



In This Issue

Page 1
Over 20 New Payroll Features

Page 2
Speedy Data Entry Using Keyboard Shortcuts

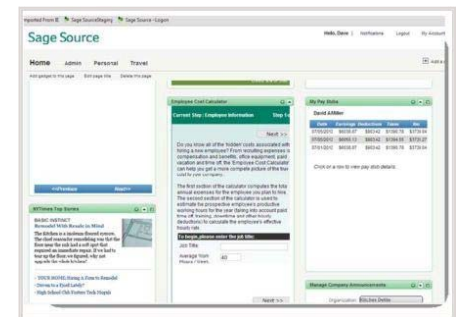
Sage Summit Registration Now Open

OVER 20 NEW PAYROLL FEATURES

Released earlier this year, **Product Update 1 (PU1)** for Sage 300 ERP 2012 introduced new business intelligence reporting features, enhanced integration with Sage CRM, and usability improvements like color-coded company screens. PU1 also included a substantial update to the Payroll module and we'll explore some of the new features in this article.

Online Pay History Via Sage Source

Now you can provide employees with the ability to access, review, and print their payroll history using [Sage Source](#). It's a cloud-based connected service for Sage 300 ERP that securely stores payroll information online so employees can login and access it anytime without tying up your internal payroll staff for routine record requests. Sage Source also provides other great features like an online bulletin board where you can post company announcements and news for your employees.



Workers' Compensation Tracking and Reporting

A collection of new features make it easier to track and report Workers' Compensation (WC), providing you with a more complete picture of your total payroll expense. Enhancements include the ability to assign employer expense and liability accounts in the GL to a specific WC Group, modification of the Payroll Workers' Compensation Codes window providing more GL posting options, simpler calculations and adjustments, and a handful of modified/new reports for improved tracking.

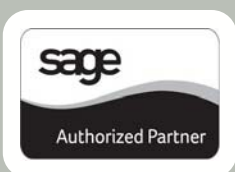
Federal & State e-Filing by Aatrix (US Payroll Only)

Another new connected service, **Sage Payroll Tax Forms and e-Filing by Aatrix**, provides over 250 **free, up-to-date, and automatically-populated** federal and state forms for Unemployment, Withholding, New Hires, W-2s, and more. Print out the reports you need at no cost, or electronically e-file any report for a small fee. This new connected service also allows you to set up reminders for the states in which you file to help avoid costly penalties.

New Name, Same Great Payroll

It's important to note that Sage 300 ERP Payroll is now called **Sage HRMS Payroll** (available in both U.S. and Canadian versions). This name change reflects Sage's decision to make it the common Payroll module used across their ERP portfolio. One benefit of this approach is to consolidate development resources which will accelerate product enhancements and improve support.

Bottom line: new name, same great payroll for Sage 300 ERP.



RELEASE NOTES: SAGE 300 ERP 2012 PRODUCT UPDATE 1

[Download the Release Notes](#) for Sage 300 ERP 2012 PU1 for more detail on the over 20 new payroll features as well as enhancements in other areas like business intelligence reporting and Sage CRM integration.

Speed Up Data Entry with Keyboard Shortcuts

Data entry is inevitable in accounting. But that tedious "heads down" work doesn't have to take up so much time. When entering a large volume of transactions, switching between your keyboard and mouse can be inefficient. It not only slows you down, but it can break your concentration and cause errors.

So here's a handy set of keyboard shortcuts in **Sage 300 ERP** (formerly Sage Accpac) that can really save time entering data, navigating screens, and processing transactions.

Sage 300 ERP Navigation Shortcuts

These shortcuts can help you move around a screen or form without leaving the comfort of your keyboard:

Page Up or Page Down	Go the first (top) or last (bottom) record visible in a list
Ctrl + Page Up or Ctrl + Page Down	Go to the first or last record in a Finder list
Ctrl + Tab	Move out of a grid or list to the button or field following the grid or list.
Ctrl + Shift + Tab	Move out of a grid or list to the button or field directly above the grid or list
Home / End	Go to the first/last entry in a list
Tab or Enter	Go to the next column
Shift + Tab or Enter	Go to the previous column
Alt + C (or Alt + F4)	Close a form or dialog box
Alt + E	Open the Set Criteria dialogue box to specify records that will be displayed in the Finder
Up / Down Arrow	Go up or down 1 line in the grid
Esc	Cancel/close a pop-up window

Sage 300 ERP Data Editing Shortcuts

These shortcuts provide a quick method of adding, deleting, or editing data in a record or form.

Insert	Insert a blank row in a grid to add a new record
Ctrl + Insert	Begin a new entry when you are pointing to a field that has a New button beside it
F2	Turn on edit mode in a list or grid (press again to turn off).
Delete or Alt + D	Delete the selected row or record
Alt + S	Save changes to the displayed work
Alt + A	Save a new record
F5	Launch the Finder to lookup data

SAGE SUMMIT 2013

Registration is Now Open!

The largest gathering of the year for Sage customers and business partners, the Sage Summit annual conference offers one-of-a-kind learning sessions, networking opportunities, expert guidance, and tips that will help you master your Sage 300 ERP software.

Sage Summit 2013 will be hosted in Washington, D.C. with customer events running from **Tuesday July 23rd to Friday July 26th**. Go online to learn more about the location, agenda, and some seriously fun activities planned this year!



[>>>](http://na.sage.com/sage-summit)

Technology Integrators

7101 Northland Circle
Suite 206 The Triad
Minneapolis, MN 55428
(763) 971-4800



Info@Technology-Integrators.com | www.Technology-Integrators.com