



# Sage BusinessWorks Accounting

## System Manager

Sage BusinessWorks Accounting software gives you the power to run your growing business and maximize profitability. Move easily from task to task in Sage BusinessWorks using the System Manager, which automatically launches the modules and tools you use most often. Every time you log on to your Sage BusinessWorks system, you'll instantly be in your preferred work area, saving you time and increasing efficiency.

The Sage BusinessWorks System Manager offers intuitive navigation functionality using status bars, menus, and shortcuts, so it's easy for new users to get started. Flexible, customizable search fields for virtually any information based on specific criteria help you to find what you're looking for quickly and easily.

Supporting up to 45 concurrent users, the Sage BusinessWorks System Manager provides quick access to Microsoft® Office® applications, the Internet, and the Sage BusinessWorks Services Center.

### SPECIFICATIONS (MAXIMUM LIMITS)

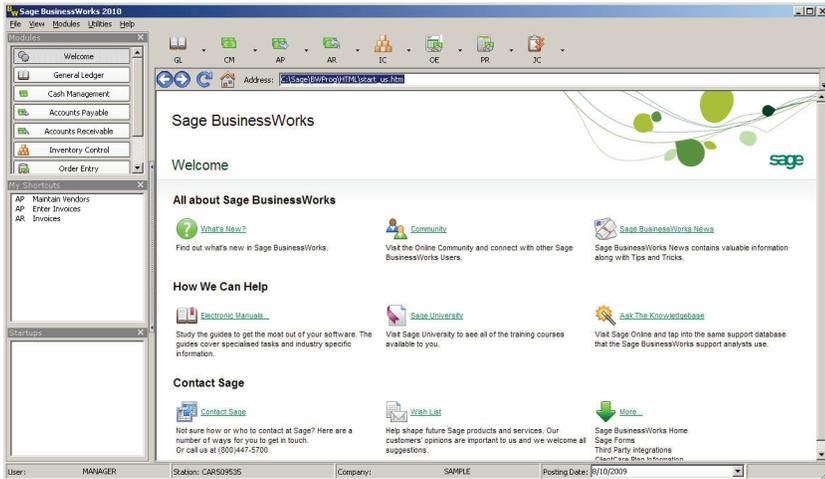
Number of companies	1000
Maximum simultaneous users on a network	45
Maximum number of report groups	1000
Maximum number of reports in each group	50

### MODULES

- System Manager
- General Ledger
- Cash Management
- Accounts Receivable
- Accounts Payable
- Payroll
- Inventory Control and Purchasing
- Order Entry
- Job Cost
- Custom Office (Microsoft Office integration)
- Sage BusinessWorks ACT! Link

### REPORTS

- Audit Report
- Registration Report
- Customized Reports and Forms
- Business Graphics



## General Features

- The Launcher, a Web-enabled main window, provides quick access to a wealth of valuable information with a single click.
- Status bars, menus, and shortcuts, available in every window, provide intuitive navigation functionality.
- A startup group automatically launches the modules and tools you use most often. Every time you log on to your Sage BusinessWorks system, you'll instantly be in your preferred work area, saving you time and increasing efficiency.
- An info button provides immediate information about the current Sage BusinessWorks session, including the current company ID, user ID, posting date, and system date.
- End-of-month close for multiple modules can be processed with a single keystroke.
- Handy online checklists are a great training tool and walk you through all the steps in a process.
- A convenient notepad feature provides instant information about accounts, customers, vendors, employees, parts, and jobs.
- An online ZIP code list is included, along with a built-in editor.
- City and state abbreviations are inserted automatically upon ZIP code entry to save you time.
- Any record can be located in seconds from maintenance options in several Sage BusinessWorks modules. Enter all or a portion of an ID in a Quick Find field to jump to a record immediately.
- When a full search is needed, the lookup and show features let you retrieve virtually any information based on specific criteria you define.
- Lookup windows are customizable to meet the unique needs of each employee. You can select the field to search on, hide and rearrange columns, and change the sort order of a column. Export lookup information to Microsoft Excel® to create quick lists.
- Information can be exported to other Sage BusinessWorks companies or into other programs for analysis, forecasting, presentations, reports, and more. Exportable formats include recent versions of HTML, Microsoft Word, Excel, RTF, TXT, CSV, tab-delimited, DIF, SYLK, and clipboard.
- A built-in backup and restore feature lets you quickly and easily back up your important financial data to a Flash drive, CD ROM, or your hard drive.
- A powerful "How Do I" function provides access to option-specific help quickly and easily, ending tedious, time-consuming searches.
- Electronic manuals, in PDF format, provide quick answers to many Sage BusinessWorks questions, eliminating the need to hunt for the manual.

## Multiple Users and Security

- Supports single users and multiple users (up to 45 concurrent users) in a network environment.\*
- Extensive option-specific security features protect your vital company information. Complete control is in your hands as you set up security on a user-by-user basis, granting access to one option at a time or to an entire menu or module with just one click.
- Copy security settings between users within the same company or from users across different companies, aiding in the setup process and saving significant time.
- Sage BusinessWorks supports full locking and simultaneous data access when running on a network.
- An audit log consisting of recent changes to data files maintains and dates important information—including added or deleted customers, vendors, and parts.

## Reporting and Forms

- Distribute forms such as invoices and purchase orders electronically through e-mail, reducing postage and preprinted forms costs.
- Presentation-quality reports provide the flexibility of user-defined font types, sizes, colors, and styles.
- An easy-to-use, intuitive, built-in report writer helps you create reports to meet your unique needs.
- More than 25 graphical reports display financial data in bar, line, and pie graphs, giving you key information needed to make important financial decisions.
- A series of reports can be set up in groups, allowing you to print on command, saving valuable time.
- On-screen reports can be easily attached to an e-mail for electronic distribution.
- Filters can be used for reports and data exporting to specify the selection criteria further.
- All forms in Sage BusinessWorks, such as checks, invoices, quotes, and sales orders, can be customized to meet your needs, including the addition of your own company logo.

\* Sage BusinessWorks Standard Edition is designed for small networks with up to four concurrent users. Sage BusinessWorks Client Server Edition is designed for larger networks with up to 45 concurrent users.

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[www.SageBusinessWorks.com](http://www.SageBusinessWorks.com) | [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com)

