**LETTERHEAD**

**Sage 50 Quantum 2018 Functions and Features**

Sage 50 Quantum 2018 Accounting offers businesses an easy-to-implement, state-of-the-art, multi-user accounting solution. The secure and reliable business management software delivers an affordable, flexible, and multi-functional accounting solution for small and medium business clients.

Sage 50 Quantum 2018 Accounting software offers the following functions:

**Customers and Sales Management**

* Sage 50 Quantum 2018 Accounting Quantum Accounting allows you to create, store and easily find customer information
* Quick Search feature instantly searches through customer records
* Be spoke customer dashboard highlights outstanding debts
* Customized and professional looking quotations and invoices
* Sales invoices can be recorded in batches within Sage 50 Quantum 2018 Accounting to save time and improve efficiency
* Quotes, invoices and statements can be sent via email direct to customers
* Complete history of Sage 50 Quantum 2018 Accounting customer communication and activity available for reference
* Apply flexible discounts and easily process refunds
* Inactive customer records can be flagged and hidden
* The Sage 50 Quantum 2018 Accounting report designer and the inbuilt reporting tools provide critical insight and information to users

**Vendors and Purchases Management**

* Store supplier addresses, contacts and credit information within Sage 50 Quantum 2018 Accounting
* Search supplier records instantly using the Sage 50 Quantum 2018 Accounting Quick Search feature
* Simple breakdown of outstanding invoices and who is owed money in vendor ledger report
* Flag urgent outstanding payments and tasks for completion that day
* Save and view a history of all supplier activities and communications
* Sage 50 Quantum 2018 Accounting now provides the ability to inactive supplier records
* The suppliers module of Sage 50 Quantum 2018 Accounting provides a variety of reports available to analyze supplier debt, activity and performance
* Email reports to other users, employees or suppliers when required
* Print Purchase Order and Check Voucher.

**Inventory and Services Management**

* Complete control over products and stock
* Configurable product stock codes, descriptions, categories and prices
* Sage 50 Quantum 2018 Accounting provides for service quotes and invoices which can easily be recorded onto the system
* Sage 50 Quantum 2018 Accounting Data dashboard displays the top and bottom performing products in the range
* Monitor the quantity and value of products in stock
* Automatic updates to stock levels when invoices are posted
* Profitability of each individual product line can be viewed easily within Sage 50 Quantum 2018 Accounting
* Inactive product records able to be flagged and hidden
* Records can be kept up to date with a stock take
* Insightful reports around product performance can quickly be setup
* Comprehensive data around product sales by different customers

**Employees and Payroll Management**

Setting up your company's employees involves three tasks: setting employee defaults, setting up data records for your employees, and entering beginning balances from any outstanding payroll amounts for employees.

* General Ledger accounts from which you will pay hourly and salaried employees for the different pay levels your company uses:
* You may generate various reports such as: Payroll Register, Payroll Tax Report, Employee Compensation Report, Employee List, Payroll Journal and a lot more.
* You can set up as many as twenty (20) different pay levels for each of the two types of employees. Since this is the case, you will want to review and consider the different categories of pay your company designates.
* Employee and Employer Fields deductions with corresponding General Ledger assignments
* Enter beginning balances of employees

**Project/Job Management**

Job costs are any costs associated with the completion of a job. These can include expenses associated with purchasing materials or paying for labor, equipment, or subcontractors any outstanding invoices or payments for jobs your company has done; if you are converting from a manual system, all outstanding invoices/payments before your conversion date

* Generate various reports such as: Job/Project Profitability Report, Job/Project Estimates, and a lot of reports to customize.

**Sage 50 Quantum 2018 Accounting software offers the following features:**

* Check Writing, bill payment, purchase
* Sales quotes, invoices, payments
* Cash flow management
* Convenient bank reconciliation
* Customizable reports
* Free conversion from QuickBooks
* Email alerts, forms, reports and financial statements
* Integration with Microsoft Excel and Word
* Internal Accounting Review
* Inventory: Assemblies, average/LIFO/FIFO costing methods, back order
* Advanced User security and controls
* Payroll Solutions
* Sage 50 Quantum 2018 Accounting Intelligence Reporting
* Fixed assets tracking
* Full-time audit trail maintains compliance standards and accurate record keeping.
* Job costing-phase and cost level
* Open multiple companies
* Advance budgeting
* Archive company data
* Change order processing
* Company consolidation wizard
* Departmentalized financial statements and various financial reports
* Serialized Inventory
* Developed to handle large data requirements
* Faster processing with SmartPosting technology
* Interactive Job reporting
* Personalized My Dashboard
* Order Process Workflow
* Workflow automation
* Role-based security
* Support up to 40 named users
* Industry-specific functionality: construction, manufacturing, distribution and non-profit