



Sage 100

# Module Description

The customizable standard software  
with cloud-connected capabilities

Sage

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# Product tiers

Sage 100 is available in three product tiers. Depending on your company's requirements, you can choose between Sage 100 Basic, Professional or Enterprise.

Sage 100 Basic comprises the standard functions available in the respective main package (core functions) and is thus an optimal entry-level solution. The more extensive Professional and Enterprise product tiers provide a range of additional functions which we will present in more detail on the following pages.

Sage 100 is flexible and modular, meaning it can be used in different areas of your company (based on the main packages Accounting, ERP, Production and xRM) in one of the product tiers mentioned above (Basic, Professional or Enterprise).

The product tiers differ in terms of the following functions:

System	Basic	Professional	Enterprise
Import/export of authorisations	●	●	●
Citrix MetaFrame support	●	●	●
Control centre	●	●	●
Foreign language wizard	●	●	●
LiveUpdate via internet	●	●	●
Multiple instances of the application on a workstation	●	●	●
Rule-based authorisations	●	●	●
SQL Server Express edition	●	●	●
Windows Terminal Server support	●	●	●
System Plus package: <sup>2</sup>	●	●	●
<ul style="list-style-type: none"> <li>• Any home currency (other than EUR)</li> <li>• Duplicate analysis and reconciliation for addresses</li> <li>• Rights assigned at field level</li> <li>• Delayed processing, batch postings, recurring postings, payment transactions, material planning, multi-country licence</li> </ul>			
AppDesigner Basic and Professional <sup>3</sup>	●	●	●
Aufgaben-Center (task centre) <sup>3</sup>	○	○	○
English user interface	○	○	○
Hosting package (not all modules are supported, see price list)	○	○	○
Read access	○	○	○
Multi-tenant: More than 3 tenants (up to 999) <sup>5</sup>	●	●	●
SQL Server Standard edition	○	○	○

● as standard, ○ optional

● as standard in Sage 100 Connected. Optional for Sage 100 Desktop in accordance with current price list – System Plus package only with Sage 100 Enterprise.

Other additional packages/options	Basic	Professional	Enterprise
User-defined buttons and fields with mask editor	●	●	●
Use of additional add-ins (partner solutions)	●	●	●
Document management system (DMS) <sup>4</sup>	○	○	○
Extended customization options: • Front-end customization option (ACCDB/MDA) • Use of source customizations (DLL/OCX)	●	●	●
Communication & documents convenience package <sup>2</sup>	●	●	●
3rd party licences	○	○	○
Cloud-connected services (PayPal)	○	○	○

Accounting	Basic	Professional	Enterprise
Foreign payment transactions	●	●	●
DATEV export	●	●	●
Budgeting and budget monitoring	●	●	●
Flexible data analysis	●	●	●
Girostar	●	●	●
Key figures for managers	●	●	●
Deduction of input tax	●	●	●
Payment transactions (SEPA + ISO 20022) incl. direct debitt	●	●	●
Asset accounting <sup>1</sup>		●	●
Accounting Plus package 1: <sup>1</sup> • Extended company codes and evaluation codes • Extended cost allocation • Consolidation • Cost centre hierarchy/consolidation			●
DATEV import	●	●	●
Sage e-balance sheet	○	○	○

● as standard, ○ optional

● as standard in Sage 100 Connected, optional for Sage 100 Desktop in accordance with the current price list

○ as standard in Sage 100 Connected, not available for Sage 100 Desktop

Materials Management	Basic	Professional	Enterprise
ABC analyses	●	●	●
Evaluations	●	●	●
Datanorm export and import	●	●	●
Historic inventory valuation	●	●	●
Key figures for managers	●	●	●
Price list wizard	●	●	●
Characteristics	●	●	●
Serial number management, scale discounts can be defined for customer/supplier group	●	●	●
Electrical and Electronic Equipment Act support	●	●	●
Packaging Ordinance	●	●	●
Accessories and catalogues	●	●	●
Surcharges and surcharge scales	●	●	●
ERP Plus package 1: <sup>2</sup>		(●)	●
<ul style="list-style-type: none"> <li>• Extended warehouse management and inventory including reservation and cost of sales postings</li> <li>• Extended supplier monitoring</li> <li>• Intrastat declaration</li> <li>• Project management</li> <li>• Variants</li> </ul>			
ERP Plus package 2: <sup>2</sup>		(●)	●
<ul style="list-style-type: none"> <li>• Sales planning</li> <li>• Batch management</li> <li>• Picking</li> <li>• Master and call-off orders</li> <li>• Rule-based document workflow</li> <li>• Contract management</li> </ul>			
Product configurator <sup>2</sup>	○	○	○
Invoice verification <sup>2</sup>	○	○	○
Webshop	○	○	○

● as standard, ○ optional, (●) choose between Plus package 1 and Plus package 2

<b>Production</b> <sup>2,6</sup>	<b>Basic</b>	<b>Professional</b>	<b>Enterprise</b>
Production orders	●	●	●
Production papers	●	●	●
Production control	●	●	●
Resource lists	●	●	●
Project analysis	●	●	●
Confirmations	●	●	●
CAD interface	●	●	●
Simulation	●	●	●
Calculation of preliminary/final costing	●	●	●
Production Plus package:		●	●
• BDE basic module			
• Extended costing			
• External production			
• Production planning			
Project manufacturer solution			●
Graphic resource planning/control centre	○	○	○

<b>Contact and Sales Management (xRM)</b> <sup>2,6</sup>	<b>Basic</b>	<b>Professional</b>	<b>Enterprise</b>
Dashboard	●	●	●
Address and contact management	●	●	●
Contact management with activities	●	●	●
Customer history	●	●	●
Document management for contacts	●	●	●
Email communication (sending, display, mail tracking)	●	●	●
Create letters	●	●	●
ToDo lists with follow-up	●	●	●
Calendar	●	●	●
Search function	●	●	●
Export lists	●	●	●
Forecasting	●	●	●
Checklists and questionnaire	●	●	●
Relationship management	●	●	●
Save contacts as a vCard	●	●	●
Workflow management		●	●
Computer Telephony Integration (TAPI)		●	●
File upload and download			
Support of the device's email and call functions			

● as standard, ○ optional

<b>Controlling (xRM) <sup>2,6</sup></b>	<b>Basic</b>	<b>Professional</b>	<b>Enterprise</b>
Unlimited number of views (xRM controls)	●	●	●
Publication of xRM controls		●	●
Creation and editing of xRM controls			●
Export to Microsoft Excel	●	●	●
Escalation management		●	●
Settings for extended user administration (Access masks only)			●

<b>Lead and Opportunity Management (xRM) <sup>2,6</sup></b>	<b>Basic</b>	<b>Professional</b>	<b>Enterprise</b>
Opportunity management		●	●
Cross-campaign evaluations		●	●
Ranking checklist for fast assessment of sales opportunities		●	●
Sales pipeline		●	●
Lead tracking		●	●

<b>Marketing (xRM) <sup>2,6</sup></b>	<b>Basic</b>	<b>Professional</b>	<b>Enterprise</b>
Campaign management		●	●
Mail merge/serial contact		●	●
Information manager		●	●
Contact planning		●	●
Document description		●	●

<b>Project Management and Billing (xRM) <sup>2,6</sup></b>	<b>Basic</b>	<b>Professional</b>	<b>Enterprise</b>
Create templates		●	●
Project management		●	●
Edit project process (activities, workflow)		●	●
Process checklists and questionnaires		●	●
Planning chart			●
Final costing			●
Time recording, monitoring and evaluation			●
Resource description			●
Resource expertise			●
Acceptance via digital signature			●

● as standard, ○ optional

<b>Service and Support (xRM) 2,6</b>	<b>Basic</b>	<b>Professional</b>	<b>Enterprise</b>
Property management			●
Ticket entry with times, third-party costs and planning			●
Reservation of serial numbers for the articles in the ticket			●
Periodic billing			●
Preventative maintenance			●
Helpdesk			●
Process checklists and questionnaires			●
Service Level Agreements			●
Surcharge management			●
Extended billing model			●
Ticket escalation management			●
Time zone management			●

<b>Contact and Sales Management (xRM) 2,6</b>	<b>Mobile Edition Basic</b>	<b>Mobile Edition Professional</b>	<b>Web Edition</b>
Dashboard			●
Address and contact management	●	●	●
Contact management with activities	●	●	●
Customer history	●	●	●
Document management for contacts	●	●	●
Email communication (sending, display, mail tracking)	●	●	●
Create letters			
ToDo lists with follow-up		●	●
Calendar		●	●
Search function		●	●
Export lists		●	●
Forecasting		●	●
Checklists and questionnaire		●	●
Relationship management		●	●
Save contacts as a vCard	●	●	●
Workflow management		●	●
Computer Telephony Integration (TAPI)			●
File upload and download	●	●	●
Support of the device's email and call functions	●	●	●

● as standard, ○ optional

<b>Controlling (xRM) <sup>2,6</sup></b>	<b>Mobile Edition Basic</b>	<b>Mobile Edition Professional</b>	<b>Web Edition</b>
3 view (xRM control view)	●	●	●
Export to Microsoft Excel			●
Unlimited number of views			
Escalation management			
Creation and editing of freely definable SQL reports			
Settings for extended user administration			●
Restriction of access rights to classes and reports	●	●	●

<b>Lead- und Opportunitymanagement (xRM)</b>	<b>Mobile Edition Basic</b>	<b>Mobile Edition Professional</b>	<b>Web Edition</b>
Opportunity management			
Cross-campaign evaluations			
Ranking checklist for fast assessment of sales opportunities			
Sales pipeline			
Lead tracking			

<b>Marketing (xRM)</b>	<b>Mobile Edition Basic</b>	<b>Mobile Edition Professional</b>	<b>Web Edition</b>
Campaign management			
Mail merge/serial contact			
Information manager			
Contact planning			
Document description			

<b>Project Management and Billing (xRM) <sup>2,6</sup></b>	<b>Mobile Edition Basic</b>	<b>Mobile Edition Professional</b>	<b>Web Edition</b>
Create templates			●
Project management		●	●
Edit project process (activities, workflow)		●	●
Process checklists		●	●
Questionnaires		●	
Planning chart			
Final costing			
Time recording, monitoring and evaluation		●	●
Resource description			
Resource expertise			
Acceptance via digital signature		●	

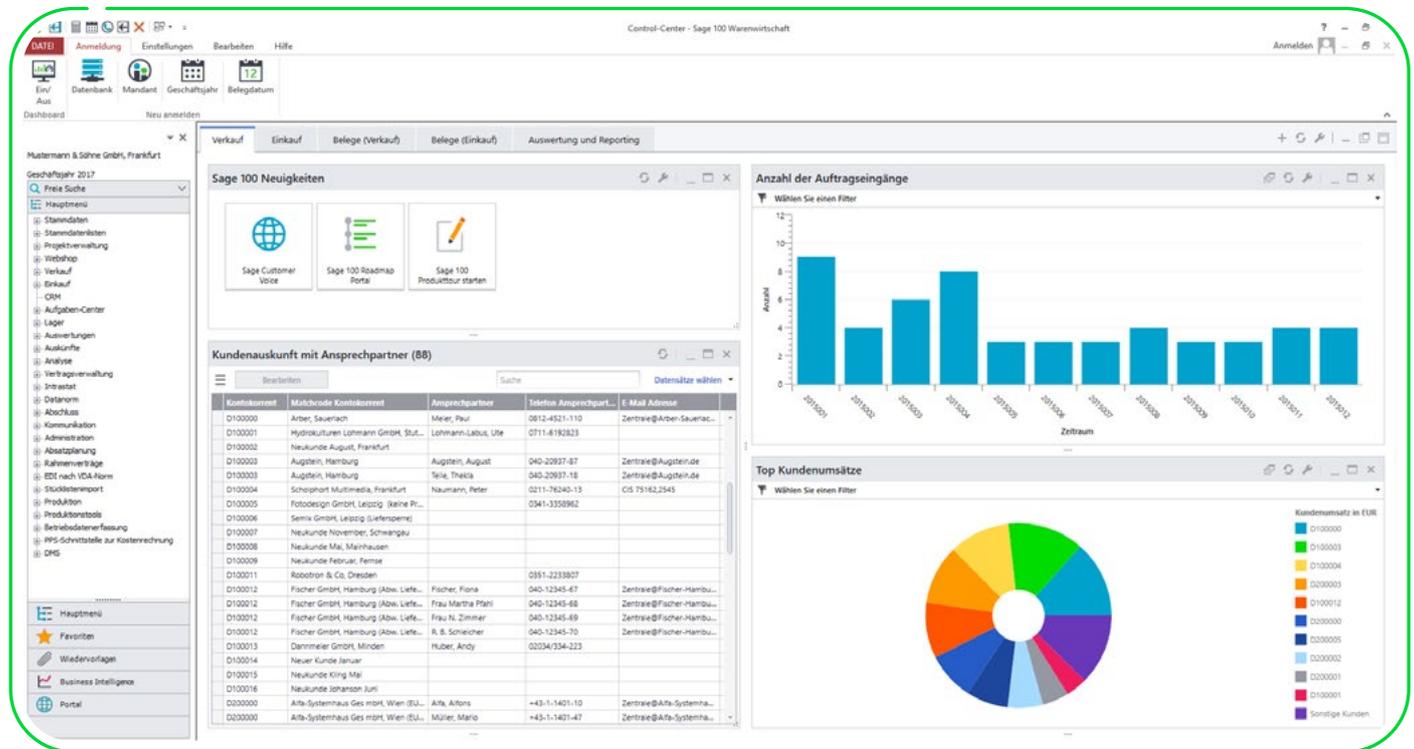
● as standard, ○ optional

<b>Service &amp; Support (xRM) <sup>2,6</sup></b>	<b>Mobile Edition Basic</b>	<b>Mobile Edition Professional</b>	<b>Web Edition</b>
Property management		●	●
Ticket entry with times, third-party costs and planning		●	●
Reservation of serial numbers for the articles in the ticket			
Periodic billing			
Preventative maintenance			
Helpdesk			
Process checklists and questionnaires		●	●
Service Level Agreements			
Surcharge management			
Extended billing model			
Ticket escalation management			
Time zone management			

● as standard, ○ optional

- <sup>1</sup> If this module has been purchased it cannot be cancelled separately, since this data package cannot be isolated out due to requirements relating to balance sheet continuity and the requirements of proper accounting. Otherwise, errors could occur in the calculation of reportable figures. Cancellation is therefore only possible for the complete application.
- <sup>2</sup> If this module has been purchased it cannot be cancelled separately, since extended calculations are performed from the date of purchase of the module using the newly added data. Isolating out this data package would result in erroneous calculations due to inconsistent data. Cancellation is therefore only possible for the complete application.
- <sup>3</sup> If this module has been purchased it cannot be cancelled separately, since otherwise, solutions created with the module could no longer be used. Cancellation is therefore only possible for the complete application.
- <sup>4</sup> To comply with retention obligations, stored data cannot be accessed without the appropriate licence. This module can therefore only be cancelled separately by arrangement with Sage.
- <sup>5</sup> If additional tenants have been purchased these cannot be cancelled separately, since stored data cannot be accessed without the appropriate licence, which would result in non-compliance with evidence and retention obligations. Cancellation is therefore only possible for the complete application.
- <sup>6</sup> This applies to all sub-modules of this module.

# System and customizability



Sage 100 takes advantage of all the benefits offered by Microsoft's sophisticated technology. With the highly scalable SQL Server, the standard version already includes an especially stable and high-performance SQL database. The front end is based on technology that is modern and easy to configure. Sage 100 thus provides your company with maximum integration capability and performance. Powerful tools provide optimal support for installing and managing the central server.

Numerous interfaces and direct access to SQL databases mean that Sage 100 can also be integrated easily into heterogeneous software environments. Its standard configuration allows for rapid implementation while the integrated LiveUpdate ensures that your software always meets current statutory requirements.

The Information function means you always have an overview of your company. Users can create their own combination of the fields to be displayed in the views from a selection provided. Ad hoc filters mean that you can quickly find the process or data record you are looking for. A main view forms the starting point. You can arrange detailed views that depend on the main view as you like on the screen. Views that are configured individually by users can be saved and are displayed again in the required configuration the next time the software is called.

The highlight of Sage 100 is the ability to extensively configure and customize it at different levels, meaning you can tailor it exactly to your needs. This starts with the individual starting point in Sage 100 with the user-customizable control centre. By using the AppDesigner and the task centre, authorized power users can make operational workflows relevant to specific jobs in just a few clicks. Customer-specific additional fields can be created directly in the administrator. With the AppDesigner, experienced customers can create their own control centre elements.

## **Sage 100 administration**

- Wizard-driven database management (no SQL Server knowledge required)
- Configuration of user-defined fields
- Free definition of the address layout
- System monitor for displaying all active processes

## **User administration**

- User and user group-based, multi-level authorisation system
- Lock and hide individual fields or whole tabs by assigning authorisations
- Rule-based authorisations (such as order up to EUR 10,000)

## **Installation and maintenance**

- Simple installation via setup (including MS Windows terminal server and Citrix MetaFrame)
- Short implementation times
- LiveUpdate via internet

## **Interfaces**

- Mail merge wizard for creating mail merges automatically with Microsoft Word
- Excel export of report data
- Send lists and documents by email
- Interface to data import from third-party systems
- Booking import interface
- DATEV import and export interface
- Article import and export via Datanorm and XML
- Customer and document import via XML
- Export of fiscal years in IDEA format
- Google Maps connection

## **Control centre**

- Customizable entry to Sage 100
- Freely designable interface for specific workplaces in the company
- Start the editing functions of Sage 100 from a central location
- Improve efficiency by adapting Sage 100 to working methods
- Show important information and thus increase efficiency

## **Support of terminal server and Citrix MetaFrame**

- Use of Sage 100 in decentralised organisations
- Simple, central installation and maintenance
- Modest hardware requirements placed on clients
- Sage 100 Client in the web browser via MS Windows terminal server or Citrix MetaFrame

## **Duplicate analysis and reconciliation for addresses**

- One-time analysis of all address data
- Optional analysis while entering an address
- Clear display of the differences between the duplicates found
- Simple reconciliation of individual values of the duplicates
- Transfer of all open account information when reconciling duplicates
- Identification of duplicates not to be reconciled

## **AppDesigner**

- Simple creation of screen elements and reports without time-consuming programming
- Create screen information and control centre elements
- Change the correspondence forms for desktop
- Access to Sage 100 tables and business processes
- Call Sage 100 masks directly from screen elements
- Create your own reports with graphics and diagrams

## **Configuration stages of the AppDesigner**

- AppDesigner Basic:
  - Runtime environment for reports
  - Reports and correspondence forms customized by the business partner can be imported
- AppDesigner Professional:
  - Runtime environment for reports and runtime environment for screen elements
  - Reports that were created by the business partner (correspondence forms/standard reports) and information and control centre elements for example can be imported as screen elements
- AppDesigner development tool:
  - End customers can create their own reports and screen elements with the AppDesigner.

## English user interface

- Translated Sage 100 user interface (except for administrator, production, xRM, DMS, help, documentation)
- High quality translation by native speakers
- Individual language setting per user
- Simple language selection using the Windows system control functions
- Foreign-language Sage 100 Quick Reference Guide
- Additional foreign languages can be supplied as a partner solution

## Aufgaben-Center (task centre)

- Design as many evaluations and individual views of your data as you like via Drag & Drop
- Bring lists that were previously in Excel back into Sage 100
- Enhance your reports with meaningful diagrams
- Transfer selected data directly back to Excel, as a PDF file or print it out directly
- A convenient configuration tool already recognises all data from Sage 100 and helps you select the data you require
- With the task centre's external client, you can access the data you need even from outside Sage 100

## Configuration stages of the Aufgaben-Center (task centre)

- Task centre Basic
  - 3 individual task centre lists
  - List creation by partners
- Task centre Professional
  - Any number of task centre lists
  - Creation of lists by partner
- Task centre Enterprise
  - Includes Professional edition
  - Convenient configuration tool for creating lists
  - Creation of task centre lists for licence holders
- External client
  - Access to Sage 100 data even without Sage 100 client
  - Runtime environment for existing lists
  - Runtime environment for existing modules (e.g. incoming invoice verification, project manufacturer module)
  - Adherence to third party and other Sage 100 and task centre licence provisions mandatory

## Read access

- Local information workstation for all employees with information needs
- Risk-free, read-only access to your data
- Operated similarly to normal Sage 100 workstations
- Access to control centre, evaluations, reports and detailed information on customers, sales figures, articles, purchasing and sales documents, open items, cost centres, production orders and much more
- Can be enhanced with customer-specific, read-only reports by your Sage partner

## Customizability

- Customize the interfaces via Drag & Drop
- User-defined fields for individual data
- Easily configurable processes

## Customization of business processes\*

- Easy integration of third-party applications (add-in technology)
- Extendable business logic
- Defined interfaces to the Sage 100 business objects
- Comprehensive partner solution catalogue

## Customization to operational processes

- Document sequence in Materials Management can be changed
- Specification of rules for further processing of documents by specific users or user groups
- Definition of individual search methods
- Flexible definition of the number format of customers, suppliers, articles, GL accounts, cost centres etc.
- User-defined fields in the master and transaction data including mask editor
- Configurable field sequence in document entry
- Automatic translation of documents for foreign business partners

## Customization of the program interface

- Favourites so frequently used program functions can be called up quickly
- Font size adjustments as accessibility function
- Individual layout and display of fields via Drag & Drop
- Definition of buttons and keyboard shortcuts for frequently used functions

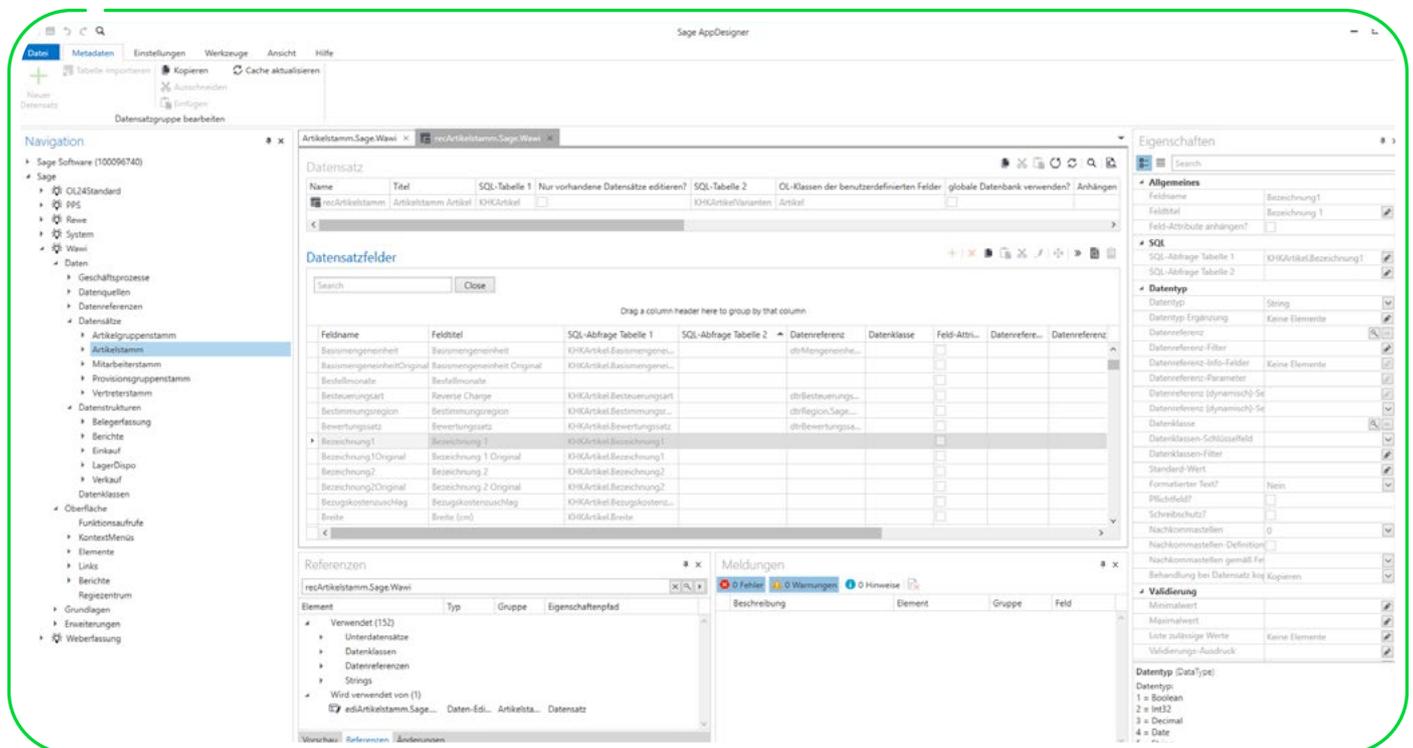
## Customization of program output

- ReportDesigner for customizing (client-specific) correspondence forms
- Creation of individual evaluations with the report wizard
- All correspondence forms and reports can be sent optionally by email as a PDF file

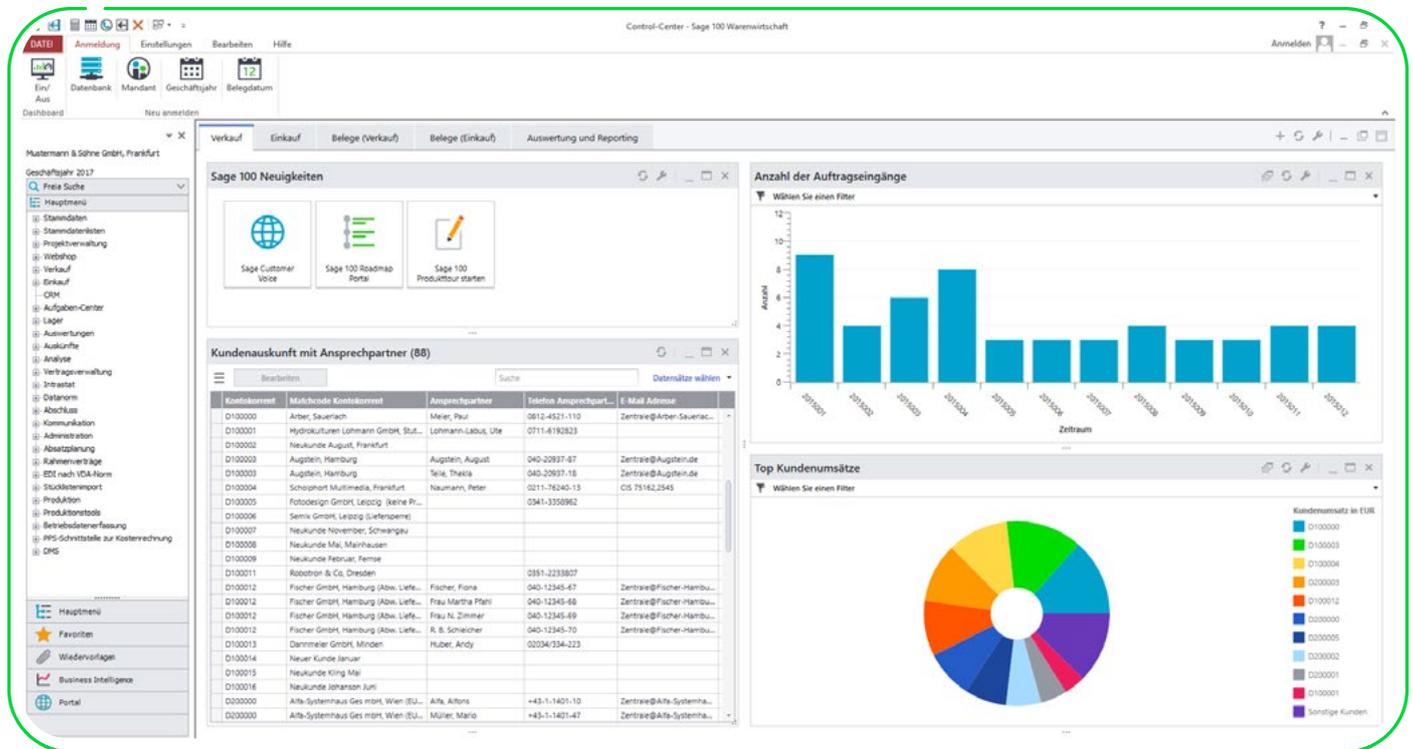
## Communication & documents convenience package

- Collective documents in Purchasing for Goods Receipt and Invoice Receipt
- Correspondence forms sent by email
- Non-discountable articles
- e-invoice sent in ZUGFeRD / XRechnung format

\* Usually by Sage sales partners who may use 3rd party application objects that are subject to licence.



# Accounting



The GoBD-certified Accounting module in Sage 100 covers all key areas of operational accounting with Financial Accounting, Asset Accounting, Cost Accounting and Budgeting. With its multi-tenant capability and company and evaluation codes, you can manage and evaluate all accounting processes for several companies or individual corporate divisions and branches.

Furthermore, you can prepare financial statements by using alternative accounting principles such as IAS/IFRS or US-GAAP. This ensures you have the maximum overview of your business data and a modern accounting system at the highest level. Accounting also includes payment transactions and B2C and B2B direct debits in accordance with the SEPA regulations.

## Master data

- Any number of open posting years and periods
- Current accounts and GL accounts that are compatible with multiple currencies
- Collective accounts for customers and vendors
- Unlimited number of bank accounts
- As many payment terms per customer/vendor as you like
- Integrated cost accounting with cost object/cost centre/cost type allocation
- Consolidation cost centres and cost objects with hierarchical levels
- Freely definable GL framework and standard chart of accounts for SKR03 and SKR04
- Revision log for tracking changes to master data
- Budget planning by period or financial year
- Management of any number of budgets
- Acquisition of previous year's values (planned and actual) including flexible adjustment

## Posting entry

- Individually configurable posting entry, optionally as dialogue and batch posting
- Alternative fast entry and integrated cash ledger
- Write-off dialogue for open item clearing
- Postings possible in every currency with automatic exchange rate adjustment
- Consideration of country-specific tax codes
- Configurable automatic postings such as sales and pre-tax earnings, exchange differences etc.
- Recurring postings can be saved
- Freely configurable posting import from external systems
- Budget planning over several financial years for customers, vendors, GL accounts and for cost centres, cost objects and consolidation cost types
- Different financial year
- Write-off wizard for minimal amounts
- Logging of changed or deleted postings
- User-defined fields for additional information for a posting
- Period and annual financial statement wizard

## Other functions

- Integrated multilingual dunning process with any number of dunning methods and levels
- Printing of dunning notices including transfer forms
- Automatic payment transactions for creating direct debits and transfers with electronic data medium exchange including remittance advices
- Credit card entry and log
- VAT advance payment notice with VAT validation including ELSTER (electronic tax return)
- Recapitulative statements
- DATEV import and export interface
- Materials Management documents can be called directly from Accounting
- Group consolidation for balance sheets, account balance lists and other evaluations over several tenants and/or several databases
- Delayed processing for recurring postings, batch postings and payment transactions
- Home currency other than EUR
- Alert function providing a clear overview of budget deviations
- SEPA payments and direct debits with mandate management
- Liquidity planning and overview
- Deduction of input tax

## Foreign payment transactions

- Foreign bank transfers in accordance with Foreign Trade and Payments Ordinance (AWV)
- Management of foreign bank account details with bank IBAN and SWIFT ID
- Creation of the DTAZV file for transmitting the transfer details to the house bank. Electronic reporting system in foreign payment transactions (reporting forms Z4, Z10 of the AWV)
- Optional selection of the most cost-effective variant and summary of several open items for a payment up to the reporting limit

## Budgeting and budget monitoring

- Budgeting at account or group level by period or financial year
- Management of as many budgets as you like and acquisition of previous year's values (planned and actual) including adjustment
- Alert function for an overview of deviations
- Checklist for critical or exceeded budgets
- Warning issued for budget overruns during posting
- Consideration of open purchase orders and warning issued if budget is overrun when posting a purchase order (only in connection with Materials Management)

## Girostar

- Initial account assignment of bank statements that can be transmitted electronically
- Automatic OP reconciliation through the OP, customer or supplier numbers identified in the intended use
- Automatic consideration of discounts and goodwill
- Predefined import templates for SFirm, Multicash, Geno-Light, ZV-Light, StarMoney and DB-Dialog
- Simple post-processing of undetectable turnover with a special post-processing mode
- Automatable creation of bank details of recognised customers and suppliers
- Import of bank statements in file format CSV/TXT, MT940 and camt.053
- Import PayPal account statements and use for automatic OP reconciliation (in connection with Sage Webshop)
- Automatic posting of returned direct debits (only camt.053)

## Key figures for managers

- Over 40 mission-critical key figures
- Customer perspectives, everything about your customers: from turnover and receivables to payment practices
- Quality perspectives, late deliveries, returns and order cancellations to granting of rebates
- Product perspectives, product sales and inventory developments to work in progress
- Company perspectives, access to all balance sheet and P&L items
- Trend comparisons, how individual key figures change in relation to each other

## Asset accounting

- Asset master for managing your inventory
- Automatic calculation and posting of all depreciation and special depreciation in accordance with the statutory provisions
- Automatic determination of the most favourable time to change the depreciation method from declining to straight-line from a tax point of view
- Simulation to select the optimal depreciation method
- Separate imputed depreciation for company-internal evaluations in cost accounting
- Valuation accounts for showing procurement costs and depreciation separately
- Extensive evaluations such as assets analysis (including historical), depreciation overview, assets chart
- Support of all permissible depreciation forms for low-value assets (LVA)

## Extended company and evaluation codes

- Assignment of postings to company codes
- Locking of GL accounts for individual company codes
- Assignment of company codes to evaluation codes
- Creation and post-processing of other accounts payable/receivable
- All evaluations according to evaluation codes
- Uniform master data
- Branch-specific and overarching evaluations
- Alternative (branch-specific) asset accounting
- Payment transactions and dunning per branch
- Support of pool depreciation for low-value assets

## Extended cost allocation

- Multi-level allocations of cost allocation plans with as many allocation steps as you like
- Cross-period allocation process
- Flexible definition of allocation formulas using account turnovers (e.g. statistics accounts), percentage rates, absolute values etc.
- Alternative allocation and determination of the allocation formula based on actual and/or planned costs
- Allocation log for clear monitoring

## Sage e-balance sheet

- Transmission of the e-balance sheet to the financial authorities
- Totals and balance list imported via interface
- Various taxonomies can be selected
- GL accounts can be assigned to the taxonomy item via Drag & Drop and master data is recorded for each legal entity
- Templates for SKR 03 and SKR 04 enable automated mapping to taxonomy items when using this standard chart of accounts
- Completion, validation and dispatch of the e-balance sheet

## DATEV export

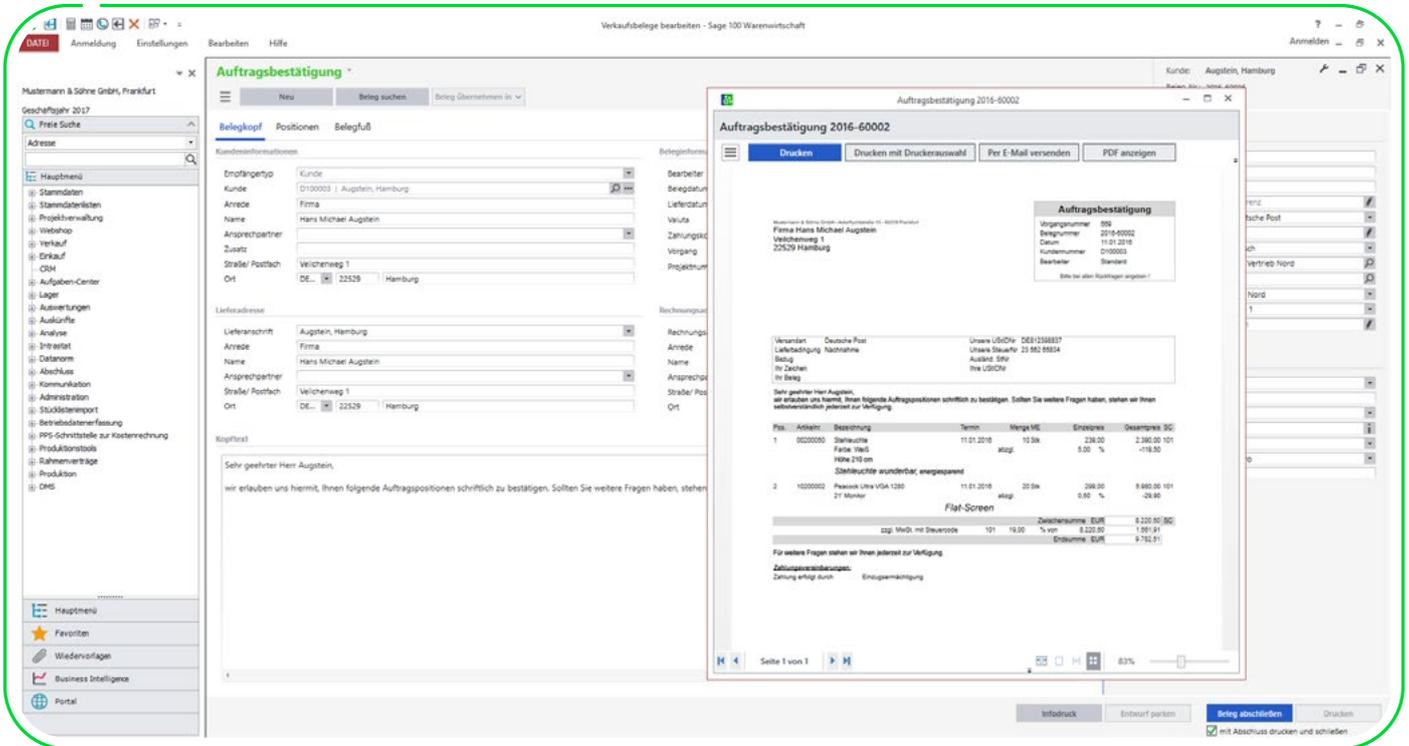
- Export to DATEV (DTVF/EXTV) format or postal format
- Transfer of the postings by period, posting or document date
- Avoidance of duplicates by identifying exported posting records
- Transfer of cost centres and cost objects
- Separation of a Sage posting into various partial posting records for the DATEV export (open items, cost centres, cost objects, GL accounts)

## DATEV import

- Import of DTVF files
- Processing capability of closing postings by tax advisors



GoBD certificate for Financial Accounting in connection with Sage DMS or GoBD package



The multi-tenant compatible ERP module of Sage 100 integrates all functions from the areas of order processing, order management and warehouse management, thereby offering an overall solution for the areas of Purchasing, Sales and Logistics. Materials Management is compatible with foreign languages and currencies and is thus especially suitable for international use. With integrated telemarketing and the option of automatically displaying accessories and catalogues, this gives you the opportunity to generate additional business.

## Master data

- Address master including customer and supplier master
- Management of as many contacts and supplier addresses per open account as you like
- Representative pool with individual commission groups
- Article master with multi-level article group hierarchy
- Project management with project tab (purchasing and sales overview)
- Multi-currency enabled open accounts and multilingual article texts
- Serial number management with where-used lists and scanner support for entry and selection
- Management and printing of article images
- Versatile planning methods
- Multi-step, variable bills of materials
- Payment terms per customer and supplier

## Master data (continued)

- Customer and supplier-specific article data such as designations, scale prices/discounts and special conditions
- Hierarchically organised, multi-level price and discount lists, flexible discount and surcharge calculation
- Price calculation with margin simulation
- Datanorm export and import including wizard for deleting unused articles
- Multi-warehouse management including inventory per warehouse
- Packaging and ingredients

## Purchasing, sales, warehouse management

- Clear document design with headings, alternative items and subtotals
- Foreign-language purchasing and sales documents
- Attractive correspondence documents by means of a flexible design and any number of article images
- Correspondence can be sent by email as a PDF file
- Configurable purchasing and sales document types
- Freely definable document sequence and company workflow for mapping individual processes
- Display of current and planned stock
- Automatic transfer of accessories (natural discounts) and display of an accessories catalogue
- Automatic item planning and creation of order proposals, price enquiries and purchase orders
- Order-based purchase orders and price enquiries with sales references
- Convenient document creation with standard templates, document and item copies
- Process-orientated summary of individual documents for collective invoices including batch printing
- Automatic creation of deliveries/invoices

## Characteristics

- Definition of any number of characteristics for the articles
- Search over any combination of characteristics

## Key figures for managers

- See service description under Accounting. Access to Accounting data only possible with simultaneous use of the Accounting main package.

## Evaluations

- Comprehensive sales statistics for customers, suppliers, articles, representatives and their groups
- ABC analyses for customers, suppliers and articles
- Lists of orders received, quantity and status
- Project overview and project lists
- Various inventory lists and inventory valuation lists
- Reports on open processes and processes with delivery delay
- Boss overview with graphical display option
- Information about open items and accounts for each customer/supplier
- Excel transfer of the reports in raw format
- Individual evaluations with report generator

## Extended purchasing

- Delivery date monitoring
- Automatic creation of dunning documents
- Recording of delivery confirmation by supplier
- Supplier evaluation on the basis of delivery reliability
- Inbound and outbound records for goods and invoices
- Automatic credit limit check and optional delivery block
- Immediate accounting transfer or in batches
- Automatic stock postings and manual accesses, withdrawals, transfer postings etc.
- Inventory alternative as a periodic inventory, upon storage or by means of zero stock checks, including inventory valuation
- Invoices sent digitally and electronically with signature and verification
- Document texts can be freely formatted

## Extended warehouse management and inventory including reservation and cost of sales postings

- Various warehouse technologies (such as high-bay warehouse)
- Storage location management with article-specific storage location accesses and optimisations as well as withdrawal and assessment methods (LIFO/FIFO)
- Reserved order quantities, floating postings
- Warehouse exclusion with planning
- Goods receipt and goods issue warehouse
- Extended inventory methods and inventory history
- Correction list for articles not recorded
- Recount list with tolerance values for inventory differences
- Recording of reasons for planning and ordering

## **Intrastat**

- Summary of all intra-Community movements of goods
- Automatic collection of data from Materials Management
- Extension option for manual goods movements
- List of goods with import interface
- Direct printing on forms possible
- File creation in XML and ASCII format

## **Project management**

- More comprehensive project master with document collection
- Recording of materials, services and resources
- Time recording including transfer to Human Resources
- Project-specific purchasing and sales processes with individual prices and fixed prices per item
- Project billing with down payment and final invoices including transfer to Accounting
- Project final costing and extensive reports

## **Variants**

- Characteristic-based management of article variants
- Simple variant recording in a matrix
- Optional, variant-specific article data (calculated purchasing and sales price and discount, EAN code, weight, supplier and customer data)

## **Sales planning**

- Creation of several active sales plans
- All information at a glance for effective planning
- Calculation of material requirements based on sales forecasts
- Capital requirements determination
- Direct creation of purchase order and production proposals
- Cumulated and detailed transfer of the plan and requirements data to Excel

## **Batch management**

- Identification of articles that are subject to batch management
- Automatic requirement of the batch number within document entry and for stock movements
- Where-used list of batches (batch where-used list)
- Expiry date management and batch-specific texts
- Batch and serial numbers in production (if Production is used)

## **Picking**

- Automatic creation of a picklist
- Optimisation by date, customer or warehouse
- Direct transfer of the picklists to delivery notes
- Correction of the quantities actually picked
- Serial number/warehouse/batch entry
- Batch printing of delivery notes

## **Master and call-off orders**

- Management of master and call-off orders
- Monitoring the progress of article inventories
- Direct creation of purchasing, sales and production documents from the planning module

## **Contract management**

- Management and execution of periodically recurring sales processes
- Simple derivation of model contracts with repetition from standard documents as well as assignment of repetitive contracts to the customer with a start and end
- Wizard for creating sales documents
- Reports by contracts and periods

## **Invoice verification**

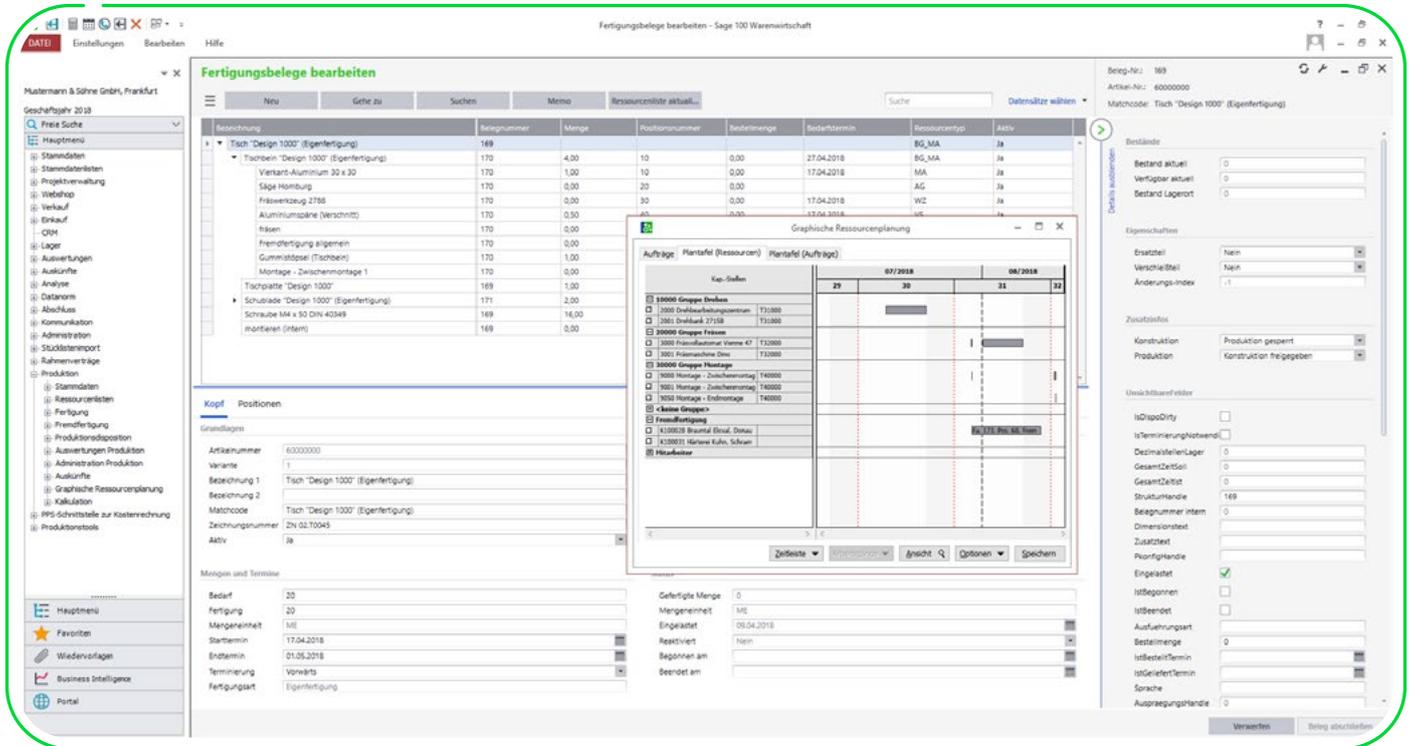
- Simplified, semi-automated document flow with comprehensive controlling and overview of statuses and due dates
- Faster processing by means of email notifications
- Liquidity planning: Discount dates and due dates at a glance
- Avoidance of dunning fees
- Compliance with corporate guidelines and rules by means of configurable evaluations with traffic light function
- Any number of audit steps within the process
- Configurable release limits and substitute rules
- Can be used within Sage 100 but also as an external client via the task centre
- Adherence to third party and other Sage 100 and task centre licence provisions mandatory
- Document transfer to DMS (in connection with Sage 100 DMS)

## Webshop

- Automated processes between the webshop and Sage 100 (master data and documents)
- Fully integrated with Sage 100
- Attractive shop design
- Search engine optimisation (SEO)
- Fast start-up
- Marketplace integration
- Integration of various payment providers
- Sophisticated pricing and campaigns
- Order transfer with status confirmation
- Monitoring of receipt of payment
- Delivery, shipping and billing
- Automated processing of PayPal payments
- Supported currency: EUR



# Production



Sage 100 Production is the modular software solution especially for the specific requirements of medium-sized companies in the production industry. The development of Sage 100 Production focused on three main aspects: above-average functionality, integration into sophisticated Microsoft technology and a high degree of personalization. The result is a high-function solution that is integrated seamlessly into Sage 100. Its consistent industry orientation and open system architecture ensures a high degree of flexibility and it can be integrated perfectly into the working processes of medium-sized production companies – all that with a superior price/performance ratio. For increased transparency, efficiency and competitiveness!

## Production control

- Forward and backward scheduling
- Individually customizable production documents
- Configurable production order overview
- Just-in-time scheduling
- Drilldown for detailed information
- Production proposals based on various planning parameters
- Summarize or split orders
- Integrated material planning
- Display of bottleneck items (material and capacity)
- Feasibility information with colored warning function
- Multiple machine occupation

## Resource list

- Everything at a glance: materials, work operations etc.
- Graphical visualisation of tree structures
- Drilldown to branch directly to the master data
- Creation of print documents such as
  - Structure BoM
  - Quantity BoM
  - Single level BoM
  - Component usage list
- Structure and component usage
- Capacity groups and workplaces

## CAD interface

- Consistent concept from construction and planning to production
- No double entry necessary
- Avoidance of errors when creating BoMs
- Any CAD systems can be integrated
- Automatic BoM reconciliation with construction changes in the CAD system

## Simulation

- Called directly from the quote/order
- Backward scheduling with start date determination
- Bottlenecks displayed in the area of materials and workplaces
- Forward scheduling with bottleneck correction and observance of material availability
- Automatic determination of delivery deadlines and transfer to quote or order
- Existing production orders can be rescheduled and verified
- Progress display shows the degree of completion of a product over several hierarchical levels

## Extended costing

- Freely definable costing procedure
- Batch calculation of several articles
- Writing back of the calculation results

## Calculation of preliminary/final costing

- Clear preliminary costing of a resource list
- Costing of individual modules
- Simultaneous final costing
- Use of costing surcharges such as:
  - Procurement surcharges
  - Production surcharges
  - Third-party work surcharges
  - Management surcharges
  - Revenue surcharges
- Detailed information about the costs of each production stage
- Direct modification of the costing rates

## BDE basic module

- PC-supported entry of order times and material withdrawals
- Secure entry via barcode
- Recording of planned and unplanned work operations
- Recording of planned and unplanned material withdrawals including batch information
- Connection of terminals from any manufacturer
- Document-free material and order time recording directly on the screen

## External production

- Processing of external production with order management
- Creation of external production proposals
- Creation of price requests for outsourcing
- Consideration of material purchase orders
- Automatic warehouse booking out of provisions of materials or components
- Dynamically created external supplier warehouse
- Greater adherence to schedules by means of preliminary purchase orders
- Just-in-time scheduling of outsourcing

## Graphic resource planning

- Graphical display of all resources: Machines, employees, external manufacturers
- Drilldown for document data
- Display of dependencies
- Graphical display of capacity utilisation
- Confirmations integrated – highlighted in colour
- Immediate impact on material requirement and planning
- Drag & Drop moves including dependencies
- Order view

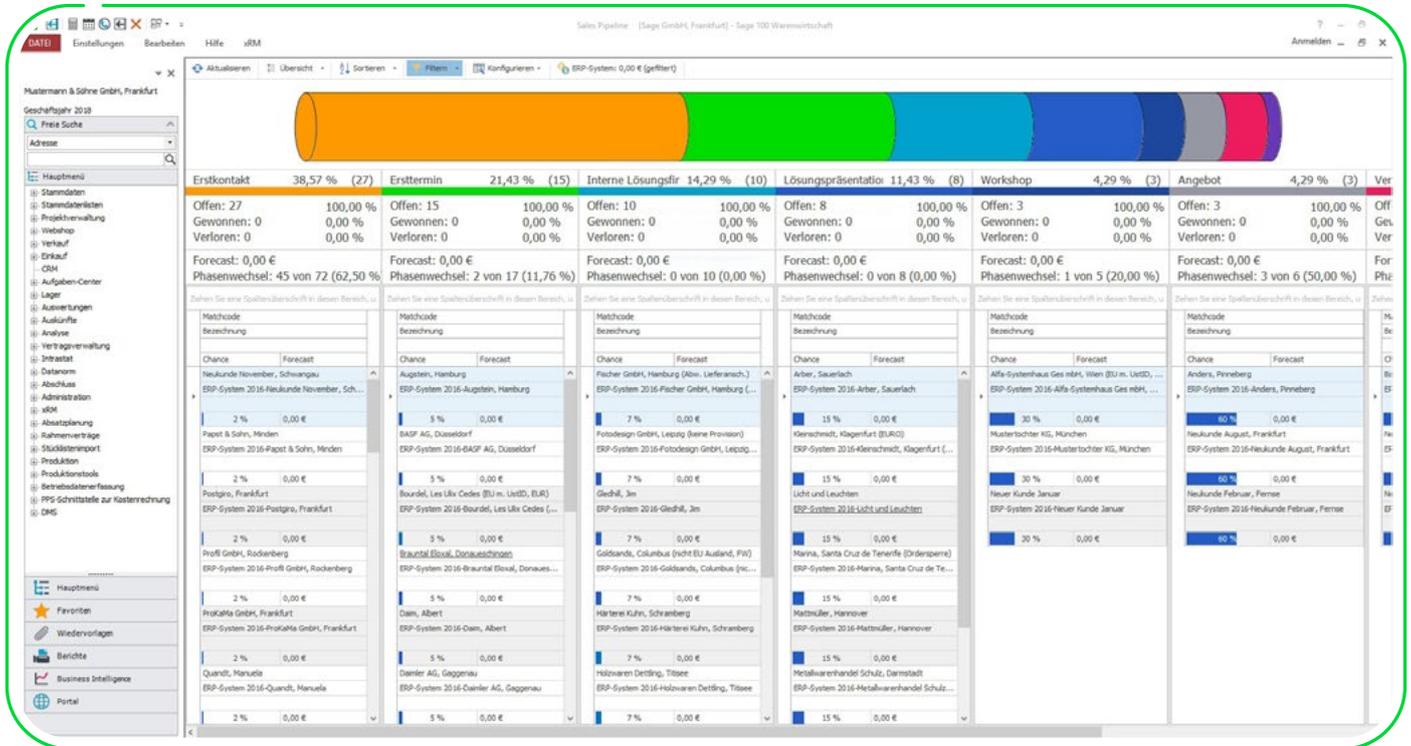
### **Project-related production**

- Material planning directly from the project
- The requirement source can be printed directly from the purchasing documents
- Identification of changed BoM items
- Detailed tracking of changes including change index
- Integrated article quick creation for growing BoMs

### **Project manufacturer solution**

- Project and cost object structure
- Growing BoM with flexible CAD import
- Project-specific material and capacity view with integrated material procurement
- Make or buy: flexible outsourcing of work orders
- Web-based project time recording: optional
- Integrated project cockpit – overview of costs, revenue, material requirements at any time





Sage 100 xRM, with its 360 degree view, provides maximum transparency across your entire company. Our software solution also offers more than simply managing company master data: whether you work with projects, service processes or mobile order entry – Sage 100 xRM is the evolutionary further development of the classic CRM (Customer Relationship Management) model.

The xRM solution is fully integrated into Sage 100 and enhances your ERP processes in sales, marketing, purchasing, project business, service and support as well as controlling. It acts as a control centre in your Sage 100 solution, providing an optimum overview of all your work processes. You can also tailor Sage 100 xRM perfectly to the respective company processes by using variable switches – all that in a central database without program modifications and interfaces.

## Kontakt- und Vertriebsmanagement

- Dashboard for fast access to all important contact and address information and tasks
- Address and contact management
- Contact management with activities
- Customer history
- Document management for contacts
- Email communication (sending, display, mail tracking)
- Create letters
- Computer Telephony Integration (TAPI) with caller ID
- ToDo lists with follow-up
- Calendar
- Search function
- Export lists
- Forecasting
- Workflow management for delegating tasks
- Checklists and questionnaire
- Relationship management
- Save contacts as a vCard

## **Lead and opportunity management**

- Opportunity management
- Cross-campaign evaluations
- Ranking checklist for fast assessment of sales opportunities
- Sales pipeline as a visual overview of sales opportunities
- Lead tracking

## **Marketing**

- Campaign management for planning, creating and monitoring campaigns
- Mail merge, email merges and contacts
- Information manager for addresses, contacts, projects and objects
- Contact planning
- Document description

## **Project management and billing**

- Create templates
- Planning chart for individual planning of single steps
- Project management
- Edit project process (activities, workflow)
- Document entry and document billing
- Process checklists and questionnaires
- Final costing
- Time recording, monitoring and evaluation
- Resource description
- Resource expertise

## **Service & Support**

- Property management
- Ticket entry with times, third-party costs and planning
- Reservation of serial numbers for the articles in the ticket
- Periodic billing
- Preventative maintenance
- Helpdesk
- Process checklists and questionnaires
- Service level agreements
- Surcharge management
- Extended billing model
- Ticket escalation management
- Time zone management

## **Controlling**

- 3 view (xRM control view)
- Various views
- Creation and editing of freely definable SQL reports
- Escalation management
- Export to MS Excel
- Restriction of access rights to classes and reports
- Configuration of extended user administration

## **Web Edition**

### **Technical characteristics**

- Multi-browser support
- Client authorisation and function authorisation
- Calendar with Microsoft Exchange interface
- Settings for extended user administration
- Restriction of access rights from classes and evaluations

### **Contact and sales management**

- Dashboard
- Address and contact management
- Contact/task management
- Clear customer history with address records
- Document management for contacts
- Email communication (Microsoft Exchange, SMTP, IMAP)
- Support of the device's email and call functions
- File upload and download
- Create letters
- Computer Telephony Integration (TAPI)
- ToDo list with follow-up and calendar display
- Calendar with Microsoft Exchange synchronisation
- Search function
- Export lists
- Address and project-related forecasting
- Workflow management
- Checklists and questionnaire
- View of reports
- Relationship management
- Activities for contacts and processes
- Export an address as a vCard
- Information manager maintenance

## **Project management and billing**

- Create templates
- Project management
- Edit project process (activities, workflow, services, checklist, questionnaire, time entries)
- Resource calendar as an overview and for managing resources
- Project time recording, monitoring and evaluation

## **Service management**

- Information overview and object management with accessories list
- Service process recording with time recording, checklists, external costs and planning
- Catalogue of questions and answers for service processes
- Resource calendar as an overview and for managing resources

## **Controlling**

- Creation and editing of xRM control views
- Display and integration of existing xRM control views
- Provision and assignment of xRM control views
- Transfer to Microsoft Excel

## **Document entry**

- Display all Sage 100 sales documents as a quick guide
- Enter and edit quote and order confirmation
- Independent document printing with PDF export

## **Mobile Edition**

### **Technical characteristics**

- Multi-browser support
- Multi-device support
- Client authorisation and function authorisation
- Access control for mobile users
- Restriction of access rights from classes and evaluations

## **Contact and sales management**

- Dashboard
- Address and contact management
- Contact/task management
- Clear customer history with address records
- Document management for contacts
- Support of the device's email and call functions
- File upload and download
- Search function
- Workflow management
- Checklists and questionnaire
- View of reports
- Relationship management
- Export an address as a vCard

## **Project management and billing**

- Project management
- Edit project process (activities, workflow, services, checklist, questionnaire, time entries)
- Mobile project time recording, monitoring and evaluation
- Acceptance/digital signature (process-related)
- Report with sending via email

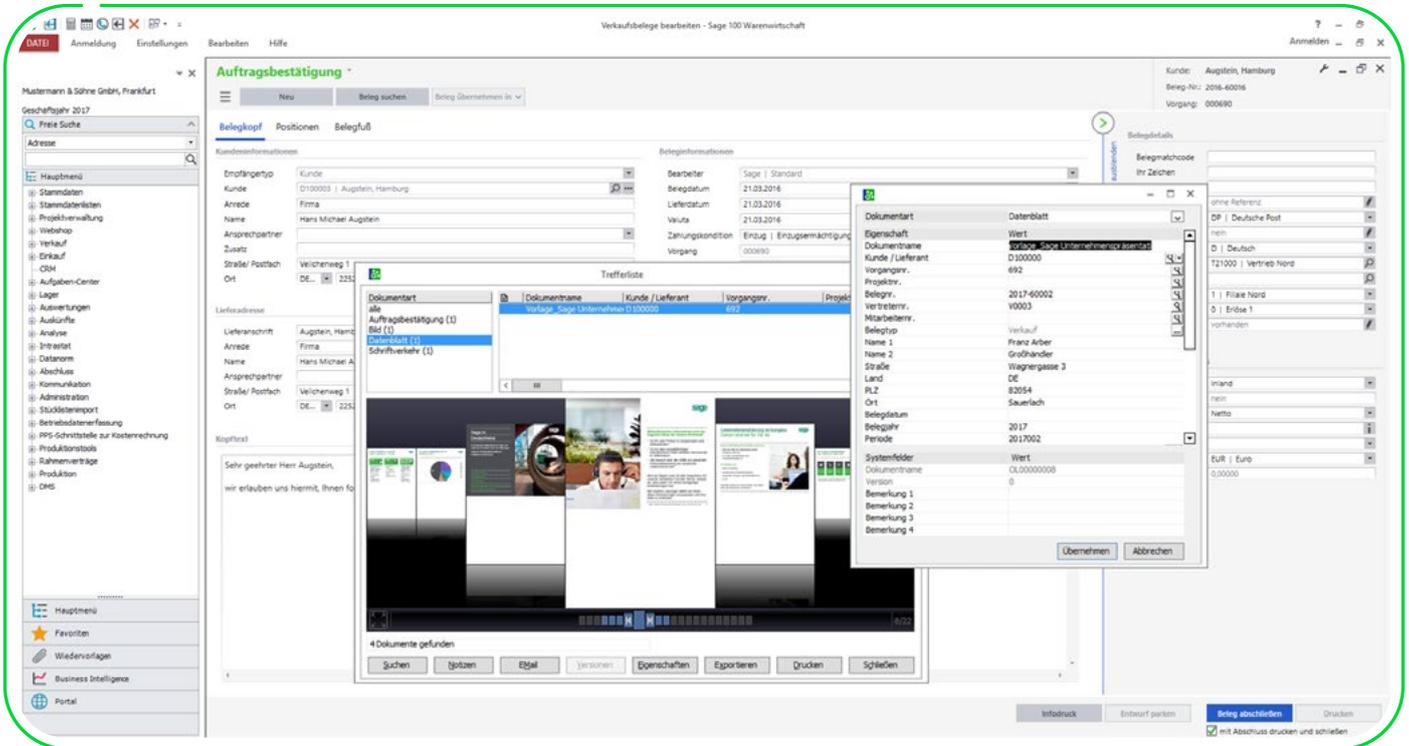
## **Service management**

- Information overview and object management with accessories list
- Service process recording with time recording, checklists, external costs and planning
- Catalogue of questions and answers for service processes

## **Controlling**

- Creation and editing of xRM control views
- Display and integration of existing xRM control views
- Provision and assignment of xRM control views

# DMS



Sage 100 DMS is a document management system (DMS) that is aligned with the essential requirements of medium-sized companies on a DMS. At the centre of the DMS is a digital archive as a central platform for company-wide information and knowledge management. Sage 100 DMS is the solution for more efficient filing and search processes throughout the company and is available to every Sage 100 workstation as well as to PC workstations that do not have access to Sage 100 by using the “Smart Start” client. Sage 100 DMS is tailored uniquely to the requirements of Sage 100 customers and follows the principle of “simplicity instead of complexity”. This principle is put into practice in terms of simple and fast commissioning, the market-orientated DMS functionality, and, in particular, the convenience offered by the especially close integration into Sage 100 as the leading system. Last but not least, Sage 100 DMS has an impressively simple pricing model.

## Overview

- DMS functionality for Sage 100 client
- Function calls for DMS at over 50 locations in Sage 100
- Materials Management, Accounting and Production (menu structure, list field selection, radio buttons, context menu and control centre)
- Easy to install via setup
- Enhanced with Drag & Drop
- Document verification
- GoBD-compliant archiving



### **Document entry**

Paper documents  
Digital documents  
Multimedia data  
Drawings/graphics  
Email



### **Archiving**

Central storage in  
the digital archive



### **Access**

Search and display

## **Archiving of Sage 100 documents**

- Automatic archiving of all purchasing and sales documents in the Materials Management module each time they are printed from Sage 100
- Automatic archiving of all dunning notices, payment and direct debit notices in the Accounting module each time they are printed from Sage 100
- Transfer to the archive via PDF printing in the background
- Automatic indexing (keywording) with over 20 indexes from Sage 100 data
- Automatic archiving of production orders in the Production module each time they are printed from Sage 100
- Automatic full text keywording

## **Archiving of external documents**

Context-related archiving of external documents that do not originate from Sage 100 (such as emails), with automatically proposed indexing in Sage 100 Materials Management, Accounting and Production and full text keywording

- Context-independent archiving of external documents with manual indexing
- Integrated plausibility check for various indexes
- Manual selection from one or more external documents from the digital incoming directory/inbox
- User-specific mailbox

## **Search and display archived documents**

- Context-integrated, automatic search and document display
- Hit list encoded by document types and across all document types
- Filter function in the hit list
- Sorting in ascending or descending order in the hit list per index term
- Email, export and print function for the selected document
- Documents displayed with their indexes at a glance
- Integrated document display with rotating document display, zoom and scroll function
- Document display supports various formats such as jpg, tif, bmp, png, pdf, doc, etc.
- Versioning of archived documents
- Ability to subsequently edit archived indexes
- Note function via full text

## **Research and display of archived documents with the search menu**

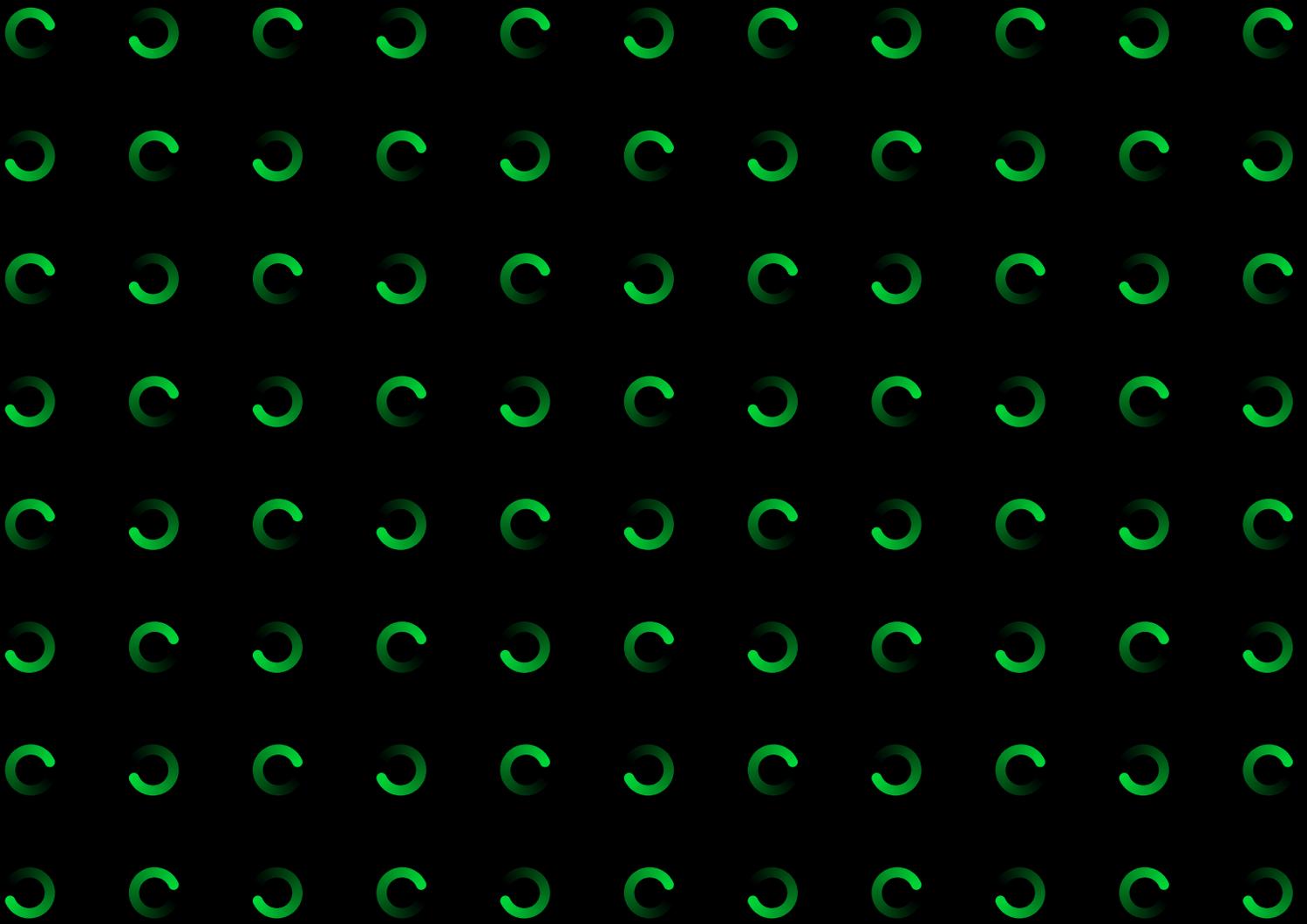
- Context-independent, free search via full text of indexes and PDF document contents
- Context-dependent search of document type and indexes and/or full text
- Manual entry of search terms with integrated plausibility check
- Zoom function for Sage 100 standard searches
- Automatic completion of address fields after the vendor/customer is selected
- Extended search options
- Hit list encoded by document types and across all document types
- Filter function in the hit list
- Sorting in ascending or descending order in the hit list per index term
- Email, export and print function for the selected document
- Documents displayed with their indexes at a glance
- Editing of indexes
- Integrated document display with rotating document display, zoom and scroll function
- Document display supports various formats such as jpg, tif, bmp, png, pdf, doc, etc.
- Archived version statuses displayed for the document
- Index editing for the document
- Notes can be saved

## **Administration**

- Predefined template archive structure so you can get started quickly
- Archive facility via separate archive creation tool
- Individual user and rights management
- Tenant assignment and management of the archive configuration
- Creation of inbound directory with sub-directories
- Configuration of background images per document type or generally
- Management of retention and destruction deadlines
- Management of the column sequence for the hitlist

## **External client “smart start” and “smart explorer” additional packages**

- Integrated discreetly into the desktop
- Archiving with manual indexing according to Sage 100
- Search and display of all archived documents
- Ability to edit archived external documents and versioning
- Resubmission function
- Notes can be saved
- Simple workflow
- Browser search by using single field
- Intuitive interfaces including context-sensitive menus
- Drop zone with Drag & Drop functionality
- Activity stream for a clearer overview of document statuses



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