Prints 1099 MISC forms
- Aging periods are user-defined
- Aging and open invoice reports can be produced “as of” any date
- Prints the aging report by invoice date or due date

BANK RECONCILIATION

- Provides full bank reconciliation that includes the ability to clear a range of checks
- Up to nine cash accounts can be reconciled
- Deposits entered in Accounts Receivable can easily be grouped and posted to the Bank reconciliation
- Supports the following transaction types: deposit, charge, credit, withdrawal and transfer

AVAILABLE REPORTS

- Aging Report
- Cash Flow Report
- Cash Requirements Report
- General Ledger Reconciliation Report
- Vendor List
- Vendor Name List
- Vendor History Report
- List of Recurring Invoices
- Detail Report
- Open Invoice Report
- Summary Aging Report
- Discount Analysis Report
- Payment Selection Report
- Purchases Journal
- Adjustments Journal
- Check Register
- Handcheck Register
- Reconciliation Report
- Bank Transactions Report
- Bank Deposit Report
- General Ledger Distribution Report
- Worksheet
- Flash Report
- Graphical Report - Aging
- Graphical Report - Purchase History
- Graphical Report - Vendor Purchase Highlight
- Graphical Report - Vendor Balance Highlight
- Custom Reports

ACCOUNTS RECEIVABLE

Integrates with the General Ledger, Accounts Payable Bank reconciliation, Mailing Labels, Order Entry, Job Cost and Custom Office modules.

SPECIFICATIONS

Maximum number of customers	100,000*
Maximum number of standard items	500,000*
Maximum customer balance	$99,999,999.99
Number of characters (alpha numeric) in customer ID	12
Maximum number of current invoices per customer	3000
Maximum number of recurring invoices per customer	100
Number of payment terms	99
Number of cash accounts	9
Maximum number of sales representatives	250
Maximum number of sales accounts	250
Maximum standard item price	$999,999.99
Maximum number of sales tax jurisdictions	10,000*
Maximum amount per invoice	$9,999,999.99
Maximum number of line items per invoice	99
Maximum number of sales accounts per invoice	16
Maximum number of sales taxes per invoice	3
Number of digits in invoice number	6
Number of characters in invoice description	20
Number of characters in a standard invoice item description	28
Number of character in a service invoice item description	40
Number of characters in cash receipts reference field	12
Maximum number of months to keep history	60

GENERAL FEATURES

- Easily locates a customer based on an invoice number alone. This is beneficial when you receive a payment but the name on the check doesn't match the customer's name in Accounts Receivable.
- Customer information, standard items and invoices can be imported from a text file
- Exports Accounts Receivable information using over 30 different formats, including Lotus 1-2-3, dBASE, comma-separated variable, ASCII, Access, Excel, Word, WordPerfect, Quattro Pro and many others

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MAINTENANCE FEATURES

- Maintains complete customer information, including e-mail address, bill-to and ship-to addresses, month and year-to-date totals, 24-month sales history, current balance, highest balance, open credits, deposits and last payment
- Tracks customers' open credits and deposits
- Model customer enables fast creation of default information for new customer records
- Allows global changes to multiple customer records simultaneously
- Customer categories permit classification of customers for reports and operations on selected customer groups
- Customers can be placed on credit hold
- Provides instant inquiry of customer information, including invoices, credit memos, debit memos, payments, application of open credits, and application of deposits
- Tracks cash sales
- Allows quick location of customers, standard items and General Ledger accounts with a search feature
- Tracks invoice discount dates and amounts, and due dates
- Tracks sales by customer, sales representative and sales account
- Provides a list of standard items for commonly billed items and services
- New customers can be added "on the fly" during invoice and transaction entry
- Alerts you when a customer exceeds credit limit and when you try to delete a customer who has an open quote or order in Order Entry
- Optionally provides warning of duplicate invoice numbers for each customer
- Finance charge rates can be assigned on a customer-by-customer basis or allows you to use system defaults

FORMS

- Prints invoices, credit memos, debit memos and statements on plain paper or preprinted forms
- Provides standard and service invoices in a 7" or 11" format that you can customize
- Specific invoice fields can be disabled to customize and simplify invoice entry

PROCESSING FEATURES

- Offers instant inquiry of all transactions affecting an invoice as well as the sales account to which the invoice was posted
- Individual payments can be grouped into bank deposits and sent to the Bank reconciliation option
- Accepts payments, deposit applications, and open credit applications at time of invoicing
- Allows you to write off balances during cash posting
- Allows previously entered payments to be voided
- Handles multi-line descriptions for standard items
- Posts recurring invoices on a monthly, bi-monthly, quarterly, semiannual or annual basis
- Allows comments, miscellaneous charges and labor charges on invoices
- Allows discounts and sales tax application on a line-by-line basis
- Allows calculated tax amounts to be overridden during invoice entry
- Early payment discount calculation can optionally exclude tax and freight amounts
- Tracks when a payment is received from a customer using a credit card
- Provides automatic calculation of sales tax on credit memos
- Calculates finance charges and allows recalculation later in the same month
- Provides both balance forward and open item statement formats on a customer-by-customer basis with optional aging information
- Allows you to process customer statements on the screen at any time
- Optionally prints shipping and billing labels for a customer during invoice entry

REPORTING CAPABILITIES

- Provides user-defined aging periods
- Prints the aging report by invoice date or due date
- Allows the aging and open invoice reports to be run with an “as of” date
- Payment analysis report shows history of average days to pay
- Sales analysis (commission) report can be based on paid invoices
- Sorts many reports by customer ID, customer name or sales representative
- Provides cash flow projections based on customers’ payment history

AVAILABLE REPORTS

- Aging Report
- Summary Aging Report
- Cash Flow Report
- Sales Analysis Report by Customer
- Sales Analysis Report by Sales Account
- Sales Analysis Report by Sales Representative
- Delinquent Accounts Report
- Payment Analysis Report
- General Ledger Reconciliation Report
- Customer List
- Customer Worksheet
- Customer Name List
- Customer History Report
- List of Recurring Invoices
- Finance Charge Report
- Detail Report
- Open Invoice Report
- Open Credit Report
- Deposits Report
- Credit Limit Report
- Invoice Register
- Cash Receipts Register
- Adjustments Register
- Sales Tax Detail Report
- Sales Tax List
- Sales Representative List
- Sales Account List
- Standard Items List
- Flash Report (summary of Accounts Receivable activity)
- Graphical Report - Aging
- Graphical Report - Sales History
- Graphical Report - Customer YTD Sales
- Graphical Report - Customer MTD Sales
- Graphical Report - Customer Current Balances
- Graphical Report - Customer Deposit
- Graphical Report - Sales Representative YTD Sales
- Graphical Report - Sales Representative MTD Sales
- Custom Reports

INVENTORY CONTROL AND PURCHASING

Inventory Control and Purchasing allows you to post changes to the Job Cost module and also automatically post transactions to the General Ledger module. This module also integrates with the Custom Office module. When using Inventory Control in conjunction with Accounts Receivable, the Order Entry module must be installed. The purchase order features of this module require the Accounts Payable module.

SPECIFICATIONS

Maximum number of parts	500,000*
Number of characters (alpha numeric) in part number	12
Maximum level bill of materials	1
Number of substitutes per part	5
Number of vendors per part	3
Number of costing methods	4
Number of price levels (by customer type)	3
Number of quantity price break per levels	5
Number of product categories	5
Maximum quantity per part	9,999,999
Maximum cost per part	$999,999.99
Maximum price per part	$9,999,999.99
Maximum decimal places in part quantities	3
Maximum decimal places for costs	4
Maximum decimal places for prices	4
Maximum number of purchase orders	50,000*
Number of digits in purchase order ID	8
Maximum number of lines on purchase order	99
Maximum number of product lines	10,000*
Maximum number of warehouses	99
Maximum number of months to keep history	60
Number of characters in serial number	26
Maximum serial numbers tracked per part	20
Maximum number of serial numbers per part	5000
Number of characters in transaction description	20
Number of characters in bin location	10
Number of characters in manufacturer's part number	20

GENERAL FEATURES

- Tracks back orders if used in conjunction with the Order Entry module
- Assigns parts to sales promotions for use with the Order Entry module
- Provides complete physical inventory capabilities and makes the processes easy by providing worksheets and variance reports
- Provides instant inquiry of part information including: receipts, issues, returns and adjustments
- Imports part information from the Accounts Receivable module or from a text file
- Can import pricing information for parts
- Exports Inventory Control information using over 30 different formats, including Lotus 1-2-3, dBASE, comma-separated variable, ASCII, Access, Excel, Word, WordPerfect, Quattro Pro and many others

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MAINTENANCE FEATURES

- Tracks quantities and history for up to 99 user-defined warehouses and provides a transfer option that allows parts to be easily moved between warehouses
- Tracks serial numbers for parts and indicates when parts are received, reserved, issued or missing from inventory
- Stores and displays images of your parts. Supports most standard graphic file types including .pcx, .tif., .eps., .bmp, and .jpg.
- Provides four costing methods: Standard, Average, FIFO and LIFO
- Maintains complete information for each inventory part, including on-hand backorder and on-order quantities, vendors, substitute items, components and transaction history for up to 60 months
- Provides three lines of part description
- Tracks minimum and maximum stocking levels for each part
- Provides "model" parts for easy addition of new parts to inventory
- Supports fractional costs, prices and quantities for stock and non-stock items
- Provides five pricing methods (absolute, margin, markup, base and line) for each part and allows price differences by customer type (for example, retail or wholesale) and quantity of items purchased
- Quickly locates parts, product lines, purchase orders, Accounts Payable vendors and General Ledger accounts with a search feature
- Maintains an unlimited number of location names to be used as part bin/locations
- Product lines allow classification of parts on inventory reports as well as determines the General Ledger posting
- Allows five user-defined product categories to be assigned to parts to further describe parts (i.e., by size, style, color, etc)
- Up to five substitute parts can be assigned for each inventory part
- Allows global changes to multiple part records at the same time to expedite data entry
- Permits pricing information for parts to be updated automatically through the global price change option

PROCESSING FEATURES

- "Builds" components into finished items with the subassembly option, which automatically adds built parts to inventory and removes components from stock
- "Unbuilds" or "unpacks" assembled parts by automatically adding components to stock and removing the on hand quantity of the finished items
- Automatically accesses vendor information in the Accounts Payable module, and lets you add new vendors "on the fly"
- Allows adjustment of inventory costs after parts have been received
- Allows entry of receipts, issues, returns and adjustments

PURCHASE ORDER FEATURES

- Tracks purchase orders
- Allows comments and non-stock items on purchase orders
- Posts Accounts Payable invoices to Inventory Control at the time purchase orders are received
- Provides the ability to copy purchase orders
- Allows purchase order fields to be disabled to customize purchase order entry
- Allows purchase orders to be edited, printed and reprinted at any time
- Prints purchase orders on laser and dot matrix printers
- Allows cancellation of all or a portion of a purchase order
- Automatic purchase order option generates purchase orders to primary vendors based on order recommendations
- Receives partial purchase orders
- Accounts payable vendors and parts may be added “on the fly” in the purchase order option
- Returns can be posted via the purchase order returns option

REPORTING CAPABILITIES

- Recommends parts to order on the Order Recommendation Report
- Sorts reports by part number, part description, vendor, product line or bin location
- Provides numerous inventory reports to analyze inventory performance and control your inventory investment

AVAILABLE REPORTS

- Master Parts List
- Price List
- Cost List
- Substitute Part List
- Component Use List
- Subassembly List
- Vendor Supply List
- Vendor Report
- Open Purchase Order Report
- Closed Purchase Order Report
- Past Due Purchase Order Report
- On Hand Report
- On Order Report
- Overstock Report
- Low Stock Report
- Stock Status Report
- Inventory Performance Report
- Transaction Summary Report
- Margin Analysis Report
- Inventory ABC Analysis Report
- Order Recommendation Report
- Transaction Detail Report
- Receipts Transaction Register
- Issues Transaction Register
- Adjustments Transaction Register
- Returns Transaction Register
- Receipt Adjustment Transaction Register
- Physical Inventory Worksheet
- Physical Inventory Variance Report
- Bin Ticket
- List of Product Lines
- List of Promotions
- List of Locations
- Pick List
- Flash Report (summary of Inventory Control and Purchasing activity)
- On Hand Serialized Inventory Report
- Receipts Serialized Inventory Report
- Issues Serialized Inventory Report
- Returns Serialized Inventory Report
- Warehouse Stock Report
- Graphical Report - On Hand Value
- Graphical Report - Cost and Profit
- Graphical Report - On Hand Value Highlight
- Graphical Report - YTD Cost of Goods Sold
- Graphical Report - YTD Sales Highlight
- Custom Reports

ORDER ENTRY

Automatically updates the General Ledger, Accounts Receivable and Inventory Control and Purchasing modules. Optionally updates the Job Cost module on a transaction by transaction basis, and also integrates with the Custom Office module. The Order Entry module requires the Accounts Receivable module to be installed and set up. The Inventory Control and Purchasing module is also recommended.

SPECIFICATIONS

Maximum number of quotes per customer	200*
Maximum number of orders per customer	400*
Maximum number of invoices per customer	3000
Number of digits in quote, order or invoice number	6
Maximum number of line items per quote, order, or invoice	99
Maximum number of sales accounts per quote, order, or invoice	16
Maximum number of sales taxes per quote, order, or invoice	3
Number of characters in invoice description	20
Maximum number of kits	50,000*
Maximum number of line items in a kit	99
Maximum number of ship-to addresses per customer	500
Maximum amount per quote, order, or invoice	$9,999,999.99
Maximum number of months to keep detail	60

GENERAL FEATURES

- Adds new customers and parts "on the fly" during quote, sales order and invoice entry
- Provides gross profit report that can be based on paid invoices to be used as a commission report
- Quickly locates customers, parts, product lines and kits with a search feature
- Sorts reports by customer, part, product line or sales order number
- Exports Order Entry information, including line item detail using over 30 different formats, including Lotus 1-2-3, dBASE, comma-separated variable, ASCII, Access, Excel, Word, WordPerfect, Quattro Pro and many others

MAINTENANCE FEATURES

- Lets you easily look up a customer's part purchase history while entering quotes, sales orders and invoices
- Alerts you when a customer has exceeded his credit limit and allows sales orders to be placed automatically on hold
- Tracks sales by customer, part, product line and sales representative
- Can maintain a template of parts, labor and comments that normally appear together on a quote, sales order or invoice with the maintain kit option
- Provides instant inquiry for customers and parts
- Provides online inquiry of quotes, sales orders and invoices

*All the specifications denoted with an asterisk are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

PROCESSING FEATURES

- Generates quotes for customers and tracks the probability of success for the quote
- Quotes, sales orders and invoices can be copied from another customer to speed data entry
- Converts quotes to sales orders or invoices, and sales orders to invoices instantly
- Provides online or batch printing of quotes, sales orders and invoices
- Optionally prints invoices without prices and extended prices to use as a packing list
- Prints pick tickets and packing lists
- Provides the option to print shipping labels for a customer when a quote, sales order or invoice has been entered
- Handles modifications of ship-to addresses while entering quotes, sales orders and invoices
- Recommends substitutions for out of stock items and allow you to easily select substitutes parts while processing quotes, orders and invoices
- Allows calculated sales tax amounts to be overridden during quote, order or invoice entry
- Allows comments, miscellaneous charges and labor charges on quotes, sales orders and invoices
- Accepts payments and deposits at the time of sales order or invoice entry
- Allows prepaid sales orders
- Can automatically select sales orders to be invoiced by release date
- Allows partial shipment of sales orders
- Processes returns to inventory and returns damaged merchandise without returning them to inventory

AVAILABLE REPORTS

- Quote Report
- Open Quote Status Report
- Ordered Quote Report
- Expired Quote Report
- Sales Order Report
- Open Sales Order Report
- On Hold Sales Order Report
- Closed Sales Order Report
- Order Selection Report
- Not Selected Sales Order Report
- Sales Order Pick Tickets
- Invoice Packing List
- Invoice Detail Report
- Returns Report
- On Order Report
- Gross Profit Report
- Sales Analysis Report
- Back Order Fill Report
- Back Order Report
- Part Back Order Report
- List of Kits
- List of Ship To Addresses
- Flash Report (summary of Order Entry activity)
- Graphical Report - Open Order/Projected Sales
- Graphical Report - Customer Highlight
- Graphical Report - Sales Rep. Highlight
- Graphical Report - Sales Order Highlight
- Custom Reports

PAYROLL

Integrates with the Accounts Payable and Payroll modules, allowing both to use the same checking account to aid in bank reconciliation. Automatically posts to the General Ledger and Job Cost modules. Also integrates with Mailing Labels and Custom Office.

SPECIFICATIONS

Maximum number of employees	10,000*
Number of characters (alpha numeric) in employee ID	12
Maximum number of vacation or sick pay hours per employee	999.99
Number of standard pay cycles	4
Maximum number of departments	99
Number of overtime rates	3
Number of shift differentials	6
Maximum number of standard rates	50,000*
Maximum number of deductions	50,000*
Maximum number of workers' compensation codes	99
Maximum number of deductions per employee [in addition to standard federal and state tax calculations]	8
Number of deduction calculation methods	15
Maximum number of other pay types	50,000*
Maximum number of commission types, piece rates and job codes	800
Maximum hourly pay rate	$999.99
Maximum number of entries on a time card	40
Number of time card earnings types	23
Maximum check amount	$9,999,999.99
Maximum deduction amount	$99,999.99
Number of months to keep checks	Calendar year

GENERAL FEATURES

- Allows global changes to multiple employee records at the same time to expedite data entry
- Maintains task codes to allocate Payroll expense to multiple General Ledger accounts
- Employee instant inquiry screen is available in all processing options
- Allows instant inquiry of paychecks and the breakdown of each check for the calendar year
- Tracks total dollars and hours on time card reports
- Imports employee information and time card information from a text file
- Exports Payroll information in many formats including those for text files, Excel, Lotus 1-2-3, Quattro Pro, Word and Access

*All the specifications denoted with an asterisk are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

MAINTENANCE FEATURES

- Maintains complete employee information, including pay rate, shift and filing status; accrued vacation and sick hours; dates of hire, review and termination; totals for earnings, deductions, taxes; and comments
- Stores and displays images of your employees. Most standard graphic file types are supported including .pcx, .tif., .eps., .bmp, and .jpg.
- Quickly locates employees, job codes and General Ledger accounts with a search feature
- Allows you to pay hourly, salary, commissioned and piece rate employees
- Provides weekly, bi-weekly, semimonthly and monthly pay cycles
- Provides predefined overtime, holiday pay, employee advances, draws, base pay and miscellaneous earnings
- Tracks employee compensation (“comp”) time
- Allows SUI/SDI for an employee to be in a state different than their SWT state
- Maintains complete payroll information for the current year

DEDUCTIONS AND OTHER PAYS

- Supports user-defined deductions such as pension plans, deferred compensation plans and dependent care benefits
- Allows for employee paid and company paid deductions
- Workers’ compensation deductions can be calculated using the base hourly pay, ignoring overtime and shift differentials
- Deductions and other pays can be activated for specific time periods
- Deductions, commissions and piece rates can be calculated from user defined tables
- Provides other pay types for employee allowances, reimbursements and bonuses
- Allocated tips can be accumulated as an other pay for reporting on W-2 forms

PROCESSING

- Provides standard time cards for employees who are paid the same amount each pay period
- Adjusts pay if tips do not bring an employee up to the minimum wage level
- Allows after-the-fact payroll recording by using handchecks
- Tracks cash and charged tips
- Generates checks with fully detailed check stubs
- Allows users to customize the body portion of payroll checks and allows for top and bottom check stubs
- Company-paid deductions and salaried hours can be listed on payroll check stub
- Allows voiding of paychecks, handchecks or tax deposits
- Permits electronic deposit of payroll to employees' bank accounts

TAXES

- Includes tax tables for the federal government, all 50 states and the District of Columbia which can be modified as needed
- Calculates all federal and state taxes automatically
- Tracks state and federal tax liabilities and deposits
- Allows tracking of tax deposits by generating a tax deposit register for a given month or payroll run
- Tax deposits can include penalty and overpayment amounts
- Alerts you if you have a tax deposit liability to be paid
- Prepares summary information for government reports (such as W-3, 940, and 941)
- Prints specific state tax reports for California and New Jersey
- Prints tax deposit checks for 941, 940, SUI, and SDI
- Prints W-2 forms after the close of the year
- Creates a magnetic media file of W-2 information as required by the Social Security Administration and most states

AVAILABLE REPORTS

- Employee Master List
- Employee Name List
- Employee Phone List
- Employee Review List
- Employee Direct Deposit List
- Employee Earnings Summary
- Employee Compensation History
- Employee Vacation and Sick Pay
- Employee Overtime
- List of Standard Rates
- Time Card Entries Report
- Time Card Exceptions Report
- Time Card Worksheet
- Payroll Register
- Check Register
- List of Piece Rates
- Piece Rate Totals
- Piece Rate Period Activity
- List of Commissions
- Commission Totals
- Commission Period Activity
- List of Deductions
- Deduction Totals
- Deduction Period Activity
- Workers' Compensation Report
- List of Other Pays
- Other Pay Totals
- Other Pay Period Activity
- List of Task Codes
- Task Code Totals Task Code Period Activity
- Unemployment Worksheet
- 941 Worksheet
- Information Report
- State Tax Worksheet
- California DE-6 and DE-7
- New Jersey NJ-500 and WR-30
- List of Tax Tables
- Tax Deposit Register
- Company Totals Report
- Standard Rates List
- Payroll Verification Report
- Flash Report (summary of Payroll activity)
- Custom Reports

JOB COST

BusinessWorks' Job Cost module requires the Accounts Receivable module. Job Cost can be operated stand alone or optionally integrates with the General Ledger, Accounts Payable, Accounts Receivable, Inventory Control, Order Entry and Custom Office modules.

Allows posting of the following:

- Charges and charge adjustments from the General Ledger, Accounts Payable, Inventory Control and Purchasing, Order Entry, Payroll and Job Cost modules
- Billings and credit memos in the General Ledger, Accounts Receivable, Order Entry and Job Cost modules
- Debit memos in the General Ledger, Accounts Receivable and Job Cost modules
- Cash payments in the General Ledger, Accounts Receivable, Order Entry and Job Cost modules

SPECIFICATIONS

Maximum number of customers	50,000*
Maximum number of job codes	500,000*
Maximum number of jobs	100,000*
Number of characters in a job ID	12
Number of characters in a job description	40
Maximum number of phases per job	999
Number of characters in a phase ID	12
Number of characters in a phase description	24
Maximum number of job codes per phase	999
Number of characters in job code ID	12
Number of characters in job code description	28
Maximum number of job managers	99
Maximum number of change orders per job	999*
Maximum number of billings per job	999*
Maximum number of payments per job	999*
Maximum decimal places for job code costs and prices	4
Maximum costs for job	$99,999,999.99
Maximum price of job	$99,999,999.99
Maximum costs for phase	$9,999,999.99
Maximum suggested price of phase	$9,999,999.99
Maximum costs for job codes	$999,999.99
Maximum suggested price of job code	$999,999.99
Maximum quantity per job code	9,999,999

*All the specifications denoted with an asterisk are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

GENERAL FEATURES

- Track labor, materials, equipment, overhead, subcontracting and miscellaneous costs for an unlimited number of jobs (projects)
- Provides instant inquiry of job information including billings, credit memos, debit memos and payments
- Provides instant inquiry for customers including billings, credit memos, debit memos and payments
- Imports job codes from a text file or from current Payroll task codes, Inventory Control parts and Accounts Receivable standard items
- Exports job information based on the status of the job in many formats, including those for text files, Excel, Lotus 1-2-3, Quattro Pro, Word and Access

MAINTENANCE

- Jobs can be assigned a fixed price or calculated on cost plus profit percentage or cost plus fixed amount
- Easily converts a bid to a job in progress
- Calculates estimated cost and price of job based upon estimates assigned to a phase
- Automatically calculates estimated cost of phases based upon job code detail
- Job codes can be categorized as labor, material, equipment, subcontracting, overhead, miscellaneous or as a consolidating type
- Tracks estimated costs, actual costs and change in estimated costs from change orders for jobs, phases and job code detail
- Overhead can be calculated based upon fixed amounts, percentage of costs, actual costs incurred or based on your actual payroll overhead
- Phases of jobs can be entered without detail
- Allows automatic activation of all phases of a job in progress
- Retainage percentage can be entered for each job
- Tracks customer retainage withheld through its release during a job's cycle
- Customers can be added "on the fly" when entering jobs
- Job codes can be added "on the fly" when entering information on phases of jobs

PROCESSING

- Creates accurate bids from actual costs
- Allows discounts and write-offs of billings during payment posting
- Can automatically calculate retainage to be withheld from billings
- Tracks changes to a job that is already in progress
- Tracks estimated, actual and change order quantities

REPORTING CAPABILITIES

- Reports can consolidate information for job codes
- Allows printing of job code reports by type of job code
- Reports can include totals for labor, material, equipment, overhead, subcontracting and miscellaneous categories
- Sorts reports by job ID, manager number or customer ID
- Provides detail or summary reports

AVAILABLE REPORTS

- List of Job Codes
- List of Managers
- Charges Report
- Billings Report
- Request for Payment Report
- Cash Posting Report
- Work Completed Report
- Work Outstanding Report
- Cost Variance Report
- Profit/Loss Report
- Labor Analysis Report
- Change Orders Report
- Job Code Activity Report
- Job Status Report
- Job List (Internal)
- Job List (External)
- Job Transactions Report
- Pre-billing Worksheet
- Flash Report (summary of Job Cost activity)
- Custom Reports

MAILING LABELS

Mailing Labels integrates with the Accounts Receivable, Accounts Payable, Payroll, Inventory Control and Purchasing modules.

SPECIFICATIONS

Number of names in mailing list	500,000*
Number of characters in name ID	12
Number of selection keys	8

GENERAL FEATURES

- Exports label data and mailing list information using over 30 different formats, including Lotus 1-2-3, dBASE, comma-separated variable, ASCII, Access, Excel, Word, WordPerfect, Quattro Pro and many others
- Merges vendors, customers, and employees within BusinessWorks into a mailing list

MAILING LISTS

- Maintains complete name information, including name, address, telephone, contact name, comments and selection keys
- Organizes and categorizes names with the help of selection keys
- Imports mailing list information from a text file

LABELS

- Maintains date added, last modified and last label information for each name
- Prints both name labels (name, vendors, customers, or employees) and inventory labels (parts)
- Lets you place user-defined text on labels
- Prints labels in order of ID or ZIP code
- Provides flexible label printing setup that allows you to select names by ID, area code, ZIP code, selection keys and dates
- Optionally prints ZIP code total labels
- Prints 20 lines in height and 78 characters in width on each label
- Allows up to 12 fields on each label

AVAILABLE REPORTS

- Mailing List
- Contact List
- Telephone List
- Mailing Label ZIP Code Totals
- Custom Reports

*All the specifications denoted with an asterisk are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

BUSINESSWORKS INTEGRATION WITH TIMESLIPS

Combining Timeslips and BusinessWorks provides you with a complete “Best of Breed” Business Management Software Solution. Timeslips version 9 is the world’s best-selling and most award-winning time and billing software. It is designed for service companies who track and bill for their time, including lawyers, accountants, consultants, graphic designers, architects, and other professional service organizations. Of the 30+ accounting packages that link with Timeslips, BusinessWorks provides the tightest integration, the most functionality, and is the ONLY package exclusively recommended by Timeslips.

“The BusinessWorks and Timeslips integration creates a robust, best of breed solution designed to improve efficiency for small professional businesses. As a result, we have made BusinessWorks the only recommended accounting system for use with Timeslips, and since BusinessWorks and Timeslips are both manufactured by Sage, users are of continued compatibility.” Matthew J. Lafata, Vice President Time and Billing division Sage U.S.

Here’s just some of the many benefits the seamless integration between BusinessWorks and Timeslips can provide your business:

- One-stop integration between billing data with the General Ledger.
- Increased revenue by allowing expenses in BusinessWorks to be quickly and easily transferred to Timeslips for more accurate client reimbursement billings.
- Streamlined Management reporting to track trends and forecast.
- Absolute control and a permanent audit trail to resolve customer inquiries and disputes.
- Reduced lost billing opportunities

To take advantage of the Timeslips integration, you must have BusinessWorks version 12.2 and Timeslips version 9 installed. Timeslips directly reads the chart of accounts from BusinessWorks. Additionally, payments and invoices entered in BusinessWorks post to Timeslips as an expense slip or funds withdrawal with just a few mouse-clicks. It’s just that simple!

Contact us today to receive a free trial version of BusinessWorks and Timeslips. Call 800-447-5700 or visit our BusinessWorks web site at www.sota.com/businessworks. Contact us today and see how you can put Timeslips and BusinessWorks to work for you!

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