



SAGE BUSINESSWORKS

sage  
software

*Your business in mind.*



# *Sage BusinessWorks Accounting Software*

- Full-featured
- Intuitive
- Flexible
- Reliable

**Manage Your Business More Effectively Today,  
for a More Profitable Tomorrow.**

If you're looking for a powerful, yet affordable accounting system that can grow with your business, Sage BusinessWorks is for you.

It's uniquely designed to fill the large gap between basic, off-the-shelf bookkeeping software and complex, high-end accounting packages. It's so simple that virtually anyone can use it, yet it's robust enough to deliver an incredible variety of features to help you maximize your productivity and increase profits.

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## Versatile Functionality

Whether your business is just starting out or you've outgrown your current software, Sage BusinessWorks gives you the features, functionality and flexibility that can make your company more productive and more profitable today, with the strength to meet your needs tomorrow.

Additional links to critical business functions are provided through industry-specific solution providers, making Sage BusinessWorks the most versatile product in its price range. Sage BusinessWorks offers multi-user, network capabilities that let users share data simultaneously. Plus, the system's flexibility allows you to add users as your company grows. It also now supports remote access via terminal services allowing you to access your accounting data anywhere and anytime.

## Flexible and Easy to Use

With 11 fully integrated modules, Sage BusinessWorks provides a solution that's scalable to accommodate your future growth. And with Sage BusinessWorks' modular design, you can purchase the functionality you need now, and expand your system later to keep up with your increasing demands.

## Robust Reporting

Sage BusinessWorks gives you the critical information you require to make important business decisions. It lets you organize and output your data the way you prefer, giving you better control over all aspects of your business.

With Sage BusinessWorks, you have a choice of more than 200 presentation-quality reports, graphical reports, a built-in custom report writer, and integration with F9 and Crystal Reports. The custom report writer enables you to create reports based on the data you select and the format you choose from any Sage BusinessWorks module. You can easily create high-quality documents with a professional look by selecting your choice of data filters, fonts, sizes, styles and colors, right from your computer.

**"Sage BusinessWorks has made me much more efficient. It has trimmed about 10 to 15 percent off my workload, and allows us to run our business in a more strategic manner."**

**— Megan Twitchell, Bookkeeper  
Rising Sun Enterprises, Inc.**

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## *High-end Functionality with Your Choice of Modules*

### **Systemwide**

- Supports up to 20 concurrent users to accommodate your needs now and in the future.
- Provides task-specific password protection to safeguard your important financial information.
- Features customized forms and reports.
- Forms such as quotes, sales orders, invoices and purchase orders can be e-mailed saving you time and money.
- Imports and exports accounting data with ease.
- Provides built-in backup and restore to protect your data.

### **General Ledger**

- Ensures the accuracy and integrity of your data by providing complete audit trails.
- Gives you current financial history and budget details for up to nine years.
- Streamlines reporting by consolidating multiple business entities' financial data.

### **Cash Management**

- Provides full bank reconciliation with robust, flexible reporting options.
- Allows you to enter and track deposits, charges, and transfers.
- Enables you to quickly enter and print checks for non-vendors with the convenient instant check option.

### **Accounts Payable**

- Provides complete vendor detailed history for five years.
- Allows manual and automatic invoice payment selection, including partial payments.
- Gives you a choice of flexible payment terms and aging periods.

### **Accounts Receivable**

- Saves valuable time by automatically posting user-defined recurring invoices.
  - Provides complete customer detailed history for five years.
  - Helps you quickly complete sales tax reports by automatically factoring multiple sales tax jurisdictions.
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## Order Entry

- Increases profitability by quickly generating key financial reports, including Gross Profit and Sales Analysis reports.
- Saves time with streamlined order entry, and quick access to customer purchase history while entering quotes, sales orders and invoices.
- Helps you work efficiently and build customer satisfaction with an extensive search feature that quickly locates customers, parts, past sales history and more.

## Inventory Control and Purchasing

- Manages multiple warehouses and tracks serial numbers with robust inventory control.
- Saves time during order processing with complete inventory tracking, vendor transaction history, and up-to-the-minute counts of parts on order and on hand.
- Gives you pricing flexibility with multiple pricing methods and quantity breaks.

## Payroll

- Saves time by automatically maintaining payroll records and generating required government reports.
- Provides flexibility by supporting multiple pay types, including hourly, salaried, commissioned, piece rate, tips, and 16 user-defined types.
- Offers you flexible workers' compensation rates, definable for each employee.
- Fully supports payroll direct deposit

## Job Cost

- Helps you manage every aspect of your project to achieve maximum profitability.
- Tracks complete job phases, details, estimated cost, actual costs and profit margin.
- Calculates estimated cost, for jobs and phases, keeping you informed and helping you to maintain the desired profit margin.



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## *Improve Productivity Through Integration*

Sage BusinessWorks integrates seamlessly with Microsoft Office and other third-party applications, to offer your business a full business management solution. Visit the Sage BusinessWorks Web site at:

[www.sagebusinessworks.com](http://www.sagebusinessworks.com) for more information on products that link with Sage BusinessWorks.

### **Custom Office**

The Custom Office module combines Sage BusinessWorks' powerful features with the productivity tools of Microsoft Office.

- **Mail Merge** helps you create customized mailings to groups of customers, vendors and employees. This time-saving tool enables you to easily stay in contact with your important accounts via e-mail, fax or mail.
- **Attachment Manager** lets you automatically attach multiple OLE objects, such as bitmaps, to Microsoft Word or Excel documents. It provides vast flexibility, allowing you to attach virtually anything including contracts, warranties, employee reviews, and photos to your documents and files. Attachment Manager creates a paperless office, bringing vital information to your fingertips.
- **Custom Worksheets** is a wizard-driven, Excel-based analysis tool, that allows you to create customized worksheets using Sage BusinessWorks data. Custom Worksheets gives you the ability to thoroughly analyze your financial status and sales results on a daily basis.





## *Award-Winning Technical Support*

Sage Software is deeply committed to providing Sage BusinessWorks customers with the highest level of support. To ensure that your business always has access to the latest productivity-enhancing tools, we make frequent upgrades and enhancements to the Sage BusinessWorks product. Best of all, each update is included with your annual support plan.

In addition, our team of software experts is always standing by to provide your business with the highest level of technical support and consultation. They can guide you step by step to help you resolve any issue that might arise. The team's fast, friendly and accurate service for Sage BusinessWorks has earned national recognition through five consecutive STAR (Software Technical Assistance Recognition) Awards.

## *Call for a Demonstration!*

Why not see for yourself what Sage BusinessWorks can do for your company?

**Call us today at 800-447-5700** to set up a demonstration with a local Sage BusinessWorks consultant. Invest in your business. Call us and we will assist you in finding a Sage BusinessWorks consultant in your area to set up a demonstration.

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## The Sage Software Difference

Combined with its U.K. parent company, Sage Software is the leading worldwide provider of accounting and business management solutions for small to medium-sized companies. When you choose our software, you can count on:

- Specialized products to fit your particular needs.
- Dynamic training programs.
- A nationwide network of authorized resellers, consultants and CPAs for local advice and support.
- The stability, strength and continuing commitment of Sage Software.

To learn more about Sage BusinessWorks, visit our Web site at [www.sagebusinessworks.com](http://www.sagebusinessworks.com) or call 800-447-5700.

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**Sage Software, Inc.**

56 Technology Drive

Irvine, CA 92618-2301

800-447-5700

[www.sagesoftware.com](http://www.sagesoftware.com)

E-mail: [bwsales@sagesoftware.com](mailto:bwsales@sagesoftware.com)