sage 100 Evolution

Your guide to an integrated and holistic software solution for a dynamic business environment

Sage 100 Evolution delivers an entire business management solution

Features⁺

General Ledger

Cash Book

Sales & Purchase Order Entry

Accounts Receivable

Accounts Payable

Invoicing

Advanced Security

Microsoft Office Integration

Inventory Control

Unit of Measure

Goods Received Voucher

Import Cost Allocations

Graphs & Visual Reports

Central Search and KPI Dashboards

Visual Reports

System Manager

Project Tracking

Report Writer

Customer Zone

Global Tax

Core and Add-on Modules⁺

Bank Statement Manager

º Bill of Materials

º Debtors Manager

Delivery Management

º *Fixed Assets

Mobile Sales

Multi-currency

Multi-warehousing

Point of Sale

º Pricing Matrix

*Sage Evolution CRM Standard

Sage Intelligence Reporting Standard

º Sage Intelligence Reporting Advanced

Sage Online Tools

º Serial Number Tracking

º Voucher Management

Global Tax

These features and modules are applicable within East and West Africa º Add-on Modules.
These modules can be purchased as stand-alone applications

Why Sage 100 Evolution for your business?

Running a growing business isn't easy, and at some point when you move from being a small business to a bigger business with more people, processes and information to manage, you may realize that you need help.

You need technology that can not only help you run your business, but also manage your finances, your customers, your inventory, and your employees. You need more than just a basic accounting solution, you need something more comprehensive that automates your processes, connects your employees, and gives you business insight when you need it. It needs to be easy to install, easy to use, with the right functionality for your growing business at an affordable price. You are not looking for an expensive business management solution that gives you more than you need and blows your budget. You need Sage 100 Evolution.

Sage has been providing accounting and business management solutions for small & medium businesses for over 30 years. With over 3 million customers globally, we know a thing or two about technology and what works for growing businesses like yours.

Features of the Core Sage 100 Evolution Application

General Ledger

The General Ledger is the heart of the financial function of your company. All processing you do eventually reflects in the General Ledger. The system has no tedious month or year-ends. The system is date driven, allowing you to post transactions to any period at any time. You can block periods that are complete, thereby preventing operators from accessing them in error and stores unlimited years of information.

Cheque Printing and EFTs

You can print cheques from any bank account. The cheque layout is fully customisable to accommodate requirements from different banks. You utilise user access levels to control who can print cheques.

Unlimited Financial Periods

You can now create unlimited financial accounting periods, allowing you to analyse historical data and make more informed decisions as well as forecast more accurately.

Sales & Purchase Order Entry

You can maintain and control outstanding orders, processed orders and back orders. This feature integrates fully into Sage 100 Evolution's Inventory, Receivables and Payables modules.

This features allows for the following:

- Print and process purchase and sales orders, and then fill these orders in part or in whole, keeping track of outstanding orders
- Create financial lines, which allows you to post non-stock amounts directly to General Ledger accounts
- Allocate sales and purchases to projects.
- You can do this on a document basis or even line by line on each document
- Allocate sales representatives to each document or even to individual document lines
- Reserve stock quantities for customers when they place an order
- Print picking slips and delivery notes

- Create purchase orders automatically using the reorder fields on the inventory records
- Create quotes and convert into sales orders once confirmed
- Powerful reports help you manage outstanding and overdue orders
- Merge multiple orders into a single invoice

Receivables and Payables

Sage 100 Evolution gives you instant access to customer and supplier balances, overdue totals and sales/purchases history. Drill down features and reports are available when you need a more detailed analysis of customer/supplier transactions.

You can create multiple delivery addresses for each customer and supplier. Set processing defaults for delivery requirements/addresses, selling prices and discounts which you can override for each transaction.

Multiple Debtor & Creditor Control Accounts

If you wish to analyse debtors and/or creditors in the General Ledger, you can use more than one General Ledger control account for Receivables or Payables. This is over and above your normal reporting within the Receivables and Payables ledgers.

Advanced Security

Your data is your data! We understand the need for confidentiality within your business. You need to control access to this information. Sage 100 Evolution features multi-level, menu-driven password access control. Sage 100 Evolution also enables you to control who sees what with password protected menus.

System Audit Manager

Eliminate internal fraud and unauthorised transacting within your business with the System Audit Manager. This tool assists you to track and manage database activities for all or selected database tables allowing

"An end-to-end business solution was essential for us to ensure better than usual CRM that also supported the business basics like job costing, invoicing and reporting."

Anju Sahni, Logistics Director and Co-owner, Securex

you to report on detail changes for both transaction and masterfile tables.

Integrated with Microsoft® Office

Seamless integration with MS Office means that you can email any report. You can use several standard formats such as HTML or PDF. You can also export data into Word or Excel, where you can perform your own complex data manipulations. This feature complements Sage's extensive range of management reports.

The Sage Evolution CRM module integrates e-mail management with Microsoft® Outlook.

Inventory Control

Sage 100 Evolution's powerful Inventory module gives you unlimited control over your stock. The system provides both summarised management reports as well as detailed operational reports, all customisable per user.

Unit of Measure

This feature gives you the ability to specify a buying and selling unit for each inventory item and advises which unit will be used to account for the inventory on hand.

Goods Received Voucher

This feature allows you to receive and immediately update your stock levels. This is based on a delivery note from your supplier and you do not have to update the supplier account until you receive the actual supplier invoice.

Import Cost Allocations

When you import goods, there are frequently additional costs that do not originate from the supplier. For example, you may be liable for shipping costs and/or import duties. This feature allows you to process these additional costs at the same time as the Goods Received Voucher. The system uses the additional costs to calculate the item costs correctly. Without this, you must process these costs at another time and then adjust your item costs manually.

With **Multi-warehousing**, you can create multiple warehouses or stores and move items between these stores. **Serial Number Tracking** serialises individual inventory items and keeps track of them by their history. The system follows their purchase, internal

movement in the company, sale and possible return for repair or refund. **Bill of Materials** allows you to manufacture or assemble items from components. The system takes the component materials out of stock into work in progress, and then allows you to create finished items ready for resale **.

Pricing Matrix lets you have selling prices per inventory item or inventory group and per customer/supplier or customer/supplier group. These can be price or percentage discounts on the customer's/supplier's standard price.

Inventory Issue

The Inventory Issue feature manages and tracks your internal stock distribution between departments, business units, staff members, jobs & projects.

Main features of the Sage 100 Evolution Inventory Issue Module:

- It generates inventory requisitions for approval within a multi-level workflow environment
- Allows you to issue inventory for job cards, general ledger accounts and projects
- Different templates for recurring entries can be created using this feature
- Allows you to process Inventory Issue transactions in batches

Graphs and Visual Reports

Sage 100 Evolution offers you a number of graphs which enable you to:

- Compare General Ledger account movements over a period of five financial years
- Compare sales and purchases in the Orders module
- View incident analysis in the CRM module.

System Manager

The System Manager is the control centre for the entire Sage 100 Evolution application. It is the system's user interface. Featuring a System Tree for navigation, it also controls the system environment and set up, online help and multi-level password security. Sage 100 Evolution delivers enhanced efficiency, productivity and security to any business.

System Manager offers the following:

- A consistent user interface no matter which module you are using. Fixed Assets or Accounting, they all share the same common interface, and all appear as options on a single System Tree.

- Standard navigation tools such as menus, the System Tree, toolbars and favourites.
- Powerful tools for maintaining, sorting, searching and grouping your lists of data.
- The ability to customise the interface to suit each user's requirements and to create user defined fields on master and transaction file records.

Features within System Manager:

- Store Data Indefinitely
- Transaction Rollback
- Supports Multiple Companies
- Transaction Drill Downs
- Document Imports and Exports
- Document Profiles

Project Tracking

This module allows you to allocate income or expense transactions to particular projects. You can then filter reports on a project basis and create an income statement per project.

Report Writer

The Report Writer module allows you to customise standard reports per user as well as stationery layouts per user. It integrates into every module in the Sage 100 Evolution range.

Customer Zone

The Customer Zone is aimed at uploading certain data to the cloud which will allow customers self-service features such as viewing their statements and drilling down to the invoices. Customers will be able to reprint invoices and make secure payments via the Sage Pay secure payment gateway.

Global Tax

The Global Tax module is for countries that require the Withholding Tax policy to be applied on supplier transactions.

> "With our rapid growth and large volume of transactions conducted via a high traffic website, Evolution has been a life-saver."
>
> Marina Goodson, Financial Manager, bidorbuy.co.za

Isn't it time you evolved to something sleeker and simpler to implement?

Annual Renewal

Sage 100 Evolution Accounting and all modules within the Sage Evolution product range are subject to an annual renewal fee. This business model provides customers with a number of important benefits including updates and upgrades and first line telephonic and e-mail support*. The compulsory annual renewal is payable on the anniversary date of registration of the Sage 100 Evolution application and will automatically provide you with advanced notification.

*   First line telephonic and e-mail support is available through your local business partners.

The accounting system forms the financial heart of your business which becomes a central repository of key information that you rely on. The concept of a compulsory annual renewal fee is similar to insurance. It gives you peace of mind that you always have the backup service, support and expertise you need. This concept appeals to businesses that consider Sage 100 Evolution a crucial element to the efficient and competitive running of their business.

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