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BusinessWorks®

Through knowledge comes control



Power and simplicity in a single,
integrated solution.



BusinessWorks delivers the tools you need to manage your business more effectively today, to build a more profitable tomorrow.

Combining robust features and high-level performance through 10 fully integrated modules and multi-user networking capabilities, BusinessWorks gives you the power to run your growing business with maximum efficiency. It's so easy to set up and learn that virtually anyone, even those with little or no accounting experience, can use it.



The Right Software for Your Growing Business

BusinessWorks is ideally suited for small businesses. It fills the large gap between basic, "off-the-shelf" software and complex, high-end systems. By combining high-end functionality, ease of use, and a price that is a fraction of other modular systems, BusinessWorks offers the best value in its class for full-function accounting software.

Increase Profitability Through Greater Efficiency

The award-winning BusinessWorks solution simplifies and streamlines key business functions and your day-to-day business activities. It links instantly with critical, up-to-the-minute accounting information that can help you make more informed business decisions.

Moving from task to task is easy, and you can access data with a simple keystroke or mouse click. The flexibility and comprehensive functionality of BusinessWorks affords possibilities you never previously imagined.

- Because BusinessWorks is a real-time system, account balances and cash management reports are always up-to-the-minute.
- Robust inventory control features provide serial number tracking and the ability to manage data from multiple warehouses and accommodate multiple costing and pricing methods.
- BusinessWorks' search capability lets you easily locate customers, vendors, employees, parts and jobs by entering selection criteria and then searching for matching entries.

And you'll enjoy the peace of mind that comes from having extensive security features, including feature-level password protection and a full audit trail.

Organize and Output Your Data the Way You Want It

BusinessWorks' reporting tools offer built-in flexibility to access, organize and output data in a style and format that best meets your company's individual needs, including:

- More than 250 presentation-quality reports and graphical reports.
- A built-in custom report writer.
- Customized forms.
- Integration with F9® and Crystal Report™ writers.

Easy Navigation Saves You Time

The simple, consistent design of BusinessWorks and its intuitive interface make it easy to set up, learn and navigate the program. Sample companies are included to give you the opportunity to explore and learn the program before entering your own company data. And BusinessWorks' comprehensive online help lets you instantly locate almost any related topic or function.



“BusinessWorks provides information with clarity and gives us an accurate, timely overview of all of our production, sales, and fiscal operations.”

Terri Law, The SweetWater Co. Inc.

BusinessWorks Modules

System Manager

General Ledger

Accounts Payable

Accounts Receivable

Inventory Control
and Purchasing

Order Entry

Payroll

Job Cost

Custom Office
(Microsoft Office® integration)

BusinessWorks/Goldmine® Link



Build Your BusinessWorks System as You Grow

The BusinessWorks system includes 10 accounting modules: System Manager, General Ledger, Accounts Payable, Accounts Receivable, Inventory Control and Purchasing, Order Entry, Payroll, Job Cost, Custom Office and the BusinessWorks/GoldMine® Link. You can start with just the modules you need now, and add more later as you grow. Whichever modules you select, they are all integrated to work together. The system's built-in, multi-user networking capability lets you easily add users as your company grows, and enables them to share data simultaneously. The next few pages give you a small taste of the many benefits each BusinessWorks module can offer your business.

System Manager

- Extensive online help gives you easy access to the answers you need.
- Delivers the reporting flexibility you need with more than 250 built-in presentation-quality management reports, including graphical reports. You can also customize your own forms and reports.
- Provides easy tracking of customer, vendor and inventory parts activity with a built-in Notepad.
- Allows multiple users to use BusinessWorks simultaneously.
- Multi-level password protection gives you security you can depend on.
- Enables easy importing and exporting of accounting data.
- Includes built-in backup and restore, ensuring the safety of your information.

General Ledger

- Provides complete audit trails to maintain the accuracy and integrity of your data.
- Allows you to compile and publish date-sensitive income statements on a monthly, quarterly and yearly basis, or for any range of dates.
- Comprehensive budgeting features give you access to up-to-the minute financial information.
- Helps you save time with built-in, modifiable, industry-specific sample charts of accounts that can be used during setup.
- Concise, management-style flash reports give you critical business information in a condensed format.
- Enables you to easily archive and retrieve up to nine years of historical data.

Accounts Payable

- BusinessWorks lets you maintain complete vendor information, including five years of detail history.
- Recurring invoices can be defined once and posted automatically, saving valuable data entry time.
- Gives you flexibility for your accounts payable with manual and automatic invoice payment selection, including partial payments.
- Provides full bank reconciliation supporting multiple transaction types, including deposits, charges, credits, withdrawals and transfers.
- Saves time with automatic distribution of invoices to multiple accounts or departments via Expense Allocation tables.
- Tracks discount dates and amounts, due dates and open credits.
- Gives you a choice of flexible payment terms and aging periods.

Accounts Receivable

- BusinessWorks lets you maintain complete vendor information, including five years of detail history.
- Gives you complete reporting on multiple sales tax jurisdictions, allowing you to quickly complete sales tax reports.
- Automatically calculates your finance charges and processes balance-forward and open-item statements.
- Helps you improve efficiency with instant inquiry of customer information, including invoices, credit memos, payments, open credits and deposits. For example, you can easily locate a customer with an invoice number alone.

Inventory Control and Purchasing

- Gives you the ability to manage multiple warehouses, and even allows serial number tracking.
- Helps you control your inventory investment with extensive reports analyzing inventory performance.
- Provides flexible costing methods, including Standard, Average, FIFO or LIFO.
- Helps you save time during order processing with complete inventory tracking capability, vendor transaction history, on-hand parts and on-order quantities.
- Gives you more pricing flexibility with multiple pricing methods and quantity breaks for each part.
- Offers simultaneous inventory control for multiple product lines.
- Facilitates light manufacturing and allows you to easily build raw materials and labor into a finished item.

Order Entry

- Helps you service your customers effectively by tracking orders from order placement through shipping and invoicing.
- Quickly converts quotes to sales orders and sales orders to invoices.
- Streamlines your order entry with quick access to customer credit status.
- Saves time by allowing you to add new parts and customers "on the fly" during quotation, sales order and invoice entry.

Payroll

- Gives you the tools to manage employee information effectively with tracking of pay rate, shift and filing status, accrued vacation, sick hours, date of hire, review and termination, total earnings and taxes.
- Calculates federal and state taxes automatically and provides modifiable tax tables for the federal government, all 50 states and District of Columbia.
- Allows you to customize and print paychecks, tax deposit checks and W-2 forms.
- Gives you flexible pay types, such as hourly, salaried, commissioned, piece rate pay, and tips, as well as 16 others.
- Flexible deductions and other payments can be defined and automatically calculated, (e.g. worker's comp, child support payments, union dues, 401(k), bonuses, etc.)

Job Cost

- BusinessWorks' powerful project management capability allows you to track labor, materials, equipment, overhead, subcontracting and miscellaneous costs for an unlimited number of jobs or projects.
- Calculates the cost and price for jobs and phases automatically, and provides profit and loss and cost variance reports that compare estimates to actuals.
- Lets you print your own change orders, work completed and work outstanding reports.
- Fully integrates with General Ledger, Accounts Payable, Accounts Receivable, Payroll, Order Entry and Inventory Control modules to allow easy tracking of all costs that impact a project.
- Retainage and overhead costs can be easily calculated and tracked.



Improve Productivity Through Integration

Your accounting and business productivity software give you maximum power and efficiency only when they work smoothly together. Through seamless integration with Microsoft® Office®, GoldMine®, Timeslips® and more than 35 additional third-party applications, BusinessWorks gives you the tools you need for a highly productive, comprehensive business solution.

Our newest modules, in particular, make it simple and convenient to use BusinessWorks with two of today's most popular business productivity programs:

Custom Office

Custom Office allows you to combine BusinessWorks and the many powerful features of Microsoft Office:

- Mail Merge makes it easy for you to stay in touch with your key customers and prospects. You can create customized mail-merge documents to customers, vendors, employees and other names maintained in your mailing list.
- Attachment Manager automatically creates 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 accounts, customer, vendor, part, job or employee.

You can link or embed existing OLE objects to a record, create new OLE objects "on the fly", view a list of attached documents, and launch the application to edit or view the

attachment. And linked documents are automatically updated anytime a change is made to the original file.

There are hundreds of creative and powerful ways to use the Attachment Manager. The flexibility is incredible. You can attach just about anything you can imagine to your documents and files – everything from contracts, warranties, and employee records like performance reviews and vacation requests, to blueprints and photos.

- Custom Worksheets is a powerful, intuitive, Excel-based analysis tool that allows you to create customized worksheets using BusinessWorks data.

BusinessWorks/GoldMine Link

The BusinessWorks/GoldMine Link enables you to manage customer relationships more effectively — and profitably — by integrating your accounting package with your contact relationship management (CRM) database and sales force automation function.

- Enables you to enter, convert and view BusinessWorks quotes, sales orders and invoices real-time within GoldMine, maximizing your productivity.
- Ensures the most up-to-the-minute data in each application through automatic real-time synchronization.
- You can combine BusinessWorks' accounting data with Goldmine's Automated Processes technology to capture key customer information that can be used to enhance your sales and marketing efforts. For example, you can generate e-mails to thank customers for large orders, or send letters automatically notifying them of special promotions.
- Enhances communication between all departments by automatically posting more than 15 different BusinessWorks accounting transactions into GoldMine's customer history. Your non-accounting users can view important information, such as when an order was placed on hold or when a payment was received, enabling them to act more promptly.

It all adds up to more effective customer service.

Test Drive BusinessWorks FREE for 30 Days

Order our FREE BusinessWorks Tour & Test Drive CD – an interactive, multimedia evaluation kit – and see for yourself what BusinessWorks can do for your business.

Our guided tour introduces you to BusinessWorks and its many capabilities through a series of narrated videos. And our test drive lets you "practice" with BusinessWorks by installing a complete evaluation copy and using the sample company data to test the system. You can even "go live" and use your own company's information for 30 days – FREE!

To order your FREE BusinessWorks Tour & Test Drive CD, visit our Web site at www.us.sage.com/businessworks, or call us at 800-447-5700. We look forward to hearing from you.

BusinessWorks software is a great asset to our nursery. As our business has grown, BusinessWorks has expanded with us. It's simple to add modules as we need them.

Rose Sneeringer
Sierra Nursery & Rock



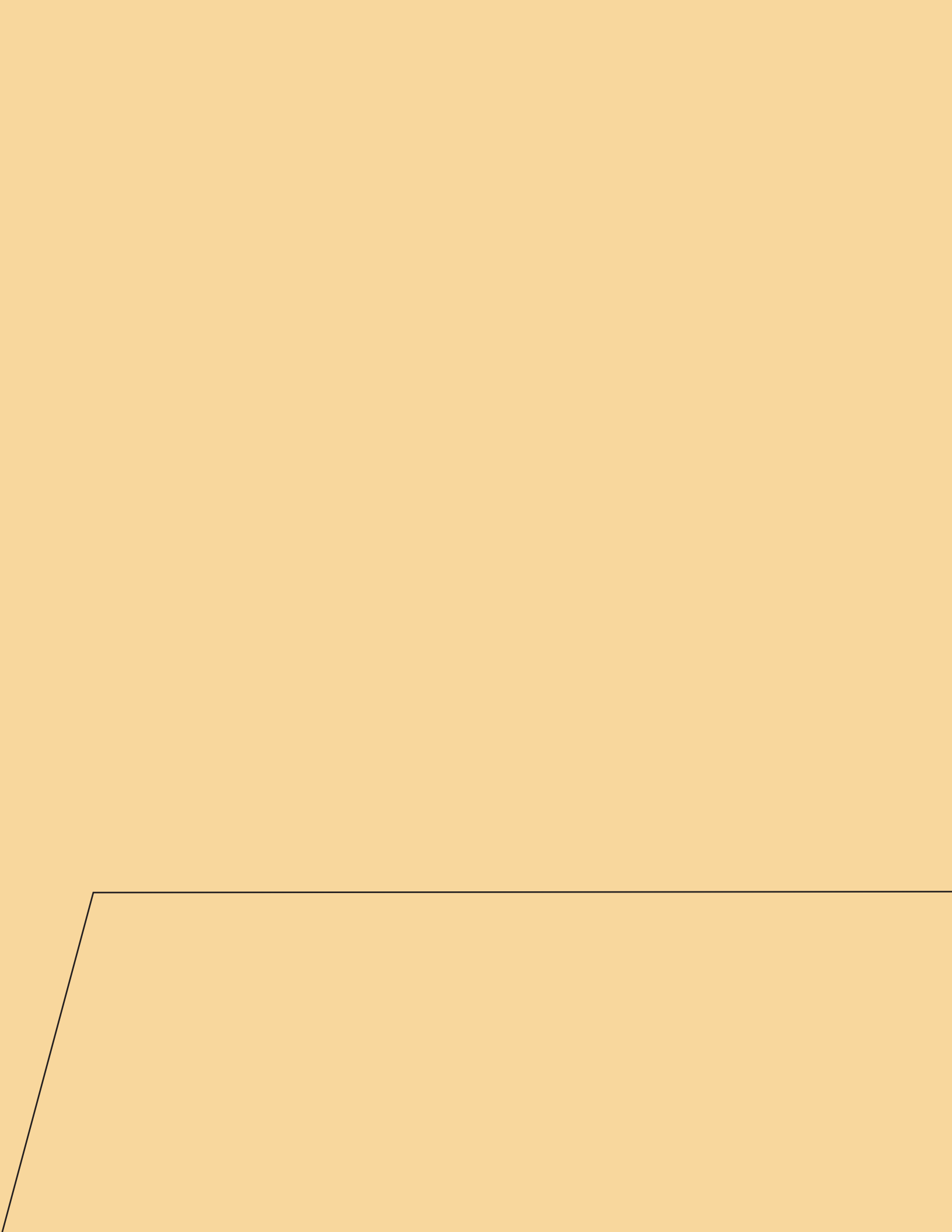
Choose the Leader for Quality, Service and Support

BusinessWorks is a product of Sage™ Software, Inc., a leading provider of business management software and services since 1981. We're committed to bringing our customers the highest quality products, complemented by unparalleled support and service – ensuring you the best value in a business solution available anywhere. And since all of our currently-offered products are Year 2000 compliant, you're assured of a smooth transition into the 21st century.

Our applications are backed by the largest channel in the industry, including authorized resellers, consultants and CPAs who are dedicated to bringing you the very best in installation, product support and systems integration services.

Our comprehensive support plans ensure that you have every resource at your fingertips to maximize the power of your BusinessWorks system. And Sage training programs, which are conducted at our training facility in Irvine, California and at 23 Authorized Training Centers across the country, give you the knowledge and skills to make the most of your software investment.







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