

## Welcome to DML Link

As we all wind down from a rough economic year it's important to remember that businesses who rise above and persevere are the ones who will come out on top. As you prepare for 2010, I encourage you to take some time to evaluate your systems, set goals, and determine how your business will continue to grow.

In this issue, I am excited to share some big news with you about the new version of Sage Accpac and all of the flexibility it brings. Also, we are offering three webinars this month with topics such as Year-End Processes, Saving Money with EDI, and getting familiar with Sage Accpac v5.6. Lastly, to help you save costs we've included a tip on how to e-mail invoices within Sage Accpac.

As we set our goals for 2010 we want to do whatever we can to see you grow and succeed! Putting your business in a position to do more with less is our priority. If there is anything we can do to serve you better, please give us a call!

## Did You Hear? Sage Accpac v 5.6 is Coming!

As the world of business is constantly evolving, so must your business management software. The team at Sage has been working directly with their extensive customer base to continually improve and develop new functionality, improve processes, and enhance productivity to help users get more out of their solution.

As a result, we are pleased to announce that Sage Accpac Version 5.6 has been scheduled for release in December of this year. The key enhancements will help automate workflow and reduce costs throughout your organization, helping you accomplish more in less time. You can look forward to:

- **Better Insight into Your Business.** With the innovative new Sage Accpac Intelligence module, you'll have a whole new way of looking at information to help you make the best business decisions. You'll also be able to access information more quickly with optimized reporting and enhancements.
- **Proficiently Manage Bank Services.** Get an accurate view of your cash position with more straightforward and automated bank reconciliation processes. You'll be able to quickly reverse both payments and receipts with the new Reverse form. Now, you can easily find the status of transactions that affect your bank accounts with the new Transaction History Inquiry form. Additionally, better audit trails can be maintained by utilizing the new Bank Entries Posting Journal and Bank

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## Be a Hero - Refer to DML Systems!

Do you know of a company that is struggling with their accounting software, or not getting enough support with their current system? We can save the day!

Simply let your colleagues know that we are available to help! We would be honored to have an opportunity to earn their business.

Our customers get personal attention, prompt support (by the area's best consultants, no less), and access to IT experts in order to give the best advice in regards to all their hardware and software needs.

Best of all, YOU get to be the real hero for helping your friends and colleagues!

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## Cut Inventory Control Costs with Warehouse Management by Accellos

There is no greater time to invest in solutions that enhance productivity than when you're trying to save costs. At first it may appear counter-intuitive to invest in a new system while trying to cut back on expenses. However by improving efficiencies, you can save countless dollars in labor costs, shipping expenses, customer service salaries, and much more.

With a relatively small initial investment, your company will be positioned to reap long-term benefits and gain profitability. Warehouse Management by Accellos is a real-time inventory control solution, designed to integrate directly with your accounting system.

Using radio frequency scanners, Accellos allows your warehouse staff to instantly update the accounting system, ensuring that all users throughout the organization have the most up-to-date information. By investing in solutions that will improve your overall operations, your company will not only survive, it will thrive in the long-run.

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Services, which now keep a history of posted transactions so you can review bank transactions even after posting them.

- **Increase Productivity.** Find important accounts receivable information efficiently with a better integrated AR Inquiry tool. You can finish tasks more rapidly with the optimized payroll management and project costing. You'll also save time when processing Accounts Payable Prepayments and while entering AR Receipts or AP Payment details.
- **Better Manage Your Inventory.** Get detailed information quickly with improved performance in the Valuation Report and new functionality that passes the Inquiry selections directly to reports. You'll also dramatically improve your inventory traceability and more efficiently manage Serialized Inventory and Lot Tracking with improved workflow, usability, and new functionality.
- **Streamline Your Business Processes with New Features in SageCRM.** Empower your staff while on the road with visibility into Sage Accpac information and the ability to synchronize SageCRM data that was entered while out of the office. Additionally, you'll have faster access to Sage Accpac information through SageCRM with many new additions.

All of these are great reasons to upgrade to version 5.6. Additionally, if you've been considering a new installation of Sage Accpac, now is the time to take action. Read the article below about 2010 IT Projects.

## 2010 IT Projects: Make Your Plans Today

With good economic news starting to find its way around the Internet, it's no surprise that a recent article posted on ComputerWorld.com suggested that, "The ideal time for recovery planning is during the August-December period, when the 2010 budget is being planned and new IT projects could be incorporated into it.



Now is the time for companies to determine how existing, stalled or new IT projects will be prioritized, sequenced, funded and staffed when business growth returns." Additionally, many companies who upgraded or installed new systems in 1999 as a result of Y2K and have held off on upgrades or new IT projects due to the recent economy, are now at a breaking point.

As a result, it is estimated that 2010 will see a huge increase in new IT projects. If you are one of the companies planning for an upgrade, or a totally new system, now is the time to involve DML Systems. We can help you prioritize, provide budget numbers, and help determine what type of staffing will be needed for your upgrade or new installation. Also, because of the anticipated demand for our assistance over the next six to nine months, we strongly encourage you to contact us now, so we can plan our time to accommodate your schedule.



## Tech Tips: E-mailing invoices to customers.

1. In the Accounts Receivable program, select A/R Customers, Customers.
2. Select the Customer Number and click Processing.
3. In the Delivery Method drop down box, select E-mail.
4. Click the Address tab. In the E-mail box, confirm or enter the customer's email address. Click Save.
5. Click Close to close the A/R Customers window.
6. In the Accounts Receivable program, select A/R Transaction Reports. Select Invoices.
7. In the Select by area, choose Customer/ Document no.
8. In the Delivery Method drop down box, select Customer.
9. In the E-mail Message ID box, select the appropriate email message for this invoice

## December Webinars

DML will be hosting three webinars in December that you won't want to miss! We have include information on what will be covered in each webinar below. You can register for these events on our website at [www.dmlsystems.com](http://www.dmlsystems.com) or by calling our office.

### **What's New with Sage Accpac v 5.6 - December 9th, 2009**

You know from experience that Sage Accpac is a powerful tool that helps you keep your business running smoothly and professionally. Are you ready for more power and flexibility? Sage Accpac 5.6 will take your solution one step further with new benefits to drastically help automate workflow and reduce costs throughout your organization, helping you accomplish more in less time. Join us to learn how 5.6 can provide you with:

- Enhanced reporting providing better insight into your business.
- Improved usability allowing you to proficiently manage your bank reconciliation.
- Easier access to key information to finish tasks faster.
- Fully integrated Serial Number and Lot Tracking providing better inventory management.
- Streamlined operations to help cut costs and boost profitability.
- Quality that allows you to adopt the new version with confidence.

### **The Role EDI Plays in Saving Your Business Money - December 16th, 2009**

Join us to learn exactly how EDI can take the starring role in saving your business money. In this Webinar you'll discover how Transaction Manager for Sage Accpac, powered by TrueCommerce provides everything you need to become EDI compliant. Including the four components required to set up EDI:

- **Translation software** which translates information from your accounting system into the EDI format
- **Data mapping** which allows your accounting system to synch with your customer's system
- **Transaction Network** which is needed to send and receive EDI Transactions
- **Ongoing support and maintenance**

Typically each component is provided by a different provider, but TrueCommerce offers everything under one roof. That's what makes this solution affordable and allows up 60% cost savings over traditional solutions. You will observe just how simple, painless, and affordable TrueCommerce makes implementing EDI through an interactive presentation. You will also see examples of how savings for two companies were achieved by switching to Transaction Manager. So join us and start saving your company money in as soon as 30 days!

### **Sage Accpac Year-End Best Practices - December 22nd, 2009**

Are you trying to remember all that you have to do at the end of the year in your accounting software? Are you asking yourself "What am I supposed to do and when I am supposed to do it?" The end of the year is almost upon us and DML Systems is ready to assist you. Our Year-End Best Practices webinar provides information on ending the year within Sage Accpac. Our webinar is designed to assist you in significantly improving process efficiencies, and provide you with valuable tips on

getting the most out of your software. Don't have time to attend? See the Year-End Timesaving Checklist below or give us a call. We'll be happy to walk through these with you.

## Sage Accpac Year-End Timesaving Checklist

DML made a list and checked it twice to help prevent year-end from being naughty, but nice. Here is your Year-End Sage Accpac Time-Saving List. We encourage you to read through this and contact us if you need any assistance along the way.

- Back up your data!
- Update your date. Before processing transactions in 2010, be sure to create a new *fiscal* calendar in Common Services.
- Double-check your settings (to avoid deleting your history). Before closing your fiscal year in the General Ledger, check your settings for the number of years of fiscal sets and transactions that will be saved. *Any fiscal sets and transactions that are older than the number of years noted will be deleted.* You can find this setting in your General Ledger Setup Options.
- Import your budget. You can import your budget into the Sage Accpac General Ledger using an Excel Spreadsheet. Save hours of tedious data entry by using this feature in Sage Accpac.
- For our US clients - Prepare your 1099's. Print your 1099's right out of the Sage Accpac Accounts Payable. Use this time-saving feature even if your 1099 amounts aren't correct, as you can easily correct the values prior to printing.
- Update your Payroll Tax Tables. If you subscribe to the Payroll Update Plan, you can download the current payroll tax tables for 2009 by visiting [www.sageaccpac.com](http://www.sageaccpac.com).
- Activate the latest Tax Tables. Be sure to go to Administrative Services and activate your tax table *after* you downloaded and install the latest tax tables!
- Physical Inventory. Account for all of your products before ending the year in 2009. Sage Accpac has a great add-on product to help streamline this process using bar-coding technology. See the article on page 4 about Accellos for more information and let us know if you are interested in adding this to your solution.
- Budgeting for 2010? Sage Accpac offers a variety of solutions to help you be more productive. Company-wide sales and relationship management, business to business web-store integration, budgeting, commissions and productivity reporting are just some of the many tools.



This holiday season let's talk about your "wishes" and see how we can help you shine in 2010. If you need help planning for next year, or want assistance with making an archival backup for your database, creating a new fiscal calendar, closing prior fiscal year or any of your yearend processes, please give us a call.

## Tech Tips cont.

10. In the Customer No. box, enter or select the Customer number in the From and To boxes.
11. In the Document No. box, select or enter the document number in the From and To boxes. Click Print
12. A Microsoft Office Outlook window should appear with the following message: A program is trying to access e-mail address you have stored in Outlook. Do you want to allow this? If this is unexpected, it may be a virus and you should choose "No". Click Yes.
13. The A/R Invoices windows will be displayed. The Invoice will be e-mailed to the customer at this point. If a user needs to e-mail another customer, repeat steps 7-13. If no further invoices need to be e-mailed, click Close.

