Sage DacEasy

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Sage DacEasy 2013:
Powerful capabilities, exceptional usability.

Streamline your accounting functions to be even more efficient and flexible with Sage DacEasy 2013. Not only will you benefit from the rich history of continual product improvements that Sage DacEasy is known for, you'll also discover new usability features that will help you do more—only better, faster, and easier.

The new features and enhancements included in Sage DacEasy 2013 are designed to save you time, optimize your business operations, and decrease the possibility of errors throughout the system. You can feel even more confident your procedures are accurate and your numbers are precise.

For more than 25 years, every version of Sage DacEasy has built on the strength of the previous one, and Sage DacEasy 2013 is no exception. As you read more, we believe you'll be as excited as we are about what Sage DacEasy 2013 has to offer and will want to learn how it can help your business become more productive and profitable.

Gaining access to all of these improvements is easy if you're on a Sage Business Care[1] plan—you'll get them automatically through an Internet download of the software. You'll also enjoy other benefits such as access to the most current product information, technical expertise from Sage product experts and our award-winning customer support team, discounted training sessions, and more.

And, if you choose the optional Sage DacEasy Payroll Tax Update Service[2] for your Payroll module, you'll be able to easily administer payroll in house and ensure your system is always in compliance with the latest regulations.

Not on a current Sage Business Care Plan or Payroll Tax Update Service? We're here to help!

Just call us at 1-800-DacEasy; we'll help you upgrade to Sage DacEasy 2013 and find a plan to ensure you always have the support you need to help your business thrive and grow. With different levels of annual Sage Business Care support plans available—plus the optional Payroll Tax Update Service—you're sure to find one that is perfect for your particular business requirements.

Sage DacEasy 2013:
Tailored for the way you WANT to do business.

At Sage, your success is our success, and we want to be part of it for a long time. You rely on the accounting and business management tools in Sage DacEasy to keep your business running smoothly and efficiently. But you need increased functionality to keep pace with today's market environment—and that functionality should not require additional expense in terms of manpower and resources. When we designed Sage DacEasy 2013, we used a critical eye to determine how to increase efficiency without sacrificing usability. We reduced steps, improved lookups, and simplified searches. We think you'll agree it's the most user-friendly edition yet!
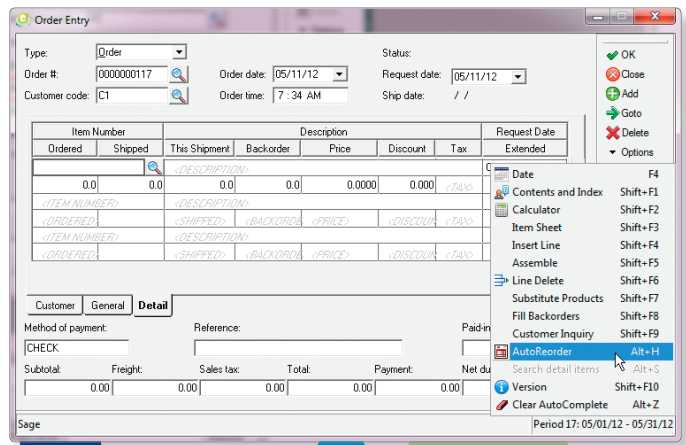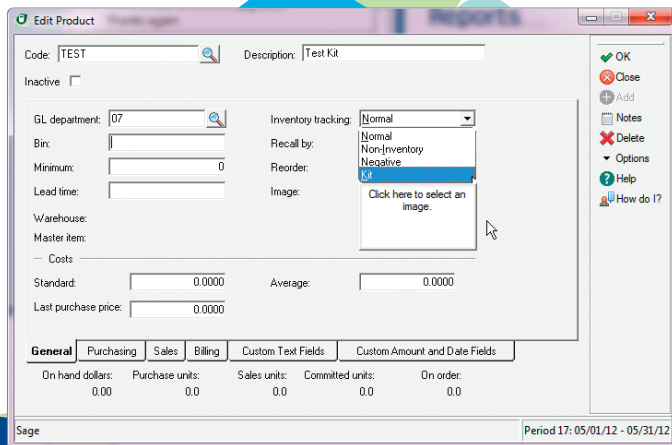
Easily bundle individual items to sell as a kit

Now you have more options when selling goods within Sage DacEasy. Just assign several items to create a predefined kit, which can be sold at a specific price. You save time entering quotes, orders, and invoices, and help ensure accuracy. When the kit is sold, all of the items in the bundle are properly deducted from inventory. Not only do you complete sales faster, your entire inventory can be turned more rapidly.

Regain valuable time with enhanced history lookup

Maybe you need to place an order that is almost identical to another one you placed this month. Or you have to provide a quote similar to an invoice you created earlier. In addition to saving you time and reducing the potential for data entry errors, new shortcut features allow you to:

- Quickly see past history for your vendor to choose the correct product to purchase.
- Easily view past customer history so you can ensure you select the appropriate entry for the quote.

You have the right information to make the right decision(s) right at your fingertips!

Speed up your searches with more detailed options

Now you can easily find any item you need with the click of a button within the detail grid in Invoices, Sales Returns, Purchase Orders, Merchandise Received, Orders, and Returned Merchandise Authorizations (RMAs). Just select Search Detail Items from the Options menu, which launches a LookUp Order Items screen. From there, you can sort by Item Number, Description, or by using the Search field. You avoid the tedious and time-consuming job of trying to locate a specific item from among the many on an Invoice or Purchase Order.

Customize the sort order for printing picking tickets

Pull your inventory more efficiently when you can sort by what makes sense for your business. The new Sort Picking Ticket By feature offers four different options to sort the picking ticket—as entered on the order, by Item Number, by Bin, or by Department. Your warehouse can put orders together easier and get them out the door sooner, which translates into faster payment and better cash flow.

Avoid confusion when trying to locate long customer reference numbers

If your customer reference numbers run longer than ten characters, chances are you've had to truncate them—which could result in long, irritating searches and the potential for errors. No more! Sage DacEasy 2013 features expanded reference fields (supporting up to 20 characters), so you can have a valid reference number that matches your customers' exactly. You can find the ones you want quickly, easily, with fewer headaches and a lot less guessing. And, not only is the field itself longer, we've added some new fields to store important information:

- Take advantage of the new Vendor Reference field in Merchandise Receiving and the new Return Reference field in the Sales Return form to free up the Your Reference and Our Reference fields.
- Use the new Order Reference field in Orders and Returns used for the Invoice Number for the sale being returned to free up the Customer Reference field.

Quickly find customers' reference numbers with additional ship-to search options.

Finding a customer's order in the system can be very difficult if the customer code isn't the same as the ship-to address. For example, if company ABC gets billed for your merchandise, then ships that merchandise to multiple locations (customers DEF and GHI), you might not be able to locate their orders unless DEF and GHI happen to know their customer reference number.

Now you can improve your shipping accuracy with the ship-to name search in Sage DacEasy 2013. Simply search by ship-to name to quickly find the order. Customers can get the information they need faster, and you can get on with your day!

Reprint receipts and issue gift receipts in a snap

It never fails: You have a long line of customers, and your receipt printer just jammed. Everyone is getting impatient while they wait— and wait—for you to bring the sale back up and reprint the receipt. Sage DacEasy 2013 eliminates that frustrating situation! Now you can quickly reprint the sale with just the click of a button. Better yet, you also have the option of printing a gift receipt without prices on the spot.

Find unpaid invoices quickly without scrolling through hundreds

Quickly locate open invoices with Sage DacEasy 2013. We've added a new filter that allows you to easily exclude fully paid invoices, so you see only the ones that are outstanding and may require follow up. Then simply use the existing preference option to sort invoices by Invoice Number or Invoice Date within Cash Receipts and Payments. Then select the order in which you want them to appear. There's also a toolbar option to easily change the sort from Invoice Date to Due date.

Eliminate the guesswork of check printing

Stay on top of your check numbers with a safer, more efficient check printing process! A new feature in Sage DacEasy 2013 lets you choose to see the total number of checks and the total dollar amount of checks prior to printing them. Plus, this option can be saved so you can take advantage of the new information every time you initiate a check run. You are able to:

- Decrease waste by ensuring you insert the correct amount of check stock into the printer.
- Improve accuracy by double checking the dollar amount of the checks that are going to be printed.
- Reduce the possibility of your check stock getting into the wrong hands if you accidentally leave it behind in a shared printer.
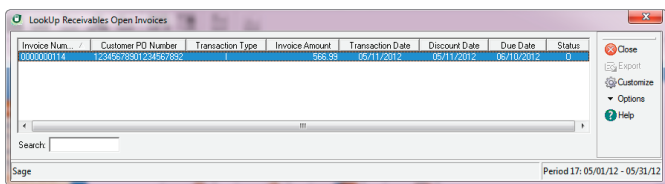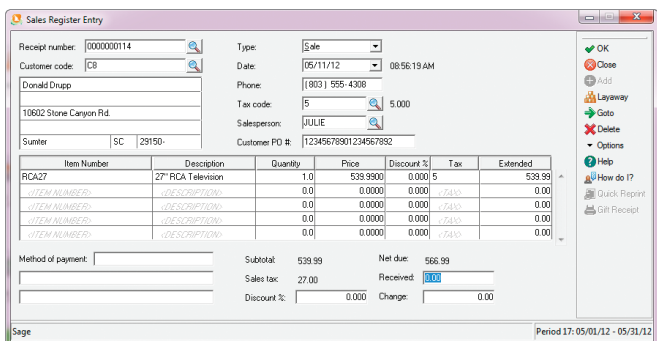
Take another opportunity to go a little greener

Remove invoices and returns that you no longer want to see on a report with a new option added to the billing journal dialog (both the journal and the listing). Just check a box on the Billing Journal setup screen that allows you exclude any deleted transactions. This setting is also saved to maintain your preference the next time you run the report. You not only reduce paper waste by printing only the completed transactions, but cut printing costs as well.

Easily identify customer purchase orders with new flow-through feature to Accounting

In previous editions of Sage DacEasy, the PO# entered in the Point of Sale module did not flow into Accounting, making it difficult to tie the customer invoice back to the PO. Sage DacEasy 2013 solves that problem by automatically passing the PO# through to Accounting and even including it on the customer statements. With this information at your fingertips you don't hold up customers while hunting for their reference numbers if they call regarding their orders, and it's easier to collect outstanding receivables.
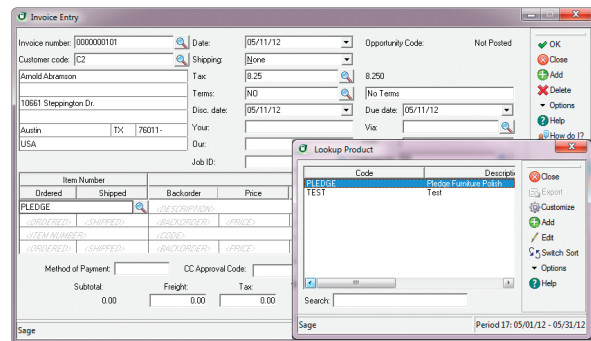

Eliminate the extra steps formerly involved to print a packing list

Save time and get rid of the repetitive process to print both an invoice and packing list from separate menu options. Simply select this new option on the invoice entry screen to print both at the same time. You've previously enjoyed the ability to print invoices directly from invoice entry, now you can do the same for a packing list.

Choose the right item to sell the first time, every time

Say goodbye to lost revenue, inventory problems, and inadvertently selling an incorrect item. Previously, the Recall By products feature was set to both product and vendor code. Problems could occur if the product code for one item was the same number as the vendor code of a different product. Sage DacEasy would just locate the first one it found and sell that item whether or not it was the one you actually wanted. In Sage DacEasy 2013, a lookup box now appears, allowing you or your clerk to choose the correct product for sale without errors.

View complete balance data printed on your reconciliation report

Give your CPA all the information he or she needs to facilitate reconciliation right off the bat! Sage DacEasy 2013 automatically prints the current posted balance on both the Reconciliation report within Accounting (Reports/Reconciliation) and the Transactions/Cash Entry/Reconciliation on the detail and summary report. Now you don't need to jog your memory for the correct balance and write it on the report before submitting to your CPA.

System Requirements

For a complete list of system requirements needed for Sage DacEasy 2013, please visit:

www.SageDacEasy.com/Library

[1] **Valid credit card required to activate service. To ensure continuous service, your Sage Business Care plan is an automatically renewing plan and subsequent years will be automatically billed to the same credit card each year on the anniversary date of your purchase at the then current rate after notifying you 30 days in advance of your anniversary date. Renewal is not required for continuous access to product updates for supported versions. You may terminate the plan with at least seven calendar days notice prior to your renewal date and not be charged for the renewal.**

[2] **Subscription period is from December 1 through November 30. Federal, state, and key local changes are supported. Regulatory format changes for federal tax forms are updated annually at the end of the calendar year.**

Ready to try Sage DacEasy 2013?

Discover all of the new and enhanced features available in the latest version of Sage DacEasy. Just contact your Sage DacEasy representative today at **800-DacEasy** or email **Sales.DacEasy@Sage.com** and we'll get you started!
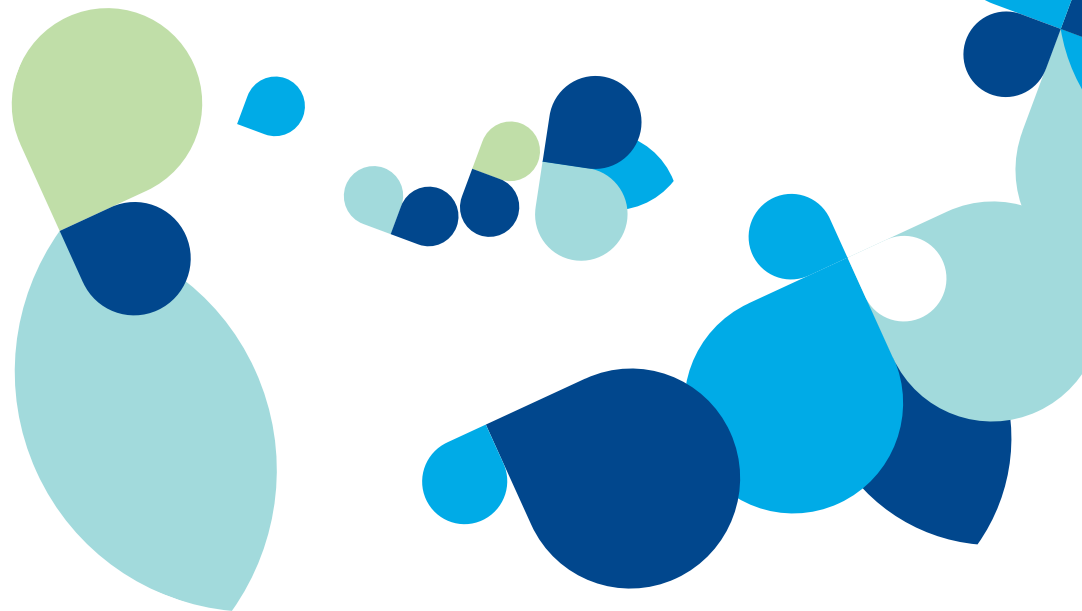
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Don't forget to take advantage of all the valuable online resources for Sage DacEasy software customers.

You'll be able to ask questions, share product experiences, and learn new tips, tricks, and ideas from colleagues as well as industry and product experts. Just visit us at: **www.SageDacEasy.com/Community**

About Sage North America

Sage is a leading global supplier of business management software and services for small and midsized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 12,600 people and supports more than 6 million customers worldwide. For more information about Sage in North America, please visit the company website at **www.NA.Sage.com**, or follow us on Facebook: **http://www.facebook.com/SageNorthAmerica**, and Twitter: **http://twitter.com/#!/SageNAmerica**.

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