Sage ERP Accpac 6.0A

What's New

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What's New in Version 6.0

Sage ERP Accpac 6.0 is designed to help you see your business in a new way. It features a sleek new portal to help you:

- **Improve Productivity.** Personalize Sage ERP Accpac to gain fast access to the forms and reports you use most often.

- **Envision More.** New "snapshots" provide visibility into key business metrics, keeping critical information at your fingertips for better business management and planning.

- **Accelerate Growth.** Version 6.0 of Sage ERP Accpac features new technologies, such as SData, that will help you grow your business through efficient and secure data interchange with other Sage products and integrated solutions.

And we continue to deliver the features that our customers have requested most often, including the ability to lock and unlock fiscal years and periods separately for each Sage ERP Accpac program your company uses.

This article contains a summary of the new features and changes in Sage ERP Accpac.

In Product Update 1:

New program: Payment Processing

This Product Update includes support for **Payment Processing 6.0** — a Sage ERP Accpac program that lets you process credit card payments from your customers. For an overview of product features and integration with Accounts Receivable and Order Entry 6.0, see the Payment Processing Overview topic in the Payment Processing help.

Changes and New Features in Bank Services

Bank Services 6.0 Product Update 1 includes the following new features and improvements:

- Enhanced G/L Integration to allow you to set the G/L Detail Reference, G/L Detail Description, and G/L Detail Comment for a Bank Entry Transaction Type. When the bank entry is posted, the reference fields in

the corresponding G/L journal entry detail (corresponding to the Bank Account) are updated accordingly.

- When reconciling deposits, in addition to being able to clear whole deposits, you can now clear individual receipts within a deposit. This new functionality applies whether you reconcile manually or with an OFX statement.

- On the Deposit Details form, the Sort By feature has been changed to Sorted By, and is now display-only. To specify how transactions are sorted on the Deposit Details form, use Sort Deposit Details By on the Processing tab of the Bank Options form.

- On both the Deposit Register report and the Reconciliation Status report, you can now filter deposits with a status of Reconcile by Deposit Detail.

Changes and New Features in Accounts Receivable

Accounts Receivable 6.0 Product Update 1 includes the following new features and improvements:

- On the Receipt Entry form, you can now see and edit the Deposit Date.

- **Changes to support Payment Processing**

  Accounts Receivable supports Payment Processing, a Sage ERP Accpac program that lets you process credit card payments from your customers.

  After you install Payment Processing and Sage ERP Accpac 6.0 Product Update 1, the following features are added to Accounts Receivable:

  - A new SPS Credit Card payment type lets you define payment codes you will use for Sage Payment Solutions credit card transactions. To process a credit card payment for a transaction in Sage Payment Solutions, you must select a payment code with the SPS Credit Card payment type for the transaction.

  - On the A/R Customers form, a new Credit Card tab allows you to view, add, edit, and delete credit card records for customers. From this tab, and from other forms in Accounts Receivable and Payment Processing, you can open the Credit Card Information form, which you use to set up credit card records and add or edit card details.

  - On the Receipt Entry form, when you select a payment code that uses

the SPS Credit Card payment type and then add a receipt, a new Charge button lets you process a credit card for a prepayment, receipt, unapplied cash, or miscellaneous receipt. After you process the payment, a new Void button lets you void the payment if it has not been settled in Sage Payment Solutions.

- On the Invoice Entry form, when you click the Prepay button and select a payment code that uses the SPS Credit Card payment type, a new Charge button on the Prepayment form lets you process a credit card payment for the invoice. After you process the payment, a new Void button lets you void the payment if it has not been settled in Sage Payment Solutions.

- On the Refund Entry form, when you select a transaction that has been paid by credit card in Sage Payment Solutions, a new Credit button lets you apply a full or partial refund to the card that was used for the transaction. (You can refund credit card transactions by cash or check, or by applying a credit to the card used for the transaction.) If you apply the refund to the card, after you process the refund, a new Void button lets you void the refund if it has not been settled in Sage Payment Solutions.

- A new option lets you include customer credit card information in the A/R Customers report.

- The A/R Receipt Confirmation report now includes card details and the authorization code for Sage Payment Solutions credit card transactions.

Changes and New Features in Accounts Payable

Accounts Payable 6.0 Product Update 1 includes the following new features and improvements:

- A new T5018 (CPRS) Electronic Filing form is now available in the Periodic Processing folder.

If you file more than 50 T5018 slips for a calendar year, the Canada Revenue Agency (CRA) requires you to file original and amended T5018 information returns over the Internet. You use the new T5018 (CPRS) Electronic Filing form to create your T5018 information return in the required XML format. You can then submit the generated file using the CRA's Internet File Transfer application. If you are filing fewer than 50 slips, you can submit the file to the CRA on electronic media.

Changes and New Features in Order Entry

Order Entry 6.0 Product Update 1 includes the following new features and improvements:

- You can now return serialized and lotted items to a location other than the location from which the items were shipped. (Previously, if you shipped and invoiced an order that included serialized or lotted items, and then selected the invoice in Credit Note Entry and tried to change the ship-to location, serial and lot numbers for the items were cleared.)

- **Changes to support Payment Processing**

  Order Entry supports Payment Processing, a Sage ERP Accpac program that lets you process credit card payments from your customers.

  After you install Payment Processing and Sage ERP Accpac 6.0 Product Update 1, the following features are added to Order Entry:

  - In Accounts Receivable, a new payment type ("SPS Credit Card") is added to the list of available selections on the Payment Codes setup form. In Order Entry, when you select a payment code that uses this payment type, you can pre-authorize or process a credit card prepayment for an order, shipment, or invoice.

  - On the Order Entry, Shipment Entry, and Invoice Entry forms, you can click the Prepayment button to process or void a credit card prepayment. On the Prepayment form, when you select a payment code that uses the SPS Credit Card payment type and add a prepayment, Charge and Void buttons become available and allow you to process or void a credit card prepayment for an order, shipment, or invoice.

  - On the Order Entry form, three new buttons — Pre-authorize, Capture, and Void — allow you to pre-authorize, capture, or void a credit card prepayment.

  - On the Shipment Entry form, a Capture button allows you to capture a pre-authorized credit card payment. If no pre-authorized credit card payment exists, a Prepayment button appears instead and allows you to process a prepayment.

  - On Order Entry forms where you can pre-authorize or process a credit card prepayment, a Processing Code field allows you to select a

processing code, which specifies the bank, currency, and Sage Payment Solutions merchant account that will be used to process the transaction. (You set up processing codes in Common Services, under Payment Processing.)

Changes and New Features in Project and Job Costing

Project and Job Costing 6.0 Product Update 1 includes the following new features and improvements:

- You can now create a new invoice batch in Accounts Receivable when you post a billing worksheet, even if there is an unposted job-related batch in Accounts Receivable. We've added a new setting to the PJC Options form to give you the option to always create a new Accounts Receivable batch whenever you post a billing worksheet.

In the 6.0 Release:

New Portal

The Sage ERP Accpac Portal is a new web-based interface that lets you use Sage ERP Accpac in a browser window.

The portal delivers all the features you're familiar with from previous versions. It also introduces the following features that are designed to help you extract, analyze, and report on your accounting data:

- **Shortcuts** to tasks and reports you use most often.

- **Snapshots** that present your General Ledger, Accounts Payable, and Accounts Receivable data graphically. You can drill down to detailed reports for further analysis.

- A convenient and innovative **Inquiry** tool that you can use to quickly and easily retrieve information from your company database, and create and save ad-hoc reports.

- A new **Learning Center** to help you with all of your tasks. In the Learning Center, you will find links to a series of videos designed to help you become familiar with the new features in Sage ERP Accpac 6.0 in record time.

You can continue to use the Sage ERP Accpac desktop, as before — but these new visualization and analysis tools are available only in the portal.

Follow the links in the **Getting Started snapshot** to find articles, videos, and other resources that will help you get the most out of Sage ERP Accpac 6.0.

Third-party programs, macros, and customized user interface forms are not available in the portal, but you can continue to use them from the Sage ERP Accpac desktop.

Changes to Program Installation

The installation program now installs components that support the use of Sage ERP Accpac in a new web portal. To learn more, see the *Sage ERP Accpac Installation and System Administrator's Guide*.

Changes and New Features in System Manager

System Manager 6.0 includes several significant changes and new features.

- **A Portal button in the Database Setup form that opens a new Configure Portal form**

  You use the Configure Portal form to specify settings to connect the portal program to the portal database, including the database format, server machine name and port, database name, and user credentials.

- **New security authorizations** for Accounts Payable, Accounts Receivable, General Ledger, and Inventory Control to support snapshots and Sage ERP Accpac Inquiry, two of the portal's innovative features.

  - You can assign the following authorizations to view individual snapshots:

    - For Accounts Receivable, you can assign Aged Receivables Snapshot and Days Receivables Outstanding Snapshot authorizations.

    - For Accounts Payable, you can assign Aged Payables Snapshot and Days Payables Outstanding Snapshot authorizations.

    - For General Ledger, you can assign Balance Sheet Snapshot and Income Statement Snapshot authorizations.

  - You can also authorize users to query specific data sources using Sage ERP Accpac Inquiry, as follows:

- Assigning Accpac Inquiry authorization for Accounts Receivable lets users inquire on customers and Accounts Receivable transactions.

- Assigning Accpac Inquiry authorization for Accounts Payable lets users inquire on vendors and Accounts Payable transactions.

- Assigning Accpac Inquiry authorization for General Ledger lets users inquire on General Ledger accounts, net changes, and transactions.

Note that users must also have Export authorization for the program to print or to export the results of their queries.

- Software developers should be aware of the new Developer Inquiry authorizations available for Accounts Receivable, Accounts Payable, and Inventory Control. Third-party programs that require access to the corresponding views and tables must incorporate these authorizations in their security structures. (Existing authorizations that provided access to the ARCUS, APVEN, and ICITEM tables continue to provide this access.)

- **Individual program locks in the Fiscal Calendar**

The Fiscal Calendar now lets you lock and unlock fiscal years and periods separately for each Sage ERP Accpac program your company uses to process transactions. (Previously, you could only lock or unlock fiscal periods for all programs at once.)

To prevent posting to locked fiscal periods, you must select Error for the Locked Fiscal Period option in the Company Profile. (This feature is the same as in previous versions.)

Important! If you are upgrading, you should review the fiscal calendar carefully in version 6.0. Fiscal periods will continue to be locked or unlocked for all programs that were activated in your earlier version, consistent with the fiscal period locks in the earlier version.

If you activate additional (new) programs in version 6.0, fiscal periods will be locked or unlocked for the new programs, as follows:

- For fiscal years that were active in your previous version, fiscal periods will be unlocked for the new programs in version 6.0, consistent with the locks in your earlier version.

- For fiscal years that were inactive in your previous version, fiscal periods will be locked for the new programs in version 6.0.

- **The Fiscal Calendar Report prints in landscape format**

  This report now prints information for all periods, including the Adjustment and Closing periods, in rows, and includes a column for each activated Sage ERP Accpac program.

- Reports that are designed for printing from the new portal forms (for Snapshots, Inquiry, and Quotes to Order), use the Crystal 2008 Java runtime.

  Reports that were designed for printing from the Sage ERP Accpac Desktop or from Web-Deployed Sage ERP Accpac use the Crystal XI R2 runtime.

- Crystal Reports is now used as the default format, rather than PDF, when you print reports to file or export them from a report preview form. To view reports you export in Crystal Reports format, you must have Crystal Reports installed.

- The Setup Wizard has been discontinued in this version.

- Optional Field Conversion and Optional Tables (which were designed to facilitate conversion from much older versions) have been removed from version 6.0.

Changes in Accounting Modules Respecting New Fiscal Period Locks

Because you can now lock fiscal periods separately for each Sage ERP Accpac program, you should know how this change affects the flow of transactions from the point of entry through posting in General Ledger:

- The program checks the status of a fiscal period when you enter certain dates in transactions, or (in some cases) when you add transactions.

  If the period is locked for the module you are working with, the system displays an error, a warning, or no message, depending on the setting for the Locked Fiscal Period option in the Company Profile.

- You cannot post transactions in General Ledger to a period that is locked for General Ledger, regardless of the Locked Fiscal Period setting. (This behavior is the same as in earlier versions.)

- If a fiscal period is locked for General Ledger, but not for an accounting module (such as Bank Services or Accounts Receivable), you may be able to generate G/L transactions in the other module, but the transactions will be placed in an error batch when you try to post them in General

Ledger.

However, this situation is unlikely if you create and post General Ledger batches for outstanding transactions in other modules before you lock periods for General Ledger.

- The system prevents other modules from posting to Bank Services if a fiscal period is locked for Bank Services.

  This means that you cannot post in Accounts Payable, Accounts Receivable, and Canadian or US Payroll, checks, receipts, or refunds to a period that is locked for Bank Services, even if the period is not locked for the module where you entered the check or receipt.

  For example, if the period is locked for Bank Services but not for Payroll, you will receive an error message after printing checks.

- Day End Processing is not affected by locked fiscal periods.

  If a fiscal period is locked for General Ledger but not for Inventory Control, for example, you can create transaction batches for General Ledger during Day End Processing or using the Create G/L Batch icon (depending on Inventory Control's G/L Integration settings).

- Locking a fiscal period for PJC does not normally prevent other Sage ERP Accpac programs from updating information in the Contract Maintenance form. For example, posting a job-related invoice in Accounts Receivable or Accounts Payable updates the associated values for the contracts, projects, categories, and resources in PJC.

  An exception to this rule can occur if you post material usage or material return transactions to a period that is later locked for PJC. If the period is locked before running Day End Processing, Day End Processing will not process these transactions, and will generate an error. To clear the error, you must unlock the period for PJC, and then run Day End Processing. (Material allocation transactions do not produce this error.)

- Locking a fiscal period for Inventory Control does not prevent Day End Processing from creating transactions for, or from updating contracts in, PJC. However, if the period is locked for PJC, you might not be able to post the transactions in PJC.

- You can create revenue recognition worksheets for a period that is unlocked for Project and Job Costing. However, if the period is locked for General Ledger, you cannot post the resulting batch in General Ledger. If the option to create and automatically post G/L batches is selected on the

G/L Integration form, the transactions will be placed in an error batch in General Ledger when you post the worksheet.

- You can create billing worksheets for a period that is unlocked for Project and Job Costing. However, if the period is locked for Accounts Receivable, you cannot post the resulting invoice batch in Accounts Receivable. Also, if the option to post A/R batches automatically is selected on the PJC Options form, the transactions will be placed in an A/R error batch when you post billing worksheets for periods that are locked for Accounts Receivable.

- ICT checks the status of a fiscal period when you enter dates in transactions, when you create batches, and when you post transactions.

  - When you create an Accounts Payable batch in ICT, the program checks the status of the fiscal period for Accounts Payable in the ICT company. If the fiscal period is locked for Accounts Payable and if the Locked Fiscal Period option is set to Error or Warning, the program displays a warning message.

  - When you enter an Accounts Payable invoice, debit note, credit note, or interest charge in ICT, the program checks the Fiscal Calendar in the originating company. If the fiscal period is locked for Accounts Payable, the program displays an error or a warning message, or no message (depending on the settings in the Company Profile).

  - When you post an Accounts Payable batch in ICT, the program checks the status of the fiscal period for General Ledger and for Accounts Payable in each originating company.

    If the fiscal period is locked for General Ledger, you cannot post the batch. The program creates an error batch, and records the entry in an error report.

    If the fiscal period is locked for Accounts Payable and the Locked Fiscal Period option is set to Error, you cannot post the batch. The program creates an error batch, and records the entry in an error report.

  - When you enter a General Ledger journal entry in ICT, the program checks the status of the fiscal period for General Ledger in the originating company. If the period is locked for General Ledger, the program displays an error.

  - When you post a General Ledger batch in ICT, the program checks the status of the fiscal period for General Ledger in each remote company.

If the fiscal period is locked for General Ledger in any of the companies, the program displays an error, and you cannot post the batch.

Changes and New Features in General Ledger

General Ledger 6.0 includes the following new features and improvements:

- **Revised Account Groups**

  In Version 6.0, we have modified the standard set of account groups that comes with Sage ERP Accpac.

  To use the sample reports that come with Financial Reporter with your own data, your accounts must be assigned to the same standard account groups.

  To use the new "snapshots" that are available in the Sage ERP Accpac Portal, all your accounts must be assigned to account groups and all account groups must be assigned to group categories.

  If you don't want to use general ledger data snapshots, you don't need to remap existing accounts to new account groups.

  If you have not used account groups previously, note that the Account Groups form appears only if the Use Account Groups option is selected in the G/L Options form.

- **New Group Categories**

  Group categories organize your accounting information especially for presentation in the Sage ERP Accpac Portal. The new Income Statement and Balance Sheet snapshots retrieve data from group categories that are linked to your general ledger accounts through account groups.

  If you plan to use the general ledger snapshots, you must first:

  1. Ensure that all account groups are assigned to an appropriate category from the new set of group categories. (Assign group categories using the Account Groups setup form.)

  2. Ensure that all general ledger accounts are assigned to appropriate account groups. (Assign account groups to group categories using the Account Groups setup form.)

- **New FR Sample Statements**

  Financial Reporter includes a new set of sample statements that use the new account groups.

  If you want to use the new sample statements with your own data, you must ensure that your accounts use the new standard account groups. (If you use different account groups, you must customize the report forms so that they use your account groups.)

  If you do not want to use the new set of sample financial statements, you can continue to use the statements that shipped with earlier versions.

- **New Portal-Related Security Authorizations**

  Two new authorizations — **Balance Sheet Snapshot** and **Income Statement Snapshot** — allow users to view and configure the Balance Sheet snapshot and the Income Statement snapshot in the Sage ERP Accpac Portal.

  The new **Accpac Inquiry** authorization allows users to query General Ledger data using Inquiry in the Sage ERP AccpacPortal. If they also have Export General Ledger Data authorization, they can print or export the results of these queries.

Changes and New Features in Accounts Payable

Accounts Payable 6.0 includes the following new portal-related security authorizations:

- Two new authorizations — **Aged Payables Snapshot** and **Days Payable Outstanding Snapshot** — allow users to view and configure the Aged Payables snapshot and the Days Payable Outstanding snapshot, respectively, in the new Sage ERP Accpac Portal.

- The new **Accpac Inquiry** authorization allows users to query Accounts Payable data in the new Sage ERP Accpac Portal. If they also have Export Processing authorization for Accounts Payable, they can print or export the results of these queries.

- A new **Vendor Developer Inquiry** authorization supports the new portal's Inquiry feature. Developers of third-party programs, including macros, should incorporate this resource in their security structures.

Changes and New Features in Accounts Receivable

Accounts Receivable 6.0 includes the following new portal-related security authorizations:

- Two new authorizations — **Aged Receivables Snapshot** and **Days Receivable Outstanding Snapshot** — allow users to view and configure the Aged Receivables snapshot and Days Receivable Outstanding snapshot, respectively, in the Sage ERP Accpac Portal.

- The new **Accpac Inquiry authorization** allows users to query Accounts Receivable data in the new Sage ERP Accpac Portal. If they also have Export Processing authorization for Accounts Receivable, they can print or export the results of these queries.

- A new **Customer Developer Inquiry** authorization supports the new portal's Inquiry feature. Developers of third-party programs, including macros, need to incorporate this resource in their security structures.

Changes and New Features in Inventory Control

We have added a new security authorization for Inventory Control, Item Developer Inquiry, to support the new Inquiry feature in theSage ERP Accpac Portal. Developers of third-party programs, including macros, need to incorporate this resource in their security structures.

Changes and New Features in Order Entry

Order Entry version 6.0 supports the following changes to SageCRM Integration, which now lets you update Sage ERP Accpac quotes and orders directly from SageCRM:

- The SageCRM Setup form includes a new **Suspend O/E Integration Option To SageCRM** option.

- The Processing tab of the O/E Options form includes a new **Clear Expired Quotes** option, which you use to specify whether to delete quotes after they expire, as well as the number of days between expiry and deletion.

- You can no longer manually link quotes to opportunities in the O/E Inquiry form. (You must use the **new Quote Entry** and **Order Entry** screens to enter a quote or an order, and link it to an opportunity.)

For more detailed information about these changes, see the *SageCRM Integration Update Notice* and the *SageCRM Integration Guide*.

Changes and New Features in SageCRM Integration

For a complete list of customer-facing changes and upgrade information for SageCRM 7.0 integrated with Sage ERP Accpac 6.0, see the *SageCRM Integration Update Notice*.

For system requirements and instructions on setting up SageCRM integration with Sage ERP Accpac, see the *SageCRM Integration Guide*.