Sage BusinessWorks: A Logical Progression From Basic Accounting Software

Are you running your business — or is it running you?

Every day, we talk with small business owners who have warning signs that their companies aren't as efficient or profitable as they could be:

*   They're buried in paper

*   Bottlenecks in processes or flow of information, especially when a "go to" person is busy or unavailable

*   Time-consuming, error-prone manual procedures that could be simplified or automated

*   Difficulty getting the information needed to make important decisions

*   Wasting time waiting for their computer to complete reports or other tasks

*   Redundant data entry — e.g. trying to manage your business with multiple spreadsheets and computer applications

The problem with each of these symptoms is that we get accustomed to them — and rationalize them — despite how stressful and frustrating they are. But their additive effects are very costly. It's usually a wake-up call for business owners when they realize how their day-to-day problems and headaches add up to big losses in time and money (e.g. wasting as few as 10 man hours each week due to inefficiency can have annual costs that run into 5 figures).

It may seem easier to keep your current accounting system, regardless of how much you stand to gain by upgrading from entry-level software to a *business management* program. A good consultant is a resource who will maximize your ROI by minimizing the up-front investment and helping with additional savings (through training, support, custom reports etc).

High-Powered Business Management Without The Big Price Tag

*   *Appropriate Training* — helps ensure maximum ROI

*   *Comprehensive, Modular System* — combines the power of 8 fully integrated modules; buy the ones you need now and add more when you need them

*   *Custom Reports* — reduce the need for industry-specific add-ons (they are still available for special situations)

*   *Stable & Secure* — reliable functionality, a solid audit trail and controlled user access

*   *Strong Support* — from the Sage solutions experts at SWK Technologies

*   *Unlimited Database Capacity* — size does not affect responsiveness; ODBC architecture gives other applications (e.g. Crystal Reports, Microsoft Access) direct access to your data

Helping You Meet Your Goals

Sage BusinessWorks is a powerful, user-friendly business management solution designed for small- to medium-sized companies that have outgrown "off-the-shelf" accounting packages. Offering features usually found in systems costing thousands of dollars more, it puts information vital to the success of your business at your fingertips. It combines robust features and high-level performance through fully integrated modules and multi-user networking capabilities to give you the power to run your growing business with maximum efficiency:

- Plan and Control Growth
- Reduce Labor Costs
- Shorten Billing Cycle
- Control Inventory
- Increase Sales
- Control Costs
- Manage Cash

Build Your System As You Grow

Sage BusinessWorks' award-winning capabilities simplify virtually every area of managing your business. The system's fully integrated modules provide the flexibility to fit any business and offer dynamic features rivaling those found in expensive, high-end programs:

Core Modules

- Accounts Payable
- Accounts Receivable
- Cash Management
- General Ledger

Additional Modules

- Inventory Control & Purchasing
- Job Cost
- Order Entry
- Payroll

To increase your productivity even further and provide complete solutions for your needs, Sage BusinessWorks integrates seamlessly with many industry-leading third-party applications, including:

- Business alerts and activity monitoring
- Customer and contact management
- E-commerce shopping cart for your web site
- EDI transactions between trading partners
- Microsoft Office integration and paperless capabilities
- Point-of-sale software
- Time and billing management

Sage BusinessWorks offers over 200 built-in, presentation-quality management reports; customized forms and reports; and complete audit trails. Its robust inventory control features include serial number tracking, multiple warehouses, and multiple costing and pricing methods. It has built-in access to the Web and a multiuser networking capability that supports up to 45 "unnamed" concurrent users, enabling them to share data simultaneously.

Whether your company specializes in service, wholesale distribution, light manufacturing, retail or contracting, Sage BusinessWorks has the flexibility and functionality to make you more profitable today as well as the depth to meet your needs tomorrow. If you are looking for business management software that provides extensive and customizable capabilities — and can grow with your company — then this is the solution for you.

Features & Benefits

Many of the time-saving features listed here are unique to Sage BusinessWorks. The system's straightforward navigation and workflow draws the appreciation of customers. With a familiar Microsoft Windows look and feel, moving from task to task is simple and you can access data with a keystroke or mouse click. This helps your company operate with high efficiency and achieve its financial goals.

Sage Software takes pride in being an industry innovator and world leader in business management software. When you invest in this program, your company will be utilizing some of the most advanced technology available.

General Features

- The Launcher, a Web-enabled main window, provides quick access to Microsoft Office applications, the Sage Software Web site for technical support and the Sage BusinessWorks Services Center for information on loans, credit reports and much more.

- Every window includes status bars, menus and shortcuts, providing intuitive navigation functionality.

- User-defined startup groups automatically launch the tasks that you use most often. Every time you log-on to Sage BusinessWorks, you will instantly be in your preferred work area, saving you time and increasing efficiency.

- End-of-month close for multiple modules can be processed quickly.

- Handy online checklists are great training tools that walk you through all the steps in a process.

- A convenient Notepad feature provides instant information about accounts, customers, vendors, employees, parts and jobs.

- An online ZIP Code list is included, along with a built-in editor.

- City and state abbreviations are inserted automatically upon ZIP Code entry to save you time.

- Any record can be located in seconds from maintenance options in several Sage BusinessWorks modules. Enter all or a portion of an ID at a Quick Find field to immediately jump to a record.

- Customize and save search definitions for future use as well as export the data in the search grid to a Microsoft Excel worksheet.

- Information can be exported to other Sage BusinessWorks companies or into other programs for analysis, forecasting, presentations, reports and more. Exportable formats include recent versions of HTML, Word, Excel, RTF, TXT, CSV, tab-delimited, DIF, SYLK and clipboard.

- Built-in Backup and Restore features allow you to quickly back up important financial data to a CD-ROM, zip drive or your hard drive.

- A powerful "How Do I?" function provides access to option-specific Help topics, ending tedious, time-consuming searches.

- Each user has access to electronic manuals in PDF format available from the Sage BusinessWorks Launcher.

Multiple Users & Security Features

- Extensive task-specific security features protect your vital company information. Complete control is in your hands as you set up security on a user-by-user basis, granting access to one option at a time or to an entire menu or module with just one click.

- Sage BusinessWorks allows full locking and simultaneous data access when running on a network.

- An audit log consisting of recent changes to data files maintains and dates important information—including added or deleted customers, vendors and parts.

Reporting & Form Capabilities

- Presentation quality reports provide the flexibility of user-defined font types, sizes, colors and styles.

- A user-friendly, intuitive, built-in report writer helps you create reports to meet your unique needs.

- More than 25 graphical reports display financial data (in bar, line and pie graphs), giving you key information needed to make important financial decisions.

- A series of reports can be set up in groups, allowing you to print them on command, saving valuable time.

- Reports and forms can be attached to an e-mail for distribution.

- Filters can be used for reports and data exporting to further specify the selection criteria.

- All forms in Sage BusinessWorks (such as checks, invoices, quotes or sales orders) can be customized to meet your needs. You can even insert your own company logo.

- Save money by reducing postage expense and minimize the need for pre-printed forms by e-mailing forms. Shorten sales cycles and close more business. Present your quote to a prospect while the lead is hot! Increase revenue and collect receivables quickly by submitting your invoice directly to the accounting department in a matter of seconds. Ensure the timely delivery of key inventory items by e-mailing purchase orders.

Custom Applications

With third-party applications — plus custom utilities and Crystal Reports we develop for specific needs — we'll help you get the most from your Sage BusinessWorks investment by enhancing its strengths and tailoring them to fit your situation. The result: a complete, cost-effective system that enables you to run your business optimally instead of letting it run you.

Contact The Sage Solutions Experts At SWK Technologies

For additional information on Sage BusinessWorks and other solutions, contact us. In a brief consultation with one of our representatives, we can address your needs and determine the best way to serve you.