

***What's New in
Sage Simply Accounting 2011***

Sage Simply Accounting

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What's New in Sage Simply Accounting 2011

The following are new features included in Sage Simply Accounting 2011:

Sage Simply Accounting First Step

File GST and HST Returns Online

You can use Sage Simply Accounting to generate and save an electronic version of your GST/HST return (.tax file) that you upload to the Canada Revenue Agency using the Internet File Transfer service. This makes filing your tax returns more efficient, and reduces any reporting and filing mistakes.

Note: Sage Simply Accounting does not support the GST/HST online filing service for Revenu Québec.

Swipe Credit and Debit Cards

Electronic processing of credit card payments has been updated to use Sage Exchange, a PA-DSS certified payment processing application. If you are processing credit card payments, you should ensure you are PCI compliant to avoid fines and fees.

Sage Exchange also supports card swipe readers¹. Swiping credit or debit cards through a terminal device have lower associated transaction fees, and lowers the risk of fraud, speeds up data entry, and reduces the transaction processing time.

For more information about Sage Exchange, go to the Sage Payment Solutions [web site](#).

Synchronization with Billing Boss

Billing Boss (www.billingboss.com) is an online invoicing tool designed for small businesses. Synchronize with Billing Boss is an efficient way to synchronize Billing Boss customers, invoices, and receipts with Sage Simply Accounting. Customers, invoices, and receipts can be created or adjusted in Billing Boss and then automatically added or updated in the Sage Simply Accounting company data.²

Ability to Accept and Manage Mobile Payments

Payment Boss (www.paymentboss.com) is an online tool that allows you to accept credit card payments through your smartphone. You also benefit from real-time tracking of who has paid you. Payment Boss supports a variety of merchant accounts.³

Integrated with Billing Boss, payments are recorded as paid invoices and can be added to Sage Simply Accounting during synchronization with Billing Boss.

¹Requires sign up to *Sage Payment Solutions*. Terminal is provided. Additional fees apply.

²Requires Billing Boss account

³Additional fees apply. Requires a Billing Boss account and a subscription to Payment Boss. Visit www.paymentboss.com for details.

Support for Multi-Character Search in Search Windows

When searching for customers, vendors, inventory items, etc in their respective search windows, the results are automatically filtered according to the characters entered so you can quickly find what you need. For example, if you have a customer with the name Joe Smith, you could enter JO and the results filter out any names that begin with JA, JI, etc and go directly to the customers with names starting with JO.

Maintain Display Settings for Multiple Monitors

If you move your Sage Simply Accounting data between computers that either have a single monitor or multiple monitors as well as different configurations, you can do so easily without having windows disappear off-screen.

Sage Simply Accounting Pro

Sage Simply Accounting Pro has all the benefits of Sage Simply Accounting First Step plus the following features:

QuickBooks®-to-Sage Simply Accounting Conversion Wizard

The QuickBooks-to-Sage Simply Accounting Conversion Wizard has been updated to easily convert company data from Quickbooks 2010 into a Sage Simply Accounting company file.

File T5018 Returns Online

In this new version of Sage Simply Accounting, you can create a T5018 return file that you can upload to Canada Revenue Agency (CRA) using the Internet File Transfer service. This allows you to comply with Canada Revenue Agency's new mandatory electronic filing requirements where a filing of more than 50 returns must be filed electronically.

If you are printing on T5018 forms, your company and your contractors' CRA business numbers are also now printed correctly on the forms.

Support for Additional T4 and RL-1 Codes

This version of Sage Simply Accounting supports these additional codes for T4 slips: code 71 for Status Indian employees, code 85 for employee-paid premiums for private health services plans, code 31 for special work site, and code 33 for medical travel assistance. In addition, code R for Status Indian employees is also supported for Relevé 1 slips.

Store T4 and RL-1 Summary and Online Filing Information

When you print T4 slips or file them electronically, you can enter or change the **Payroll Account Number** in the same window that is used to print or file T4 slips. Sage Simply Accounting also saves all the business and contact information entered

and displays them in the RL-1 window. This ensures the correct business and contact information is used in repeated filings.⁴

Hide the Corrections in Payroll Reports

You can now choose to hide all payroll corrections in these payroll reports: Employee and Job Category Detail reports. To hide the corrections, in the Modify Report window for these reports, make sure the Show Corrections box is unselected.

Print Projects on Separate Pages in the Project Income Report

In the Project Income Summary and Detail reports, you can choose to start printing each project on a new page or save paper by allowing the projects to print continuously. By default, Sage Simply Accounting prints each project starting on a new page.

To allow the projects to print continuously, on the File menu of each report, clear **Separate Each Project on a New Page When Printed**.

Sage Simply Accounting Premium

Sage Simply Accounting Premium has all the benefits of Sage Simply Accounting Pro plus the following features:

View Dashboard and Set of Reports

Sage Simply Accounting Intelligence is an easy-to-use and powerful reporting solution based on Microsoft® Excel® within Sage Simply Accounting. Sage Simply Accounting Intelligence includes ready-to-use reports and dashboards that can be easily customized for your business needs.⁵

Improved Time and Billing Reports

- **Customer time and billing report.** These new headings have been added to the detailed version of this report: the sales invoice number, the date on the sales invoice, and whether or not a time slip activity has been added to a sales invoice (invoiced, partially invoiced, or not invoiced).
- **Employee time and billing report.** These new headings have been added to the detailed version of this report: the payroll cheque number used to pay an employee for a billed activity, the date on the paycheque, and whether or not a paycheque has been issued (paid or N/A).

⁴Requires a Sage Business Care Gold plan.

⁵Requires sign up to *Sage Simply Accounting Intelligence Standard or Advanced*. Additional fees apply.

Sage Simply Accounting Enterprise

Sage Simply Accounting Enterprise has all the benefits of Sage Simply Accounting Premium plus the following features:

Report Inventory Transactions

New reports available in this new version of Sage Simply Accounting Enterprise report on build of materials, item assemblies, inventory adjustments and transfers. Use these to track your inventory transactions more efficiently and easily.

Track Vendor Item Information

You can now create associations between a vendor's item and your own inventory item. When creating purchase orders, quotes, or invoices, you can search for items using either your item number or vendor item number. Also, there is the option of using your item number or the vendor item number on the order, quote, or invoice. In addition, you can quickly see when you last purchased that item and how much you paid for it.

Indicate Project on Orders

When creating orders and invoices for either sales or purchases, you can select a project for tracking purposes. If an order with an assigned project is converted to an invoice, the project remains assigned to the invoice and does not have to be selected once again. Use the new report, Project Allocated Orders, to quickly view any invoices or orders assigned to a project. You can also choose to view this information by inventory item, Project Allocated Orders by Inventory Item.

Track Budget Projects Across Fiscal Years

With Sage Simply Accounting Enterprise, you now have the flexibility to budget information for a project for the current fiscal year and up to 4 future fiscal years. Create project reports that span across fiscal years for current or future budgeting purposes.

Track Salaried Employee Work With Time Slips

To ensure accurate reporting, billing, and payment, you can now record hourly payroll expenses of a salaried employee for a project on time slips.

Track Contractor Work With Time Slips

In Sage Simply Accounting Enterprise, you can now track the work performed by contractors in time slips and automatically add this information to purchase invoices. This allows you to easily reconcile contractor invoices with your records in Sage Simply Accounting.

To begin using this feature, create a new vendor record for the contractor, and turn on the contractor status in the record. The new Time and Billing Purchases reports list the time spent on activities, amounts related to contractor time slips and purchase invoices, and activities performed grouped by customer or activity. You can

use these reports to reconcile purchase invoices that you receive from contractors with your records in Sage Simply Accounting.