



Brochure

Sage 100 Financials Overview

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Table of Contents

Page 3

Introduction

Page 4

General Ledger

Page 5

Accounts Payable and Receivable

Page 6

Bank Reconciliation and
Automated Bank Feeds

Page 7

Payments

Page 8

Purchase Order

Page 9

Sage Fixed Assets

Page 10

Sage Intelligence Reporting

Page 11

Financial Summary

Page 12

Sage Partner Cloud





Introduction

Sage 100 offers deep functionality and a broad range of features to address your core accounting and financial requirements in a generally accepted accounting principles (GAAP) and international financial reporting standards (IFRS) capable infrastructure. The Sage 100 Financials suite provides core business management functionality for organizations that may only require financials oversight and serves as the basis for more complex operations including distribution and manufacturing. Sage 100 Financials puts you in control of finances so you can grow your business.

Sage 100 Financials

- General Ledger
- Accounts Payables
- Accounts Receivable
- Bank Reconciliation
- Credit Card Processing
- E-Invoicing
- Purchase Order
- Sage Fixed Assets
- Sage Intelligence Reporting

General Ledger

General Ledger (GL) provides quick access and easy manipulation of mission-critical data. Create the accounting structure for the business, establish the fiscal calendar and associated periods, establish unlimited budgets, and define the appropriate reporting structures using the highly flexible tools within the General Ledger. Then reference the summarized values posted to the structured accounts for detailed analysis, comparison to budgets and fiscal reporting.



General Journal Entry (ABC) 2/15/2023

Source JournalAP

Entry Number000008

1. Header

2. Lines

Copy From...

Copy Standard...

Standard Listing

Save Standard...

	Account No.	Description	Debit	Credit	Comment
1	200-00-00	Accounts payable	10.50	.00	
2	200-02-00	Accounts payable - other	.00	10.50	
3			.00	.00	

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SAGE 100 FINANCIALS OVERVIEW

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4

Accounts Payable and Receivable

Accounts Payable

Accounts Payable (AP) offers options to save time and reduce administrative costs by centralizing vendor related tasks and simplifying expense or purchase invoice entry. Further, accommodation of multiple vendor addresses, multiyear history retention, flexible invoice selection methods, and diverse payment vehicles provide a variety of ways to manage payables.

Sage 100 Accounts Payable offers several features designed specifically to improve the vendor management process, including:

- Sales tax calculation for invoices based on the tax jurisdiction of the vendor.
- Ability to preset default distribution across multiple GL accounts.
- Integration with Purchase Order.
- Electronic payments options for disbursements, also known as automated clearing house (ACH).

Accounts Receivable

Accounts Receivable (AR) improves your cash flow and enhances customer satisfaction with streamlined automation of your customer billing and collections system. Gain complete control of your receivables and invoicing processes while leveraging automatic calculations to avoid errors and eliminate duplicate data entry. Consolidate customer receivables, statements, reporting, and credit checking across national accounts. Track and calculate salesperson commissioning, establish and manage repetitive invoices, and apply and report on sales tax based on delivery nexus. Verify and control purchases based on current credit status. Process and apply a variety of receipts against outstanding invoices or customer balances.



Bank Reconciliation and Automated Bank Feeds

The Bank Reconciliation module for Sage 100 automates and simplifies the monthly reconciliation process, in one solution that is easy to use and implement.

- Detects unrecorded transactions between books and banks.
- Locates the errors and differences.
- Records the corrections and reconciles your books to the bank statements.

The many features of the Bank Reconciliation module enable the use of multiple bank accounts, automatic and manual posting of checks, adjustments and deposits, quick and easy account reconciliation, complete transaction listings and details, and more. When integrated with Accounts Receivable, Accounts Payable, Payroll and Purchase Order, it is possible to project an estimated cashflow, allowing forecasting and management of upcoming activities.

With Automated Bank Feeds, the reconciliation process is further simplified. A direct link to the associated bank account provides real-time updates with the click of a single button. Then automated matching assists with reconciliation of cleared items against items listed in Sage 100.

Sage Check, Deposit and Adjustment Entry (ABC) 2/16/2023

Bank Code: A Description: Security Pacific Checking Current Bank Balance: 6,384.50

1. Checks 2. DepAdj

	Check No.	Entry No.	Check Date	Reference	Payee Name	Amount	Cleared	Cleared Date	Module	Select For G/L Posting
1	0000001729	000000	5/5/2025	01ANDERS	Anders Auto Repair	3,540.50	☐		A/P	☐
2	0000001730	000000	5/5/2025	02ARROW	Arrowsmith Drinking	75.00	☐		A/P	☐
3	0000001731	000001	5/22/2025	01AIRWAY	Airway Property	500.00	☐		A/P	☐
4	0000001731	000002	5/22/2025	01AIRWAY	Airway Property	500.00-	☐		A/P	☐
5	0000001732	000001	5/22/2025	01ANDERS	Anders Auto Repair	1,040.50	☐		A/P	☐
6	0000001732	000002	5/22/2025	01ANDERS	Anders Auto Repair	1,040.50-	☐		A/P	☐
7	SVCCHG	000000	5/31/2025		Service Charges	65.00	☒	1/1/1814	G/L	☐
8						.00	☐			☐

Bank Recap Report... B/R Trans Register... Accept Cancel

Payments

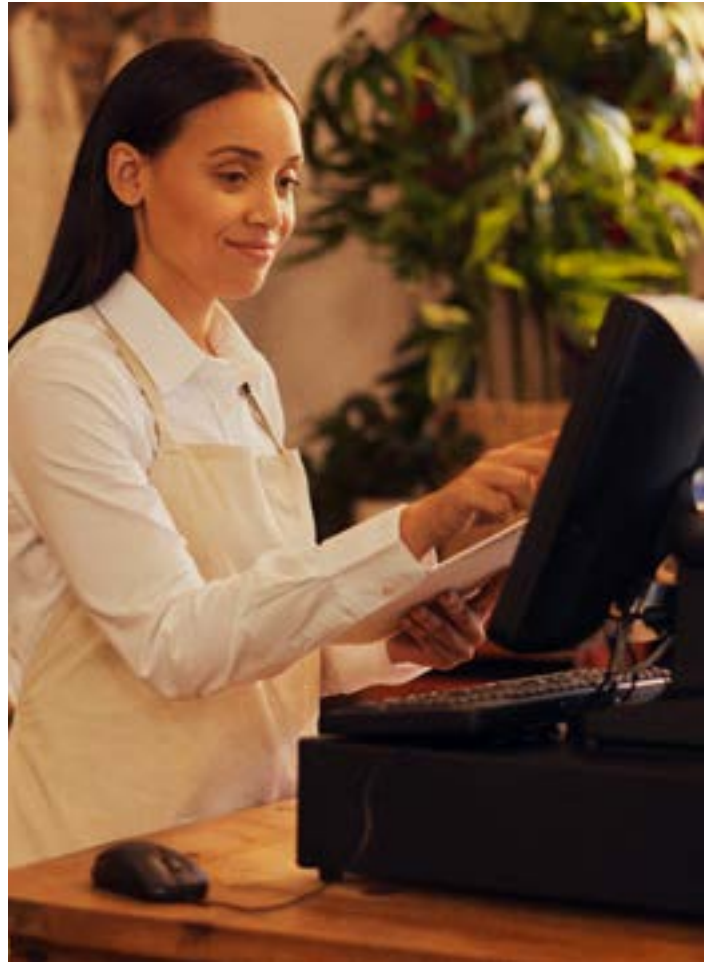
Credit Card Processing

Credit Card Processing provides a complete credit card processing solution for modern businesses collecting funds electronically, offering credit card as a payment term in addition to cash or a physical check. Data can be entered through the Sales Order and Accounts Receivable modules. Transactional information, such as authorization codes, is captured and stored for historical and reconciliation purposes. Fraud prevention features protect both you and your customers from unauthorized credit card usage.

e-Invoicing

Sage 100 offers e-Invoicing features in conjunction with Credit Card Processing to further simplify and enhance the payment process. With the addition of our Click-to-Pay feature, you can send emails with a payment link and PDF invoice to customers so that they can pay online via credit card or ACH. Businesses offering Click-to-Pay to their customers can expect increased cashflow through faster payments.

Additionally, consumers gain instant anytime, anywhere access to information regarding outstanding payments, past invoices, and payment options through our secure Customer Portal included as part of the e-Invoicing feature.



Purchase Order

Benefit from advanced tracking capabilities with the Sage 100 Purchase Order module. Even businesses that primarily provide services can benefit from tracking their purchase process. Monitor the purchase of office equipment, consumables, and fixed assets—and monitor vendor performance. Vendor performance metrics including accuracy of completion, on-time delivery, lead time, and defect rate can help you better negotiate reduced costs with vendors and build stronger vendor relationships.



Purchase Order Entry (PMZ) 5/31/2025

Order Number 0095078

1 Header 2 Address 3 Lines 4 Totals

User laura

Item Code	Ordered	Back Ordered	Unit Cost	Extension
1 BOARD-04230	25.00	.00	295.550	7,388.75
2 CAPAC-14549	25.00	.00	.750	17.50
3 COVER-01000-H	25.00	.00	15.330	383.25
4 EXMEM-00080-SM	25.00	.00	99.000	2,475.00
5 SWTCH-110AC	10.00	.00	5.150	51.50
6	.00	.00	.000	.00

Quick Row 1

Description	MOTHERBOARD
Warehouse	000
Unit of Measure	EACH
Qty Received	.00
Required Date	5/25/2025
Qty Invoiced	.00
Original Unit Cost	.000
Tax Class	NT
Use Tax	☐
Landed Cost	☐
Reschedule	☒
Extended Desc	☐
Alias Item	
Alias Item Desc	
G/L Account	115-000-000
Item Type	Inventory

Sage Fixed Assets

Sage Fixed Assets provides both a tracking solution and accounting features to help manage tangible assets owned by businesses such as laptops, copy and production machines, and other business equipment. Using the built-in, bi-directional link from Sage 100, customers can take advantage of the ability to seamlessly update new asset purchases to the Fixed Assets system from Accounts Payable or Purchase Order. The asset is recorded in Sage 100 as a purchase and simultaneously recorded in Fixed Assets as a new Asset.

In Fixed Assets, depreciation rules are established and applied based on the purchase price and timing of the purchase. Then, when tax time rolls around the powerful depreciation calculations from Fixed Assets are used to update the General Ledger and prepare tax reporting based on the associated depreciation deductions without the need for off-line spreadsheets.

Learn more about managing every asset in your business.





Sage Intelligence Reporting

The easy-to-use graphical interface, coupled with the familiarity of Microsoft® Excel® make Sage Intelligence Reporting a powerful tool to create custom financial and management reports. Get up and running sooner with out-of-the-box reports. Use the automation capabilities to deliver reports and sophisticated, customizable dashboards when you need them without user interaction.

Learn more about Sage Intelligence Reporting.



Financials Summary

Whether your business needs basic accounting functions or a more extensive foundation to support the entire management infrastructure, Sage 100 Financials has the features needed to support continued growth and success, in an easy-to-use and completely customizable solution.

Sage Partner Cloud

If you've been thinking about a cloud option, we have a solution.

Sage developed the Sage Partner Cloud—so you can still benefit from the vast suite of in-depth features, cost effectiveness, and adaptability of Sage 100. You can deploy Sage 100 in the cloud with Microsoft Azure, AWS, or Sage-accredited cloud platforms including ADSS Global, Cloud at Work, CompuData, RKL Solutions, and SWK Technologies.

Still not certain if a move to the cloud is right for you, consider a few benefits:

- Data migration in a single day¹ with no retraining necessary.
- Multi-layered security.
- On-demand scalability.
- Improved operational efficiency.
- Overall reduction of IT costs.
- Flexibility of remote access.
- Sustainability of a carbon-neutral cloud platform.²

1. Estimate is provided by our Sage Partner Cloud Beta Program Partners. In some more complicated cases, data migration may take more than one day.

2. Learn more about Microsoft's sustainability practices [here](#).

Learn how you can deploy Sage 100 in the cloud—
Sage Partner Cloud.

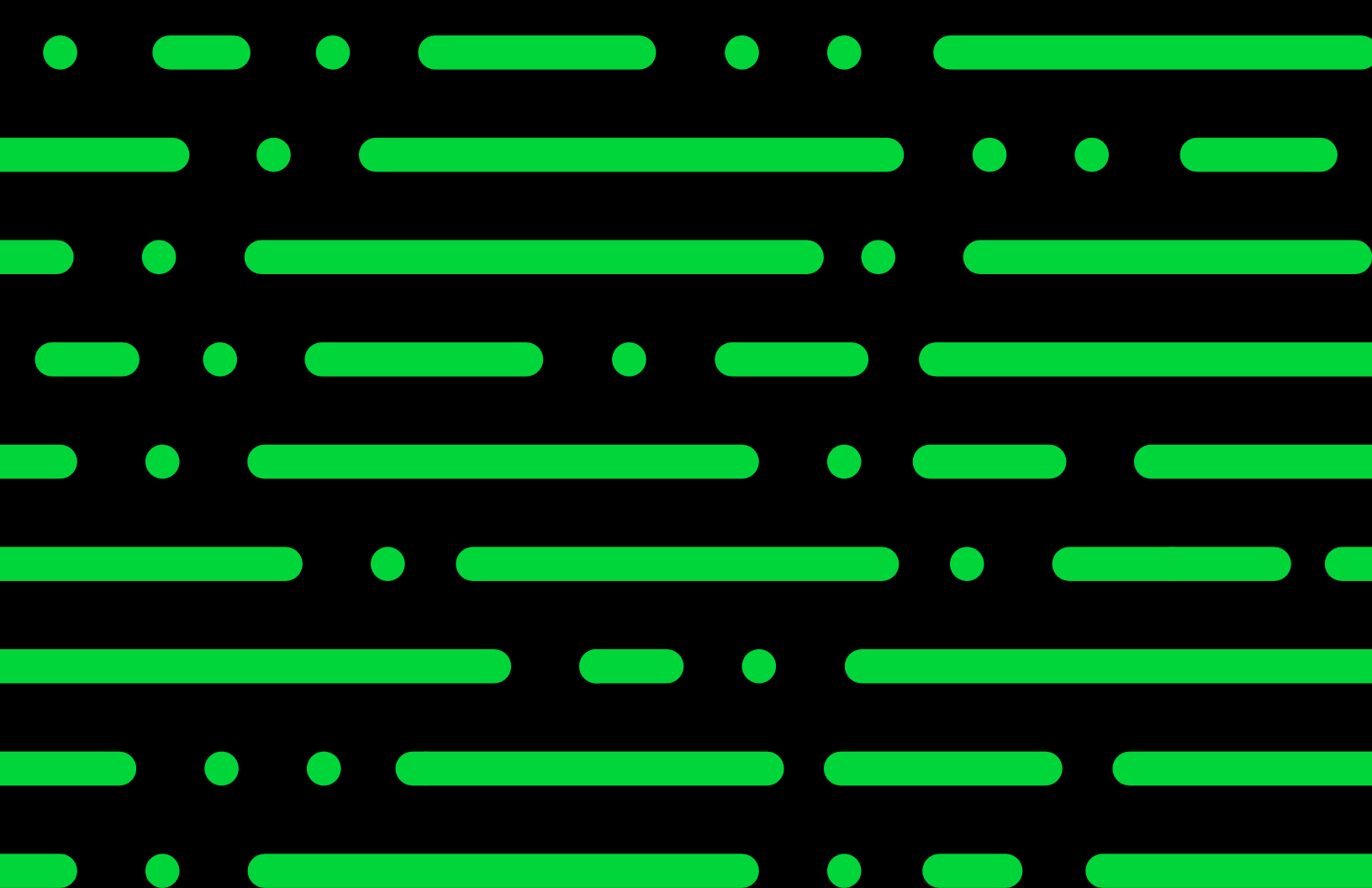


Discover the power of a trusted and reliable solution, designed to help you automate processes, decrease risk, and scale with ease.

Schedule a **Sage 100** demo or contact us at 866.756.7243.



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