E-BOOK

See your business in a new way with Sage 300cloud

*Greater visibility for fast,
effective decision making.*

Sage 300cloud

All-in-one solution that brings complete view of your business anytime, anywhere

Whether your business has one or several locations in the same city or across international borders, Sage 300cloud helps you manage finances, operations, and inventory in multiple languages and currencies. With real-time, mobile access and visibility across your entire company to keep your business on track, Sage 300cloud allows you to:

- Break down departmental silos for companywide transparency and improved collaboration.
- Tap into a real-time, unified view of your company's finances and operations.
- Reduce inefficiencies and redundancies so you can optimise company performance, productivity.
- Integrate front-to-back-office processes such as marketing, sales, and customer service.
- Work anywhere and anytime.

Anytime, anywhere mobile access

Sage 300cloud offers anytime, anywhere, and any-device access to business and transactional data, critical to supporting an increasingly mobile and geographically dispersed business.

What is Sage 300cloud?

Sage 300cloud helps medium and large businesses manage their entire business across geographies without the cost or complexity of traditional enterprise resource planning (ERP) software. The preferred solution for tens of thousands of companies across the globe, Sage 300cloud connects the most important aspects of your growing business, including:

- Financials
- Operations and inventory
- Project and vendor management
- Business intelligence and reporting
- Sales, marketing and customer service

The advantages keep coming. Sage has an extensive network of Independent Software Vendors whose add-on solutions extend Sage 300cloud ever further to meet the specialised needs of your business.

Imagine a world where your business can process orders, fulfill orders on time, make and accept payments, reconcile your books across multiple companies and currencies, pay employees, and manage projects, all with one trusted solution. Welcome to Sage 300cloud.

Sage 300cloud

Mobile access
Multicurrency
Multilanguage
Multi-company management
Workflow and process tools
Custom fields
KPI homepage dashboard
Robust reporting

Finance and accounting · Inventory and operations · Order entry · Purchasing and vendor management · Business intelligence · Project and job costing

Manufacturing · Inventory advisor · CRM · Fixed asset management · Alerts and Workflows · POS and eCommerce · Human resources and payroll · Service management

Take the complexity out of managing your finances

With Sage 300cloud, you will have an accurate, real-time understanding of your financial position, whether it's cash flow, receivables, or payables across multiple locations, companies, currencies, and international borders. Configurable, simple to use, and accessible anytime, anywhere, Sage 300cloud helps you stay on top of your business and address financial issues before they become real problems.

Sage 300cloud helps you manage complex finances and remain compliant with government regulations such as Generally Accepted Accounting Practices (GAAP) General Data Protection Regulation (GDPR) and International Financial Reporting Standards (IFRS). Stay compliant with Singapore Tax modules available in Sage 300cloud.

Comprehensive accounting and financial management

- General Ledger
- Accounts Payable
- Accounts Receivable
- Payment Processing
- Bank Reconciliation
- Check and form printing
- Multicurrency support
- Consolidated financials across multiple companies

Powerful yet simple

Keep your general ledger up to date in real time and meet your most demanding budgeting and processing needs to maximise the efficiency and accuracy of your financial data with Sage 300cloud.

- Store up to 99 years of financial data
- Balance your books at every step
- Manage up to ten different account segments
- Print or email reports instantly
- Configure to your unique processes and preferred practices.
- Set up recurring GL entries
- Easily import transactions from other applications or export data

"One thing we really appreciate about Sage 300cloud is that it supports a large volume of data, a factor that we anticipate for the near future, and it comes at a reasonable price too."

Terrence Wong, Director of Product Development & Operations, Astone Hong Kong

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Manage payables with ease

Streamline your entire cash flow process and save money. Sage 300cloud ensures rapid entry of vendor invoices, flexible cash disbursement, and check reconciliation. You can prioritise payments, negotiate terms, and reduce bad debts.

- Organise vendor records quickly and easily.
- Import transactions from other applications.
- Automatically distribute invoices to as many general ledger expense or asset accounts you require.
- Set up and schedule recurring payables for invoices paid on a regular basis.
- Calculate tax for vendor invoices or manually distribute tax.
- Print checks in multiple languages, including English, French, and Spanish.

Easily manage multiple companies

When you're keeping track of dealings between multiple entities or subsidiaries, Sage 300cloud reduces the work required for intercompany accounting. Whether you operate as one company, 10 divisions, or 100 entities, you'll reduce redundant data entry and focus on more revenue-generating activities.

Intercompany transactions in Sage 300cloud allows you to enter General Ledger and Accounts Payable transactions affecting more than one company and automatically distribute transactions across two or more companies. You can set up multiple companies, close books, and report results by company or consolidated company.

Simplify international commerce and user support

Managing the complexities of a business across geographies is not easy, but Sage 300cloud makes it far less complicated.

With Sage 300cloud, you can easily manage international commerce across multiple companies or subsidiaries. You'll have tools to easily maintain an unlimited number of currencies and exchange rate schedules, update exchange rates daily, and post gains or losses from currency fluctuations.

Multilanguage support for English, French, simplified and traditional Chinese, and Spanish is included with Sage 300cloud and translatable for additional languages throughout the system.

Get paid faster

With Sage 300cloud, you'll effectively manage your cash flow; track purchase patterns; automate tax calculations, discounts, commissions and due date, and much more. With the help of built-in calculations, you have full control of your receivables and invoicing and save countless hours avoiding errors and eliminating duplicate data entry.
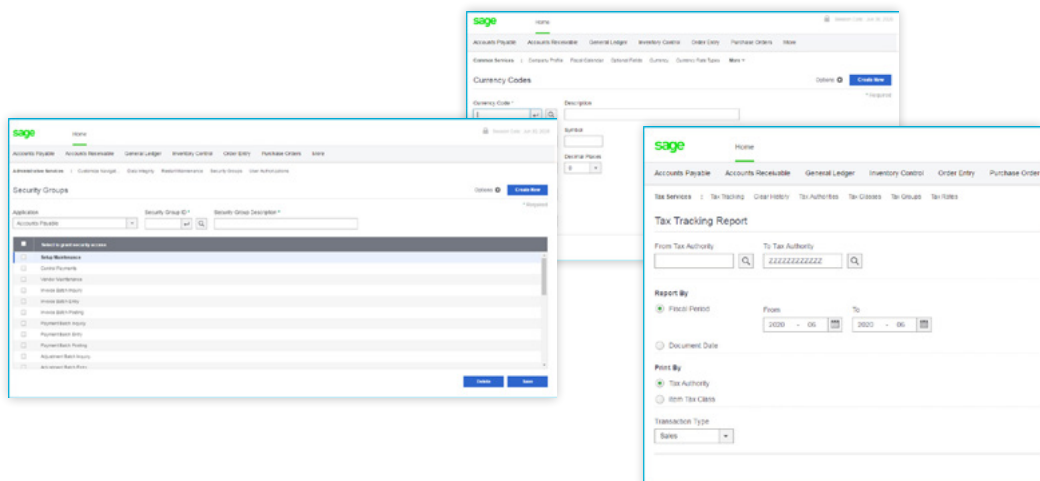
Bank reconciliation in minutes

With Sage 300cloud, you can quickly and accurately reconcile your bank accounts and perform banking transactions with pinpoint accuracy.

Manage and track your fixed assets

Sage Asset Management* can be added to Sage 300cloud to give you total control over the entire fixed asset lifecycle and ensure that your company is always in regulatory compliance. Sage Asset Management offers integration for Accounts Payable/Purchase Order asset creation and automated General Ledger postings. Integrating Sage Fixed Assets to Sage 300cloud provides a comprehensive fixed asset inventory and tracking solution.

*Sage Asset Management is an add-on solution to Sage 300cloud.

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Ship orders on time, manage inventory across multiple locations

With Sage 300cloud, you'll delight customers, vendors, and your own employees by integrating disparate processes across multiple warehouses, inventory, production, and service departments. Faster, more accurate fulfillment results in satisfied customers, quicker payments, and much greater profitability.

Optimise your inventory

Assert control over your inventory processes and reduce carrying costs while delivering orders on time. With Sage 300cloud, you can easily take charge of inventory receipts, shipments, returns, and adjustments with multilocation inventory tracking capabilities.

With easily accessible, real time information, make better business decisions regarding what

merchandise to stock, pricing, discontinued items, and trend analysis to best determine what's selling and what to market.

Sage 300cloud offers real-time visibility to inventory data including receipt, shipping information, returns, disposition of goods, and precise value. It also allows you to obtain detailed, current inventory information on demand.

*Sage Inventory Advisor is an add-on solution to Sage 300cloud.

"With real time data, actionable reports and simplified vendor onboarding and invoicing, Sage helps us run our business from end to end."

Caroline Russell, CEO, BOH Tea

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Manage every aspect of distribution

Strategically manage every aspect of the distribution cycle with efficiency and control.

- Inventory Control with Serialised, Lot and Bin Tracking
- Sales Processing
- Purchase Order
- Purchasing and Workflow management
- Project and Job Costing
- Manufacturing
- Analytical dashboard with Sage Intelligence

Streamline order and shipping processes

Are your accounting or customer service teams overwhelmed with questions on shipment status, billing, item availability, or returns? Are they tracking orders manually and relying on shop-floor or warehouse staff to determine what's in stock and what can be shipped?

With Sage 300cloud, your employees will be continuously aware of inventory levels and customer account changes such as alternative items. You will eliminate redundant data entry and automate workflow as well as:

- Set up detailed quotes, back orders, cancellations, shipments, and prepayments.
- Establish data-entry defaults so you can see customer information quickly.
- Gain real-time insight into stock levels, customer details, and shipping information.
- See and enter orders in the currency of your customers.
- View or print reports of transaction details and sales information.
- Track multiple payment schedules and other payment terms.

Strengthen vendor relationships, interaction with streamlined purchasing

Make the right decisions sooner by automating - and adding visibility - to every facet of your purchasing process. Sage 300cloud keeps you in sync across process requisitions, purchase orders, receipts, invoices, and returns to save you time. All that transparency means everyone works from the same, real-time intelligence. What better way to keep building stronger relationships with your vendors?

"I know exactly what is on each order and what each of our differentaccounts owe us. This has cut order-writing time by more than half and put accurate information at my fingertips."

Marni Kontturi, office manager, Clarke Phillips Safety Supply Ltd.

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Effectively manage projects and track job costs

Keep projects on schedule and on budget with flexible estimating, tracking, and project billing in Sage 300cloud.

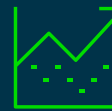**With Sage 300cloud project job costing, you're better equipped to:**

Control project costs

Track costs and revenue down to the finest details on every project

Manage contractors and subcontractors

Track and monitor original projections and actuals

All costs, payables, and receivables can roll up to each area of the project. Overhead, equipment, and materials are allocated to ensure the project is on time and on budget.
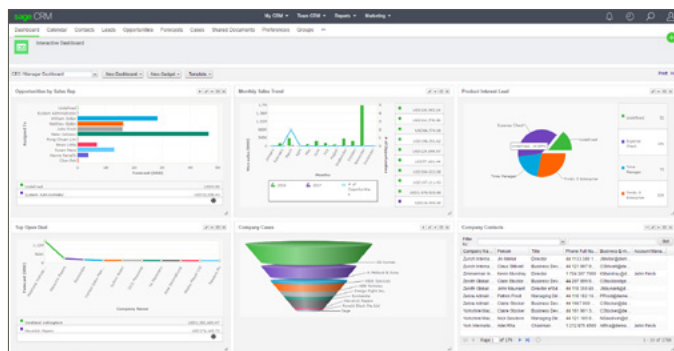
Win new business, retain and grow existing customer business

With Sage 300cloud and integrated Sage CRM, you can have end-to-end visibility of your sales and marketing activities and a single view of the customer across your organisation. Open up new opportunities for growth with greater insight into business performance, better efficiency and productivity and more effective communications.

You have the tools at your fingertips to find new customers, reduce sales cycles, and build lasting, more profitable relationships.

- Track your sales opportunities from lead generation to close
- Exceed your customers' expectations with outstanding customer service and support

- Plan, execute, and evaluate the success of your marketing campaigns with ease
- Enable your workforce to access customer information anytime, anywhere with mobile access

"We need a software solution that is accurate and reliable throughout our entire organization, in every country."

Robin Lim Seng Hoo, Operations and Admin Manager, Cairnhill Metrology Pte Ltd

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Easily manage human resources and payroll

Seamless integration with our Sage payroll solution to get full visibility of company expenses including employee cost and project labour cost.

- Leave and expenses reimbursement management
- Automated payroll processing
- Statutory compliance
- Comprehensive reporting
- Time sheet integration with Project and Job Costing
- Employee Self-service Portal
- Claim integrations to Account Payables
- Payroll integration to General Ledger

Sage 300cloud gives you the power to process your payroll in house and cost-effective or outsource it without losing visibility. Time allocation and payroll information are entered only once and seamlessly shared throughout Sage 300cloud, including project costing.

You can use a variety of calculation methods for employee benefits, earnings and deductions, while easily keeping up to date with the latest changes in statutory and income tax filing requirements.

Simplify payroll processing
You can easily and cost-effectively manage your payroll throughout your business, including processing paychecks (and direct deposit where available) correctly on time, every time. Payroll-related transactions are posted back to Sage 300cloud in real time.

Or, if you are looking to outsource payroll but not lose visibility to payroll transactions, Sage 300cloud offers direct integration with Sage Payroll solution so you can upload general ledger account numbers and bank codes to Sage Payroll solution and easily download payroll transactions back into Transaction Journal Entry. Simplify your payroll processing with selection lists and anytime check processing. We'll keep you in compliance with changing tax laws through quarterly updates, including tax tables.

Optimise human resource management
Sage 300cloud enables you to decisively meet and respond to HR management challenges. With integrated payroll, benefits, recruiting, employee self-service, and analytics, Sage 300cloud helps you to maximise every dollar you invest in employees. We call this the Return on Employee Investment.

Enhance business insight and visibility
Reporting on the most critical aspects of your business - on demand - is critical to operations, management, and compliance. With Sage 300cloud, you will be able to identify issues before they become major problems for your business.

Intelligent reporting
Design, distribute, and consume reports through a common Microsoft Excel® interface on financial and nonfinancial data. Sage Intelligence can consolidate data from Sage 300cloud and other data sources to get a single version of the truth in Excel. Analyse and create reports, filter and aggregate data, drill down to transactions, and automatically schedule and distribute reports. Sage Intelligence has multiple report templates that are provided out of the box.

Get to grips with your data
Make faster, more informed business decisions

Sage 300cloud Intelligence Reporting is a flexible business reporting tool that integrates with your Sage 300cloud solution and allows for better insights into your business's data.

Intelligence Reporting gives you a holistic view of your business by seamlessly consolidating your data from Sage 300cloud, reducing spreadsheet chaos, and improving collaboration across your business. With Intelligence Reporting, you can automatically run and distribute fully customisable reports in Microsoft® Excel®, so you spend more time analysing the data, and less time locating and preparing it. You have the choice to either customise the ready-to-use reports or create new reports to suit your business's unique requirements, ensuring that visibility of your information is always just a click away.

Reports are accurate and up to date, and allow you to see the data immediately, without having to export data or manually create reports. KPIs give you a pulse of your business, while drill-down capabilities allow you to see the data that makes up the numbers and have an impact on your decisions. You will also enjoy full control over your financial reports with a drag-and-drop Report Designer tool that is exclusive to Intelligence Reporting.

Let us help you succeed
Ninety-eight percent of Sage customers[1] rely on data to either support or aid in their decision-making processes. However, there's never enough time to sort through the waves of spreadsheets, presentations, reports, and databases to find and analyse the data needed to make the best decisions. Intelligence Reporting helps you come to grips with your business's data, so you can make business decisions with confidence.

"Since we implemented [Sage 300cloud], we are saving 20-30 hours each month in accounting tasks, and we have increased revenues."

Allan Schmidt, president, Vineland Estates Winery

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Features and functions

Better insights for more informed business decisions
Analyse trends and monitor your business's performance by getting a holistic view of your business, or drill down into the detail to get greater insights into the data that matters to you.

A tool you're already familiar with
Intelligence Reporting delivers reports in Microsoft® Excel®–the world's most popular reporting tool that you are already familiar with.

Save time with report automation
No longer will you have to export your data to Excel and report outside of Sage 300cloud. Reports are linked to your data source.

Reports are ready to use
To run an out-of-the-box report that has already been formatted for you, all you need to do is select the information you want to report on. Additional reports are also available on an ongoing basis, and are easily imported through the Report Utility.

Reports are easy to customise
Need a specific report? Customise a ready-to-use report or simply create one from scratch with this flexible reporting tool.

Complete control over your finances
Easily drag and drop the building blocks of your financial layouts within the familiar interface of Excel, allowing you to take control of all the design aspects of your financial reporting layouts.

Software that suits your business's needs
Intelligence Reporting is scalable, meaning that you can add or remove users, companies, and reports to match your business's growing needs. This includes being able to report on multiple fiscal years, multiple budget sets, and multiple budget versions across all available account segments.

Complete control over the level of detail in reports
Easily filter your information to view your organisation in different ways through flexible Reporting Trees and Report Groups.

Automated Report Distribution
Reports can be scheduled to be automatically distributed at any time to individuals or teams, through various formats and platforms.

Seamless integration with third-party solution
Wide range of extended solutions for Sage 300cloud from our extensive network of third-party solution providers makes the product extremely powerful and flexible to suit the complex and unique needs of your business, giving you a unified solution to manage your critical business processes.

Components

Report Viewer
The Report Viewer allows you to run out the relevant reports. It comes with the basic filtering capabilities (filtering and changing of parameters) and drill-down functionality on existing reports.

Report Manager
The Report Manager allows you to author new reports (organising, creating, and editing), filter and aggregate data, as well as create new reports with the standard data tables available. This tool also allows you to set permissions and security for reports.

Report Designer
This Excel add-in allows you to easily create and edit financial statements using a graphical "drag and drop" interface, giving you full control of your financial reports.

Connector module
The Connector module allows you to access and consolidate information from multiple sources. This means you can connect to more than one database at a time enabling you to do multicompany or multicurrency consolidations and create new data containers for specific customised reports on any part of your Sage Business Solution and/or any other data sources (ODBC compliant).

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