



# Sage 300 ERP

Product Brochure

See your business in a new way.



Realise the future of your business today.





## See your business in a new way. Realise the future of your business today.

To stay competitive in today's global economy, you need more than simple financial accountability and compliance. Sage 300 ERP contains the power and tools to help you see your business in a new way so you can improve productivity, envision success and accelerate growth. It's time to turn your business dreams into reality with the real-time visibility, collaboration, agility and innovation you need to succeed.


### Designed for Growth

If your company wants to compete in today's fastpaced business arena, you need to control costs in order to maximise profitability. Sage 300 ERP is a comprehensive and flexible business management solution, designed to keep your total cost of ownership low by supporting multiple databases and operating systems. Available in multiple editions, Sage 300 ERP gives you the opportunity to add users and adopt greater functionality as your business grows and offers built-in support for multiple languages and multicurrency transactions, so your business can comfortably reach around the globe.

### One Solution Provides a 360° View of Your Business

Our rich history of innovation and growth has enabled us to build a portfolio of products and services widely recognised for ease of use and low total cost of ownership. Sage 300 ERP connects your entire operation with a single, integrated solution that provides you with greater visibility, making it easier to share information and communicate. Mid-market businesses across the globe use Sage 300 ERP solutions to unlock potential, reduce costs and improve performance.





“ Sage 300 ERP will provide the means for Big Concerts to improve business efficiency and cost control over many different projects that are running simultaneously, in an environment where all our key players are not always under one roof. ”

— Justin Van Wyk,  
CFO , Big Concerts

[www.me.sage.com](http://www.me.sage.com)

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## Freedom of Choice Helps Control Total Cost of Ownership

We believe your business management solution should support your business strategy—not hinder it or force you to buy what you don't need. That's why Sage 300 ERP (previously known as Sage ACCPAC ERP) offers you the flexibility to build the best possible solution for your business by giving you the freedom to select the edition (Standard, Advanced or Premium), database, modules, deployment method and payment options that keep your total cost of ownership as low as possible.

### Editions

Sage 300 ERP helps you slash the time and cost associated with complex processes and redirect those resources toward growing your business. Whether you choose the Standard, Advanced or Premium Edition, you can select from any of the Sage 300 ERP applications to create a custom-fit solution to support your business management requirements. Use the chart below to determine which Edition is right for your company.

Edition Differences	Standard Edition	Advanced Edition	Premium Edition
General Features			
Number of Companies Allowed	5	Unlimited	Unlimited
Number of Users	Up to 10	Up to 20	Unlimited
General Ledger Module Differences			
Account Rollup	Included	Included	Included
Number of Account Segments	3	4	10
Number of Account Structures	3	4	Unlimited
Number of Budgets	2	3	5
Number of Years of History	7	7	99
Purchase Order Module Differences			
Vendor Contract Cost	Not Available	Included	Included
Inventory Control Module Differences			
Customer Item Numbers	Not Available	Not Available	Included
Below Cost or Sales Margin Price Checks	Not Available	Not Available	Included
Number of Item Segments	4	10	10
Price by a Cost Plus a Percentage or Amount	Not Available	Not Available	Included
Price by Unit of Measure	Not Available	Not Available	Included
Price by Weight or Quantity	Not Available	Not Available	Included

Easily adopt new functionality without retraining your staff, as each Edition is built using the same technology and intuitive workflow.



## Superior Architecture

As your business looks for cost-effective ways to meet your bottom line, Sage 300 ERP provides the foundation required to keep pace with ever-changing technology without giving up the functionality you need to compete in today's marketplace. Accelerate the growth of your company with the scalable & open architecture of Sage 300 ERP. No matter what Edition you choose, you have the option to utilise a Microsoft SQL, Pervasive.SQL or Oracle database, as well as multiple server and client operating systems. More importantly, the option to seamlessly switch between these different platforms ensures that your solution is scalable and portable across different technologies.

## Global Reach—Local Touch

An international presence is not only important for modern enterprises, it is essential. Empower your organisation with the tools required to easily maintain international currency standards. Sage 300 ERP provides you the power you need to easily support multiple entities (intercompany and consolidations), languages (by user), currencies (recognised gain/loss or unrealised gain/loss accounting methods) and so much more.

“Of all its benefits, Sage 300 ERP's financial accuracy is the most impressive. A Sage 300 ERP user since 2004, Motorsport SA can easily process a large volume of transactions per month and, as a result, accuracy is of utmost importance. Using Sage 300 ERP ensures that our financial data is spot-on each month.”

– Michelle van Tonder, Finance Manager, Motorsport SA



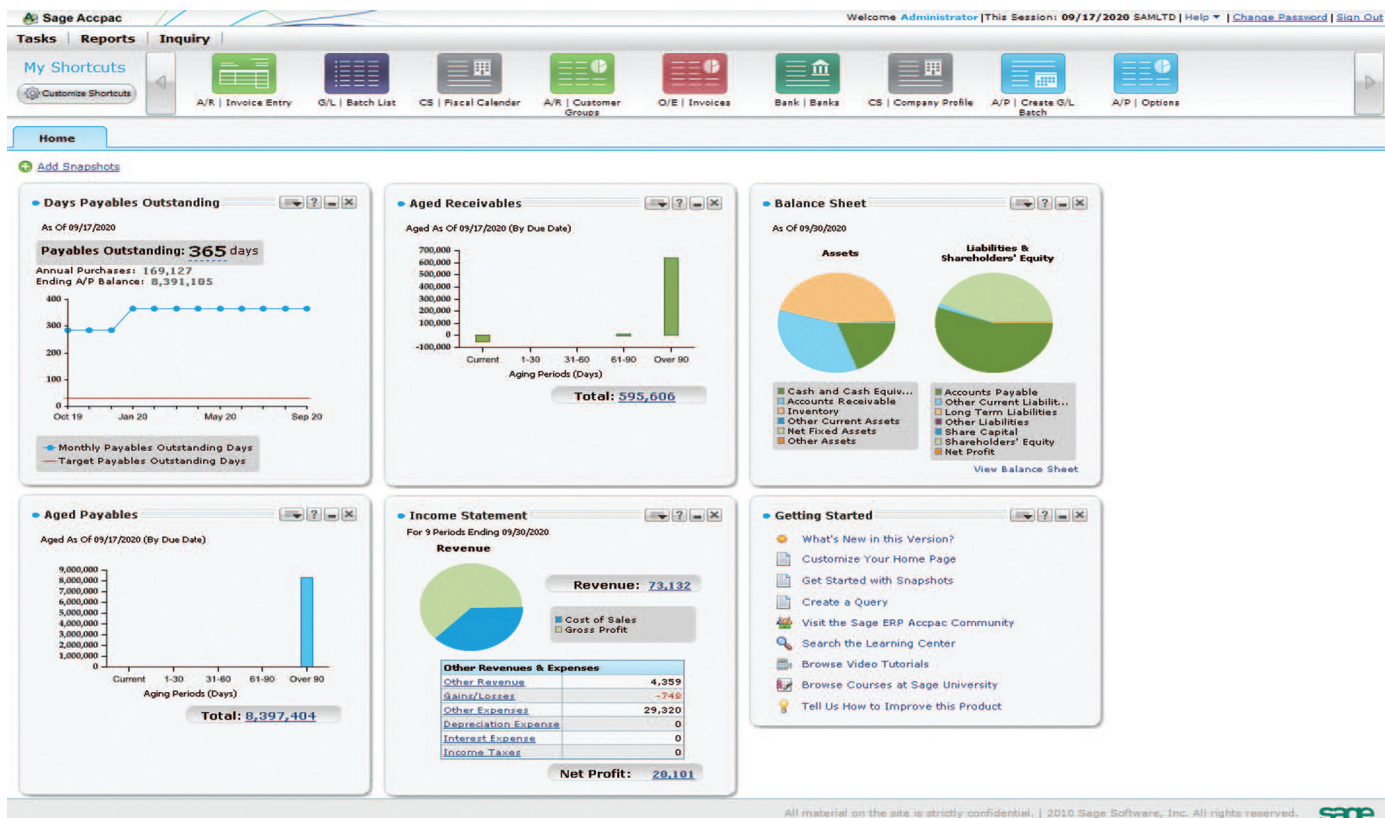


# Comprehensive Accounting/ Finance Applications

## Sage 300 ERP Core Accounting

- General Ledger
- Accounts Payable
- Accounts Receivable
- System Manager with Bank
- Reconciliation for Cash Management
- Multicurrency Management
- Fixed Assets Management
- Purchasing Workflow, Powered by Pacific Technologies
- Cash Works, Powered by Systronics
- Gulf Utilities for Payroll, Powered by Systronics

The powerful financial tools of Sage 300 ERP help you confidently manage your company's complex finances and remain compliant with government regulations such as GAAP or IFRS. Features include full multicurrency capability, powerful bank reconciliation and tax reporting, flexible transaction processing options, powerful management of fiscal periods and informative dashboards for analytical reporting. Sage 300 ERP Core Accounting modules help businesses succeed by accurately presenting valuable financial information in a clear, understandable format.



Financial Snapshots increase insight with secure access of key performance indicators (KPIs), with drill-down capabilities to underlying reports.



## General Ledger

Track and analyse your financial data to optimise your productivity using tools and accounting structures that are tailored to your business needs. Flexibility includes user-defined chart of accounts structure, account types, journals, controls for processing and balancing options, batch control totals, earnings controls and much more. You can even control the amount of detail the system maintains. What's more, month-end and year-end procedures are a snap. Since Sage 300 ERP automatically updates all balances and history every time you post, all you need to do is make the adjusting entries. Plus, you'll be able to perform fast data queries and then drill down to the source for more details. With its built-in financial report writer, you can maintain a variety of sophisticated reports so decisions are always based on insight gained from in-depth analysis.

## Accounts Payable

Easily manage your cash flow, track and predict purchases, and analyse expenditures and product purchases, while maintaining good vendor relationships. Sage 300 ERP Accounts Payable provides quick access to the type of comprehensive data that allows you to analyse the past monitor the present, and plan for the future - helping you make the right decisions today to gain a competitive edge. Accounts Payable offers several options to save time and reduce administrative costs by automating vendor-related tasks and simplifying voucher entry. It also accommodates multiple vendor addresses, multiyear history retention, automatic payment selection, cheque printing and more.

## Accounts Receivable

Effectively manage your cash flow, track and predict customer buying patterns, analyse sales and provide a superior level of customer service. Sage 300 ERP allows you to gain complete control of your receivables and invoicing processes and leverage automatic calculations that avoid errors and eliminate duplicate data entry. Consolidate customer receivables, statements, reporting and credit checking across national accounts. Accounts Receivable offers prompt access to the type of comprehensive data you need to analyse the past, monitor the present and plan for the future - giving you valuable insights to make the right decisions.

## System Manager–Bank Reconciliation

To make effective decisions in today's fast-moving business climate, you need accurate, up-to-date information on your company's cash position, as well as reliable projections of future cash balances. The System Manager module in Sage 300 ERP comes equipped with comprehensive Bank Reconciliation functionality, which enables you to quickly and accurately reconcile all of your bank accounts, as well as perform bank transactions with pinpoint accuracy. Bank Reconciliation is built into the System Manager, providing seamless connectivity to all submodules to help you better track your cash position, so you can make insightful and timely decisions for your business.





## Fixed Assets, Powered by Norming Software

A powerful and complete Asset Management solution, which can be used to process all the asset accounting transactions including acquisition, depreciation, adjustment, disposal, merge and split, as well as facilitate the asset maintenance and lease management.

## Purchasing Workflow, Powered by Pacific Technology Solutions (PTS)

Purchasing Workflow, Powered by PTS provides a sophisticated workflow engine with configurable rules, routing and approval functions. An easy-to-use requisition interface creates documents that are controlled through the workflow process. It enables organisations to tightly control and manage their procurement system.

## Cash Works, Powered by Systronics

CashWorks is an SDK application which replaces A/R Receipt and A/P Payment transactions in Sage 300 ERP to provide additional functionality. There is provision for handling receipts and payments even if Sage 300 ERP A/R and A/P modules are not installed, in which case CashWorks posts receipts/payments information directly to G/L. Specially designed aging, transaction and cash flow reports give you the option of including or excluding future dated entries for flexible cash analysis. What's more, CashWorks provides full control over the lifetime of cash transactions in the intuitive environment of Comprehensive Cash Management Console (CCMC). CashWorks allows you processing transactions from receipt or payment of checks to clearing through bank reconciliation; updating you with statuses such as returned to customer or from vendor, deposited to the bank or still with you, cleared by the bank or bounced, etc. The attachment of electronic documents, images and files to cash transactions comes as a standard feature. CashWorks 2012F also offers Customer Aged Trial Balance, Vendor Aged Trial Balance, Customer Transactions, and Vendor Transactions reports, as well as receipt and payment vouchers.

## Gulf Utilities for Payroll, Powered by Systronics

With Gulf Utilities for Payroll, SYSTRONICS offers Sage 300 ERP users in Gulf Cooperative Countries a comprehensive, flexible and fully integrated HR solution, which meets the basic needs and the legal requirements of a large number of companies. Gulf Utilities for Payroll looks and feels like Sage 300 ERP, making its integration with core Sage 300 ERP financial and operational modules easy. The application has a modular design to offer the user a number of options to choose from and adapt to their needs.

Modules shipping in the current version:

- Main Module (Required For All Sub-Modules)
- Gratuity Calculator
- End of Service
- Leave Management
- Document Management
- Wages Protection System



# Multicompany and Global Operations Management

## Sage 300 ERP Multicompany and Global Operations

- Multiple Language and Localisation Support
- Multi-Currency Manager
- G/L Consolidations
- Inter-Company Transactions

Easily manage global commerce across multiple companies or subsidiaries. No matter where you do business, maximise your international insight and exchange information worldwide with Sage 300 ERP Multicompany and Global Operations Management. Enhanced visibility into business metrics provides critical information at your fingertips for easier, smarter daily and long-term planning, providing the vision you need to respond to business trends while minimising risk and maximising the effectiveness of your decisions. Set up multiple companies in one or more databases, run processes, close books and report results by company or in a consolidated company.

### Multiple Language and Localisation Support

When operating in different countries, you need the ability to support the local language and accounting standards such as reconciliation and taxation. Sage 300 ERP ships with five language overlays that allow you to configure the language of the software for individual users. You receive English, Spanish, French and Simplified and Traditional Chinese out of the box. In addition, due to the configuration flexibility, the software allows you to provide local language, tax and accounting rules through seamless default settings and templates. When it comes to financial reporting, multinational companies face a two-prong challenge. Each division or subsidiary must pay its employees, manage accounts receivable and accounts payable and pay taxes in the local currency using local accounting standards. Yet financial data from subsidiaries also must be consolidated into the ledger of record in the monetary unit and accounting standards of the country in which the corporation as a whole is operated. Exchange rates between currencies change constantly and the ledger of record must reflect these changes and ensure that all entries balance. With the multinational capabilities of Sage 300 ERP and the Multi-Currency module, you easily can comply with the international currency standard.

### MultiCurrency Manager

Businesses that want to succeed in the world market need core financial capabilities with the flexibility and power to handle the complexities of multicurrency enterprise. The Multicurrency module in Sage 300 ERP provides robust multicurrency and analysis capabilities so you can optimise your international opportunities. You can maintain an unlimited number of currencies and exchange rate schedules, update exchange rates daily and post realised and unrealised gains or losses due to currency fluctuations. If you have subsidiaries outside the U.S. or your company is planning to expand globally, this application will help you to address the currency issues inherent in a worldwide market. Multi-Currency Manager can help simplify your transactions and provide insight into how the international arena is impacting your bottom line. The Multi-Currency module uses international principles for accounting and reporting with adherence to IFRS, FASB-52, and IAS 125 guidelines.

### G/L Consolidations

Sage 300 ERP G/L Consolidations has built-in flexibility to meet the needs of companies requiring a sophisticated tool to consolidate multiple general ledgers. G/L Consolidations provides a feature set that allows your company to define the level of detail to consolidate and provides a comprehensive audit trail. G/L Consolidations is designed so that information can be easily transferred to other locations, allowing subsidiaries and holding companies to run without being on the same network.

### Inter-Company Transactions

Simplify the recording of your intercompany transactions to prevent data-entry errors. With the Sage 300 ERP Inter-Company module you can save time reconciling multiple companies when a subsidiary is involved in a transaction with headquarters or another subsidiary. Intercompany transactions include the declaration and payment of dividends, the purchase and sale of assets and borrowing and lending. The intercompany transaction must be recognised in the financial records of both units of the entity as if it were a transaction with an unrelated party. Sage 300 ERP allows you to enter transactions that affect more than one company in one account and then automatically distribute those transactions across companies, performing required currency translations and creating the necessary journal entry as soon as transactions are posted, balancing the books of both companies.



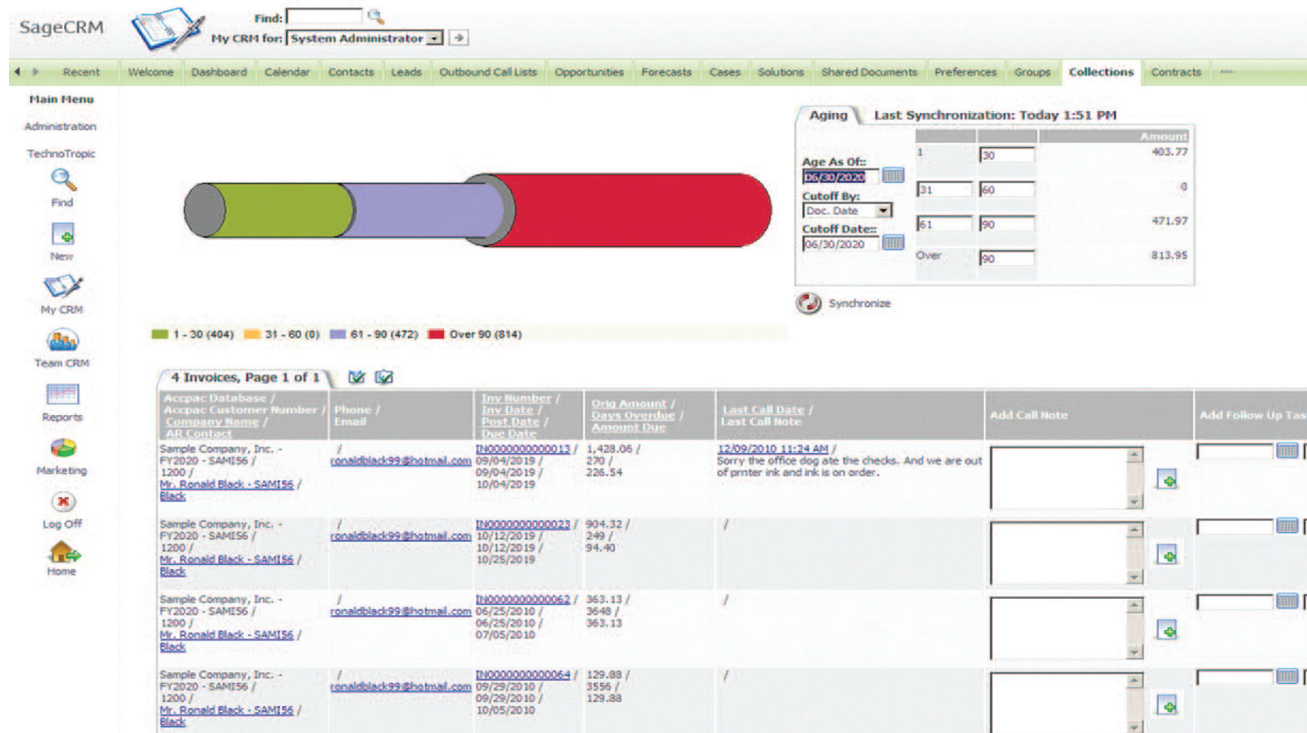
# Communicate, Collaborate and Compete with CRM

## Sage 300 ERP Customer Relationship Management

- SageCRM
- SageCRM Sales Management
- SageCRM Marketing Management
- SageCRM Customer Service Management

### SageCRM

SageCRM is a comprehensive customer relationship management (CRM) solution for businesses seeking a low-cost, low-risk option. With seamless integration to Sage 300 ERP, SageCRM lets you view critical customer data from the back office, providing your staff with a complete view of customer interactions. By integrating your sales, marketing, and customer service functions, SageCRM makes it easier for everyone inside your company to work together and share critical information. Sales, marketing and customer service teams gain the tools they need to find new customers, close sales more quickly and build lasting, more profitable relationships.



Sage 300 ERP ships with SageCRM and provides a single user license. Get better visibility into your cash flow with the SageCRM Collections Manager.

## SageCRM Sales Management

With SageCRM Sales Force Automation, real-time sales opportunity analysis is provided instantly. SageCRM provides a snapshot of all opportunities within the sales pipeline, allowing sales teams to effectively analyse and manage deals at every stage. The sales process is automated, streamlining your business and enabling better business management. The most up-to-date and complete customer information is instantly and easily retrievable within SageCRM through the interactive dashboard, helping users to have a better view of their customer at all times—creating a true customercentric environment.

## SageCRM Marketing Management

SageCRM is an essential tool for marketers to plan, execute and audit highly targeted marketing campaigns. Sage ERP integration gives marketers the ability to create campaigns based on the financial profile, order information and purchase history of customers. This information can assist marketing managers in generating accurate ROI calculations for better marketing measurements. Information can also be displayed on the interactive dashboard, providing users with an instant view of customers.

## SageCRM Customer Service Management

Providing quality customer care and maintaining satisfied customers is a challenge for every business. Sage ERP integration with SageCRM gives customer service staff access to all customer information for a complete view of every customer interaction. Integrated Sage ERP data can be displayed directly on the interactive dashboard for convenient access and analysis from a single workspace.

“ Sage CRM 200 will help us track various synergies throughout our sales and marketing processes. We are finally able to link the relationships between our sales and our marketing efforts directed at clients, allowing us to pinpoint what works and what doesn’t. Another great benefit is that we are able to keep track of multiple client contact initiatives that provide a quick overview of our most recent contact history with our clients. Up to date information will be at the fingertips of our sales team out in the field by means of the hosted CRM system when it goes live the second week of July 2011, which will enhance our customer relations edge even further”

– Mandy Govender, COO, Nology



# Cost-Effective Operations, Distribution and Supply Chain Management

## Sage 300 ERP Distribution

- Inventory Control
- Order Entry
- Sage Retail
- Purchase Order
- Return Material Authorization
- Sage Inventory Advisor

Optimise operations and distribution processes to eliminate waste and deliver on time—every time. Accelerate growth, enhance customer satisfaction, and improve your bottom line. Sage 300 ERP Operations and Distribution Management modules ensure your business follows best practices for efficiency and accuracy by automating and integrating processes to keep your warehouse, inventory, production, and service departments aligned and running smoothly. With features that support multiple warehouse configurations as well as multiple site customers, Sage 300 ERP is optimised for a wide variety of distributors. The Sage 300 ERP distribution solution empowers you to strategically manage every aspect of the distribution cycle, from purchasing all the way through sales, with unparalleled efficiency and control.

## Inventory Control

Maintain accurate stock levels and quickly process inventory transactions. Inventory Control helps you gain complete control over complex inbound and outbound inventory transactions to reduce carrying costs while delivering on-time orders, every time. You can track costs and sales histories by warehouse and manage kits. You also retain complete inventory visibility by tracking your stock transfers both within and between warehouses. Inventory Management fully supports raw material and finished goods lot control and serial number tracking in addition to physical inventory counts. Take charge of inventory receipts, shipments, returns and adjustments with this complete multilocation inventory management solution.

## Purchase Order

Maximise your purchasing power by implementing automated best practices in your organisation. The Purchase Order module helps you manage the requisition, purchase and physical receipt of items and services. You can tag incoming product against customer sales orders so that as product is received, it is immediately designated to customer back orders. You can also verify payable invoices by matching the delivery receipt with the invoice and the original purchase order. Tighter tracking and more accurate purchasing control within your operations means greater cost efficiency and ultimately a better bottom line.



## Order Entry

Stay on top of your customer accounts, inventory levels and purchase histories in real time, anytime. The Sage 300 ERP Order Entry module increases operational efficiency by accommodating multiple customer requests in one transaction. For example, each order or return line item can have its own ship-to address, salesperson, tax rate, ship date, ship-from location and drop-ship designations. In addition, the flexibility of the Sales Order module enables you to price inventory items based on customer class, location, discounts and more. Real-time visibility enables you to confirm stock availability, or if out of stock, source from another warehouse, drop-ship, create work orders, or substitute other items. SageCRM is fully integrated with Order Entry, allowing your sales staff to manage the quotes to orders process without opening Sage 300 ERP. Included in the Order Entry module, Ops Inquiry combines several powerful inquiry programs into simplified points of reference to easily funnel information and generate reports from operational data in your Order Entry, Purchase Order and Inventory Control modules.

## Return Material Authorization (RMA)

Optimise your return processes and build customer loyalty. Expertly track your products through the entire life of the sales process from purchase order through shipping and back. Gain greater insight into the reasons for returns, process claims more quickly, track inventory more accurately, and optimise customer service performance. Sage 300 ERP RMA allows you to quickly identify product faults and take corrective action to eliminate repeat returns, track returned items effectively and lower your cost on returns and avoid losing control of repair revenues. You can automatically assign RMA numbers for easy tracking and speed up data entry using time-saving templates and standard reports.

## Sage Retail

Sage RMS is a complete end-to-end solution for retailers of all sizes. This point of sale (POS) solution can operate in an online or offline environment. Sage 300 ERP delivers the backbone of the solution that feeds POS and receives transactions from POS. There is no duplication of work and the solution offers complete peace of mind that the integration and synchronisation runs live or on scheduled update. Retail Management has never been so easy.

## Sage Inventory Advisor

Reduce excess inventory, increase available capital and eliminate stock outs with Sage Inventory Advisor. Sage Inventory Advisor is an affordable cloud solution that helps companies reduce excess inventory which ties up capital, while eliminating stock-outs. It connects to Sage 300 ERP data to deliver real-time health checks on the inventory that makes a difference to your bottom line, reduce the time spent on forecasts and resolve the optimal investment required to achieve target fill rates. A web and mobile solution, Sage Inventory Advisor is easy to use and slashes time spent on forecasts and ordering.

The company lacked an integrated system to quickly access accurate metrics and timeliness of information was also a big challenge. "Prior to the implementation of the Sage 300 ERP and Sage Retail, we were operating off a separate POS, stock and financial system, which proved not to be user friendly. Financials were recorded separately which called for additional data capturing. Also, forward planning proved a real challenge for management as they had no forecasting tools at their disposal to accurately predict sales."

- Leslie Levey, Operations Manager , Forma Viva (Jewellery Retailer)



# Optimise Services and Project and Manufacturing Management

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## **Sage 300 ERP Project, Service and Manufacturing Management**

- Project and Job Costing
- Manufacturing, Powered by AutoSimply
- Service Manager, Powered by Technisoft
- Bin Tracking, Powered by Orchid Systems

Ensure optimal performance of your services, maintenance and project management processes at virtually any touchpoint. Make smarter, faster service and support decisions that exceed customer expectations with Sage 300 ERP Services and Project Management solutions. Get the visibility and intelligence you need into all information and key performance indicators to effectively allocate resources, increase customer uptime and enhance productivity across all business systems.

### **Project and Job Costing**

Expertly manage every job with powerful, fully automated cost-control and planning. Sage 300 ERP enables project-based companies to better track and report detailed project costs, using business-critical categories. From professional services and advertising agencies to telephone installation companies and architectural firms, all businesses can cut costs by using Project Costing to track and analyse project expenses. Simplify project management processes for every job and every project type – simple to complex. The Project and Job Costing module maximises efficiency, enabling you to meet customer specifications for products and services without risking profitability.

### **Service Manager, Powered by Technisoft**

For service-based businesses, the key to success is a streamlined and efficient call centre that presents all the information quickly to your staff when they need it. Sage 300 ERP enables customer information to flow throughout the business—from the call centre to the technicians on the road and ultimately to the customer. Make your service and maintenance resources work harder with true, centralised accountability that helps you manage the resources, products and services your business offers. Access your data locally or from the field using mobile or web technologies to save time, lower expenses, monitor profitability, increase productivity and most importantly, improve customer satisfaction.

### **Manufacturing, Powered by AutoSimply**

Manufacturing Order, powered by AutoSimply is a discrete manufacturing solution for SME's. It enables efficient manufacturing operation flow covering material purchase, processing manufacturing orders, work-in-progress, routing cost calculation, material consumption, material scrap and item substitution and order closeout.

### **Bin Tracking, Powered by Orchid Systems**

Bin Tracking, developed by Orchid Systems, allows Sage 300 ERP users to track inventory items stored in multiple bins within a warehouse or Sage 300 ERP Inventory Control location. Bins can include shelves, slots, containers, barrels, pallets or drawers.

Your picking and putting away are streamlined. Users know where to store and to find any inventory item without wasting time, hunting or checking personal location lists, when Receiving and for the Sales process. Used with hand held data devices, your efficiency is increased even further. Bin Tracking integrates with ACCU-DART barcode scanning systems. All bin information is held within your Sage 300 ERP database - with no need to purchase a separate inventory system for this – and learn, refer to or reconcile to a separate system.

# Faster, More Informed Collaboration and Decision-Making

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## Sage 300 ERP Business Intelligence

- Standard Crystal Reports®
- Financial Reporter (FR)
- Spreadsheet Analyst
- Spindle Professional Document Delivery, Powered by Draycir
- Inquiry Tools
- Intelligence
- Alerts
- B2C Webstore, Powered by XM Oxygen

The business intelligence tools of Sage 300 ERP help you increase insight into your business and make faster, more effective decisions. With real-time metrics and the ability to create personalised dashboards and meaningful reports, you'll have up-to-the minute visibility across all departments and companies in your system and at-a-glance analytics that can be used for strategic planning. Business intelligence tools can help you optimise business processes company-wide and provide decision-makers with insight into financial and operational performance. Using a single solution that ties together and streamlines all of your processes, Sage 300 ERP helps you improve collaboration and accelerates information exchange for a 360-degree view of your business.

## Standard Crystal Reports

Business Objects™ Crystal Reports is the standard reporting tool for Sage 300 ERP. With standard customisable reports and forms provided throughout the solution, you have the power to tailor the system to match your reporting needs more closely. Save time designing and distributing presentation-quality reports. Crystal Reports is a powerful WYSIWYG (What You See Is What You Get) report writer that allows you to create meaningful reports quickly and easily. You can use these reports straight out of the box or modify them to suit your needs, then save and run them anytime. Take control over the look of your documents by selecting font type, size, and color. Enhance the layout by applying lines, borders and shading. Further enrich your reports with embedded pictures, diagrams and logos. Use tables, crosstabulations, or one of 12 graph styles to communicate your financial information. You can even create reports with drilldown capabilities simply by selecting that option for the detail section of a report.

## Inquiry Tools

Empower users at all levels of the organisation to gain immediate access to information from Sage 300 ERP, providing greater business visibility and insight to improve business performance. The Inquiry tools that are built into Sage 300 ERP help uncover opportunities and highlight possible issues, enabling your workforce to make better decisions and execute appropriate actions in response to ever-changing business needs. The Inquiry screens allow comprehensive information access from a single screen. For example, Ops Inquiry allows access to key information to better manage your inventory and avoid costly inventory shortages or overstocking. In addition, Sage 300 ERP Inquiry allows even inexperienced users to create personalised ad-hoc query lists in just a few minutes without the knowledge of databases, programming, or web technologies. The highly intuitive interface puts custom information access within easy reach of everyday nontechnical users and means minimal training and IT support. It's quick and easy to create database connections, add fields and customise data.



Sage Accpac Welcome Administrator | This Session: 09/17/2020 SAMLTD | Help | Change Password | Sign Out

Tasks Reports Inquiry

My Shortcuts

Customize Shortcuts

A/R | Invoice Entry G/L | Batch List CS | Fiscal Calendar A/R | Customer Groups O/E | Invoices Bank | Banks CS | Company Profile A/P | Create G/L Batch A/P | Options

Home AR-Query AP-Query GL-Net Changes Query GL-Transactions Query

**G/L Accounts and Transactions**

Specify filter criteria to refine your search.

Save Open Delete

Formatted Account Number Between First Last

Account Group Between First Last

Add a Filter

Submit

☒ Auto-refresh

Formatted Acc...	Account Description	Account Group	Fiscal Year	Fiscal Period	Batch Number	Entry Number	Reference
1000	Petty cash	01	--	--	--	--	--
1020	Bank account, operating	01	2019	01	002436	00013	4540-Leon Ind...
1020	Bank account, operating	01	2019	01	002436	00014	7400-Koyo Pr...
1020	Bank account, operating	01	2019	01	002436	00010	1450-Intercon...
1020	Bank account, operating	01	2019	01	002437	00023	4000-Knock o...
1020	Bank account, operating	01	2019	01	002437	00010	6010-J. D. Ga...
1020	Bank account, operating	01	2019	01	002437	00012	1450-Intercon...
1020	Bank account, operating	01	2019	01	002437	00027	6010-J. D. Ga...
1020	Bank account, operating	01	2019	01	002436	00001	

Get better visibility  
into business metrics  
with Sage 300 ERP  
Inquiry.

## Financial Reporter

Built into the Sage 300 ERP General Ledger module, the Financial Reporter Tool allows you to easily create accurate financial reports, such as an Income Statement Summary, Balance Sheet, or other Microsoft® Excel® based reports. The Financial Reporter is a powerful reporting tool that uses Excel to manipulate, format, graph and print general ledger data. The Financial Reporter adds Sage 300 ERP-specific functions and commands to Excel that allow it to read general ledger data directly. Once the data is in a worksheet, the Financial Reporter uses Excel's formatting and printing capabilities to produce the statement. The Financial Reporter includes a set of standard report specifications that are compatible with any chart of accounts that uses the standard account group classifications and user-defined account groups.

## Intelligence

Sage 300 ERP Intelligence and Reporting empowers you to quickly and easily obtain the information you need for operations and strategic planning from your Sage 300 ERP solution. Effortlessly create reports and analyse data, utilising the familiar Microsoft Excel application. With Intelligence you can spend more time focusing on information analysis and interpretation and less time pulling the data together. You have the freedom to build your business intelligence solution to fit your business.

“Our expectations have been exceeded in the way Sage 300 ERP Intelligence delivers critical business information from our system. We have converted weeks of repetitive work every month into a few hours. Now that’s what I call a measurable return on investment.” Sage 300 ERP is a truly global solution which offers the tools and flexibility to successfully accelerate business expansion.

– Ravind Sukdeo, Financial Director , Bidfreight Port Operations

## Alerts

Deliver the information needed to create highly responsive, proactive, customer-facing organisations. Alerts enhance communications from your company’s back-office, front-office and e-commerce systems by monitoring data fields for a specified activity. The program automatically communicates specified activities to appropriate customers, employees, or business partners. For you, that means automated processes that reduce delivery cycle time and accelerate revenue. For your customers, that means doing business with a company they can count on for efficient, reliable and attentive service.

## Spindle Professional Document Delivery, Powered by Draycir

With just one click, Spindle Professional for Sage 300 ERP delivers business documents to multiple locations by email, print or fax and archives for future retrieval.

Spindle Professional offers a fast return on investment to businesses looking to reduce stationery and postal costs, save administration time, improve internal communication, enhance the company image and help the environment by using less paper. Adding PDF digital signatures also ensures that PDF documents are authenticated and protected.

## B2C Webstore, Powered by XM Oxygen

XM Oxygen is your ready-to-go web store integrating exclusively with Sage ERP 300. Your web store will automatically apply your volume discounts as clients add more items to the basket. Any products that are marked ‘on special’ in Sage ERP will update on the website within the minute and will end the sale on the date set in ERP 300, allowing you to manage your pricing and sale items from one location, reducing mistakes and removing double or even triple entry.





## Customise and Personalise

**Build Your System to Fit the Demands of Your Business.  
Not the Other Way Around.**

Be the boss of your ERP system with customised, personalised software designed to meet your unique business requirements. Sage 300 ERP was built to deliver customised ERP design and capabilities without the cost or headaches of traditional customisation. From on-site or cloud computing through Sage 300 ERP Online to business-specific details to ongoing expansion, count on Sage 300 ERP to integrate with your operating systems and databases and easily accommodate upgrades, product enhancements and new releases—and avoid incurring additional costs.

### Effortlessly Customise Your User Interface With Optional Fields

Sage 300 ERP is easy to set up and use, with intuitive wizards and a familiar interface that make configuration and navigation a breeze. Fulfill unique tracking and reporting requirements with the ability to add optional fields and capabilities. Define unlimited text, amount, date, time, integer, number and yes/no optional fields for use in all Sage 300 ERP applications.

### Expand Easily in the Future

In addition to multilanguage, multicurrency, and multicompany capabilities, Sage 300 ERP provides extended flexibility as your company grows. Multitier, scalable architecture allows 250+ concurrent users, as well as extensive customisation capabilities, an integrated development environment, and multi-OS/databases. Add functionality when you need to by adding modules or new user licenses—even moving to a larger edition smoothly when you're ready.

### Personalise to Suit Individual User Needs

Numerous configuration options and built-in personalisation capabilities allow individual users to streamline navigation, reporting, and information access, improve productivity and reduce data entry errors.

# A Collaborative Ecosystem to Help Our Customers Thrive

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The core tenet of the Sage approach is that we provide customers with an unmatched range of expertise, support, training, collaboration and innovation. Becoming part of this ecosystem—which includes Sage people, programs, and resources; a vibrant network of partners, consultants, and developers; authorised training facilities; and software user communities—enables our customers to get the most out of their investment.



## Technical Support

Each Sage solution is backed by responsive support in the form of world-class call centres, online selfservice knowledgebases and other resources.

## Consultant and Partner Network

The Sage global partner network consists of 40,000 accountants and 26,000 business partners and consultants who share a common goal: to drive success for our customers from implementation to support.

## Sage Partner Solutions Source

Many challenges can be addressed by a core Sage solution or service. Others may require highly specialised add-on components developed within our development partner community that includes hundreds of independent software developers. For Sage Partner Solutions that make it easy to search for and capitalise on these innovations visit [www.sagepss.com](http://www.sagepss.com).

## Internet User Communities

These online resources enable product users to share tips and interact with one another through a variety of communication tools, including blogs and forums.

## Sage University

To help our customers improve their software proficiency, we offer a variety of training options through Sage University and affiliated authorised training centres. Courses are offered online, visit [www.sageu.com](http://www.sageu.com) for more information.

## Conferences

Each year, Sage hosts a user and partner conference to help customers and business partners build professional networks and refine their software skills in a rich, collaborative learning environment.

Visit  
[www.me.sage.com](http://www.me.sage.com)  
or  
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for more information today!

### About the Sage Group plc

The Sage Group plc is a leading global supplier of business management software and related products and services, principally for small to medium-sized enterprises. Formed in 1981, Sage was floated on the London Stock Exchange in 1989. Sage has 6.3 million customers and 13,400 employees worldwide. We operate in over 24 countries covering the UK, Europe, North America, Middle East, South Africa, Australia, India and China. For further information please visit [www.sage.com](http://www.sage.com).

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