



## BusinessWorks Gold v5.0 Enhancement Summary

### ***New Insights and Enhancements to Secure Your Competitive Edge. Empower Your Company with BusinessWorks Gold.***

BusinessWorks Gold v5.0 is a robust business management solution that has been designed by Best Software to position your company for success in today's competitive environment. The stable platform and user-friendly format of BusinessWorks provides the springboard for this powerful upgrade. As intuitive as it is flexible and functional, BusinessWorks Gold v5.0 is a winning blend of the most frequently requested features and the latest industry advancements, which translates into reduced costs and increased profitability for your business.

Competing in a volatile business economy requires agility and effective decision-making. BusinessWorks Gold offers the ingenuity and insights to give your growing business the legs it needs in order to run, and to keep on running. Version 5.0 can lift your business to new heights and elevate your productivity by making your business management easier and more perceptive. BusinessWorks Gold v5.0 has the intelligence, the muscle and the insight to put your company on the fast track to success.

Check out the operational capabilities and benefits in this summary, and consider that BusinessWorks Gold can help you continue your success. For more information on BusinessWorks Gold v5.0 and achieving a higher level of productivity and profitability, please contact your local BusinessWorks Consultant, or call us directly, toll free at 800-854-3415. You may also visit our Web site at [www.bestsoftware.com](http://www.bestsoftware.com) or send us an e-mail at: [bwsales@bestsoftware.com](mailto:bwsales@bestsoftware.com)





## E-Business Features

With the ability to send forms via e-mail (i.e. statements, invoices, etc.), BusinessWorks Gold harnesses the power of the Internet to boost productivity and increase your company's bottom line.

## Enhanced Core Efficiency

Enhancements to General Ledger, Accounts Payable and Accounts Receivable will help you to optimize your core business processes for maximum efficiency and productivity.

## Improved Inventory Control and Order Entry

New features streamline inventory and sales operations.

## Powerful Payroll and Direct Deposit Capabilities

Expanded capabilities help you reduce expenses, save time and better manage your most important asset — your employees.

## New and Improved Reporting

New reports and enhancements to existing reports provide timely control of company data to improve your decision-making.

## Valuable Forms Customization

Forms customization can substantially increase the productivity of your accounting staff.

"The transition to BusinessWorks Gold went smoothly as everyone was familiar with the way Version 12 worked. Plus the new features like e-mailing statements were very well received."

Laurie Vigil  
Director of Financial Services  
Advanced Retail Management Systems, Inc.

"By eliminating repeated data entry functions, BusinessWorks Gold is saving us a fortune in time."

Marc Abramson, President  
(and BusinessWorks user since its inception)  
Cable X-Perts, Inc.

## E-Business Features

E-Business takes your company into high gear with high-tech capabilities including remote access, e-mail forms and import/export of sales orders and quotes.

### E-Mail Forms

- Save postage and printing costs and expedite communications with e-mail forms.
- Facilitate receivables by e-mailing your invoice directly to your customer's accounting department.
- Ensure timely delivery of key inventory items by e-mailing purchase orders to your vendors.

### Remote Access Via Terminal Services

- Stay on the pulse of your company by directly accessing your accounting software and critical business information — anytime and anywhere.
- Access and post information from remote locations.

*Please note Terminal Services is available only with the client server edition of BW Gold.*

### Import/Export Quotes and Sales Orders

- Easily transmit quotes and orders between two disconnected BusinessWorks sites, such as a laptop user in the field and a main office.

- Shorten your sales cycle and improve your bottom line by having your remote sales people export orders and quotes from a remote system, and then e-mail the export file to the main office for importing.
- Import Orders from your Web storefront.

*Please note that importing orders from an outside source may require the knowledge of a programming expert. Consult your BusinessWorks business partner for more information.*

## Enhanced Core Efficiency

Enhancements to the efficiency at the core of your business operations.

### ■ Fine-Tuned Search Features

Conduct faster, more advanced searches with the new Search, Lookup and Find capabilities, saving you valuable time and keystrokes.

### ■ **NEW!** Advanced Power Search

Customize your lookups to meet the unique needs of each employee. Using the Advanced Power Search, you can select the field to search on, hide and rearrange columns, and change the sort order of a column. You can also designate your custom lookup as the default lookup, bypassing the standard Quick Search.

### ■ **NEW!** Export Lookup Information

Transfer information from any BusinessWorks lookup into Microsoft Excel, enabling you to create reports quickly, including Customer call lists, Active parts lists, Active vendor lists and more.

- **NEW!** Deactivate customers, vendors, parts and General Ledger (GL) accounts. Minimize data entry errors and keep lookups clutter free by hiding inactive records when performing search lookups. You can also streamline report information to exclude inactive records with the Report Filter feature in BusinessWorks Gold.

- **NEW!** Easily accomplish voiding bank transfers with a single entry, either by voiding the charge or the deposit, which will automatically void the offsetting entry. This eliminates the previously required step of making an adjusting journal entry.

- Save time and reduce data entry errors with the new default cash account settings that can be specified for the Accounts Receivable (AR), Accounts Payable (AP) and Cash Management modules.

- Store as many as five custom fields for each customer or vendor for enhanced tracking of key information.
- Easily transfer General Ledger entries to your CPA or export them to Microsoft Excel for further analysis.
- Utilize new, flexible print options for AR statements including a Minimum Balance threshold and e-mail statements.

- Provide more extensive AR invoice line item and journal entry descriptions utilizing expanded text fields with word wrap capabilities.
- Improve the accuracy and efficiency of AR and Order Entry with the new streamlined customer Refund Check feature.
- Reprint invoices from AR as needed.
- Store multiple contacts in AR and AP, and utilize e-mail forms to automatically transmit the appropriate form to each contact.

## Improved Inventory Control and Order Entry

New inventory and sales order features help ensure accurate order fulfillment and improve communication with customers and vendors.

- **NEW!** Define up to 25 price levels for each inventory item, specifying the active price levels for each specific part.
- Search by a notepad entry or look up a record based on an individual comment or description line, or multiple comments or description lines.
- Unit of measure is printed on purchase orders, sales orders, quotes and invoices, plus it's displayed during data entry and in the inquiry options.
- Customize packing list and pick tickets to your unique specifications and send them to your customer or warehouse via e-mail as needed.
- Quickly and easily look up sales orders and invoices using the customer's purchase order number.

## Improved Job Cost Capabilities

This flexible module empowers you with the financial insights you need to manage projects and improve your bottom line.

- Enhance database performance by deleting closed or obsolete jobs.
- Sort job code details by priority number within a phase.
- Reassign job codes that have been previously deleted from a phase and re-open a canceled phase.

## Powerful Payroll Capabilities

Expanded Payroll/HR capabilities help you better manage your resources.

- Store a combined total of 30 active deductions and other pays per employee.
- Utilize report functions that accommodate expanded deduction capabilities and two new preprinted check formats.
- Transform your payroll system into a mini-HR system by using custom fields for each employee. Track and report information such as birthdays, certifications, last raise, equipment issued, etc.



Whether you plan to upgrade your operating system, replace your server or add new workstations to an existing network, BusinessWorks Gold provides the platform to help you grow.

- Keep your employees informed with payroll check stubs that provide pay rate and other pertinent details.
- New direct deposit parameter is easier to use, uses the same terminology as your financial institution and supports direct deposit when used for multiple BusinessWorks companies. Please note, the National Payment Corporation (NPC) interface is no longer available; however, NPC customers can use the new NACHA interface to transmit direct deposits to NPC.
- Retain payroll data and historical reports for up to five calendar years.

### New and Improved Reporting

Increase your ability to gain insight into your company's operations with reliable reporting.

- **NEW!** Inventory Purchase Order Reconciliation Report – Identify billing issues or data entry errors by using this new timesaving tool designed to help you reconcile AP invoices to corresponding Inventory Control purchase order receipts. Reconciling becomes a much easier task when you leverage this new report.
- Consolidated Cash Flow Report — forecast and better manage your company's cash. Available in both a detailed and summary format, you can analyze your cash needs and easily determine if a shortage or surplus exists. You'll also receive an early warning alert when expenditures exceed projected receivables.
- Accounts Receivable Line Item Report — view complete AR invoice line item detail with this new report. You can even indicate whether you want to see complete line item detail or produce a more concise report by limiting descriptions to three 40-character lines per part.
- Multi-warehouse reporting — several reports in the Inventory Control module have been improved to support multiple warehouses and report generation from non-primary warehouses. These include:
  - The Transaction Detail Report, Receipt Adjustments Register and Transfers Register for a specific warehouse now include transaction detail for the specified warehouse only.
  - The Transaction Detail Report has been enhanced to reflect transfers.
  - Pick Tickets now include the correct warehouse.
  - The On Hand Detail Report for a specific warehouse reflects correct quantity values for that warehouse.
- **IMPROVED!** Warehouse Stock Report – Easily determine the total value of stock in your warehouse(s).

- Detailed Trial Balance Report — filter inactive GL accounts with greater report setup flexibility and two report settings: Include Zero Activity Accounts and/or Include Zero Balance Accounts.
- **NEW!** Reports and inquiry options have been improved to sort based on the Purchase Order, Quote, Order, or Invoice Number.

### **Valuable Forms Customization**

For accounting departments, the ability to customize forms is vital. BusinessWorks Gold provides increased data access and customization options, including the ability to:

- Batch-load or import custom forms from a floppy disk or CD.
- Make use of the new features in the Maintain Forms option, which consist of:
  - **NEW!** Add newly available fields to custom forms, including AP Our Acct #, AP Fed ID #, AR/OE Invoice Due Date, and AR/OE Discount Date.
  - Adding calculated fields to your custom forms, such as sum, minimum, maximum, average and count.
  - Enhancing productivity in your shipping department with the ability to display or print a BusinessWorks field in bar code format.
  - Inserting Inventory Control product categories on Order Entry and Inventory Control forms.
  - Customizing pick tickets to include on-hand and short quantities, and whether the customer is on hold.
- Support advanced printer driver functions, such as draft mode, watermarks and multi-tray capabilities.

## ***Capitalize on System Wide Improvements***

### **Supports the Latest Operating Systems**

BusinessWorks Gold supports the latest operating systems including Microsoft Windows 2000 and Windows XP. Whether you plan to upgrade your operating system, replace your server or add new workstations to an existing network, BusinessWorks Gold provides the platform to help you grow. For a complete list of BusinessWorks system requirements and supported operating system configurations, please visit the BusinessWorks Web site at:

[www.bestsoftware.com/businessworks/product/sys\\_req.asp](http://www.bestsoftware.com/businessworks/product/sys_req.asp)

### **Web-Enabled Launcher**

The built-in Web browser lets you quickly check the status of a shipment with your vendor, conduct transactions through the Internet, search for information on the Web and more.

### **NEW! Links to BW Gold Web Sites**

Quickly gain access to important Best Software Web sites designed to help you maintain and get the most out of BusinessWorks Gold, such as Download Updates, Online Support, System Requirements, Free Web Seminars and more.

### **New Database**

BusinessWorks Gold's full 32-bit program incorporates an open database. This new architecture supports your growth and empowers you to take advantage of tools like Microsoft Access or Crystal Report Writer.

### **Data Conversion**

Built-in data conversion makes it easy for you to take advantage of this new and powerful upgrade without losing important historical data.

### **Separate City and State Fields**

City and State are now in two separate, longer fields providing the flexibility you need for data export and synchronization with third-party applications.

### **Solid, User-Friendly Security**

BusinessWorks Gold's new database structure provides more secure data protection features including the ability to assign different levels of task-specific security for each employee. Additionally, manager-level security rights are no longer required to access Custom Reports, Report Groups or Custom Office.

### **Start-Up Feature**

Save time by setting BusinessWorks Gold to automatically launch the functions you use most. Whether you enter invoices, post receipts or issue purchase orders, BusinessWorks Gold is ready when you are.

### **Shortcuts**

Streamline your workflow by creating personalized Shortcuts that put the options you use all the time at your fingertips.

### **Related Tasks**

Reduce the learning curve for new employees and help experienced employees navigate BusinessWorks with the Related Tasks function.

### **Running Tasks**

A glance at this new Windows toolbar tells you which BusinessWorks options are currently operating and lets you quickly switch among them.

"I must have looked at two dozen programs selling for \$10,000 to \$15,000 that didn't have the look, appeal or ability of BusinessWorks Gold."

John Wojchik  
President  
Wojchik Electric, Inc.



### **Built-In Backup and Restore**

Protecting your important financial information is easy with the new intuitive backup and restore options. A wizard interface simplifies the process and newly introduced safety measures including automatic prompts ensure that a reliable backup is completed every time. You can also backup on the fly when conducting a company close, closing the general ledger month, payroll quarter, payroll calendar year and AP calendar year. CD backup is supported as well, and now includes backup capabilities using Windows XP and Roxio Easy CD Creator.

### **Cash Management Module**

This new module is included at no additional charge. By consolidating bank reconciliation features into a single comprehensive module, Cash Management gives you more control and greater security.

### **Pop-Up Calendar**

Use this handy tool to display and select dates in any BusinessWorks Gold date field. For example, you can select the date you would like a particular invoice to become due.

### **Robust Online Help**

Save time and get answers quickly with the new context-sensitive "How Do I" help feature, which displays specific topics related to the task that is currently open. You no longer have to hunt through Help or leave your active BusinessWorks option. For example, if you're working on an invoice, you can simply click on the "How Do I" button to learn how to make an adjustment to the invoice.

### **Intuitive HTML Checklists**

New, HTML-based checklists are available for a variety of tasks including initial setup and various re-occurring processes. Checklists are particularly useful for training employees and providing reminders about the steps that need to be completed prior to performing routine operations such as the month-end close.

### **Expanded Field Lengths**

BusinessWorks field lengths and chart of account limits have been significantly expanded to accommodate your company's needs. See table at right for specific details on field length increases.

### **Tip Of The Day**

Drawn from the wealth of knowledge in our technical support database, the Tip Of The Day is designed to provide you with important insights on how you can maximize the efficiency and functionality of BusinessWorks Gold.

Learn how BusinessWorks Gold can benefit your business, contact your BusinessWorks Consultant or Best Software today!

Field	BusinessWorks v12 Field Length	BusinessWorks Gold Field Length
Address Lines (System Wide)	Lines 1 and 2 = 30	Lines 1 and 2 = 40
City (Separate from State)	30 (including State)	40 (excluding State)
State (Separate from City)	Included in City Field	2
Your Company ID	8	15
Your Company Name	30	40
GL Account Number Digits	4 (supports 8000 accounts)	8 (supports 99999999 accounts)
GL Department Number Digits	2 (supports 99 departments)	3 (supports 999 departments)
GL Account Number Description	30	40
GL Department Number Description	24	40
GL Journal ID	3	6
GL Journal Description	22	40
GL Journal Entry Description	3 lines at 24 each	250
GL Special Journals	4	Virtually Unlimited
AP Vendor Name	24	40
AP Contact Name	24	40
AP Invoice Number	12	20
AP Invoice Reference	12	20
AP Recurring Invoice Number	8	20
AP Recurring Invoice Reference	12	20
AR Customer Name	24	40
AR Contact Name	24	40
AR Customer Invoice PO Number	12	20
AR Invoice Description	40	1,000 character memo field
PR Employee Name	1 field 24 characters	4 fields 54 characters
PR Department Number	2	3
OE Customer PO Numbers on Orders and Invoices	12	15
OE Ship to Name	24	40
IC Part ID	12	20
IC Purchase Order Number	8	15
IC Purchase Order Ship to Name	24	40
Job Cost Contact	24	40
Job Code ID	12	20



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