



Convergence Technologies Ltd

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WHAT'S NEW IN SAGE 100

Version 2018.4 Now Available for Download

Sage 100 2018.4 is now available. Let's take a look at some of the most recent enhancements and product updates that are included in the newest release.

Consolidate Multiple Orders in Shipping

With Sage 100 2018.4, you can now consolidate multiple sales orders into one shipment in Shipping Data Entry. Two new fields have been added on the Entry tab in Shipping Setup Options including **Consolidate Orders on One Invoice** and **Consolidate by Customer PO No.** Depending on the settings you choose, you can consolidate sales orders for one invoice as the orders are processed in Shipping Data Entry and/or consolidate orders into one invoice only if the PO number is the same. You can also consolidate orders into one invoice if the PO numbers are different.

Shipping Data Entry - When multiple orders have been added to the current shipment, you can select the Show Detail for All Orders check box to view the lines for all of the orders. If the check box is cleared, the grid displays lines only for the order entered in the Order No. field.

View Multiple SO and PO Numbers - When you're viewing an invoice to which multiple sales orders are applied, you can click the Zoom button next to the Order No. field to view a list of the orders. If there are multiple customer purchase order numbers associated with the orders, a Zoom button also appears next to the Customer PO field.

Credit Card Processing

Processing payment cards with EMV chips through [Paya](#) (formerly Sage Payment Solutions) is now supported when using either **Ingenico ipp320** or **Equinox L5300** card readers. However, before processing payments with chip cards, you must update your settings in Sage Exchange Desktop:

1. In the Windows system tray, right click the Sage Exchange 2.0 icon and then click Settings.
2. In the Sage Exchange - Settings window, under Hardware, select EMV Devices.
3. Select your card reader device.
4. Select the Generate EMV receipts check box.

Quick Links to Sage University

A Sage University button has been added to several task windows in AP, AR, Bank Reconciliation, General Ledger, Payroll, and more. You can click the button to view a list of training videos related to the task. Depending on your Business Care plan, there may be no charge to watch the videos.

Release Notes and Other Details

Download the [What's New Document](#) and [Release Notes](#) for full details of all enhancements and program fixes applied in Sage 100 Version 2018.4 and be sure to contact us if you need help updating your Sage 100/Sage 100cloud system to the current release.



SAGE CRM

What's New in the Latest Release

Sage CRM 2018 Release 3 (R3) is now available. Here's a look at some of the top new features in the latest version including enhancements to the calendar, quick find, MailChimp integration, and more.

Calendar Enhancements

You can now use the "quick method" to create appointments in My CRM calendar of **other users**. Both you and the other user to whom the calendar belongs are added to the User field of the appointment you create as follows:

1. Click **My CRM > Calendar**
2. Open a calendar view (Day, Work Week, or Week)
3. Open the calendar of the user for whom you want to create an appointment. In the **Find** text box in the top left corner, type the name of the user. Select the user from the **My CRM for** list, and then click the right-facing arrow.
4. Double click anywhere in the calendar grid to create an appointment.

In addition, you can now view calendar items as a list which helps use screen space more efficiently. In the new list view, you can sort, filter, edit, or delete items in the list.

Improvements to Quick Find

In Sage CRM 2018 R3, Quick Find has been improved to search for Person and Company records by their postal address, email address, and phone number.

The most relevant Person and Company records matching all of your search terms (postal, email, or phone) are displayed at the top of the results, followed by the records containing only some of your search criteria.



MailChimp Integration

It seems that each new release builds on the MailChimp integration that was originally introduced several versions ago. The latest integration enhancement allows you to set a new **Closed** status for MailChimp campaigns in Sage CRM which is convenient when you have a long list of campaigns you've run and want to clean things up so it's easier to find and manage current, active campaigns.

Release Notes and Upgrades

Visit the [Sage CRM 2018 R3 Resource Center](#) for full details including release notes, system requirements, an admin guide, and helpful troubleshooting tips.

Also note that if you are upgrading from a version that's older than Sage CRM 7.3, there's a very specific upgrade path you'll need to follow, details of which can be found [here online](#).

As always, be sure to **contact us** if you have questions or need support.



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SAGE HRMS

The Benefits of Employee Self Service (ESS)

With open enrollment just around the corner, many HR departments are preparing themselves for the increased volume of questions and service calls from employees asking about benefit plans and choices. The whole process can be time-consuming and complex - a situation that we think sets the stage for an important technology for HR - Employee Self Service (ESS).

What is ESS?

Employee Self Service for Sage HRMS provides a central location (typically a web portal or intranet) that enables authorized users to view and update personal data. As the name suggests, ESS allows your employees to “self serve” for routine tasks like time-off requests, updating dependents, or changing contact information.

They can also review current benefit elections, pay history, record of attendance, and more. It’s a great solution for HR departments that find themselves spending more and more time responding to repetitive, routine employee requests.

Benefits of ESS

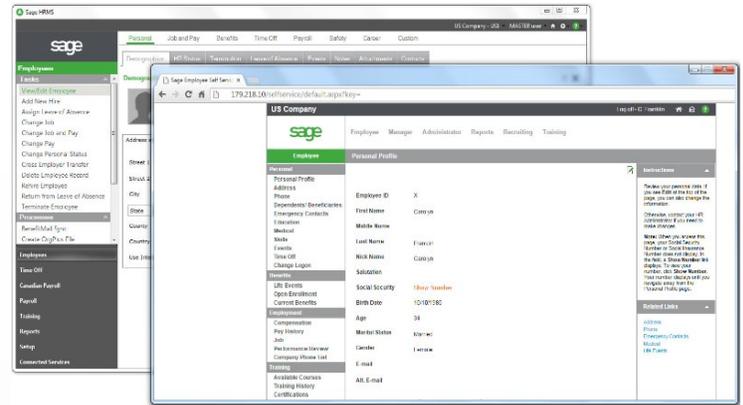
By automating some of the most common and routine employee activities, you can eliminate the considerable time and expense associated with paper-based forms and manual processes. Other benefits of ESS technology include:

Eliminate Duplicate Data Entry and Improve Accuracy

By allowing employees to enter their own record changes, you eliminate the need to have HR staff re-enter the same data already written on a paper form or manually transferred from another system. This also reduces errors.

Reduce Transaction Costs

Replacing paper-based processes reduces the time and costs associated with copying, routing, printing, mailing, filing, and storing paper.



Improved Focus

ESS technology allows HR staff to focus on more strategic initiatives - like employee retention strategies or developing competitive benefits packages - rather than getting bogged down by repetitive administrative functions.

Introducing Sage ESS

Sage ESS is an extension for your Sage HRMS system. In addition to many of the employee-related tasks mentioned above, Managers can view a direct reports’ personnel file, post employee notes, review attendance information, and approve time-off requests using Sage ESS.

Perhaps best of all, approved changes are automatically updated from Sage ESS to the Sage HRMS database which eliminates duplicate data entry. Perhaps most convenient of all, you and your employees can access Sage ESS using your laptop, tablet, or almost any mobile device.

Want to Learn More?



Contact us with your questions about employee self service or to request more information, a demo, or pricing for Sage ESS for Sage HRMS.



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Sage 100cloud vs. Sage 100 Classic - What's the Difference?

With all the talk and communication about Sage 100cloud, some customers might be wondering how it's different than the Sage 100 Classic (on-premises) product they've been using all along. This article explores that topic.

The Major Differences

We'll start by explaining the major differences between Sage 100 Classic and Sage 100cloud. First, Sage 100cloud is based on subscription pricing which means you pay-as-you-go, as opposed to the larger upfront perpetual license and maintenance costs of Sage 100 Classic. Second, Sage 100cloud features a more modern interface that's easier to use, customize, and access over the web. Lastly, Sage 100cloud connects with an ecosystem of cloud-based apps that significantly expand features and functionality.

Expanded Functionality

As mentioned, Sage 100cloud connects with an ecosystem of cloud apps that aren't available with Sage 100 Classic. Here's a look at a few of those apps, some of which are included while others are available as optional add-ons:

Sage Inventory Advisor Basic

Connects to your Sage 100cloud data to help you reduce forecasting time, optimize inventory levels, streamline purchasing, and achieve optimal fill rates.

Sage 100cloud Manufacturing

A suite of advanced manufacturing functionality designed to manage the complexity of discrete manufacturing processes including make-to-stock and build-to-order jobs.



Sage Budgeting and Planning

A powerful cloud-based financial tool that enables quicker, more informed business decisions by automating and shortening your budgeting and planning cycles.

AP Automation

An end-to-end integrated solution to automate processing, approval, and payment of accounts payable invoices.

Multi-Bin Warehousing

Extends the core warehousing capabilities to include the designation, storage, and distribution of a single inventory item in multiple "bin" locations within a warehouse.

Sage eCommerce

A powerful platform to help you manage your B2B or B2C eCommerce website featuring real-time, 2-way integration into your core Sage 100 system.

More Questions About Sage 100cloud?



Contact Us if you have more questions about what makes Sage 100cloud different or to learn more migrate from Sage 100 Classic.

Convergence Technologies, Ltd.

8475 E. US Highway 33, Suite J

Churubusco, IN 46723

(877) 483-0717

Denise Phillips

dphillips@converg-tech.com

| www.Converg-Tech.com

