

DACEASY VERSION 12 FEATURE LIST

EASE OF USE

- *AutoComplete* makes completing any field easier ^{NEW – ALL MODULES}
- *New Features Tour* to teach you the new features ^{NEW – ALL MODULES}
- Multiple Windows
- Current period is displayed on all screens for your convenience
- Enhanced *Lookups* let you sort, sub-sort and search the *Lookup* screen
- *Work Flow Guides* walk you through the natural flow of business
- Sort the *Open Company* screen in alphabetic order
- Field length for company directory path increased
- Period End and Year End processes added to the Business Center's *Work Flow Guides*
- AR and AP accounts now included in the global changes feature
- *AutoPay* allows for easy payment of vendor invoices ^{NEW - AC}
- *Alerts* allow you to quickly respond to conditions that need your attention ^{NEW – BC – ALL MODULES}
- E-mail correspondence ^{NEW – ALL MODULES}
- *Salesperson E-mail* field added ^{NEW – AC, OE, POS}
- *Grid Lines Added* to Address Blocks ^{NEW – AC, OE, POS}

INVENTORY

- Exclude non-inventory items from the *Product Activity* and *Product Activity Detail* reports
- *Alerts* let you keep track of inventory issues ^{NEW}
- Addition of a *Purchasing Suspense Account* means you can place products into inventory before you get the vendor's invoice ^{NEW}
- Adjust inventory dollar value without having to adjust on-hand quantity ^{NEW}
- Product weights added ^{NEW}
- Ability to assign *Substitute Products* ^{NEW}

CASH

- Print deposit slips
- View posted cash transactions
- Track payment type for cash receipts
- *AutoPay* allows for easy payment of vendor invoices ^{NEW}
- *AutoComplete* makes completing transactions easier ^{NEW}
- *Payables Reminder* keeps you on top of your bills ^{NEW}
- Added *Totals* to deposit slip ^{NEW}
- Add default memo automatically from a vendor's record ^{NEW}

DACEASY VERSION 12 FEATURE LIST cont'd

CUSTOMER/VENDOR/PRODUCT INFORMATION

- View the customer's (or vendor's) balance information from anywhere on the customer (or vendor) screen
- Stamp the date and time when entering notes
- Custom fields added to hold your information
- Create an invoice for a customer without leaving the customer screen
- View customer backorder information from the customer screen
- View product backorder status from the product screen
- *AutoPay* allows for easy payment of vendor invoices ^{NEW}
- *Alerts* let you stay on top of customer/vendor/product conditions that need your attention ^{NEW}
- Built in credit checks allows you to stop customers from purchasing if they are over their credit limit or have a past due balance ^{NEW}
- Add default memo to vendors ^{NEW}
- Print *Customer Transaction History Lookup* ^{NEW}
- Print *Vendor Transaction History Lookup* ^{NEW}
- Vendor specific purchasing suspense accounts allowed ^{NEW}

PAYROLL

- Your payroll is now posted in detail (no more "other" values)
- See employee pay history from the *Edit Employee* screen.
- Month End, Quarter End and Year End processes added to the Business Center's *Work Flow Guides*
- Second pay stub added to check
- Added *Codes History* report
- Print the 940EZ form
- Current month displayed on company screens
- Check reprinting option improved
- New *Calculate and Post* summary screens
- Added *Department Overview* report
- Custom date fields added
- *AutoCalculation* of regular earnings based off the amount of vacation or sick time you entered ^{NEW}
- Select individual employees in *Calculate Payroll* ^{NEW}
- Print *Employee Transaction History Lookup* ^{NEW}
- Added *Pre-check Register* report
- Exclude terminated employees from *Mail Merge* and certain reports ^{NEW}
- Save multiple *Codes History Report* layouts for later reporting ^{NEW}
- Create *Detail Report* when Posting ^{NEW}
- Ability to *AutoReverse* a posted payroll ^{NEW}

DACEASY VERSION 12 FEATURE LIST cont'd

ORDER ENTRY AND POINT OF SALE (see **INVOICING** for more features)

- Upload product list and download orders from your WebStore (OE only)
- Bar code layouts now modifiable
- Generate bar codes by vendor item number
- Custom fields added
- *Shipping Method* tables added
- Customer and vendor fax numbers are now an option to add to your forms
- AR and AP accounts now included in the global changes feature
- Print deposit slips (POS)

INVOICING

- Create an invoice for a customer without leaving the customer screen
- New sort and rank options added for printing invoices
- *Shipping Method* tables added
- *AutoComplete* makes completing invoices easier ^{NEW - ALL MODULES}
- *AutoReorder* makes creating a new invoice from a previous invoice a snap ^{NEW - AC, OE, POS}
- *AutoReturn* makes creating a return easy by allowing access to the original sale ^{NEW - AC & OE}
- Weight of all products on invoice totaled for the transaction ^{NEW - AC & OE}
- Freight cost now an invoice field ^{NEW - AC & OE}
- Built in credit checks allow you to stop customers from purchasing if they are over their credit limit or have a past due balance ^{NEW - AC, OE, POS}
- Substitute product Lookup available to help complete the sale ^{NEW - AC, OE, POS}

REPORTS

- *Instant Reports* with *Drill Downs* allow quick access to your data
- Select number of copies when printing any report
- Exclude non-inventory items from the *Product Activity* and the *Product Activity Detail* reports
- *Crystal Reports* for DacEasy add-on available to analyze and interpret your financial information. It makes every function available to you right from within DacEasy v.12 – so you can easily graph data and export it into a wide variety of different formats. These include Microsoft Excel, HTML 3.2 and 4.0, Lotus 1-2-3, XML, Microsoft Word, Rich Text Format and ODBC. Now available for purchase with your upgrade. ^{NEW}
- *Codes History* report added to Payroll to quickly pull data by code
- Create *Detail Report* when Posting (Payroll) ^{NEW}
- Save multiple *Codes History Report* layouts (Payroll) ^{NEW}
- Added *Department Overview* report (Payroll)
- Added *Pre-Check Register* report (Payroll) ^{NEW}

WEB SERVICES

- Free Web site available
- On-line order downloads with WebStore subscription
- Publish your reports to HTML while keeping your layout options (requires IE5 or later)