

Sage PFW 5.5 Release Guide



sage  
software

*Your business in mind.*

We know that you'll be amazed at the exciting possibilities presented to you by the new features available in Sage PFW Version 5.5. You may not have as much time as you'd like to learn how you can leverage these new enhancements to maximize productivity. Never fear—the Sage PFW 5.5 Release Guide is here—focusing exclusively on the new 5.5 features, and getting you quickly up to speed with a combination of graphics, handy references, and inspirational examples.

As you journey through this resource guide, you may be wondering how you can get your hands on all of the dynamic new features packed into this version. Great news! You are entitled to software upgrades and maintenance updates as part of your Sage PFW Client Care plan, along with many other features such as award-winning support, which help keep your system running smoothly. In addition to unlimited phone, fax, and e-mail support, your ClientCare plan offers you access to Sage Software Online, a Web-based technical resource, available 24/7, providing the same award-winning troubleshooting access to the support knowledge base used by Sage Software technical analysts. If your Sage PFW ClientCare plan has lapsed, you don't have to miss out, simply contact us at 888-928-8989 today.

## Sage PFW 5.5 – New Features & Enhancements

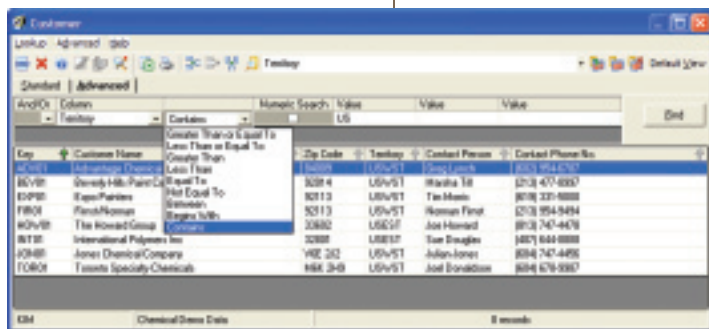
### Advanced Lookup Engine

**Unbeatable flexibility and usability enable you to locate information in record time.**

Take control of the way you locate information! Now, you have the power to set up lookup parameters in any way that best suits your business. Quickly locate customers by phone number, territory, salesperson, or some other meaningful identifier—it's all up to you.

The Advanced Lookup Engine enhances the same lookup methods you are comfortable using today with a host of powerful new options that add flexibility and help you increase efficiency. You can take your standard lookup screens, such as in the customer lookup in the following graphic, and identify exactly what you want to see. Simply select the criterion, or list of criteria, by choosing a column, operator, and value. Operators include:

- Greater Than or Equal To
- Less Than or Equal To
- Greater Than
- Less Than
- Equal To
- Not Equal To
- Between
- Begins With
- Contains



Advanced Lookup Engine – Customer Lookup

You can even add columns to your view for a more comprehensive lookup. For example, in the Customer Lookup graphic, columns have been added to include ZIP code, territory, contact person, and phone number. In addition, the customer selection process has been refined. By choosing the option to search on the territory column for all customers that contain "US" in the territory name, the results can be limited to just customers across the United States. This view can be filtered even further through additional

conditions using the And/OR column on the advanced tab of the Advanced Lookup Engine. And once the view is defined, it can be saved for quick retrieval or even set as the default lookup view.

As a marketing tool, results can be exported to a spreadsheet for mass mailings or other revenue-generating activities. As a sales tool, views can be set up for each salesperson that display outstanding quotes, so your sales team can focus on closing business during the final days of promotions or sales cycles. With unparalleled flexibility, the Advanced Lookup Engine will help you achieve a level of efficiency previously unimaginable!

**Version 5.5 also delivers tighter security, more flexible tracking capabilities, and enhanced validation criteria to minimize errors.**

### Security

Version 5.5 incorporates one of the most important security requests—the ability to assign “delete access” security credentials. As an Admin, you can assign read, write, and delete access in Security Group Setup for each menu item. These settings are used by our

.NET security component to determine user access throughout Sage PFW. Users that need to modify such data as sales order information, can make the appropriate changes with read and write access, but cannot delete the entire order unless they have been granted rights to delete.

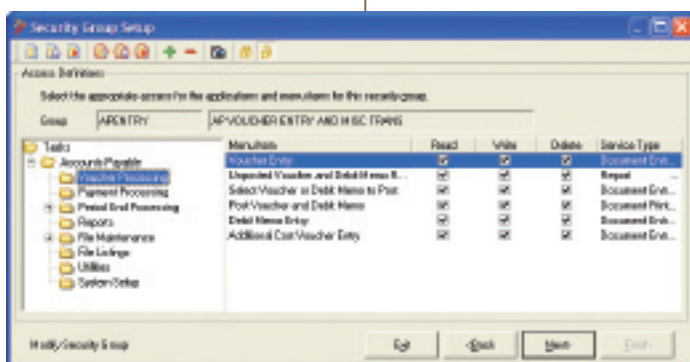
In prior versions, Sage PFW had only one Admin user that could perform special functions, such as establishing and maintaining security groups, users, and more. This configuration required multiple users to share the Admin logon and password, and it limited tracking capability, because any changes were recorded

with a user ID of Admin, rather than the actual individual performing the function. With the release of version 5.5, any user can be assigned Admin privileges, enabling them to perform special Admin functions, while ensuring that the correct user ID is recorded where applicable.

Security reports have been updated to include users’ delete access security, Admin privileges, and the groups to which they belong. With this new version, users can belong to multiple Security Groups, with each Security Group providing additional access. Plus, for added convenience, you can quickly and easily copy an existing Security Group to create a new Security Group. Configuring Security Groups is so much easier with a view similar to the Business Desktop Tree View structure. The toolbar assigns security settings with a simple click of a button to establish read, write, or delete access to entire groups of menu items. When you are finished establishing the Security Group, you can preview accessible menu items by clicking a button on the toolbar. You also have the ability to toggle the view to display your security configuration settings by module and service type, similar to the view you use today.

Furthermore, you can control security access using effective and expiration dates as needed for each user. Users can be assigned effective and expiration dates for each company and each Security Group to which they belong. The ability to assign access dates enables your IT department to work ahead, setting up new employees before they actually arrive, and simplifies security changes to accommodate vacation schedules and contract workers. And, by assigning expiration dates to prevent access, you can retain user information for better auditing capability.

This powerful security enhancement delivers the flexibility you need to fine-tune security access for your users.



Security Group Setup Screen

## Formula Revision

Enhancement requests from you, our valued customers, resulted in a change to the information we track for formula revisions in Sage PFW versions 5.3 and 5.4. While the changes made to Formula Revision tracking in these prior versions made some of you very happy, we also realized that some organizations handle their formula revision a little differently and required more flexibility. Therefore, we have enhanced this function so that you now have the ability to control your Formula Revision tracking method.

By company, you can configure your Revision Notation Method to be either Automatic or Manual. If you would like the system to automatically populate the appropriate fields with the current date, time, and user revising the formula, select the Automatic method. Selecting the Manual method enables the revising user to maintain the fields manually, instead of having the system automatically populate the information for you. In addition, as revisions are made, the user, date, and time are tracked in history for the user making the current change, and for the user that saved the prior formula configuration. The additional tracking information is a great complement to the Formula Approval feature introduced in version 5.4. Together, these features provide better control and tracking over one of the most vital parts of your business—your formulas.

## Batch Edit Report

Accuracy is so critical in process manufacturing; you can't afford to close a batch with missing or incorrect information. Even the most conscientious workers can overlook minor data entry errors that can have a huge impact. The Batch Edit Report was designed to address these challenges by providing several validation checks that you can configure to meet the needs of your

organization. At a company level, the Batch Edit Report can be required or optional, and several validation checks can be configured for formulas, finished goods, or raw materials. The Batch Edit Report performs data validation based on the Application

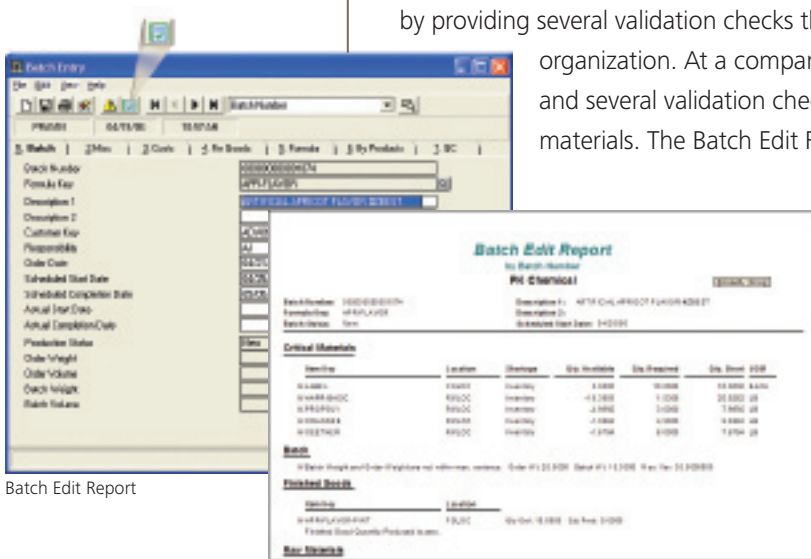
Setup configuration in Production. If you're looking for a quick and easy method to validate a specific batch, you can launch the Batch Edit Report right from your Batch Entry screen.

If you set a validation flag to Error condition, you can only close batches that pass the validation criteria. If you set the validation to a Warning, any data that is not valid will still be displayed in the Batch Edit Report. A Warning condition does not prevent a user from closing a batch.

Sage PFW automatically validates critical materials for lot-tracked items, and now the same validation process can be run for items that are not lot-tracked. In addition, if you process batches in which the finished goods formula should never differ from the batch formula, you can set the validation flag to an Error condition. Setting this validation flag to an Error condition automatically restricts users in Batch Entry, so they can only select finished goods that use the same formula as the batch.

The validation conditions you can configure include:

- Verify Non-Lot-Tracked Critical Materials



Batch Edit Report

- Formula
  - Verify Loss Constant per Batch Weight
  - Verify Loss Factor
  - Variance between Batch Weight and Order Weight
- Finished Goods
  - Variance between Quantity Ordered and Produced
  - Quantity Produced is Zero
  - BOM Quantity differs from Inventory BOM
  - Finished Good Formula differs from Batch Formula
- Raw Materials
  - Variance between Quantity Required and Used
  - Verify Loss Factor
  - Finished Goods with BOMs used as Raw Materials

Imagine the time you'll save catching these costly mistakes before they happen. By tailoring the Batch Edit Report to meet your validation requirements, you have better control over your inventory and more accurate, reliable data.

## Great new features in Accounts Receivable and Accounts Payable maximize processing efficiency.

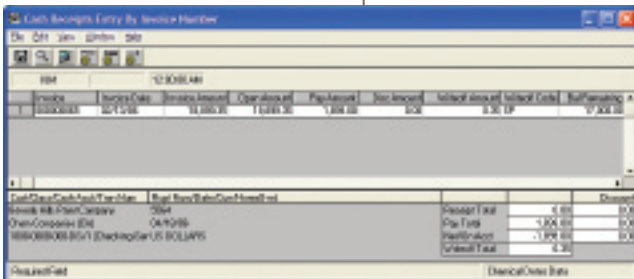
Sage PFW version 5.5 includes a host of new features and enhancements in Accounts Payable and Accounts Receivable that will dramatically improve your processing efficiency. If you attended our annual Sage Summit Customer Conference, you might remember discussions about how these features could improve your business processes.

### Accounts Receivable Enhancements

#### Writeoff

No more adjustments to get rid of nominal balances left on invoices! How many times have your customers underpaid by a few cents? The balance isn't enough to cover the cost of postage. Now, you can write off these nominal amounts right on your Cash Receipts Entry Screen.

First, establish Writeoff Codes in File Maintenance that define the general ledger posting account, currency (if needed), and optionally establish maximum writeoff amounts. Then use the predefined Writeoff Code in Cash Receipts Entry to eliminate nominal amounts from your customer's account. This new feature keeps your aged receivables report clean and accurate, while eliminating time-consuming adjustments.



Cash Receipts Entry by Invoice Number Screen

#### Customer Status

The new Customer Status field has been added to the Customer Maintenance screen to reduce data entry errors and provide more flexible reporting options. The Customer Status field can be set to Active or On Hold, so you can control the types of transactions that can be processed for your customers.

Setting a customer to an On Hold status allows for transactions that ultimately reduce an account balance, including Return Entry, Credit Memo Entry, and processing of Cash Receipts. In addition, the On Hold status also enables AR Invoice processing, since this is typically used as a billing process after a service or product has previously been provided. Of course, you can

limit the customer accounts that are displayed for selection by establishing a default lookup view using the Advanced Lookup Engine. This will restrict the customer selection list to display only customers with an Active status.

To minimize data entry errors and maximize productivity, only Active customers can be used to create a new sales order. If you change a customer to an On Hold status, while having at least one open sales order or an order selected for shipment, a warning is displayed and order details are provided. You can simply confirm your customer status change, or you can make any necessary sales order changes prior to placing your customer On Hold. You must determine the best course of action, because when a customer is placed On Hold, sales orders can only be saved as a quote or cancelled. Open orders cannot be shipped until the customer has been returned to an Active status.

Customer status information is displayed in Customer Insights and printed on the Customer Listing and Customer Profile. In addition, the Aged Receivables Report includes a new filtering field on the Customer Name Order By that enables you to select all customers, customers with Active status, or customers with an On Hold status. These reporting options give you the flexibility you need to print a targeted list for prioritizing collection calls and gaining insight concerning outstanding balances by customer status, so you can make informed decisions.

### ***Customer Since***

Now you can track how long your customers have been doing business with your company. To see the Customer Since date on your Customer Listing and Customer Profile Report, simply fill in the new Customer Since field in the Customer Maintenance screen. You may want to add this new field to some of your custom Crystal Reports® for additional customer analysis.

### ***Reporting Enhancements***

We have enhanced the customer Aged Receivables Report to include the due date and terms. Having this information at your fingertips is a huge timesaver when making calls for payment collection or addressing customer questions.

If you are a process manufacturer using Order Entry Pro to process sales orders, now you can leverage the Customer Profile Report to address customer questions that require detailed information regarding prior sales orders. Your sales order information is included on this report, eliminating the need to look in multiple locations. This information, which has been available to existing Sage PFW customers outside the process manufacturing arena, is now available to all customers. Therefore, if you have not been using Customer Profile to address your customer's inquiries, you'll want to maximize your productivity by leveraging this powerful customer service tool.

### ***Accounts Payable Enhancements***

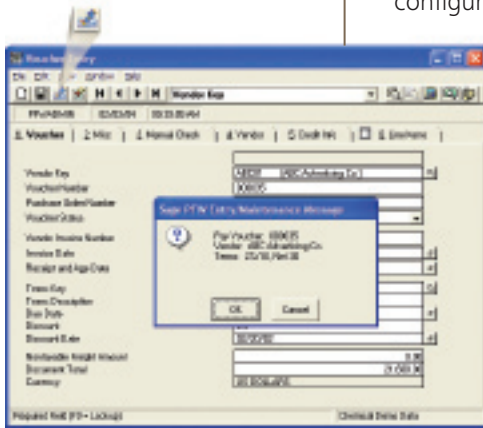
#### ***Vendor Since***

The Vendor Maintenance screen now contains a field entitled Vendor Since, so you can track how long you have been working with each vendor. The Vendor Since date is included on the Vendor Listing and Vendor Profile Report.

#### ***Check Printing***

Do you print checks the day before they go out, so you can obtain the required signatures? To make this process more convenient, version 5.5 offers flexible date options, which makes it

a breeze to print checks with whatever date you choose. A new option, Allow Payment Date Override, can be turned on in Application Setup, provided you have the necessary security credentials. When activated, you can control the number of days in the future and past that are allowed for payment date overrides. The ability to override payment dates can be configured on a company-by-company basis, so you can control the level of date flexibility.



Voucher Entry Screen

To further simplify the check run process, you can use the Quick Print button on the toolbar of your Voucher Entry screen or Voucher Payment Entry screen. Of course, security is enforced and the appropriate credentials must be assigned to enable check printing from any location.

If you receive C.O.D. shipments or have situations where a bill is presented and payment is expected on the spot, you can enter and save the voucher, then print the check from the same screen. The print process posts both the voucher and payment, so you can eliminate the extra steps and quickly provide payments on the spot. If the voucher has been entered and posted previously, use the Voucher Payment Entry screen to create a check on the fly. In fact, you can even create a

check and apply the payment on account. You will be delighted with the time you save with these flexible, secure check-printing features.

## Software Compatibility Matrix

Product	Version
Sage Abra	7.4*
Sage Abra Link	5.1
Pervasive AuditMaster	6.3
Crystal Reports	10
Sage FAS	2006.1
Sage FAS Universal Link	5.3
Microsoft FRx	6.7 (R06)*
Pervasive.SQL	9.1
Sage PFW Premier Budgeting and Advanced Allocations	5.5
StarShip	9.7*

### Pervasive

Although we are moving to Pervasive version 9.1, the data file formats for Sage PFW remain in Pervasive version 7 file formats. There is no need to upgrade file formats, as the performance is comparable. In addition, keeping the current Pervasive version 7 file formats eliminates the need for a major data conversion and simplifies the installation and upgrade process.

### Certified System Configuration:

#### Network File Server

Network Operating Systems:  
Red Hat Enterprise Linux ES Basic Edition (Kernel Version 2.4 or above)\*, Windows 2000 Server, Windows 2003 Server, or Citrix Metaframe XP, using Terminal Services.

#### Hardware Recommendation:

- 1.8 GHz Pentium processor
- 1 GB or greater free hard disk space
- Monitor: VGA
- 1 GB RAM
- 32-bit NIC

\* Certified with Sage PFW 5.3 and above

#### Citrix Metaframe XP with Feature Release 2 Server

Operating Systems:  
Windows 2000 Server (SP4 or later with Terminal Services [Application Mode]), Window 2003 Server Enterprise Edition (Application Mode)

#### Hardware Recommendation:

- 1.8 GHz or more Pentium processor
- 1 GB RAM
- 256 MB RAM for each additional client session
- 5 GB or more free hard disk space
- 2 GB free hard disk space for each additional client session

#### Client Workstations and Process Application Server(s)

Operating Systems:  
Windows 2000 Professional (SP4 or later) or Windows XP Professional (SP2), .NET Framework 2.0 (Installed by Sage PFW Client), Internet Explorer 6 (latest service pack)

#### Hardware Recommendation:

- 1.8 GHz Pentium processor
- 1 GB or greater free hard disk space
- SVGA
- 512 MB RAM minimum
- 32-bit NIC

These requirements are valid for clients connected to a Citrix Metaframe XP Server.

Note: If you are using a PAS, it is not supported concurrently on a client machine or on the Sage PFW Server.

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