

sage 100cloud





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*"Sage 100cloud is what allows us to follow our margins over time, spotting trends and taking proactive action to maintain and grow our profitability."*

John Giczewski, purchasing manager, St. Joseph Paper and Packaging

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# Sage 100cloud

## The right choice for your business

### *Here's why:*

- Helps you manage more than just accounting
- Unites your entire business so you can work more collaboratively and meet customer expectations
- Offers deployment options and add-on solutions to meet your unique needs
- Reduces reliance on error-prone spreadsheets to run your business
- Customize your reports, dashboard, and business intelligence tools
- Get started quickly with its easy-to-learn features and navigation

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#### **Grow faster, smarter with Sage 100cloud**

Lets' face it: Running a small business these days isn't easy—especially as you grow to meet changing expectations, comply with new government requirements, and manage more people, processes, and information. That's where Sage 100cloud comes in.

Sage 100cloud is a complete solution for small and medium companies that need to automate processes, connect employees, and gain business insight when you need it. Get the tools you need to manage products, orders, customers, finances, and operations. And get the insight you need to reduce costs, stay in compliance, deliver value to your customers, and effectively manage growth.

#### **Perfectly designed for distributors and manufacturers**

Work collaboratively across the entire company to better meet the needs of customers and ensure you have the right amount of product to sell when and where you need it. Sage 100cloud has what your manufacturing or distributing business needs to:

- Operate more efficiently.
- Increase inventory accuracy.
- Complete and ship orders on time.
- Decrease time to decision making.
- Add more customers.
- Grow margins.



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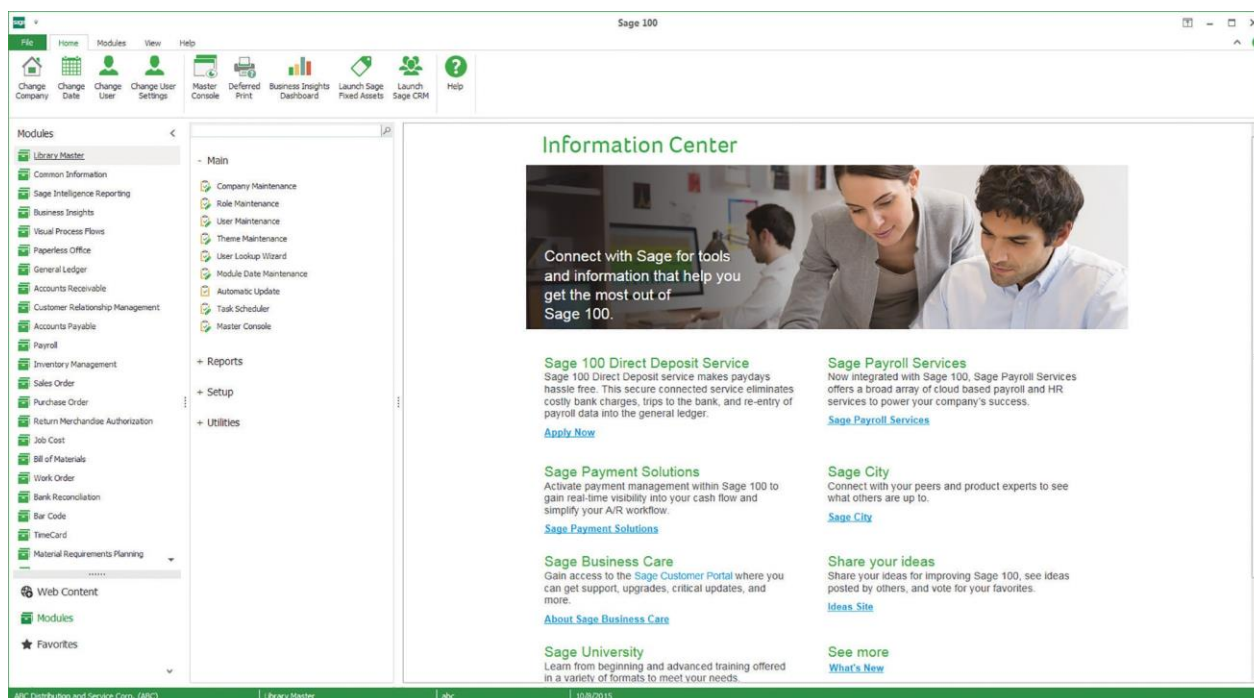
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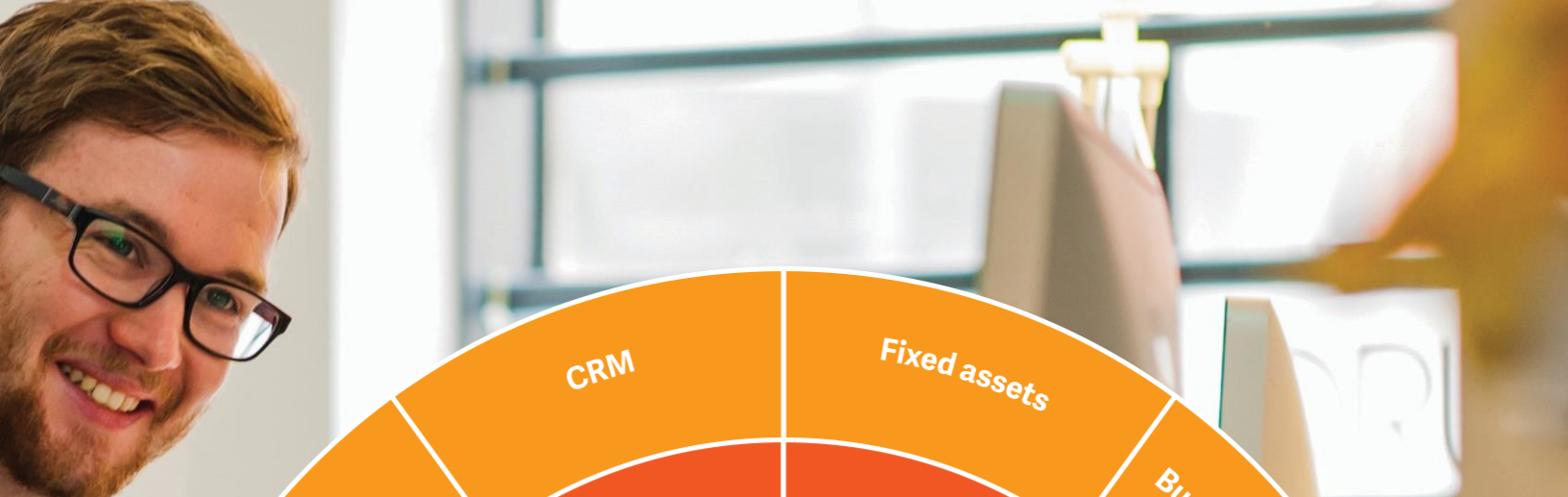
## Customizable for your business' specific needs

From financial management to inventory management, Sage 100cloud ensures optimum workflow and cross-functional data sharing and reporting to drive the best business decisions.

And it doesn't stop here. Sage has an extensive network of third-party solution providers whose add-on solutions extend Sage 100cloud even further to meet the specialized needs of your business.



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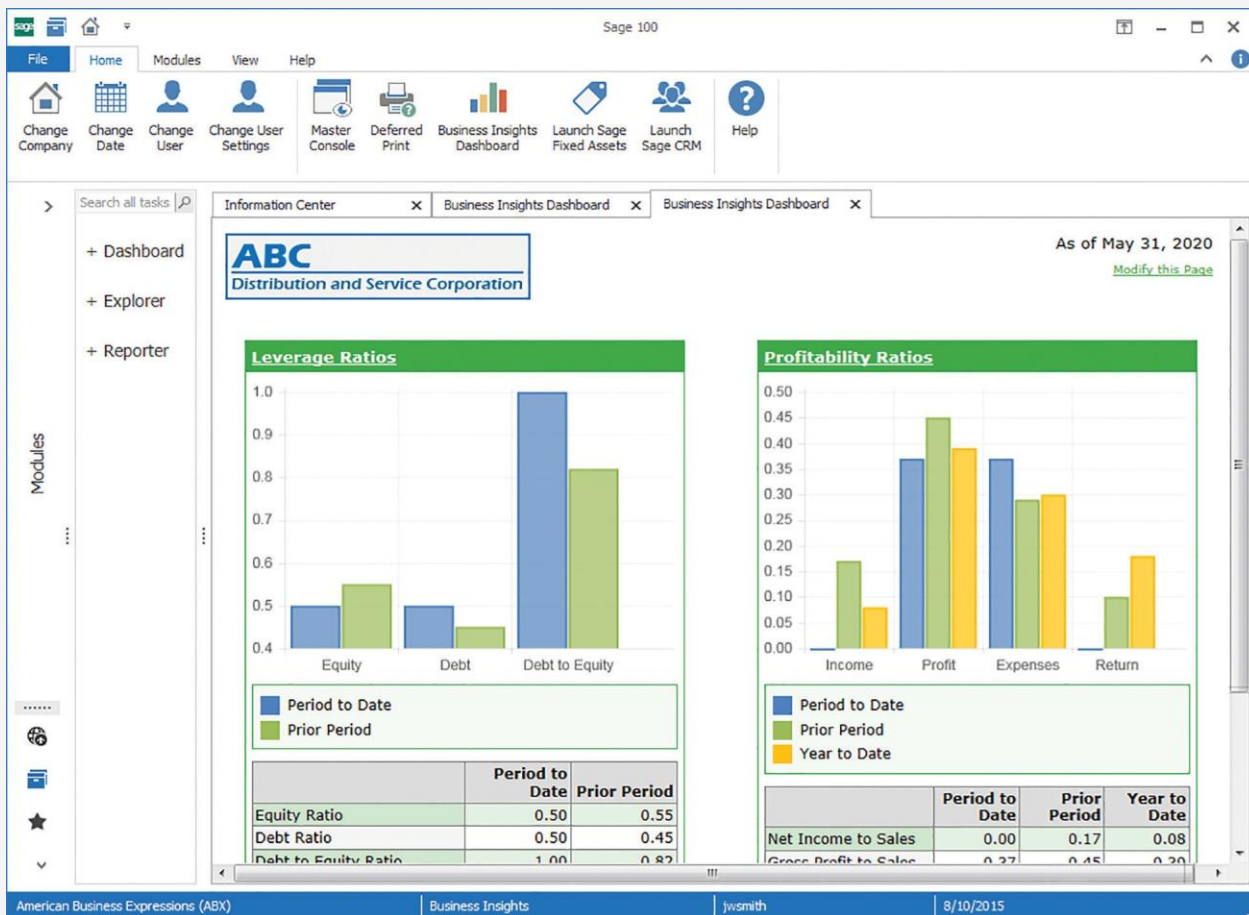


**Sage 100cloud connects all the vital aspects of your finances and operations**—sharing information, improving business insight, and eliminating redundancy. Build the system that makes the most sense for your organization.

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# Improve financial management and trust your numbers

Get rid of those error-prone manual bookkeeping methods and spreadsheets and gain more control. Sage 100cloud delivers powerful financial management tools so you can oversee and govern your income, expenses, and assets to maximize profits and ensure sustainability. Optimize short- and long-term business performance by streamlining invoicing and bill collection, eliminating accounting errors, minimizing record-keeping redundancy, ensuring compliance with tax, and accounting regulations, helping personnel to quantify budget planning, and offering flexibility and expandability to accommodate changes and growth in your business. You'll also enjoy the flexibility to run ad hoc reports as well as month-end closing, quarter closings, and year-end reporting.



## improve cash flow with Sage

- Gain control of income, expenses, and assets.
- Manage expenditures and know your future cash requirements.
- Collaborate across your business throughout the budgeting process.
- Improve cash flow by collecting more of the money due faster and automatically depositing checks.
- Increase general ledger accuracy.
- Automate sales tax management and tax reporting.



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### **Manage expenditures and raise productivity**

Beyond recording transactions and obligations to vendors and creditors, Sage 100cloud Accounts Payable offers you flexible cash disbursement and check writing capabilities and takes advantage of discounts offered for invoices paid by the discount due date. The informative financial reports, including payables aging and future cash requirements, give you valuable business insights for more informed decision making.

### **Simplify cash management**

Quickly and easily manage and present the information you need for effective cash management in an intuitive format. Powerful, yet simple to use, Sage 100cloud Accounts Receivable has streamlined and flexible cash management capabilities with multiple key reports. Easily manage documents including customer communications using built-in paperless office capabilities.

### **Take control of the budget process**

With Sage Budgeting and Planning, you gain a companywide, purpose-built budgeting and planning application to bring strategic insight to your business planning. It also assures you of quicker, more informed business decisions by shortening budgeting and planning cycles. And with a planning process that is easier and more efficient, you can encourage collaboration across all lines of business and tie budgeting activities to organizational performance.

*Sage Budgeting and Planning is an add-on solution to Sage 100cloud.*

### **Automate your monthly reconciliation process**

Simplify the monthly bank reconciliation process so you can better detect unrecorded transactions between books and banks, locate the errors and differences, record corrections, and reconcile your books with bank statements with Sage 100cloud Bank Reconciliation. Get the insights behind the numbers to better manage and direct cash flow, helping you to view and forecast cash flow activities with registers, reports, and analyses. You can project an estimated cash flow when you link it to Sage 100cloud Accounts Receivable, Accounts Payable, Payroll, and Purchase Order.

### **Say goodbye to manual tax reports**

Streamline your tax reporting processes with Sage 100cloud Federal and State eFiling and Reporting. Eliminate manual form creation and save time by choosing from over 250 federal and state forms for Unemployment, Withholding, New Hire reports, W-2s, W-3s, and 1099s.

### **Increase general ledger accuracy**

Use your current chart of accounts or create a new chart of account structure from over a dozen industry-specific selections, making implementation quick and easy. Sage 100cloud General Ledger uses our exclusive dual grid entry for quick, efficient, and accurate data entry. This format allows you to easily customize the data entry screens. Once you have created a transaction, it's easy to delete a row, move a row up or down, or change a value. You can also use the built-in calculator to easily modify it or even reset a row or all rows by using the reset feature.

### **Automate sales tax management**

Extend the power of Sage 100cloud with fully integrated end-to-end sales tax management automation using Sage Sales Tax. Cutting-edge technologies and superior processing logic help manage even the most complicated tax issues, such as situs, nexus, tax tiers, tax holidays, exemption certificate management, and product taxability rules.

*Sage Sales Tax is an add-on solution to Sage 100cloud.*

### **Manage and track your fixed assets**

Sage Fixed Assets can be added to Sage 100cloud to give you total control over the entire fixed asset lifecycle and ensure that your company is always in regulatory compliance. Sage Fixed Assets offers integration for Accounts Payable/Purchase Order asset creation and for automated General Ledger postings. Integrating Sage Fixed Assets to Sage 100cloud provides a comprehensive fixed asset inventory and tracking solution.

*Sage Fixed Assets is an add-on solution to Sage 100cloud.*

### **See your data with intelligent reporting**

Design, distribute, and consume reports through a common Microsoft Excel interface on financial and nonfinancial data. Sage Intelligence can consolidate data from your Sage 100cloud and other data sources to get a single version of the truth in Excel. Analyze and create reports, filter and aggregate data, drill down to transactions, and automatically schedule and distribute reports. Sage Intelligence has multiple report templates that are provided out of the box.

*Sage Intelligence is an add-on solution to Sage 100cloud.*



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## Optimize your inventory and production processes

Designed with manufacturing and distribution needs in mind, Sage 100cloud helps you manage both your inventory and production processes. With Sage 100cloud Bill of Materials, Work Order Processing, and Material Requirements Planning, you get detailed and accurate tracking and reporting throughout the entire manufacturing process—from forecasting and scheduling through shop floor and completion. Sage 100cloud will help you maximize efficiency through all stages and give you the ability to create multilevel bills and produce accurate, informative reports including detailed bill structures. And when goods are finished, they can be completed to Sage 100cloud Inventory Management or Sales Order for seamless integration to support distribution requirements.

Sage 100cloud also helps you cut costs, increase efficiency, and boost customer satisfaction with more efficient inventory management and warehouse operations. Streamline your warehouse operations through the entire distribution cycle using integrated distribution management software. Automate your warehouse functions for easier management, greater business-to-business supply chain efficiency, and faster time to market.

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### Control costs

Create and maintain a detailed bill of the components and miscellaneous charges that make up your finished items and subassembly components with Sage 100cloud Bill of Materials.

### Fulfill orders accurately

Sage 100cloud Inventory Management provides real-time, accurate information on your assets, including receipt, location, and disposition of goods, as well as their precise value and status.

### Optimize your stock levels

Sage Inventory Advisor provides you with an inventory health check, produces quality forecasts, reduces the time spent on manual tasks, and solves for the optimal investment required to achieve target fill rates.

*Sage Inventory Advisor is an add-on solution to Sage 100cloud.*

### Accurately estimate needs

Use Sage 100cloud Material Requirements Planning to estimate the need for an inventory item with combined product build times, lead times, and supply and demand functions.

### Create better purchase order records

Build detailed, accurate records of every purchase, including quantities, price, who places the order, and special shipping instructions.

### Manage work orders

Issue work orders, develop schedules, and track costs associated with your manufacturing process.



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**Sage Bill of Materials Maintenance (XYZ) 10/14/2015**

Bill Number: DSKTP-00100  
Revision: 000  
Bill Type: Standard  
Description 1: DESKTOP COMPUTER SYSTEM  
Description 2:

**1. Header**      **2. Lines**

Drawing Number:   
Drawing Revision:   
Routing Number: DESKTOP  
Current Revision: 000  
Date Last Used: 5/31/2020  
Maximum Lot Size: 100  
Yield Percentage: 98.000%  
Print Components: ☐  
Bill Has Options: ☒

**Option Categories**

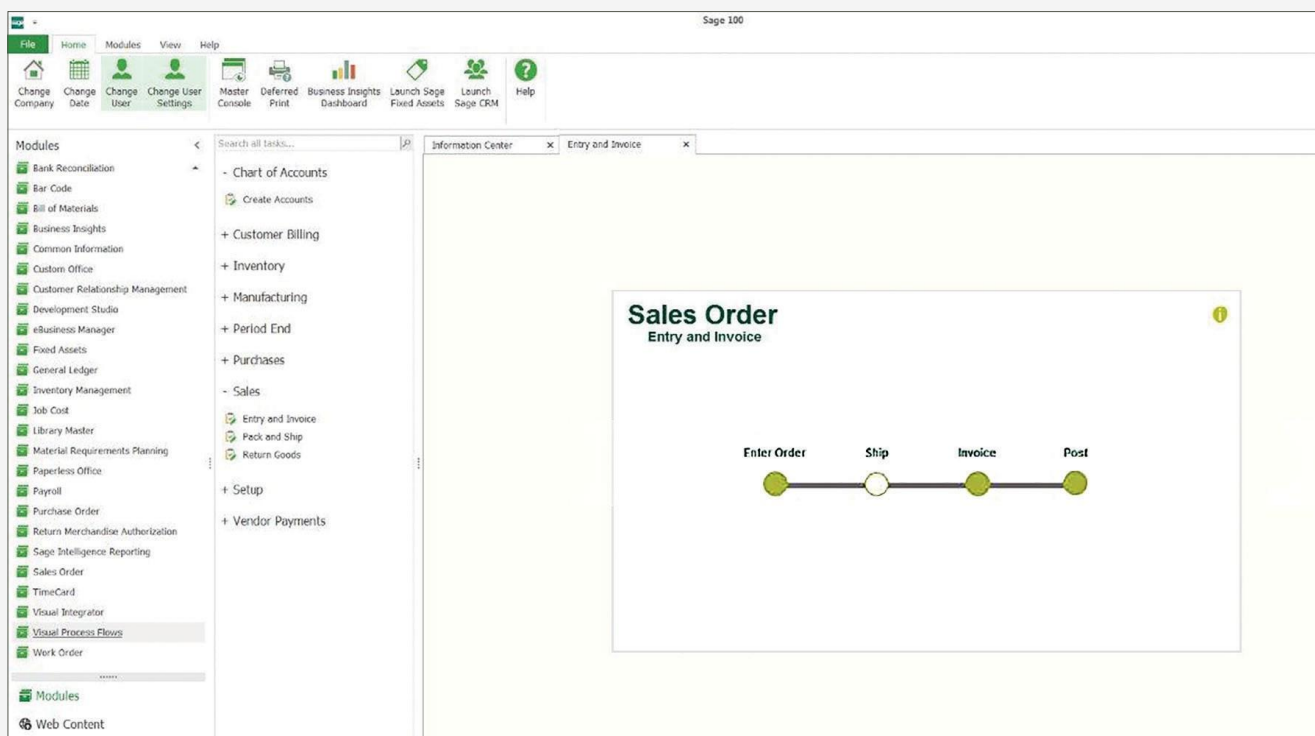
1	MAIN DISK DRIVE ASSEMBLY	<input checked="" type="checkbox"/>	Required
2	AUXILIARY DISK DRIVE ASSEMBLY	<input type="checkbox"/>	Required
3	SECOND AUXILIARY DISK DRIVE	<input type="checkbox"/>	Required
4	HIGH SPEED CPU	<input type="checkbox"/>	Required
5	MEMORY PACKAGE	<input type="checkbox"/>	Required
6	COLOR DISPLAY PACKAGE	<input type="checkbox"/>	Required
7		<input type="checkbox"/>	Required
8		<input type="checkbox"/>	Required
9		<input type="checkbox"/>	Required

**Accept**   **Cancel**   **Delete**

### Manage inventory and production processes with Sage 100cloud

- Fulfill orders accurately.
- Ensure you have the right products on hand to sell when you need them.
- Gain deeper insight into the order fulfillment process.
- Simplify and speed up manufacturing processes.
- Issue work orders and develop schedules.
- See up-to-the minute work-in-process information.
- Create and maintain detailed bill of materials.
- Keep track of charges associated with finished goods.

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## Better manage customer orders and inquiries with Sage 100cloud

- Give sales better visibility of inventory items.
- See lot numbers, serial numbers, pricing information, availability, and promotions.
- Create an online store to manage customer purchases.
- Provide customer account information.



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## Kick your sales and order management into high gear. Impress your customers.

Empower your team so that when a customer calls to place an order, you can close more sales. Get the support you need to answer all customer questions with information at your fingertips. Sage 100cloud also optimizes the order fulfillment process so that you can more accurately and effectively receive, process, and deliver orders to your customers, for easier management, greater business-to-business supply chain efficiency, and faster time to market.

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### **Respond to customers with speed and precision**

Get complete, up-to-the-minute information at your fingertips to answer every customer question, including the availability of specific units in inventory, item pricing, quantity pricing, specific customer data and pricing, costs, credit limits, credit card deposit information, and more.

### **Accept more payment types**

Accept credit cards and debit cards securely and in compliance, including Visa®, MasterCard®, American Express®, Discover®, Diners Club®, JCB, Debit/ATM, and private label cards as well as PIN debit and signature debit transactions.

*Sage Payment Solutions is an add-on solution to Sage 100cloud.*

### **Organize documents**

Quickly and efficiently email and fax documents to multiple contacts in any location to expedite communication, facilitate collaboration, and improve customer and vendor satisfaction with Sage 100cloud Paperless Office.

### **Take charge of purchase orders**

Create detailed, accurate records of every purchase, including quantities, price, who places the order, and special shipping instructions.

### **Track and process returns**

Make it easier to issue credits, replacements, or repairs with Sage 100cloud Return Merchandise Authorization.

### **Collect data quickly and accurately**

Using a scanner connected to a lightweight, completely portable handheld computer (HHC), you can gather, validate, and verify an array of data—inventory counts, quantities, item numbers, and lot/serial numbers of goods shipped and received—without the time, cost, and errors inherent in manual entry.

### **Increase customer satisfaction online**

Imagine being able to offer your customers the ability to place orders and monitor their account status 24 hours a day while at the same time allowing your employees to be more productive and increasing order accuracy. The Sage eBusiness Manager leverages the power of the Internet to help you build a web-based e-commerce storefront, support more advanced online purchasing, and provide customers with access to account information. Sage e-business web services supports web developers with integration to other applications.



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## Gain better visibility of sales and marketing activities. Deliver superb customer service.

Add Sage CRM to Sage 100cloud so you can profile, track, and target customers for a better bottom line. Get immediate visibility into critical customer data and increase productivity throughout your business with real-time access. Improve data integrity and eliminate the potential for costly order processing errors. Gain remarkable efficiencies by allowing your salespeople to issue sales orders, perform customer inquiries, or view detailed orders and invoices from Sage 100cloud. Connect your sales force with all the data in Sage 100cloud and watch your productivity and profitability rise.

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### Grow and retain customers

Get the tools you need to find new customers, close sales faster, and access transaction history to build lasting, more profitable relationships. Add Sage CRM to Sage 100cloud to dynamically link processes, information, workflows, and communication channels from customer-facing activities through finance, production, and inventory systems. An award-winning solution, Sage CRM provides companywide access to your vital customer, partner, and prospect information.

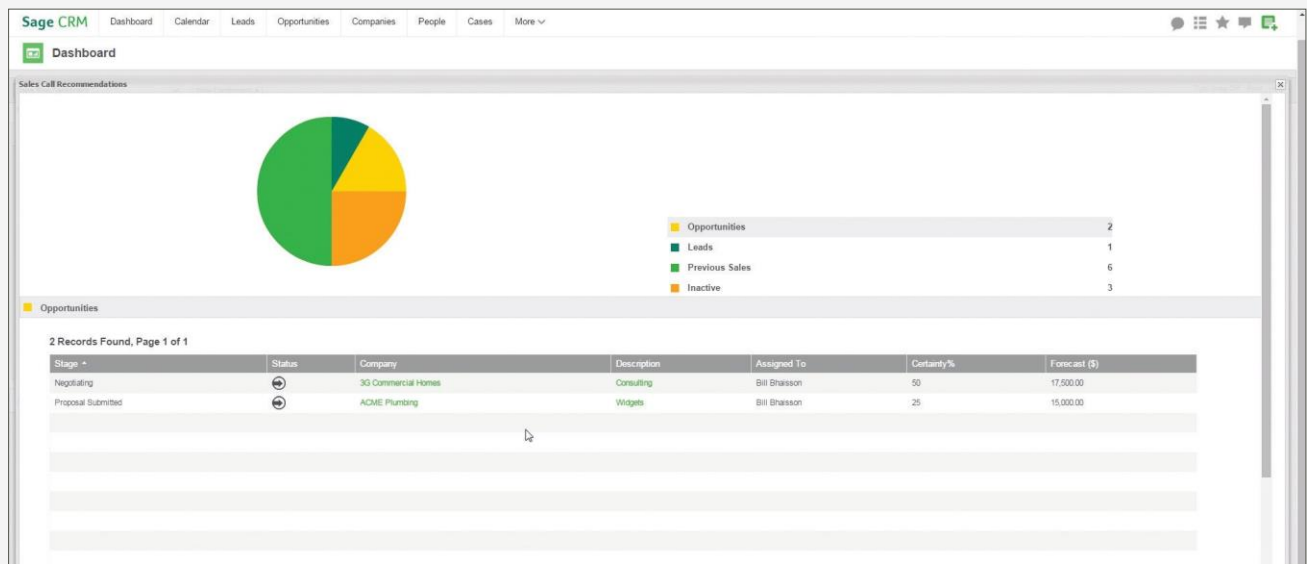
Strengthen your customer relationships, produce up-to-date sales results, increase your forecasting accuracy and productivity, and get true visibility across your business.

*Sage CRM is an add-on solution to Sage 100cloud.*



*"Now, customer data is synchronized between the two applications, and our sales and marketing teams can operate entirely in Sage CRM while still being able to view open orders, invoices, and other critical customer information coming from accounting."*

Christopher Krumm, vice president of finance, Gressco Ltd.

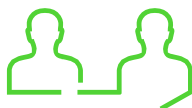


## Wow your customers with Sage CRM and Sage 100cloud

- Build customer loyalty.
- Improve satisfaction and retention.
- Boost sales.
- Achieve a better ROI.
- Set new standards for customer service.



Payroll management  
and processing



Recruiting and  
onboarding



Risk mitigation  
and compliance



Time and attendance  
management



Employee benefits  
management



Paperless  
HR



management  
Talent



support  
Decision

### Take care of your employees with Sage HRMS

- Manage all your employee-related information and processes in a single place.
- Make stronger decisions faster with improved access to workforce analytics.
- Ensure government compliance to avoid company risk in meeting federal and state rules, regulations, and reporting requirements.
- Closely monitor employee records and personnel actions, HR and ACA compliance, benefits administration, absence management, reporting (standard and custom), and data import/export actions.
- Manage key payroll functions without the headaches.
- Pay employees ontime.







## Improve effectiveness and make better decisions across key human resources and payroll tasks

Simplify payroll. Sage 100cloud Payroll is an on-premises payroll offering that is ideal for businesses that want an integrated solution to manage the complete payroll process. Sage 100cloud Payroll keeps you in control by making it possible to manage everything from tracking employee hours for pay to submitting direct deposits and filing your taxes.

If you're a U.S. business that needs the flexibility to manage payroll from anywhere, Sage Payroll Services offers both in-house and full-service options that help you stay in control of your payroll processes. Learn more about Sage Payroll Services at: [www.sage.com/us/sage-payroll-services](http://www.sage.com/us/sage-payroll-services)

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### Manage your employees

Our industry-leading, customizable Sage HRMS solution enables you to decisively meet and respond to HR management challenges. Plus stay in compliance with government regulations and optimize decision making to meet Affordable Care Act requirements.

With integrated payroll, benefits, recruiting, employee self-service, and analytics capabilities, Sage HRMS helps you to maximize every dollar you invest in employees. We call this the Return on Employee Investment.

*Sage HRMS is an add-on solution to Sage 100cloud.*



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# Our focus is your success: Get the support you deserve from a company you can trust.

Successful businesses have one thing in common: They are prepared for the unexpected. That means being ready to respond to challenges as quickly as possible—or better yet, avoid them entirely. Sage is committed to your success. With Sage Business Care—our software assurance and support program—Sage provides the upgrades, personalized service, and value you need to protect and extend the value of your Sage solutions.

There's no better way to protect and extend your software investment than through a Sage Business Care service plan. We deliver value to your organization by helping you reduce the time, resources, effort, and cost of operating your Sage solution.

For more details about Sage Business Care Plan options, visit [www.SageBusinessCare.Solutions](http://www.SageBusinessCare.Solutions) or call 1-888-721-8989 (U.S./Canada).

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## Training

Whether you are just getting started, are looking to increase your knowledge, or want to know everything about Sage 100cloud, Sage University is your training resource. You'll find that we have hundreds of courses designed for multiple experience levels and job roles. We also offer many certifications. Choose the options that best fit your needs and schedule:

- Anytime Learning provides online, on-demand, 24/7 access training.
- Realtime Learning provides online, live, instructor-led training.
- Traditional classroom training courses including lecture and hands-on lab courses.

## Local expertise

Our network of authorized business partners and certified consultants understands the challenges you face as a small or medium business. Regionally based, these experienced professionals have helped thousands of companies get up and running quickly on Sage 100cloud—and they provide the ongoing service you need for continued success.

## By maintaining an annual Sage Business Care plan, you'll benefit from:

- Continuous improvement with regular software updates to help you boost competitiveness.
- Fast, accurate responses and solutions to software issues and other technical challenges.
- Value-added solutions to help manage more of your business.
- Discounts on support, services, events, and other resources.
- Minimized business risk.





*"Sage 100 has been a part of the business for so long that we rarely think about it consciously—it just works. And it continues to improve and evolve to meet our needs."*

Rob Perkin, IT manager, Packaging Specialties

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