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Headline News

Best Software has announced that it will no longer sell BusinessWorks version 12 software, including all add-on modules and network extensions effective September 30, 2002. They will continue to provide BusinessWorks version 12 support services, including pay-per-call support, for one year—until September 30, 2003.

Undocumented Feature

An undocumented feature has been added to BusinessWorks Gold v3.

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**What
Can We Do
For You**

See page 4
for more info!

A Golden Opportunity To Improve Your Business

BusinessWorks Gold v3.0 builds on the stable platform and user friendliness of BusinessWorks 2.0, and takes it to a whole new gold standard. BusinessWorks Gold v3.0 started shipping in September—have you ordered your upgrade yet? This robust and much-anticipated release promises features and functionality users have asked for, and system wide improvements utilizing the latest industry advancements. In addition, BusinessWorks Gold v3.0 completes the 32-bit upgrade for the BusinessWorks product line with the conversion of the Job Cost module from version 12 to the Gold platform. Let's take a closer look at the features added with the v3.0 release.

Core Modules

Store More Information

With v3.0, Best has incorporated suggestions from customers into a number of enhancements designed to simplify everyday use of the product. New, custom, and expanded fields make BusinessWorks more flexible and adaptable to the way you do business. Now you can store up to five custom fields for each customer, vendor, and employee. Each field can hold up to forty characters. These user definable fields can be added to custom reports, custom worksheets, custom exports and custom forms. Use the fields to track key information specific to your company.

How about new Referral Source and Sales Territory fields in Accounts Receivable? You could group your Accounts Payable vendors into Office Supplies, Utilities, and Computer Products using a new Category field. Or you could add a new payroll field to store an emergency contact number or the last pay increase percentage.

There are dozens of field lengths that have been expanded to meet your needs. Two examples are the AR Invoice Description which now allows a 1,000 character memo field, and the GL Journal Entry Description which is now 255 characters.

In AR, a minimum balance threshold field has been added to statement printing increasing the flexibility of this function, and now you can Email those statements to improve your cash flow.



The newest version of BusinessWorks is packed with new capabilities to improve your business

Both AP and AR now allow you to store multiple contacts, by type, enabling you to utilize Email forms to appropriately route forms to each contact. You may store two contacts for each vendor and for each customer, such as a finance contact and a sales contact. When used in conjunction with the new Email forms feature, the contact type determines the recipient of each form. For example, vendor contacts with a sales contact type can receive Emailed purchase orders while customer contacts with a finance contact type can receive Emailed invoice forms.

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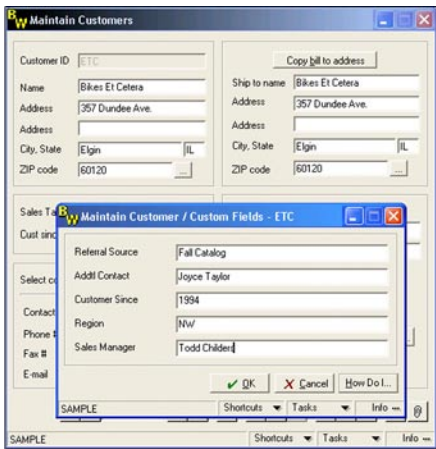


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A Golden Opportunity To Improve Your Business — Continued



New Custom fields allow you to create custom data for customers, vendors, and employees

Refunds made easy in AR and Order Entry

You can now save time and improve accuracy by using the new streamlined customer refund check feature. The check is automatically populated to reflect the refund information, and the General Ledger posting information is removed to avoid accidental double posting to the General Ledger.

Export GL Journal Entries

To facilitate the transfer of valuable General Ledger data to your accountant or another BusinessWorks Gold company, you can now export journal entries in text format. Exported information can be used in other programs, such as Microsoft Excel.

Powerful Payroll Additions

Now you can store up to 30 deductions and/or other pays per employee. You will find that report functions accommodate these expanded deduction capabilities and this release includes two new preprinted check formats.

Integrating with National Payment Corporation and supporting NACHA standard file format, you may process your payroll electronically with enhanced direct deposit services to any bank you choose.

Wouldn't it be convenient to restore the time card data when you delete a check or batch of checks? Now you can. This time saving feature restores the time cards and replaces any existing time card entries for the applicable employee.

Retain payroll data and historical reports for up to five calendar years.

UOM Is Everywhere You Want It To Be

The unit of measure is printed on purchase orders, sales orders, quotes, and invoices. In addition, it is visible during data entry and in the inquiry options.

Order Entry Enhancements

Now you can quickly find a sales order or invoice using your customer's purchase order number. The packing list and pick ticket can be customized to your specifications and Emailed to your customer or the warehouse.

e-Business Solutions

BusinessWorks Gold v3.0 offers the ability to Email forms. By Emailing invoices and statements to your customers, you will save on postage and printing costs. Communications are expedited as you can direct the form to the appropriate party. Begin Emailing purchase orders directly to your vendor, facilitating the entire order process. See our article on page 3 to learn how much you could be saving by Emailing forms.

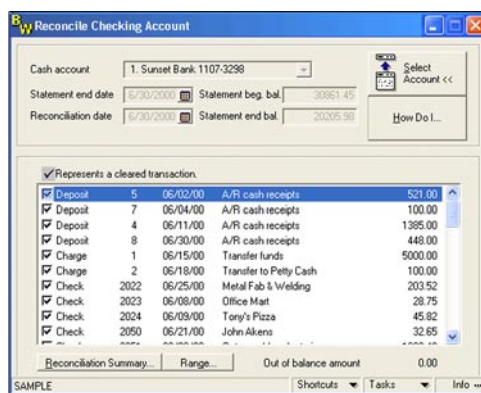
System Wide Changes

Built-in Data Conversion Makes It Easy

Upgrading to BusinessWorks Gold v3.0 is easy with the built in data conversion. Take advantage of these new powerful features without fear of losing important historical data.

New Architecture

A major change incorporated into BusinessWorks Gold v3.0 is its new 32-bit open database. BusinessWorks Gold is now powered by Pervasive 2000i SP4. The new architecture empowers you to take advantage of tools like Crystal Reports and Microsoft Access.



New Cash Management Module makes bank reconciliation easy

New Cash Management Module

The new Cash Management Module consolidates bank reconciliation features into a single module proving greater convenience, control, and security. The best part of this comprehensive module is that it is included at no additional charge.

Backups Made Easy

One of the most important additions to BusinessWorks Gold v3.0 are the new intuitive backup and restore capabilities. A wizard style interface simplifies the entire process and automatic prompts ensure that a reliable backup is completed every time. As you close the quarter or calendar year, you'll be prompted automatically to perform a backup. You can also launch the backup wizard on the fly, anytime. This version also supports backing up to CD-ROM.

Fine-Tune Those Searches

New Search, Lookup, and Find capabilities facilitate faster, more advanced searches. To save you time and keystrokes, the *Lookup* fields now support partial key lookup.

Tighten Security

New database structure allows you to tighten the security on your data by including the ability to assign different levels of task-specific security for each employee.

Increase Your Knowledge

Save time and get your questions answered quickly with the new context sensitive "How do I" help feature. Or maximize efficiency with the "Tip of the Day" from the technical support database.

Job Cost Goes Gold

The Job Cost module has been converted to the BusinessWorks Gold v3.0 32 bit platform. Job Cost also has more power and flexibility—the Job Code ID field has been expanded to 20 characters and the Contact Name to 40 characters. You'll be able to delete closed or obsolete jobs, sort job details by priority number within a phase, and reassign previously deleted job codes. Manage projects effectively and efficiently and send the results directly to your bottom line. ☆

Headline News continued

Previously, in BusinessWorks, the user had to have manager rights to access custom reports, custom exports and report groups. BusinessWorks Gold has been enhanced to look at the user's security level when determining the features a customer has access to. Best received over 140 requests for this feature, and responded to the call. ☆

Emailing Forms Can Add Directly To Your Bottom Line

How would you like to save time and increase efficiency while adding to the bottom line? BusinessWorks Gold v3.0 now offers options for accomplishing this quickly and easily, using tools your business already owns. The change involves Emailing invoices, quotes, and statements directly to your customers, and purchase orders directly to your vendors.

How much will I save?

Traditionally, most businesses have utilized printed and mailed invoices and statements to communicate accounting information to their customers. Since the costs for postage is seemingly low, one might assume that mailing is still the most cost effective delivery method—but is it? Below we explore the cost savings that can be achieved using BusinessWorks Gold v3.0 Form Email function.

Traditional Print & Mail Versus Email A Sample Cost Comparison

Costs to print and mail 100 invoices per month. Postage @ \$.37, paper and envelope @ \$.10 per invoice	\$47.00 per month
Costs to print and mail 50 statements per month. Postage @ \$.37, paper and envelope @ \$.10 per invoice	\$23.50 per month
Annual Cost, less labor	\$846
With BusinessWorks Gold v3.0	
Cost to Email 100 invoices and 50 statements	Free if you already have an Email account or \$20 per month.
Annual Savings	\$606–\$846

The more invoices and statements your business generates on a monthly basis, the more you will save. In fact, since you probably already have an Email address for your business, every time you can use this method, the savings goes right to the bottom line. Besides saving money on postage, envelopes, and pre-printed forms, this automation step has other benefits. Cash flow is improved because your customers receive their invoice today, not several days from now. As generally you are sending the invoice to the person who ordered your product or service, if there are any discrepancies, they will surface sooner. Since you will get your quote in front of the prospect while the lead is hot, you'll shorten the sales cycle, allowing you to close more business! And you can help ensure timely delivery of key inventory items by Emailing purchase orders.

How does it work?

Virtually every form in BusinessWorks Gold can now be Emailed. Here are just a few of the new features available with this powerful new option.

- ▶ MAPI-compliant Email
- ▶ Email forms in an Acrobat PDF format as a batch or individually. You can even change the recipient on the fly or send the Email to multiple recipients.

- ▶ Preview the attachment to verify the accuracy of the information before transmitting it to your customer or vendor.
- ▶ Use custom or standard BusinessWorks Gold forms.
- ▶ Filter recipient by delivery method. For example, you can choose to print forms for those customers who do not have valid Email addresses and Email forms to those customers who have Email.

The Accounts Receivable and Accounts Payable modules now store multiple contacts, a handy feature made even more useful when used in conjunction with the Email Forms feature. For each contact, you may store a name, Email address, phone number and contact type (finance and purchasing in AR, finance and sales in AP). This enables you to Email accounting forms (e.g. invoices) to one contact and sales or purchasing forms to a different contact. You set up your contacts once and BusinessWorks Gold will automatically Email your form to the correct contact. See our table below for further information on which forms go where.

If you are not yet using BusinessWorks Gold v3.0, it would be well worth your time to revise the sample cost analysis to match your company's actual costs and then compare the savings to see how quickly updating to BusinessWorks Gold would pay for itself in your organization. If you are ready to update, or have any questions, call us today. ☆

BusinessWorks Gold Task:	Contact Type:
AR Invoices & Reprint Invoices	AR Finance
AR Void Invoices – Credit Memo	AR Finance
AR Credit Memos	AR Finance
AR Debit Memos	AR Finance
AR Print Statements	AR Finance
AR Reprint Invoices	AR Finance
AR Reprint Credit Memos	AR Finance
AR Reprint Debit Memos	AR Finance
OE Maintain Quotes	AR Purchasing
OE Quote Inquiry	AR Purchasing
OE Maintain Sales Orders	AR Purchasing
OE Sales Order Inquiry	AR Purchasing
OE Direct Invoicing	AR Finance
OE Invoice Inquiry	AR Finance
OE Returns/Part	AR Finance
OE Returns/Invoice	AR Finance
OE Post and Print Invoices	AR Finance
OE Print Quotes	AR Purchasing
OE Print Sales Orders	AR Purchasing
OE Reprint Invoices	AR Finance
OE Packing List	AR Purchasing
OE Pick Ticket	AR Purchasing
IC Maintain Purchase Orders	AP Sales
IC Purchase Order Inquiry	AP Sales
IC Automatic Purchase Orders	AP Sales

Just what forms can you Email, and to whom are they sent? This handy table gives you the answers.

Welcome To Best Accounting Software Consulting's First BusinessWorks Gold Newsletter!

Informative and helpful—that's how we want you to feel about our newsletter. The same feeling that we want all our clients to have about BASC's services as well. Our job as BusinessWorks consultants and certified BusinessWorks trainers is to help our client's maximize their use of BusinessWorks. Here are a few of the ways we can assist you.

- ▶ We use the BusinessWorks certified training curriculum to train our clients thoroughly. This provides the maximum training value to our clients.
- ▶ We offer custom BusinessWorks Gold programming services to help our clients get the most benefit in operating their businesses efficiently. Our BusinessWorks programmer is a former BusinessWorks software engineer and programmer.
- ▶ As former BusinessWorks employees, we maintain close relationships with Best Software BusinessWorks staff to make sure we can deliver the best solutions possible.
- ▶ We have over 20 years experience helping thousands of accounting software clients use their systems to the maximum.
- ▶ We offer experts in hardware and network solutions that can save you time and money in building and updating your networks. Our hardware consultants can source equipment from surplus outlets in order to offer you the most competitive prices. Often the hardware is name brand, like IBM servers, that still have new equipment warranties.
- ▶ We can set up Microsoft Terminal services with BusinessWorks Gold 3.x to enable remote offices or offsite employees direct high speed access to your BusinessWorks Gold software.
- ▶ We know about third party solutions that work with BusinessWorks Gold, like retail point-of-sale or material requirements planning solutions, for example, that will extend the usefulness of your BusinessWorks software.

One suggestion that we give to our clients is to maintain a *BusinessWorks Wish List* on a pad of paper. Often times, this simple process can mean the difference between frustration and solutions. We invite you to create your BusinessWorks wish list, and fax it or Email it to us for review. You may be pleasantly surprised to find that we can offer solutions to some of your wish list items.

Please give us a call to find out how we may be of service to your company. We can discuss your needs and use our resources and experience to help improve your productivity and save your company time and money.

Thanks for reading our newsletter and please feel free to contact us if we can be of service.



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