Sage 100 Newsletter

Issue 1 - 2017

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In This Issue

SAGE 100 PAYROLL 2.0

A Preview of What's Coming

You might have heard that Sage has been working on revamping the payroll module which will be called **Sage 100 Payroll 2.0**. From the information that has been released thus far, it seems to represent one of the most significant product changes in a while. Sage recently published a few videos that give us a sneak peek of what's to come which we'll explore in this article.

Migrating to the Business Framework

As you already know if you're using the payroll module, it still works in the legacy framework while many of the modules around it have been migrated to the more modern Business Framework. That said, Sage 100 Payroll 2.0 will be migrated to the Business Framework which will open things up for more significant strides in features and capability.

Payroll 2.0 Preview Videos

Sage recently published a series of videos designed to showcase the progress they've made with Sage 100 Payroll 2.0. Here are some of the highlights.

Payroll Setup

Highlights of the new payroll setup functions include the ability to begin processing the next payroll quarter without closing the previous, better organization of tabs and options to turn on features that match your business needs, enhanced ability to reset time off hours, and more.

Employee Maintenance

Highlights of the new employee maintenance functions include expanded employee name fields, added fields like job title and emergency contacts, new medical coverage fields, veteran checkbox and military separation date, and up to 9 separate pay rates.

Payroll Setup Wizard

A payroll setup wizard takes you step-by-step through a series of questions that help you get up and running with options configured the way your business processes payroll.

Payroll Data Entry

The payroll data entry process will be improved with new options for pay cycle, enhanced date controls, a hyperlink to access employee maintenance fields (with proper security) right from the payroll data entry screen, enhanced payroll memos, check reversals, and more.

NOTE: Sage has not yet published these video demonstrations publically (on YouTube or similar). But if you contact us, we'll send you the video files to download and view on your desktop.

Payroll 2.0 Release Date

The new Payroll 2.0 module will be included with the release of Sage 100 Version 2018 which is scheduled for later this year. But feel free to get in touch if you have questions about the new payroll module before then.

SAGE CRM

Introducing Sage CRM 2017 (R1)

Sage recently introduced Sage CRM 2017 Release 1 (R1.). This latest version of the product features an enhanced calendar, new quick find search capabilities, an overhaul of the notification functionality, and over 50 customer fixes that have been addressed. Here's a closer look.

Enhanced Calendar

This is perhaps the most significant change. The updated calendar features a more modern design making it easier to use and even more intuitive when it comes to managing your appointments and meetings. Key highlights include:

Flexible Views - easily switch between day, week, and work week views with detailed information about your tasks and appointments.

Team Calendar - enhanced team calendar view makes it easier to stay up to date with your teams' activities.

New Agenda View - a new visual agenda lets you manage tasks and appointments on one list.

Dedicated Task View - tasks are now available on their own tab for easy access and management.

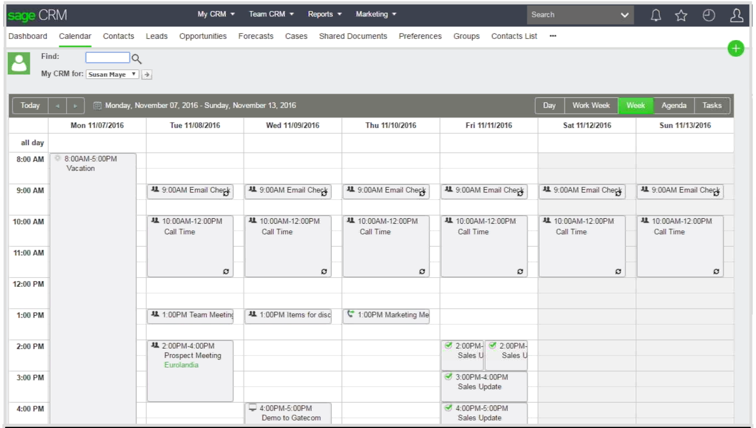
Customers should be delighted with the new features and design makeover as some have reported that the legacy calendar was somewhat cumbersome.

Optimized Navigation and Search

An updated top navigation bar now allows you to easily search for and access CRM records and active notifications.

New Quick Find - a more dynamic search function that looks across the entire application at once including standard and custom entity records.

Improved Notifications - now appearing at the top of your screen, notifications have been revamped in order to reduce disruption and keep your workspace from being obscured.



New Enhanced Calendar is a Marque Feature of Sage CRM 2017 R1

New Favorites Feature - organize favorite items and records and then easily access them with the click of an icon.

Other Enhancements

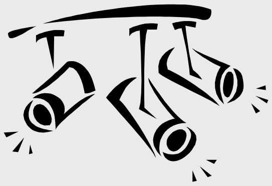
A **Secure Email Connection** (via TLS) now allows you to securely access public mail services such as Exchange Online and Gmail directly from within the Sage CRM product, without the need for other software.

In addition, the **Sage CRM Help System** now accesses help files that are hosted on dedicated web servers. By moving these files to the cloud, it reduces the size of your local Sage CRM installation and ensures that you're getting the most up to date guidance.

A Note Before Upgrading

If you're running Sage 100 integrated with Sage CRM, please be sure to check with us on compatibility before upgrading.

Get in touch if you have questions, need assistance, or would like a copy of the fully-detailed Sage CRM 2017 R1 release notes.



SAGE HRMS

The Challenge of Manual Time Collection

Time collection and payroll calculations are an important part of any business given that for many companies, labor costs represent the single biggest expense. For companies that track time and attendance manually, the process can be cumbersome, time-consuming, and costly. There are a multitude of errors that can occur when data is collected manually, keyed into a spreadsheet, and re-entered into a payroll system.

If this all sounds painfully familiar, then read on to learn more about the benefits of automating time and attendance tracking and payroll processing.

Humans Make Mistakes

Before we talk about the benefit of automation, it's helpful to examine the pitfalls of a manual process. Consider the cost of purchasing and storing paper time cards and the labor involved in distributing and collecting those cards. If you're using an old punch clock, it's not uncommon to spend hours reconciling information from missed or duplicate punches and illegible cards.

Then there's "time creep" that can cost a business money … those are the bits and pieces of time lost from late arrivals, early departures, and extra long lunches that are rarely accounted for in a manual system.

That's just the beginning. Now it's time for the payroll clerk to add up the time cards and manually calculate pay rates, taxes, and benefits which opens things up for calculation errors and mistyped data.

The Benefits of Technology

Replacing your manual process with an automated system consists of using a digital time clock and sophisticated time and attendance software. The digital clock replaces time sheets and time cards with ID badges that employees simply swipe through the reader to record their in/out time automatically. Software that's connected to the digital clock is already programmed with employee information and automatically performs payroll calculations, benefit accruals, tax liabilities, and much more.

That information is then easily transferred to your payroll system or outside service provider. No more tedious calculations, typing errors, and hours of reconciliation. In many cases, a full-time payroll clerk is no longer necessary.

Introducing Sage Time

Sage Time is an intuitive, web-based "cloud" solution that completely automates time and attendance management. Beyond simply collecting attendance data, this full-featured suite also provides accrual tracking, a time off request tool, employee and manager self service, reporting dashboards, customizable process workflow, and so much more. Plus, Sage Time is integrated with Sage HRMS and Sage Payroll so it works with the employee data you already have.

Get In Touch if you'd like to learn more about automating your time and attendance tracking with Sage Time.

NEW ACH CASH RECEIPTS IN VERSION 2017

Included in the Sage 100 2017 release late last year, Sage improved payment flexibility by allowing you to offer customers the option to pay invoices through ACH transactions. Not only does this new feature allow you to get paid faster, it can also reduce fees associated with credit card payments.

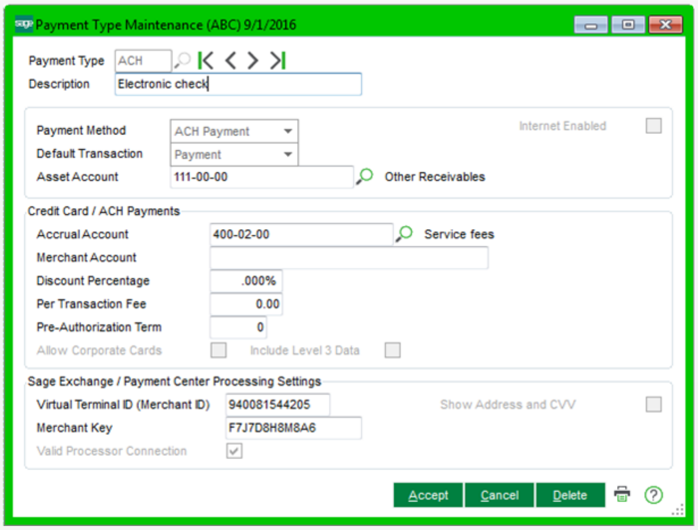
Here's a closer look at the new **ACH Payments** in Accounts Receivable and Sales Order.

ACH Payments in Accounts Receivable

In accounts receivable, you can now enter ACH payments in the following tasks:

- A/R Invoice Data Entry
- Cash Receipts Entry
- Repetitive Invoice Entry

To enable this feature, you must have a Sage Payment Solutions account that is set up for ACH payments. You can then enable the feature on the Payments tab in Company Maintenance and set up ACH payment types in Payment Type Maintenance (screenshot below).



ACH Payments in Sales Order

In sales order, you can now enter ACH payments in the following tasks:

- Sales Order Entry
- S/O Invoice Data Entry

Again, you must have a Sage Payment Solutions account that is set up for ACH payments to enable the ACH features in Sales Order.

More Flexible Payments

A number of fields were added or renamed throughout the software in order to accommodate the new ACH payments capability. In addition, a number of reports and listings have been updated or added. Refer to the **Sage 100 2017 Customer Upgrade Guide** for full details and guidance.

The end result is that you can now offer customers more payment flexibility and get faster access to your funds by accepting ACH transactions and electronic checks.

Contact us with questions or if you need help upgrading to Sage 100 2017.

SAGE SUMMIT 2017

Save the Date!

It has been announced that Sage Summit 2017 will take place at the **Georgia World Congress Center** in **Atlanta, GA** on **May 9-11th**. The date and location are all that have been announced so far. Stay tuned and we'll provide more details as they become available.

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