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# Sage Accpac ERP Newsletter

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## The Bottom Line on Human Resource Management

When the economy slows, businesses tighten their belt and look for ways to cut costs and get more work accomplished with fewer resources. That's why more companies today are challenging their human resource (HR) departments to make more strategic contributions to the organization. While HR is traditionally viewed as a cost center saddled with time-consuming and paper-intensive administrative tasks, it's a necessary burden in order to comply with governmental regulations that require specialized reporting. The question is this ... how can you streamline your HR processes to minimize that burden and transform HR into a model of efficiency with meaningful impact on the bottom line? For some, the answer is Sage Accpac HRMS integrated with your Sage Accpac ERP system. Let's take a closer look.

### Technology Maximizes Limited Resources

Most small and midsized businesses have limited staff to manage the many aspects of human resources. In fact, HR staff typically spends far more time performing routine administrative tasks than strategic objectives. But the simple fact is once those routine administrative tasks are automated, it has a profoundly positive impact on both the HR department and company overall. And that's where Sage Abra HRMS comes in.

### Sounds Interesting, But What Does It Do?

First things first ... HRMS stands for Human Resource Management System. In the same way that Sage Accpac ERP automates your accounting and operations, Sage Accpac HRMS automates all aspects of managing your workforce including Employee Benefits, Time and Attendance, Training, Recruitment, Compensation Management, Compliance, and more. As the name suggests, it's totally integrated with your Sage Accpac system and is available in both U.S. and Canadian versions. You get hundreds of standard reports, customizable templates, automated workflow, and a full range of features that will reduce the cost of compliance, eliminate redundant data entry and paperwork, automate repetitive processes, and have your HR Department running like a well-oiled machine.

### Consolidate And Digitize

Many companies rely on a combination of paper, spreadsheets, and file cabinets to manage employee information which means that hiring data, payroll records, and benefit plan elections are probably stored in multiple places. Each employee change needs to be replicated across a variety of files ... a record-keeping nightmare. But with Sage Accpac HRMS, all of your employee data is digitized and consolidated into a single database. This results in fewer errors and potential fines, elimination of duplicate data entry, and more timely reports and analysis.

Contact us to learn how Sage Accpac HRMS can have a positive impact on your bottom line.

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## THE BOTTOM LINE ON HR TECHNOLOGY

*Improving Results and Lowering Costs with HRMS*

[Email Us](#) to request a copy of this valuable guide that explains what an HR system does and what bottom-line benefit it can bring your company.

# NEW FEATURES THAT ARE SIMPLY DASHING

Version 5.5 of Sage Accpac introduced new analytical dashboards in Accounts Payable, Accounts Receivable, and for Sales Analysis. These new dashboards provide a visual snapshot of your company's financial and operational status. They are a fantastic tool for enabling managers and executives to make better-informed and timelier decisions. Dashboards are particularly useful because they consolidate vast amounts of data from a variety of sources into a single snapshot which makes all of that data easy to digest and interpret. In all likelihood, these 3 new dashboards are just the beginning and you can probably expect to see more with future versions of Sage Accpac. So let's take a quick look at the value of dashboard-style reporting and analysis.

## It's Just Like Driving a Car

One glance at the dashboard in your car tells you everything you need to know about your speed, fuel, oil temperature, and other vital systems to ensure your car runs smoothly. The same thing can be said about a reporting dashboard that provides visual analysis of business activity. It aggregates vital information that is scattered across your business and throughout your Sage Accpac database and presents it in an easy-to-read format that's simple to interpret at a glance.

In your car, you wouldn't necessarily monitor your tire pressure or brake fluid every five minutes using a dashboard gauge. The same can be said about a reporting dashboard that can be customized to include **only** the information that you feel is **vital** to the smooth operation of your business. These vital bits of data are sometimes referred to as key performance indicators, or KPIs - important financial and non-financial metrics that management relies on to evaluate operational health and progress toward long-term organizational goals. KPIs answer the question "what information is absolutely critical and most important to me?"



New accounts payable, receivable, and sales analysis dashboards introduced with Sage Accpac Version 5.5

## Managing by Exception

Dashboards help support what's sometimes referred to as "Management by Exception" where the objective is to reduce the **quantity** of detail contained in management reports and focus attention only on the things that require quick and decisive action. Just like the Red light in your car that indicates your engine is running hot, the glaring chart or graph on your Sage Accpac dashboard might be indicating that sales are dropping off, customer invoices are going unpaid, or other critical issues that require immediate attention. And one of the nice things about a dashboard is that the information is displayed in real-time so you can take action before things really get out of hand and not have to wait until the end of the month or quarter when you finally get the report you've been waiting for.

The new Accounts Payable, Receivable, and Sales Analysis dashboards are a great addition to your analytical reports. Contact us to learn more about this new feature of Sage Accpac Version 5.5.

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# SAGE ACCPAC ERP Extended Enterprise Suite Supplement

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## The Value of SageCRM for Accounting

One of the most significant components of the new Sage Accpac [Extended Enterprise Suite](#) (“EES”) is SageCRM. If you’ve done some homework, you probably discovered that SageCRM is a fantastic tool for sales and marketing professionals. But if you look a little deeper, you’ll realize that SageCRM offers tremendous benefit to your accounting operations as well. Let’s explore.

### Better Cash Flow and AR Collections

SageCRM provides an “AR Collections Manager” that allows your accounting personnel to prioritize and manage customer collections and rapidly convert outstanding invoices into cash in the bank. The AR Collections Manager consolidates outstanding account information into a single view that combines graphs and data in tables that allow you to quickly identify potential problems and schedule follow up action. Plus, the integrated Calendar and Task Manager takes you beyond a static printed aging report and arms you with tools to prioritize collection calls, escalate accounts, and schedule automatic email reminders. And since everyone in your organization is working from the same Extended Enterprise database, your sales people will have access to customer history and can help keep the collections process moving during their interaction with customers.

### No More Hand Holding

No doubt your accounting department receives multiple requests each week from sales and customer service regarding status of orders, shipments, refunds, credit lines, payments received, and endless other accounting and operational inquiries. With Extended Enterprise Suite, SageCRM can provide a window to Sage Accpac ERP because all data is centralized in a single database. That means sales and customer service personnel get fast answers using SageCRM to per-



SageCRM gives sales and customer service permission-based access to transaction information in Sage Accpac ERP.

form their own operational inquiries while Accounting benefits from fewer daily interruptions. In fact with appropriate security settings, sales can enter orders directly into Sage Accpac ERP from the SageCRM desktop.

### Improve Vendor Management

SageCRM makes it easy to stay on top of vendor discounts, track special contract arrangements, and process purchasing requests and quotes in a timely fashion. With the Calendar and Task Management functions, you can set up task reminders to take advantage of timely payment discounts. Using the Communication Management function of SageCRM, you can keep track of key members of your Vendor’s team and collect all agreements and documents in one place which will ensure fantastic vendor relationships.

Those are just a few examples of how SageCRM and the Accpac Extended Enterprise Suite will transform your business from a **restricted** enterprise with departmental bottlenecks to an integrated and free-flowing **extended** enterprise.

[Contact us](#) if you’d like to learn more about Extended Enterprise Suite or SageCRM.