



## Which Features Benefit Your Business?

### Global Enhancements

#### **Extended Item Descriptions for All Items**

- You can now enter an extended item description for all items, with the exception of Comment-type items.
  - An Extended Item Description button has been added to the Miscellaneous Item Maintenance window.
  - A Print Extended Descriptions check box has been added to the Miscellaneous Item Listing
  - An Extended Item Description button has been added to the Lines tab in A/R Invoice Data Entry and A/R Repetitive Invoice Entry.
  - On all other data entry screens with an Extended Item Description button, the button will now be available when miscellaneous, special, and charge items are selected.

#### **User Settings Window**

- The new User Settings window allows users to set certain preferences, such as the default zoom level for previewing reports and whether a decimal point is automatically inserted when entering quantities.
- The User Settings window is accessed by clicking the Settings button on the User Logon window after entering a valid user logon ID and password, or selecting Change User Settings from the Sage 100 menu.

#### **Expanded Customer Purchase Order Field**

- The customer purchase order number field has been expanded to 30 characters, previously it was 15.
- The standard forms and reports handle the expanded field differently, depending on the report layout. If the longer number doesn't fit on one line, it wraps to the next.
- Test all customized forms that print the customer purchase order number to ensure that they correctly display numbers that exceed 15 characters.

#### **New Fields Added to History Tables**

- For internal control purposes, the following fields have been added to various tables:  
Created By (UserCreatedKey), Date Created (DateCreated), Time Created (TimeCreated)
- The fields were added to the following tables:  
AP\_CheckDetailPosting, AP\_CheckHeaderPosting, AP\_CheckHistoryHeader,  
AP\_InvoiceHeaderPosting, AP\_InvoiceHistoryHeader, AP\_OpenInvoice,  
AR\_CashReceiptsHistory, AR\_InvoiceHistoryHeader, AR\_OpenInvoice,  
AR\_TransactionPosting, PO\_ReceiptHistoryHeader, RA\_ReceiptsHistoryHeader
- The data in these fields can be viewed using a Visual Integrator export or a custom report. In history inquiry tasks, you can right-click the task window and then click System Info to view the Created By and Date Created information.

#### **Transfer Document to a Different Batch**

- A Transfer Document button has been added to data entry windows that include the batch entry feature. If batch entry is enabled, you can click this button to move the current document to a different batch.

### Accounts Payable Enhancements

#### **Electronic Payment Vendor Option for Aged Invoice**

- An Include Electronic Payment Vendors field has been added to the Accounts Payable Aged Invoice Report window. You can use this field to specify whether vendors with the Electronic Payment check box selected in Vendor Maintenance are included on the report. The options in the field are No, Only, and Yes.

#### **Larger Font Size Option for Aged Invoice Report**

- A Print Condensed check box has been added to the Accounts Payable Aged Invoice Report window. When the check box is cleared, the report will be printed in landscape view with an 8 point font size. When this check box is selected, the report will be printed in portrait view with a 6 point font size.

### Accounts Receivable Enhancements

#### **Larger Font Size Option for Aged Invoice Report**

- A Print Condensed check box has been added to the Accounts Receivable Aged Invoice Report window. When the check box is cleared, the report will be printed in landscape view with an 8 point font size. When this check box is selected, the report will be printed in portrait view with a 6 point font size.



## Library Master

### **Theme Tab in Company Maintenance**

- A Theme tab has been added to Company Maintenance. Use this tab to choose a theme for the selected company. If you select the Classic theme, you can specify a company-specific background color for the window background, frame, or both.
- The Enable Company Specific Background Color field and Select Color button have been relocated from the Preferences tab to this tab. The Select Color button is now identified by an image of a color palette instead of a textual label.

### **New Task Scheduler Options**

- You can now schedule the following tasks in Task Scheduler:
  - Print reports
  - Run Visual Integrator import and export jobs
- As part of this change, a Type field has been added to the Schedule tab. The grid on the Task tab will vary based on what type is selected in this field.

## Payroll

### **Sage 100 Direct Deposit Service**

- Sage 100 Direct Deposit, a new service offered through Sage Payroll Services, integrates seamlessly with the Payroll module. This new service uses the same tasks as the existing direct deposit feature, but the process has been simplified.
  - You no longer need to transmit the ACH file to your bank. Sage handles that for you.
  - Less information is required in the Direct Deposit Interface Setup task.

## Sales Order

### **Default Expiration Date for Quotes**

- A Default Days Until Quote Expires field has been added to the Entry tab in Sales Order Options. The value entered in this field will be added to the Sales Order accounting date to calculate the expiration date for quotes in Sales Order Entry.

### **Expanded Check Number Field**

- The Check Number field in Sales Order Entry and Invoice Data Entry has been expanded to 10 characters. Only 6 characters could be entered in the field in prior versions.

## Introducing Sage 100c\*

### **Sage 100c offers all the 2016 release enhancements plus a modernized user interface. Key features include:**

- Easier Navigation with ability to change fonts on the desktop and task window, customize desktop themes, and color schemes.
- Personalization and security by allowing individual users to change colors and themes, while accessing only the information they are authorized to see.
- Application scaling gives the option to change the resolution of your screen to fit properly on high definition screens.

\*Sage 100c is only available to those customers signed up with subscription pricing.

## To Do

- Circle the bullet point next to the features you would like to have us install, setup and provide training on.
- Return to Competitive Strategies via E-mail [info@comstrategies.com](mailto:info@comstrategies.com) or call us at (920) 993-1077.

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