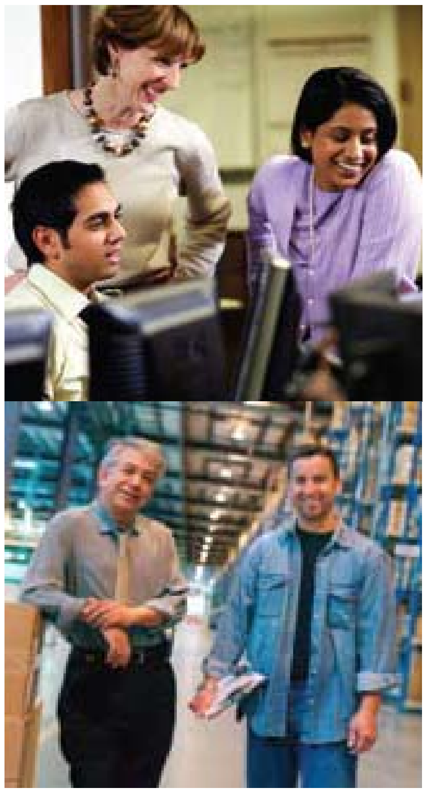
Your business in mind.

Release Guide



SAGE PFW

Version 5.7

Announcement: August 2007
Alpha Release: September 2008
Beta Release: October 2008
General Release: December 2008

We welcome user comments and reserve the right to revise this publication and/or make improvements or changes to the products or programs described in this publication at any time, without notice.

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New Ways to Save Time and Become More Productive, Personalize Your Experience, and Effectively Manage Your Business—Sage PFW Version 5.7

Your Sage PFW ERP system may already be doing a great job, but it could be doing so much better. Sage Software is constantly developing new ways to improve Sage PFW—all based on requests from customers just like you! Best of all, you can take advantage of the new features with minimal training. That's because the basic workflow in Version 5.7 is virtually identical to what you're used to. Sage Software kept what you like and simply made it better. And best yet, the upgrade process is now easier then ever!

You'll be amazed at the exciting possibilities presented to you by the new features available in Sage PFW Version 5.7. 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 5.7 Release Guide is here—focusing exclusively on the new 5.7 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 ClientCare 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 call 888-928-8989 today.

Save Time - Become More Productive

Many enhancements have been incorporated as a direct result of your requests, recent usability reviews, and customer feedback. Focus has been placed on simplifying your interaction with Sage PFW, allowing you to become more efficient in your daily tasks so you can focus your time on strategic projects, improving processes, and generating more profits.

Small Balance Writeoffs - Overpayments

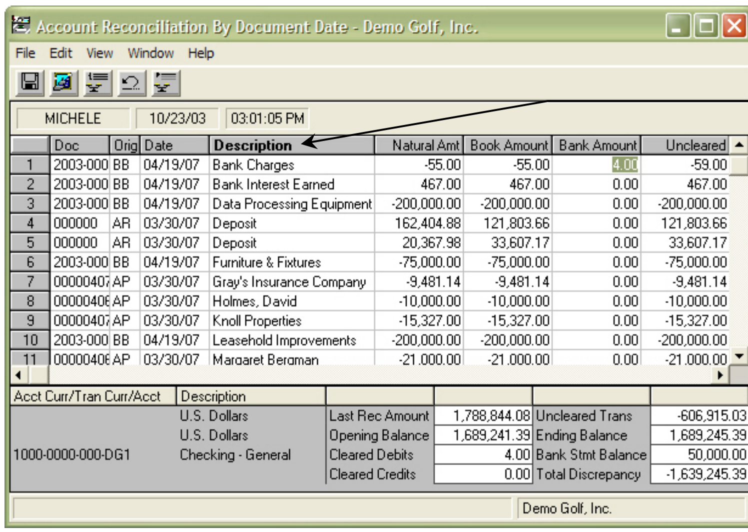
Your feedback indicated that you needed a way to write off small balances on customer accounts, so in version 5.5 write-off capabilities were delivered for accounts that had underpaid an invoice. Now that you are taking advantage of this great new feature, you said that situations also arise in which customers overpay an invoice by an amount nominal enough that it does not warrant a credit or return payment. In version 5.7 you can easily manage overpayments as well as underpayments. Save time and prevent errors by writing off overpayments and underpayments directly in Cash Receipts Entry. If an invoice is not available, you can create a negative write-off in Cash Receipts Apply On Account. All write-off amounts are controlled through the Writeoff Code File Maintenance Table, where you can set up the maximum amounts that are allowed to be written off for the associated code.

Proficiently Manage Your Bank Book

Today's business environment is ultracomplicated when it comes to managing money. Multiple companies, multiple bank accounts, and multiple currencies translate into a lot of time spent managing and reconciling accounts in order to get an accurate view of your cash position. Thankfully, the Sage PFW Bank Book module pulls information from your financial transactions into a single location. However, as business becomes even faster paced, you need to be able to reconcile your accounts faster then ever before. Version 5.7 empowers you with a more straightforward and automated way to reconcile your accounts and get through month end in record time.

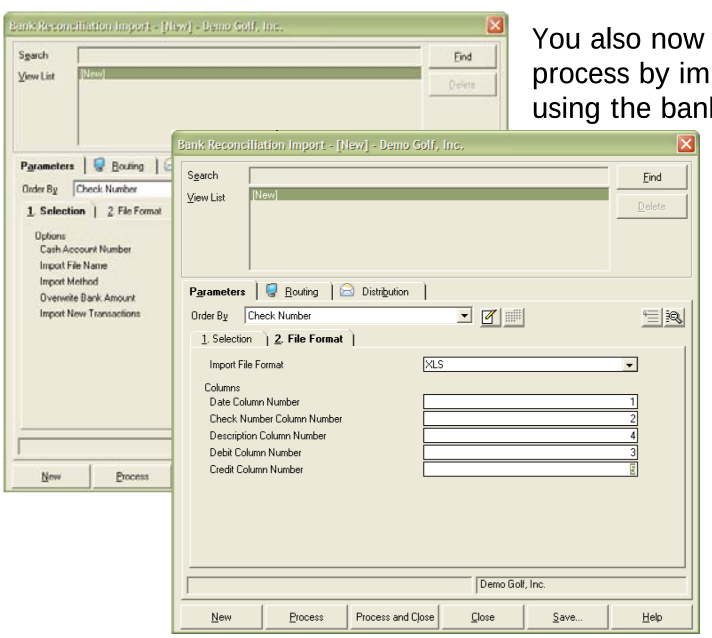
The reconciliation screen was updated to facilitate information management, including the ability to sort by any column, moving the Auto Reconcile button away from the Reconcile Current line button, and adding a new Undo button. The Undo button allows you to remove the last edit within the Reconciliation screen easily. This capability has also been added to the Edit Menu – Undo (Ctrl+Z).

New Undo (Ctrl+Z) Feature



Quickly re-sort by clicking on any column header. The column currently selected will be in bold.

Bank Book Account Reconciliation Menu Item



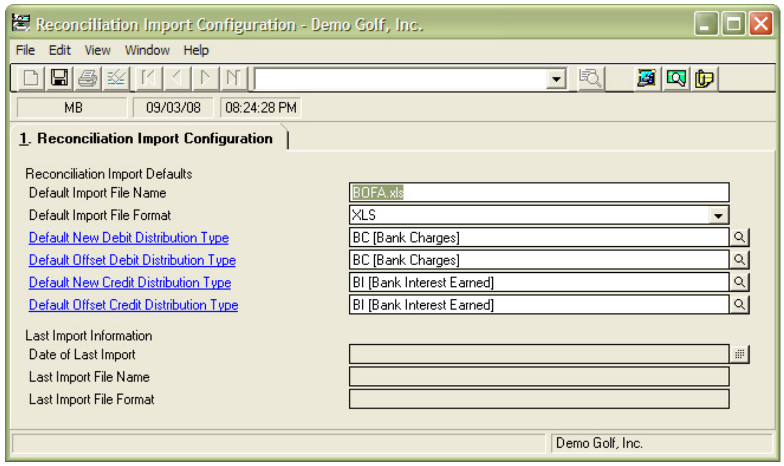
New Bank Reconciliation Import Menu Item

You also now have the ability to automate your reconciliation process by importing transactions into the reconciliation screen using the bank statement file downloaded from your bank. The new ***Bank Reconciliation Import*** supports either a Microsoft Excel (.xls) or Comma Separated Value (.csv) file format, and it includes the ability to define the .xls file format layout during the import. When you download the file from your bank, select one of these file formats. You can define the column numbers where the Date, Check Number, Description, Debit, and Credit information reside within the Microsoft Excel spreadsheet. During the import, the system compares each item in the bank statement file against items currently in Bank Book and matches up the appropriate records.

You have the option of creating new transactions for the information appearing in your bank statement but not in Bank Book. The transactions are generated as open journal transactions using the default distribution types set up in the new

Reconciliation Import Configuration Setup menu item and are modifiable via the Journal Correction menu item. The import can be run in trial and final mode. A simple report provides information on the import for your records. Once you access the Account Reconciliation menu item, all discrepancies are noted and corrections are recorded.

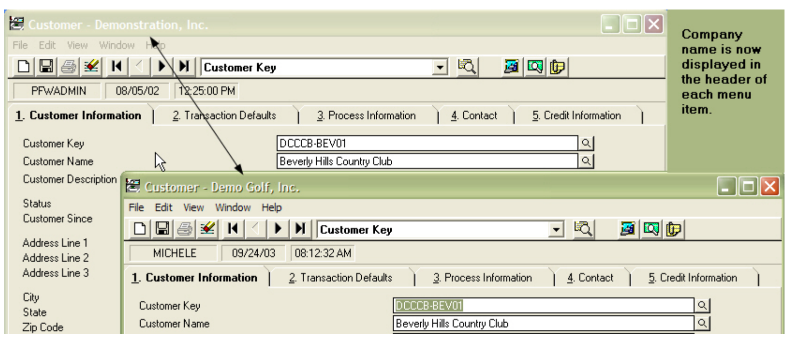
It has never been easier to ensure that you have accurate up-to-date information when running reports to determine your cash position.



Bank Book System Setup Reconciliation Import Configuration Menu Item

Processing Company ID

Easily manage your workload, while switching among multiple companies. The new Processing Company ID Menu Header helps you reduce the possibility of errors when processing data for two or more companies. The company name is displayed in the header of the screen allowing you to double-check quickly that you are in the correct company before proceeding with your processing.



Universal Notes and Attachments meets Tool Tips

Effective communication is imperative to the success of all companies. In version 5.7, you can communicate information within Sage PFW using a combination of Universal Notes and Attachments (UNA) and Tool Tips. UNA was introduced as a way for you to tie communications directly within Sage PFW. Tool Tips is another powerful feature within Sage PFW, as it allows you to associate text to a key field and the text is visible whenever you mouse over the field. However, you may not be taking advantage of Tool Tips currently, as the setup is only available to users with Designer Security Access. By combining these two features, you can easily set up a “Hot Tip” within the UNA screen. This screen has a new Sensitivity option, supporting Public notes, Action notes (pop-up), and Hot Tips.

The most recent note designated as a Hot Tip is visible when you mouse over the field where you attached the note. For example, you can add a Hot Tip to the Customer Key that states, “Customer address verified on 03/15/08,” then train your users always to check the Hot Tip for the last verification date when talking to the customer. This prevents you from always asking the customers if their address is current, as it provides the last date they were asked. This is just one example of how you can put this new feature to work and improve your processes. Tool Tips are available in the following menu items:

- **Accounts Receivable**
  - Customer File Maintenance
  - Invoice Entry
  - Credit Memo

- **Accounts Payable**
  - Vendor File Maintenance
  - Voucher Entry
  - Additional Cost Voucher Entry
  - Debit Memo Entry

- **General Ledger**
  - Chart of Accounts File Maintenance
  - Journal Batch Entry

Quick Print and Post

Print and post documents directly from the entry screen! You are most likely very familiar with the Quick Print button that was introduced in Sage PFW version 5.4 and the Quick Check button introduced in version 5.5. These new buttons allowed you quickly to print documents and checks directly from the associated entry screen. Since the introduction of this functionality, you asked for it to be taken a step further and not only print the document, but post it as well. So in version 5.7, you have the option to change the Quick Print button into a Quick Print and Post button. The "Enable Post in Quick Print" option is set up in the Application Setup screen for the associated module. The functionality has been extended to:

- AR Invoice Entry
- AR Credit Memo Entry
- PO Purchase Order Entry
- OE Sales Order Entry
- PU Purchase Order Entry
- PU Return Entry
- OR Sales Order Entry
- OR Return Entry

Ingredient Listing

Finding the total percentage of a single ingredient can be time consuming when reviewing the Multi-level Formula Ingredient report. The new Ingredient Listing feature allows you to run the Multi-level Formula Ingredient report and select to combine like ingredients into a single line with the accurate percentage of the total mix. The new "Combine Like Items" option on the Multi-level Formula Ingredient Report allows you to get the information you need quickly and accurately.

More Flexibility and Options

For over 20 years, Sage PFW has provided businesses with the flexibility and information tracking they need to take the complexity out of their accounting, process manufacturing, and operational processes, and with the new 5.7 release, the bar has been raised even higher. Now you have more ways than ever to configure Sage PFW to accommodate your processes, procedures, and preferences.

More Insight into your Customers

The Customer Insights module was introduced after the Sage PFW 5.4 release. This powerful module gives you the insight you need to take care of your most valuable assets–your customers. Version 5.7 incorporates many of the enhancements you need to take even better care of your customers, including:

- The ability to view the profit margin on the standard cost of an item in the Pricing View. This new information allows you to offer the best possible price quote to your customer while ensuring you still make an acceptable profit.
- The country name rather than the enigmatic country key, so you can easily identify the country where the customer is located.
- A link on the e-mail address that provides a one-click method to create a new e-mail message in Outlook included in the Address View. Quickly create and send an e-mail without exiting the customer record.
- The Memo/Tracking Number field is displayed to Order and Invoice views.

Project Cost Reference Validation

Remember the Project Cost Segment Validation maintenance table in the Sage PFW DOS version? It's back! Even if you don't remember back to the DOS days, you will be thrilled with the ability to specify which segments you would like to be validated in Project Cost! When entering most types of transactions, you must enter required segments, based on the segment validations defined in the Segment Validation Setup file. When setting up Project Cost, you need to determine what level of validation is required when entering transactions. Segment validation occurs when entering transactions in the following menu items or when running the Project Costing Edit List Report:

- AP Voucher Entry
- AP Debit Memo Entry
- AP Additional Cost Voucher Entry
- IN Transaction Entry
- PC Transaction Entry
- PC Transaction Correction
- PO Purchase Order Entry

Expanded Information Tracking

Version 5.7 delivers expanded field sizes and new fields, so you can track even more information in Sage PFW! You asked for additional fields to track Customer, Vendor, and Item descriptions–Sage PFW 5.7 delivers these and more. You now have Customer and Vendor Description fields in the associated file maintenance. These additional fields allow you to track more information, such as storing the customer or vendor name in a different language or any other type of information that is necessary for your business. Another Item Description field has been added to the Item Master File Maintenance menu item, taking you to three lines to describe your items. All new fields and expanded field sizes are listed below:

FIELD	DESCRIPTION	SIZE
INCI	New field defined in the Safety File Maintenance menu item. The International Nomenclature of Cosmetic Ingredients (INCI) is the scientific name for ingredients of soaps, cosmetics, and more.	75 alphanumeric characters
EC Number	New field defined in and added to the Item Master File Maintenance menu. European List of Notified Chemical Substances (ELINCS).	9 alphanumeric characters
Item Key Description 1	Defined in Inventory File Maintenance or Item Master File Maintenance, this field was previously only 40 characters.	100 alphanumeric characters
Item Key Description 2	Defined in Inventory File Maintenance or Item Master File Maintenance, this field was previously only 40 characters.	100 alphanumeric characters
Item Key Description 3	New field defined in Inventory Item Master File Maintenance, allowing you more space to define your item keys, as many companies track item keys in multiple languages.	100 alphanumeric characters
Vendor Description	New field defined in Vendor File Maintenance, allowing you more space to define your vendor keys, as many companies track vendors in multiple languages.	100 alphanumeric characters
Vendor Name	Defined in Vendor File Maintenance, this field was previously only 30 characters.	50 alphanumeric characters
Customer Description	New field defined in Customer File Maintenance, allowing you more space to define your customer keys, as many companies track customers in multiple languages.	100 alphanumeric characters
Bank Book Description	Defined for Bank Book transactions, this field previously only allowed 30 characters.	60 alphanumeric characters

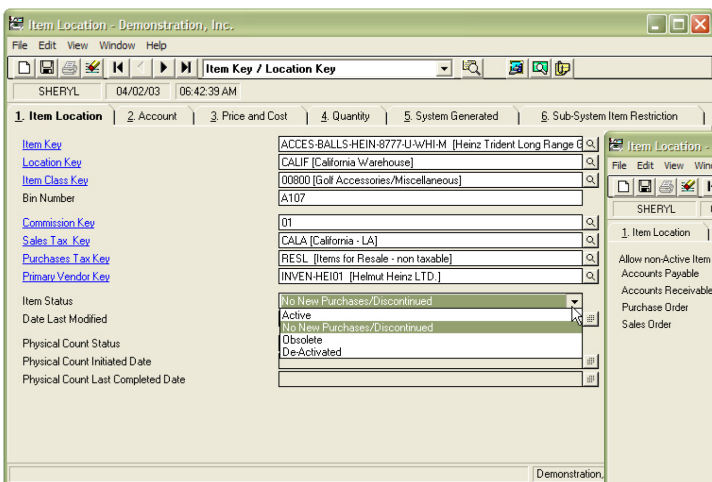
Note: Sage PFW reports will not be updated to accommodate the new fields or increased field sizes, and information may be truncated in the expanded fields. Customizing your reports through Crystal Designer to include the new fields or expand fields is very simple; however, reports currently have a lot of detail and you may need to change the report orientation to landscape to accommodate the new field sizes and maintain current information. Please remember to use the Customization Hierarchy when customizing reports. You can get assistance with report customization from your business partner, as well as "how-to" articles in the Sage PFW knowledgebase.

Sales Order Price Update Flag

Keep a closer eye on prices that are overridden during Sales Order Entry with the new Sales Order Price Update flag included with Sage PFW version 5.7. You can now run the Sales Order Report to determine easily if a price has been overridden at entry and how the new price compares to the system calculated price. The new options assist you with ensuring that you are offering the correct pricing to your customers and are protecting your bottom line.

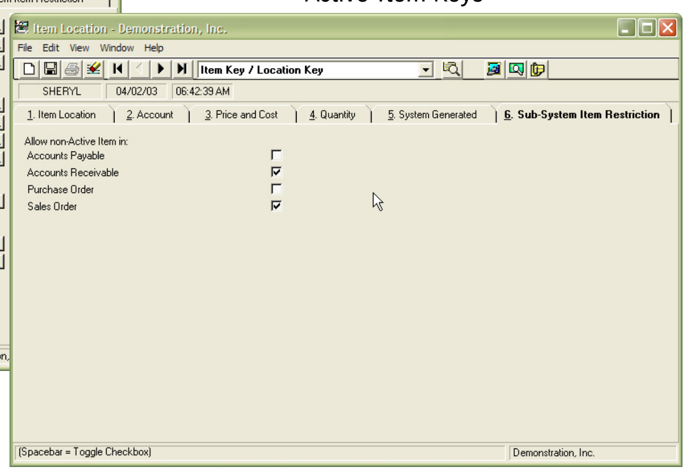
Item Status Support

The Customer Status field was introduced in Sage PFW 5.5. Its functionality was expanded in version 5.6 to include the Vendor Status feature. The Item Status field has always been included in the Inventory module; however, it was not supported throughout the system. You could set the Item Status to “No New Purchases,” “Obsolete,” or “Deactivated,” but you could still utilize the items and would only receive a warning through edit reports. Going forward, once an item is set to one of the above statuses, the system will consider it non-active, and you can select which modules will prevent processing for the item. Once you have restricted the subsystem module access, you will not be able to enter the item manually, and the item will not be displayed in the zoom windows.



Inventory Item Location File Maintenance–
Item Status Field

New Subsystem Item Restriction for Non-Active Item Keys



Inventory management and data entry has never been more accurate.

Note: The system will not check for documents that currently include a non-active item. The item status enhancement will only be available for new documents entered into the system.

Fill Weight

You can now optionally print the fill weight of finished goods on your Sales Order and Invoice forms. The fill weight allows you to determine how much (measured in weight) of a formula has been put into a container. Many batch manufacturing companies are required to report fill weight of finished goods to the customer; now the system does the calculation for you, saving you time and therefore money!

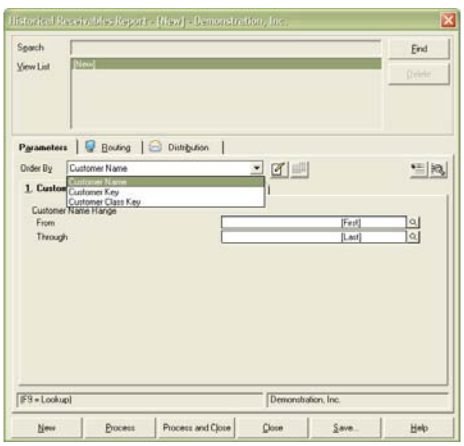
Effective Management of Your Business

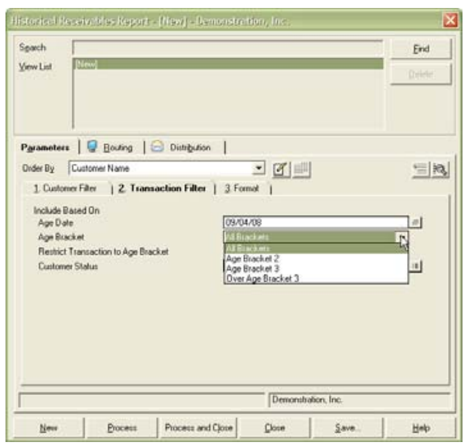
Return Entry

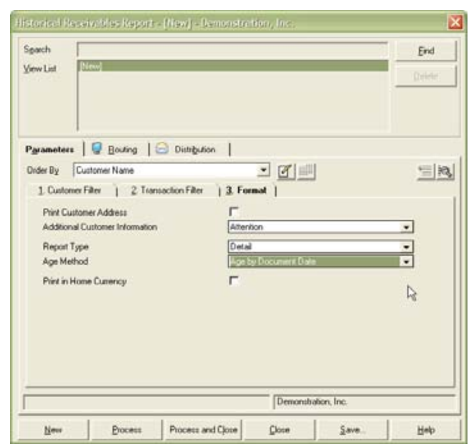
Do you have business processes that require recurring returns? Version 5.7 includes the same Recur functionality in Return Entry that you currently have in Sales Order Entry. Now you can set up returns that are automatically recurred based on your preferences; you can even have the return recur until a certain balance is met.

Historical Receivables Report

Get the information you need on your aged receivables. The new Historical Receivables report allows you to view aged receivables information as of the date you specify. When you close a period in Sage PFW, paid invoices are moved to a history file, which prevents you from running the Aged Receivables report for a previous period. Also, Sage PFW optionally allows you to post to a previous period. This new report allows you to view your receivables as of the specified period end date. The new report does not affect the system's aging brackets. Now you can close your period and still have the information you need for auditing purposes.







Note: In Sage PFW 5.6 Service Pack 1 a new Receivables Aged by Due Date report was released. Be sure you are taking advantage of this new functionality, as well!

Easier Upgrades

You receive an enhanced version of Sage PFW every 12-18 months! As each release is full of enhancements requested by you, you will likely want to take advantage of the new features as quickly as possible. Sage Software wants to ensure your upgrade is as efficient as possible, so several time savers were introduced in the Sage PFW 5.7 release.

Multiple Company Data Conversion

Sage PFW allows you to set up and process data in as many companies as you need. Modules are even available that allow the companies to “talk to each other” and consolidate functionality. When the discussion about the number of companies run in Sage PFW came up at the annual Sage Summit customer conference, it was learned that the current record holder is 122 companies! However, the more companies you have, the more time it takes to upgrade to a current version of Sage PFW. Now you have the ability to select multiple companies during the auto-data conversion process. Once you start the process, you can select multiple companies or all companies to be processed. The Data Conversion will process each company and store any conversion information in a log. Kick the process off for all companies and then go enjoy the weekend; upon returning to the office, review the log file for information on each of the company conversions.

Automated Service Pack Installer

The Automated Service Pack Installer is another tool that will help you stay current on Sage PFW and allow you to take advantage of all the new functionality. Once a Service Pack is installed on the server, any client workstation accessing Sage PFW version 5.7 for the first time will be prompted to update the system. You no longer have to go from workstation to workstation to run the update; it will be accomplished automatically.

Technology Updates

Pervasive

Currently Sage PFW database files are stored in Pervasive 7.x file formats. Version 7.x file formats have a size limitation of 2 GB. When upgrading to version 5.7 you are encouraged to update your file formats to Pervasive version 9.x. The update process is outlined in the Sage PFW Upgrade Guide. Version 9.x file formats prevent your files from being split once they surpass 2 GB and could increase your system performance. Version 9.x file formats also support new functionality when running SQL scripts within the Pervasive Control Center.

Also, version 5.7 has been updated to support Pervasive version 10. All new installs of Sage PFW 5.7 must use Pervasive version 10; however, existing installs can continue to run Pervasive 9.1 or 9.6. Pervasive 10 is required when running the new Microsoft Server 2008.

Microsoft Vista

Sage PFW v5.7 has been updated to support the new Microsoft operating system, supporting the Vista Business and Ultimate Editions. Microsoft Vista is now available and is being included on new computer purchases. Vista offers several improvements to security and desktop management. The security improvements help minimize the likelihood of malware attacks; unfortunately they also prevent legitimate software applications from operating correctly since many applications require either full or administrator rights. You are encouraged to double-check Microsoft Vista compatibility for all Sage Software products and any third-party products before upgrading. You must run Pervasive version 9.6 or higher and Microsoft FRx 6.7 R09 or higher with Microsoft Vista. These products are available to download from Sage Software Online, as along with an informative FAQ document.

Microsoft Server 2008

Sage PFW has been updated to support the new Microsoft 2008 Server; however, it is important to note that Sage PFW continues to operate in 32-bit mode. Windows Server 2008 is a next-generation server operating system that helps IT maximize control over its infrastructure while providing unprecedented availability and management that lead to a significantly more secure, reliable, and robust server environment. Windows Server 2008 delivers exciting, valuable new functionality and powerful improvements to the core operating system to help organizations of all sizes increase control and manageability, provide high availability, and have more flexibility for your changing business needs.

Recommended System Configuration

System Requirements

The recommended system configurations are as follows:

Network File Server

Network Operating Systems:

- Windows 2003 Server
- Windows 2008 Server
- Citrix Metaframe XP, using Terminal Services

Hardware:

- 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:

- 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 (PAS)

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

Operating Systems:

- Windows XP Professional (SP2), .NET Framework 2.0 (installed by Sage PFW client), Internet Explorer 6 (latest service pack)
- Vista Business Edition
- Vista Ultimate Edition

Hardware:

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

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

Compatible Sage Software Products

Please note that some product versions have not changed. Therefore, the installation and registration screens may refer to Sage PFW 5.1, yet they are also compatible with Sage PFW 5.7. You are encouraged to double-check Microsoft Vista compatibility for all Sage Software products and any third-party products. You must run Pervasive version 9.6 or higher and Microsoft FRx 6.7 R09 or higher with Microsoft Vista. These products are available to download from Sage Software Online.

Product	**Version**
Abra Payroll	7.6*
Abra Link	5.1
Business Alerts Professional	4.1
Crystal	10
Microsoft FRx	6.7 (R10)*
Pervasive AuditMaster	6.3*
Pervasive SQL	10
Sage FAS Fixed Asset Management	2007.2*
Sage FAS Fixed Asset Management Universal Link	5.3*
Sage Premier Budgeting and Allocations	5.5
StarShip	9.7*

**version number subject to change*

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