

**Issue
13**

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Headline News

The Sage Group, plc (Sage) recently announced that it intends to resume use of the **Sage** name and mark in North America. Sage adopted the Best Software name for its Canadian and U.S. operations in 2001, after a trademark dispute with an American company. The Sage Group plans to fully adopt the Sage brand for its North American business by March 2006.

**Custom
Office Tools**

See page 4
for more info!

**Cash Management Module
Keeping Tabs On Your Cash**

Practicing careful cash management within your business helps prevent fraud and errors, ensures your continuing good credit, and may even lead to increased profitability. Fortunately for you, there's a powerful module available for BusinessWorks® Gold users that makes cash management simple, effective, and convenient—Cash Management. This module is free with the purchase of BusinessWorks Gold, or with an upgrade to BusinessWorks Gold from v12. Let's take a closer look at the BusinessWorks Gold Cash Management module.

Cash Management Module

The Cash Management module tracks every transaction that affects your cash accounts, including transactions originating from other BusinessWorks modules. You can generate checks in Accounts Payable and Payroll, record payments in Accounts Receivable, and the Cash Management module is updated automatically. In addition, you can record various bank transactions such as fees, charges, and interest earned directly in Cash Management and BusinessWorks will automatically update the balances of the affected General Ledger accounts.

For each transaction, Cash Management tracks the date, total amount, and transaction type, such as deposit, withdrawal, charge, cred-

it, or transfer. Cash Management also stores the individual checks included in the deposits you enter in Accounts Receivable.

For each cash account you want to track, you can maintain information such as description, next available check number, and General Ledger account number.

Once Cash Management knows about your cash accounts, it does much of the work for you, simplifying the month-end reconciliation process.

Handy Checklist

To make your job easier, use the handy Cash Management Monthly Close Checklist at month end to make sure you complete all the required steps before closing this module.

These monthly activities include: printing a detailed Check Register, printing the Bank Transactions report, printing the Bank Deposit report, backing up your company data, and closing the current month.

Enter Bank Transactions

It's easy to forget to enter bank fees and then be unable to reconcile at month end. With the Cash Management module, you can use the Enter Bank Transactions option to add information about bank deposits, charges, credits, withdrawals, and transfers that weren't entered in Accounts Receivable.



The Cash Management module helps you manage your money.

Compliments of:



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Cash Management CONTINUED

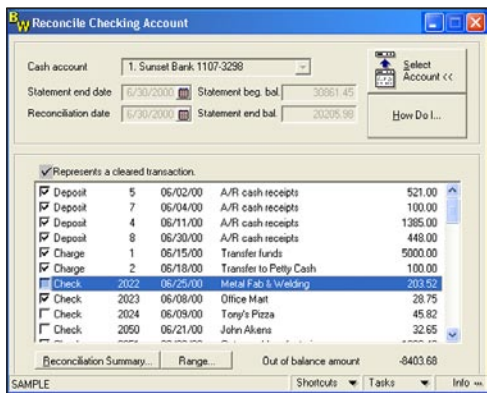
Voids

As you would expect, Cash Management allows you to void a check you've previously recorded, and back out a bank transaction entered erroneously. When you void a check or transaction, the appropriate adjustments are made within the Cash Management module itself and back to the General Ledger module. To void a check that originated from Accounts Payable or Payroll, be certain to use the Void Checks options in those modules.

Voiding a bank transfer is accomplished with a single entry by voiding either the charge or the deposit. In this way, you do not have to void the offsetting entry—BusinessWorks Gold will do it for you automatically.

Reconciling Your Account

Reconciling your cash accounts is a simple task with Cash Management. Throughout the month, all bank-related transactions have been posted to Cash Management, meaning you simply need to reconcile those transactions with the statement from your bank.



The Cash Management module's Reconcile Checking Account screen.

Start by printing the Bank Transactions Report to see if there are any charges, credits, withdrawals, or deposits that appear on the statement but aren't recorded in BusinessWorks. Use Enter Bank Transactions to record each of the charges, credits, withdrawals, or deposits.

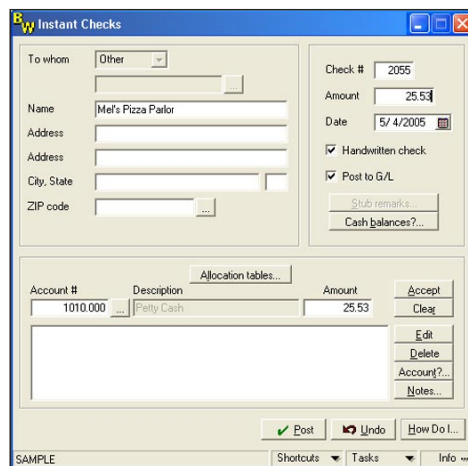
Then use the Cash Management Reconcile Checking Account option to reconcile your cash accounts to the statement sent by your bank. Here you'll enter the same starting and

ending dates as well as the beginning and ending balances shown on your bank statement. Cash Management presents you with a list of the transactions within the specified date range, including the deposit or check number, date, payee, and amount. You can clear each transaction individually by selecting the check box, or you may enter a range of check numbers to flag as cleared.

Next, run the Reconciliation Report using the same starting and ending dates as your bank statement references to make a final check for transactions that appear on the bank statement but do not appear on the report. If there are discrepancies, the General Ledger Account Detail Report, printed for the month and cash account you're working with, may help to identify mispostings or other problems.

Instant Checks

The time will come when you need to write a check to an individual or company without an invoice or payee on file in BusinessWorks. For example, if a delivery person is at the door with lunch for this month's staff meeting, Cash Management offers an easy solution for paying that delivery person—Instant Checks.



The Instant Check screen in the Cash Management module.

Use the Instant Checks option to write a check that you don't need to apply to an invoice, or to write a check for a payee that is not on file in BusinessWorks. You will still disburse the check to the appropriate general ledger

account(s), and don't forget to check your cash balance for the account you'll be drawing from by clicking on the handy Check Balances button. If you think you'll be ordering again next month, you can even create a new vendor on-the-fly from the Instant Check option.

You also can write Instant Checks to payees that are on file in BusinessWorks, including Vendors from Accounts Payable, Customers from Accounts Receivable, or Employees from Payroll. Rest assured that when you pay an on-file vendor with an Instant Check, the 1099 information for that vendor is sent to the Accounts Payable module.

Reporting

Cash Management offers a variety of reports designed to allow you to better manage your company's cash. The following reports are all important during the monthly reconciliation process. We recommend you print and retain a copy of each of these reports:

- ▶ **Reconciliation Report**—Lists checks and transactions recorded in Cash Management and other BusinessWorks modules that should appear on your bank statement.
- ▶ **Detailed Bank Deposits Report**—Lists all deposits entered in Cash Management and Accounts Receivable and summarizes each by payment type. It also lists the individual checks that were included in deposits originating from the Accounts Receivable module.
- ▶ **Bank Transactions Report**—Lists each transaction entered with the Enter Bank Transactions option and deposits recorded with Accounts Receivable.
- ▶ **Check Register**—Lists in summary format all checks recorded in Cash Management, Accounts Payable, and Payroll.

A Simple, Effective Tool

According to the Consumer Federation of America, only one in eight Americans balance their checkbooks. Perhaps if we all had a tool as simple to use as the BusinessWorks Cash Management module, that number would go up. Call us for full information about Cash Management. ★

Bringing Payroll In-House

It has been a popular practice for companies to outsource various business processes, with payroll and HR functions topping the list. A recent trend, however, has seen more businesses opting for in-house payroll processing, where they enjoy full flexibility and control, while lowering overall costs. The trend is particularly pronounced in small to mid-sized companies—who find that the service bureaus' promises of personalized service and lowered cost largely unfulfilled.

As a BusinessWorks® Gold user, you have an excellent reason to switch to in-house payroll processing. The BusinessWorks Gold Payroll module is easy to use and full featured, just like the rest of your BusinessWorks business management solution. If you are currently using an outside service bureau to process payroll, it's time to consider the benefits of bringing this vital function under your own roof.

Save Money

Service costs are increasing in every business sector, and payroll outsourcing is no exception. Tied to a service bureau, you have little choice but to keep paying rising fees. You can lower costs by performing your payroll processing yourself. There is no monthly service fee as there is with a bureau, and you will begin saving almost immediately.

You're Already Doing Most Of The Work

While outsourcing may off-load some of the processing work, that's typically less than half the work done in payroll. The data entry, interface maintenance, and monitoring of changes must still be done in-house. Payroll adjustments, allocating funds for payroll, and making the necessary in-house deductions must also be done by you. Information must then be entered into an in-house computer system, telephoned, faxed, or submitted electronically through Web pages or software provided by the payroll outsourcing company. Little more than printing the checks is left to do on payday—are you paying too much for this service?

Increase Flexibility

It may be difficult or impossible for your service bureau to accommodate your special requests, such as a custom report or unique handling of a specific employee's deductions. Additional-

ly, you must run your business on the timetable of your service bureau, meeting deadlines, and waiting until Monday morning to have that urgent question answered. Use BusinessWorks for payroll processing and you have access to your data anytime of the night or day and you can more easily accommodate an employee's unique requirements.

Data Accessibility

The BusinessWorks Gold Payroll module will allow you to keep check history for up to five years. This data is readily accessible for inquiries and reporting. How long might it take to research a payroll question involving last year's payroll with your service bureau? Should an employee notice an error on their check, with BusinessWorks it is easily rectified, while it might take until the next pay cycle for your service bureau to correct a problem.



You're already doing most of the work—the BusinessWorks Gold Payroll module can save you time and money, while increasing flexibility.

Easy To Use

The BusinessWorks Gold Payroll module doesn't require a CPA. With built-in reports, forms, benefit and deduction processing, calculations specific to state and local tax laws, and convenient tax updates from Best Software as part of your ClientCare® subscription, you simply need someone familiar with payroll concepts who is trained on the software to administer payroll.

Feature Rich

The Payroll module maintains a complete record of employee information, including pay rates, shifts, filing statuses, accrued vacation hours, sick hours, date of hire, review dates, termination information, earnings totals, deduc-

tions, taxes, comments, and more. Manage your corporate retirement and benefit plans with support for user-defined deductions, such as pension plans, deferred compensation plans, and dependent care benefits. The Payroll module allows for both employee-paid and company-paid deductions, providing maximum flexibility in defining your company's plan.

Whether your basis of pay is hourly, salary, commissioned, piece-rate, or a combination, Payroll can handle it. You can maintain various task codes to allow you to allocate Payroll expense to multiple General Ledger accounts simultaneously.

Add up to five custom fields to hold data important to your organization. Use the Notepad feature found in BusinessWorks Gold to hold unlimited free-form text concerning each employee.

You have the ability to customize both the body and the stub of the checks you produce. List company-paid deductions and salaried hours on the fully-detailed payroll check stubs. If you prefer Direct Deposit to printed checks, the BusinessWorks Gold Payroll module can electronically deposit payroll to employee bank accounts, saving your employees a trip to the bank.

Compliance Made Easy

In order to confidently switch to in-house payroll processing, you must be assured of the solution's ability to meet federal, state, and local requirements. The Payroll module gives you that confidence with built-in features like the ability to print tax deposit checks for 941, 940, SUI, and SDI. It allows you to track those tax deposits by generating a tax register for a given month or payroll run. You'll even receive an on-screen alert when a tax liability is due to be paid.

Each day provides us the opportunity to rethink our business strategies, to analyze what works and what doesn't, and to implement new procedures designed to make our businesses more successful. The BusinessWorks Gold Payroll module brings cost savings, convenience, and flexibility to your organization. Consider bringing your company's payroll processing in house. Call us for more details. ★



Spotlight On BusinessWorks Custom Office Tools

If you are not taking advantage of the productivity tools offered by Custom Office, you are missing a powerhouse of potential. Custom Office allows you to integrate Business Works® Gold with Microsoft Office products such as Excel and Word. Custom Office consists of three separate components: Targeted Mail Merge, Attachment Manager, and Custom Worksheets; each geared to increase your productivity by saving you time and increasing your efficiency. Let's take a closer look at each feature.

Mail Merge

Using the **Targeted Mail Merge** feature of Custom Office you can quickly merge BusinessWorks Gold data into a Microsoft Word document, and then send the resulting document to multiple recipients simultaneously, either in print or by email. Your recipients can include Customers, Vendors, or Employees.

There are many ways to use the Mail Merge feature; here are just a few ideas:

- ▶ Send an email to employees announcing the annual holiday schedule.
- ▶ Create a post card informing your vendors of your company's new address.
- ▶ Create a welcome letter for new customers.

A related function, **Instant Correspondence**, is used when you want to create a mail merge document or email for a single customer, vendor, or employee. Look for the Instant Correspondence icon on the tool bar of the Maintain Customers, Vendors, and Employee screens. Clicking on this icon will launch the Mail Merge function, for the selected record only (e.g. customer, employee, or vendor).

Attachment Manager

Attachment Manager is one of the best ways to avoid the paper chase in your office. The Attachment Manager function of Custom Office enables you to associate objects such as bitmaps, Word or Excel documents, or multimedia files with General Ledger Accounts, Customers, Vendors, Employees, Jobs, and Items.

No more hunting for that missing contract or scrambling to find a copy of an invoice. Multiple objects can be associated with a single record, so you're limited only by your imagination. Use Attachment Manager to better organize the wide variety of data associated with your company's daily business activities, saving time and increasing efficiency. Here are just a few examples of ways you can utilize Attachment Manager:

General Ledger Accounts

- ▶ Link an Excel spreadsheet containing your budget work sheet to an account. You'll always be able to refer back to the underlying detail that led to your budget amount.

Accounts Receivable Customers

- ▶ Scan and retain the customer's credit application.
- ▶ Attach a map to the customer's location.

Accounts Payable Vendors

- ▶ Scan invoices and attach each of the image files to the vendor's file.
- ▶ Attach a copy of each vendor's W-9 tax information form.

Payroll Employees

- ▶ Embed a copy of an employee's resume, proof of citizenship, drivers' license, I-9 and/or W4 form.
- ▶ Link the employee's performance review.

Inventory Items

- ▶ Attach photos of the item.
- ▶ Attach a copy of the item's warranty.

Custom Worksheets

With BusinessWorks Gold **Custom Worksheets** you can place accounting data into Excel, quickly, easily, and in the order you want it. Many individuals are familiar with Excel and use it to create custom business management reports. Think of Custom Worksheets as a custom report generator with an output to Excel. Custom Worksheets are available in: Accounts Payable, Accounts Receivable, Cash Management, Inventory Control, Job Cost, Order Entry, and Payroll. In designing a Custom Worksheet, you are creating a template that specifies the data you wish to capture, in what order you'd like it, and where it should go. You can copy from an existing template and make necessary changes, or create a new one.

Increase Your Efficiency

With its communication, organization, and data management tools, Custom Office has the power to make your company more efficient. If you don't yet own the Custom Office module, or simply have not taken the time to explore its potential, please give us call for a demonstration. ★



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