



## BusinessWorks Gold v3.0 Enhancement Summary

### ***New Insights and Enhancements to Secure Your Competitive Edge. Empower Your Company with BusinessWorks Gold v3.0.***

BusinessWorks Gold v3.0 is a robust business management solution that has been designed to position your company for success in today's competitive environment. The stable platform and user-friendly format of BusinessWorks provides the springboard for this powerful upgrade. As intuitive as it is flexible and functional, BusinessWorks Gold v3.0 is a winning blend of the most frequently requested features and the latest industry advancements.

BusinessWorks Gold v3.0 has the intelligence, the muscle and the insights to put your company on the fast track to success. Leverage the power of the Internet with new e-business capabilities. Keep management on the pulse of your company so on-the-spot decisions are enlightened ones. Give your sales force the tools they need to shorten the sales cycle and close more business by e-mailing forms such as quotes and sales orders. Experience the heightened efficiency of optimizing your core business processes. Utilize the new Job Cost and expanded Payroll modules to better manage your resources and minimize expenses. Enjoy the piece of mind that your data is protected by task-level security options and built-in back up and restore capabilities. Capitalize on system-wide enhancements including improved search capabilities, shortcuts, checklists and substantially expanded field lengths.

Get the insights and operational capabilities you need to succeed. For more information on BusinessWorks Gold v3.0 and achieving a higher level of productivity and profitability, please contact your local BusinessWorks Consultant, or call us directly, toll free at 1-800-447-5700. You may also visit our Web site at [www.bestsoftware.com](http://www.bestsoftware.com) or e-mail us at [bwsales@bestsoftware.com](mailto:bwsales@bestsoftware.com).



#### **E-Business Features**

With the ability to e-mail forms (i.e. statements, invoices, etc.) BusinessWorks Gold harnesses the power of the Internet to boost productivity and increase your company's bottom line.

#### **Enhanced Efficiency at the Core**

Enhancements to General Ledger, Accounts Payable and Accounts Receivable will help you to optimize your core business processes for maximum efficiency and productivity.

#### **Improved Inventory Control and Order Entry**

New features streamline inventory and sales operations.

#### **New Job Cost Module**

This powerful analytical module helps you manage your projects for maximize profitability.

#### **Powerful Payroll Capabilities**

Expanded capabilities help you reduce expenses, save time and better manage your most important asset — your employees.

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# BusinessWorks Gold v3.0

## Enhancement Summary

### E-Business Features

E-Business takes your company into high gear with high-tech capabilities including remote access, e-mail forms and import/export of sales orders and quotes.

#### E-Mail Forms

- Save postage and printing costs and expedite communications with e-mail forms.
- Facilitate receivables by e-mailing your invoice directly to your customer's accounting department.
- Ensure timely delivery of key inventory items by e-mailing purchase orders.

#### Remote Access Via Terminal Services

- Stay on the pulse of your company by directly accessing your accounting software and critical business information — anytime and anywhere.
- Access and post information from remote locations.

### Enhanced Efficiency at the Core

Enhancements to the General Ledger, Accounts Receivable (AR) and Accounts Payable (AP) modules provide efficiency at the core of your business operations.

- Store as many as five custom fields for each customer in AR and vendor in AP for enhanced tracking of key information.
- Easily transfer General Ledger entries to your CPA or export them to Excel for further analysis.
- Utilize new, flexible print options for Accounts Receivable statements including a "Minimum Balance" threshold and e-mail statements.
- Provide more extensive AR invoice line item and journal entry descriptions utilizing expanded text fields with word wrap capabilities.
- Improve the accuracy and efficiency of AR and Order Entry with the new streamlined customer "refund check" feature.
- Reprint invoices from AR as needed.
- Store multiple contacts in AR and AP and utilize e-mail forms to automatically transmit the appropriate form to each contact.

### Improved Inventory Control and Order Entry

New inventory and sales order features help ensure accurate order fulfillment and improve communication with customers and vendors.

- Unit of measure is printed on purchase orders, sales orders, quotes and invoices and displayed during data entry, on printed forms and in the inquiry options.

- Customize packing list and pick tickets to your unique specifications and e-mail them to your customer or warehouse as needed.
- Quickly and easily look up sales orders and invoices using the customer's purchase order number.

### New Job Cost Module

This flexible module empowers you with the financial insights you need to manage projects and improve your bottom line.

- Enhance database performance by deleting closed or obsolete jobs.
- Sort job code details by priority number within a phase.
- Reassign job codes that have been previously deleted from a phase and re-open a canceled phase.

### Powerful Payroll Capabilities

Expanded Payroll/HR capabilities help you better manage your resources.

- Store a combined total of 30 active deductions and other pays per employee.
- Utilize report functions that accommodate expanded deduction capabilities and two new preprinted check formats.
- Transform your payroll system into a mini-HR system by using custom fields for each employee. Track and report information such as birthdays, certifications, last raise, equipment issued, etc.
- Keep your employees informed with payroll check stubs that provide pay rate and other pertinent details.
- Process your payroll electronically with enhanced direct deposit services to any bank you choose (supports NACHA standard file capabilities and integrates with National Payment Corporation).
- Retain payroll data and historical reports for up to five calendar years.

### Capitalize on System Wide Improvements

#### Supports the Latest Operating Systems

BusinessWorks Gold supports the latest operating systems including Microsoft Windows 2000, Windows ME and Windows XP. Whether you plan to upgrade your operating system, replace your server or add new workstations to an existing network, BusinessWorks Gold provides the platform to help you grow. For a complete list of BusinessWorks system requirements and supported operating system configurations please visit the BusinessWorks Web site at [www.bestsoftware.com/businessworks/product/sys\\_req.asp](http://www.bestsoftware.com/businessworks/product/sys_req.asp)

### **Web Enabled Launcher**

The built-in Web browser lets you quickly check the status of a shipment with your vendor, conduct transactions through the Internet, search for information on the Web and more. You can even set BusinessWorks Gold as your active desktop for all computing functions.

### **Data Conversion**

Built-in data conversion makes it easy for you to take advantage of this powerful, new upgrade without losing any important historical data.

### **Separate City and State Fields**

City and State are now in two separate, longer fields providing the flexibility you need for data export and synchronization with third-party applications, such as GoldMine. Please see the BusinessWorks Gold system requirements document for the specific versions of GoldMine with which BusinessWorks integrates.

### **Solid Security**

BusinessWorks Gold's new database structure provides more secure data protection features including the ability to assign different levels of task-specific security for each employee.

### **Start-up Feature**

Save time by setting BusinessWorks Gold to automatically launch the functions you use most. Whether you enter invoices, post receipts or issue purchase orders, BusinessWorks Gold is ready when you are.

### **Shortcuts**

Streamline your workflow by creating personalized Shortcuts that put the options you use all the time at your fingertips.

### **Related Tasks**

Reduce the learning curve for new employees and help experienced employees navigate BusinessWorks with the Related Tasks function.

### **Running Tasks**

A glance at this new Windows tool bar tells you which BusinessWorks options are currently operating and lets you quickly switch among them.



### **Built-In Backup and Restore**

Protecting your important financial information is easy with the new intuitive backup and restore options. A wizard interface simplifies the process and newly introduced safety measures including automatic prompts ensure that a reliable backup is completed every time. You can also backup on the fly when closing the payroll quarter, payroll calendar year and AP calendar year. CD backup is supported as well.

### **Fine-Tuned Search Features**

New Search, Lookup and Find capabilities enable faster, more advanced searches. Lookup fields now support partial key lookup, saving you valuable time and keystrokes. Locating a record has never been easier.

### **New Database**

BusinessWorks Gold's full 32-bit program incorporates an open database. This new architecture supports your growth and empowers you to take advantage of tools like Microsoft Access or Crystal Report Writer.

Field	BusinessWorks v12 Field Length	BusinessWorks Gold v3.0 Field Length
Address Lines (System Wide)	Lines 1 and 2 = 30	Lines 1 and 2 = 40
City (Separate from State)	30 (including State)	40 (excluding State)
State (Separate from City)	Included in City Field	2
Your Company ID	8	15
Your Company Name	30	40
GL Account Number	4 (supports 8000 accounts)	8 (supports 99999999 accounts)
GL Department Number	2 (supports 99 departments)	3 (supports 999 departments)
GL Account Number Description	30	40
GL Department Number Description	24	40
GL Journal ID	3	6
GL Journal Description	22	40
GL Journal Entry Description	3 lines at 24 each	250
GL Special Journals	4	Virtually Unlimited
AP Vendor Name	24	40
AP Contact Name	24	40
AP Invoice Number	12	20
AP Invoice Reference	12	20
AP Recurring Invoice Number	8	20
AP Recurring Invoice Reference	12	20
AR Customer Name	24	40
AR Contact Name	24	40
AR Customer Invoice PO Number	12	20
AR Invoice Description	40	1,000 character memo field
PR Employee Name	1 field 24 characters	4 fields 54 characters
PR Department Number	2	3
OE Customer PO Numbers on Orders and Invoices	12	15
OE Ship to Name	24	40
IC Part ID	12	20
IC Purchase Order Number	8	15
IC Purchase Order Ship to Name	24	40
Job Cost Contact	24	40
Job Code ID	12	20

## New Cash Management Module

This new module is included at no additional charge. By consolidating bank reconciliation features into a single comprehensive module, Cash Management gives you more control and greater security.

## Expanded Field Lengths

BusinessWorks field lengths and chart of account limits have been significantly expanded to accommodate your company's needs. See table at left for specific details on field length increases.

## Pop-Up Calendar

Use this handy tool to display and select dates in any BusinessWorks Gold date field. For example, you can select the date you would like a particular invoice to become due.

## Robust Online Help

Save time and get answers quickly with the new context-sensitive "How Do I" help feature, which displays specific topics related to the task that is currently open. You no longer have to hunt through Help or leave your active BusinessWorks option. For example, if you're working on an invoice, you can simply click on the "How Do I" button to learn how to make an adjustment to the invoice.

## Robust HTML Checklists

New, intuitive HTML-based checklists are available for a variety of tasks including initial setup and various re-occurring processes. Checklists are particularly useful for training employees and providing reminders about the steps that need to be completed prior to performing routine operations such as the month-end close.

## Tip OfThe Day

Drawn from the wealth of knowledge in our technical support database, the Tip Of The Day is designed to provide you with important insights on how you can maximize the efficiency and functionality of BusinessWorks Gold.

*Learn how BusinessWorks Gold can benefit your business, contact your BusinessWorks Consultant or Best Software today!*

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