

**Headline News**

*Best Software*, ranked ninth on *MSI* magazine's list of Top 100 Software Vendors for 2003, was the only vendor in the Top 10 dedicated exclusively to meeting the needs of small to mid-sized enterprises (SMEs). The publication's July 2003 issue ranked the leading software vendors involved in the automation of planning, sourcing, making, and delivering business and production processes. The rankings and individual company profiles are based on an *MSI* industry survey and other research.

*Congratulations to Best Software.*

**Maintenance Renewals**

Make sure to contact us for your BusinessWorks maintenance plan renewals! Don't know when your plan expires?

Call us—we can give you the expiration date (831) 373-8200

## BusinessWorks V4 Is Golden

**B**est Software has begun shipping Version 4, an upgrade that incorporates customers' most asked-for features and latest industry advancements. These additions and enhancements are designed to increase your productivity and to reduce costs. Building on BusinessWorks Gold's solid foundation and ease-of-use, the new features and enhancements will help your company be more successful in today's competitive environment. Let's take a closer look how BusinessWorks Gold V4 can benefit your business, plus a look at what you are missing if you have not yet upgraded to BusinessWorks Gold.

**Default Cash Account**

In V4, a new Default Cash Account has been added to help you avoid costly data entry errors and to increase your efficiency. You can set the default cash account that BusinessWorks Gold uses when receiving payments, issuing checks, or printing reports. You may specify the default accounts for Account Receivable, Account Payable, and Cash Management.

**Simplified Direct Deposit**

The Payroll Direct Deposit Parameter option is enhanced to make set-up and maintenance easier. In addition to supporting multiple companies,

the improved ACH interface uses the same terminology as your financial institution to avoid possible confusion. If you are not yet utilizing Direct Deposit, give us a call to discuss the time-saving impact of this feature.

**Order Entry Import and Export**

You now can easily export and import quotes and sales orders between two BusinessWorks sites. Remote salespeople can export sales orders and quotes from BusinessWorks Gold and then Email the export file to the main office. This feature adds tremendous functionality

to BusinessWorks Gold by saving time, shortening the sales cycle, and decreasing the likelihood of data entry errors when re-keying.

**Enhanced Search Capability**

Searches have been improved in Inventory Control—you now may search by a notepad entry, or look up a record based on an individual comment or description line, or multiple comment or description lines.

With this kind of flexibility, you can keep expanded item descriptions, key words, lists of complementary products, and even alias item numbers all within a notepad entry or comment field—knowing it can easily be recalled.

**Form Customization**

For busy organizations, the ability to customize



Unlock the full potential of BusinessWorks with BusinessWorks Gold V4.

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## BusinessWorks Gold V4 Continued

forms is vital to increasing productivity and efficiency. In BusinessWorks Gold V4, more data access and customization options are added to make this feature even more powerful.

Custom forms now can be batch-loaded or imported from a floppy disk or CD. Support is added for advanced printer driver functions such as draft mode, watermarks, and multi-tray capabilities.

The **Maintain Forms** option also includes new features in V4. You now can include calculated fields such as sum, minimum, maximum, average, and count to your custom forms. Display or print a BusinessWorks Gold field in bar code format to enhance productivity in your shipping department. Inventory Control product categories can be added to Order Entry and Inventory Control forms. Pick Tickets now include On-Hand and Short Quantities, and whether the customer status is On Hold.

### Improved Reporting

New reports and enhancements to existing reports help you access and present data to facilitate sound decision making. A new **Consolidated Cash Flow Report** is added which includes projected cash from receivables, projected cash outflow from payables, and (optionally) current General Ledger balances. Now a single report gives you all the data you need to help forecast your company's cash. Available in both a detailed and summary format, the report enables you to better analyze your cash needs and determine whether a surplus or shortage exists. Flexible reporting periods help you easily identify cash availability at a particular point in time. It also provides an early warning indicator when expenditures exceed projected receivables. While packed with information, the report is presented in a concise format making it an ideal tool for the busy business manager.

Use the new **Accounts Receivable Invoice Detail Report** to view complete AR invoice line item history. The report is even flexible enough to ask you whether you want to include complete line item detail or limit the report's detail to three 40-character lines. Sort options for the report include: customer ID, sales rep, invoice number, and customer name. This report is

now a valuable asset to service companies who can use it to review a history of the services they have provided to a customer.

Here's a feature that's both a paper and a sanity saver. In V4 General Ledger, the **Detailed Trial Balance Report** is improved with options to filter inactive accounts. Two new report settings are added: Include Zero Activity Accounts, and/or Include Zero Balance Accounts. Now your reports include only the information you want.

Reporting in Inventory Control is improved to better support **multiple warehouse** and **non-primary warehouse** report generation. The Transaction Detail Report, Receipt Adjustments Register, and Transfers Register for a specific warehouse now include transaction detail for the specified warehouse only. The Transaction Detail Report now includes transfers. **Pick Tickets** include the correct warehouse, and the **On Hand Detail Report** for a specific warehouse reflects correct values for that warehouse.

### More Options

Backing-up to CD has been enhanced to support Microsoft Windows XP and Roxio Easy CD Creator. It's never been easier to perform those crucial backups! Version 4 incorporates this change requested by hundreds of customers—**manager security rights** are no longer required to access Custom Reports, Report Groups, and Custom Office. Introduce your staff to the power of these features.

### Upgrade To V4

If you are a current BusinessWorks Gold ClientCare Support subscriber, you will automatically receive your upgrade to V4. If you are running any third-party products as part of your BusinessWorks installation—do not install your BusinessWorks V4 upgrade without speaking with us to confirm compatibility. We would be pleased to help you with the installation process, just give us a call.

If you do not have a current support subscription, call us to order your upgrade to Version 4, and to learn more about the benefits of becoming a BusinessWorks Gold ClientCare Support subscriber. ☆

## Still Using BusinessWorks v.12 ?

If you haven't yet upgraded to BusinessWorks Gold, the time has come. BusinessWorks Version 12 is now six years old and is no longer compatible with the latest operating systems. If that isn't enough to convince you, Best Software support for Version 12 was discontinued effective September 30, 2003 and maintenance improvements and Payroll tax tables are no longer available. Your technology investment is becoming obsolete, and you are not taking advantage of the increased flexibility and productivity features of BusinessWorks Gold. And whether you plan to upgrade your operating system, replace your server, or add new workstations to your network—BusinessWorks Gold provides the platform for you to stay competitive and grow.

### Benefits Of Gold

Here is just a short list of some of the many advantages you'll receive when you upgrade to BusinessWorks Gold V4.

- ▶ Added flexibility with increased field lengths throughout the system
- ▶ Ability to re-print AR invoices
- ▶ Ability to access and post remotely via Terminal Services
- ▶ Built-in Back-up and Restore functions
- ▶ New database structure providing more secure database protection
- ▶ Savings on postage and printing costs and improved cash flow with option to Email forms
- ▶ User Definable Fields
- ▶ Powerful Payroll and Direct Deposit capabilities
- ▶ Support for the latest Microsoft operating systems

Want to learn more? Give us a call and we can provide you with more details including a complete list of system requirements and supported operating system configurations. We would be happy to help you evaluate the benefits for your company. Just give us a call. ☆