



# Sage ERP X3

Solution in detail

Sage | Version 7



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# 1.0 Finance

## 1.1 Functional domains

- General ledger
- Account payable / Account receivable / Cash
- Cash management
- Cost accounting
- Expenditures
- Budget and Commitments
- Financial reporting
- Fixed Asset management

## 1.2 Financial Data model

### 1.2.1 General context

- Sage ERP X3 is multi-language, multi-company, multi-site, multi-currency, multi ledger, and multi-legislation by design.
- Multi-language: Ability to speak the language of users and partners. It includes the user interface and descriptions.
- Multi-company: Ability to manage several companies in the same database. It enables an organization to share the same repository while dedicating some data to one or several site/companies.
- Multi-site: Ability to manage several structures within a company, due to business, organizational, or geographic needs.
- Multi-currency: Ability to manage transaction currency. The amounts in this transaction currency are translated into a 'ledger' currency.
- Multi-ledger: Ability to define several ledgers for one company. Ledgers can be shared or dedicated.
- Multi-legislation: Ability to manage several companies located in different countries. In this case, local rules are applied depending on the context. These rules can be defined using user-designed settings or may include dedicated processes.

### 1.2.2 Models and ledgers

- Each company is linked to an accounting model that defines the ledgers used (up to 10).

- A ledger is characterized by one currency, one calendar, one chart of accounts and analytical dimensions
- Up to 9 analytical dimensions may be defined for a ledger, up to 20 analytical dimensions for a model
- The charts of accounts and dimensions can be shared or specific to several entities

### **1.2.3 Companies & sites**

- Multi-site, multi-company, unlimited number of sites per company and unlimited companies
- Group of sites and companies may be defined for an aggregate crossed view (by activity, function, geographical location), in inquiries or reports
- Each company is associated with one accounting model and one legislation
- Automation of inter-site transactions
- Automated inter-company transactions in purchases and sales modules.

### **1.2.4 Currencies**

- Unlimited number of currencies and exchange rates, manually entered or imported
- Unlimited number of rate types - daily, monthly, average, budget ...)
- Currencies may be linked to accounts and business partners
- Transactions entered in foreign currency, converted into the ledger currency
- Automatic rounding
- Automatic exchange variances when matching
- Asset / liability conversion at end of period/year; actual or simulated

### **1.2.5 Calendars**

- A calendar per ledger; Up to 24 periods per calendar
- Year-initial period for carry forward and year-end period for closing adjustments
- Monthly and annual closing process, with automatic recognition of upstream transactions, accruals, and functional controls

### **1.2.6 Journals**

- Unlimited number of journals
- Pre-defined types (sales, purchases, inventory, miscellaneous operations, carry-forward, closing), shared or specific to a ledger
- Validity date-controlled
- Close journals independent of period closure
- Site, company, group of sites allowed

- Frequent accounts, dis-allowed accounts

### **1.2.7 Accounts**

- Length of account fixed or variable, numeric or alphanumeric, configurable
- Validity date-controlled
- Restriction by site, company, group site
- Financial and quantity elements recorded
- User definable management rules (class, matchable, centralized, collective, dimension(s), tax management, default sense, normal sense of balance, transactions for debit/credit, intercompany partner etc.)
- Propagation rules between ledgers
- Up to 9 dimensions (e.g. department, cost center, product line, ...)
- Multi-level structures (pyramids), up to 99 levels, unlimited number of pyramids

### **1.2.8 Business partner**

- Unique business partner identification, additional information based on roles (customer, supplier, carrier, factor, sales rep.)
- Rules (payment terms, tax management) distributed per company and per role
- Miscellaneous business partner, such as bank or bank accounts
- Unlimited number of addresses (Ordering, delivery, billing, payment, ...)
- Unlimited number of bank Identification numbers per address
- Linked business partner such as customer ship-to, bill-to, and pay-by as well as supplier buy-from, invoice-from, and pay-to, factor, group and risk
- Risk management (commercial, financial), user definable controls on values outstanding

### **1.2.9 Dimensions**

- Validity date-controlled
- Site, company, group of sites allowed
- Restricted combinations of accounts and dimensions, restricted combinations of dimensions and dimensions
- Financial and quantity
- Multi-level structures (pyramids), up to 99 levels, unlimited number of pyramids

### **1.2.10 Transactions and partners**

- Debit or credit default transactions, according to the account
- Inter-company partner management

- Pre-consolidated balance sheet and ledger justifying inter-company transactions and aggregating the accounts according to the rules for the consolidation chart of accounts

## 1.3 G/L Accounting

### 1.3.1 General characteristics

- Status (temporary, definitive)
- Simulated active or inactive
- Model templates
- User definable transactions, defined by/for the users, automating default values and controls
- Manual journal entries, batch entries
- User-defined templates automating recurring journal entries
- Automatically reversing journals
- Automatic inter-site transactions and balancing of accounts on linked accounts
- Automatic inter-company transactions and balancing of accounts on linked accounts
- Recurring journal entries (fixed, variable), with automatic balance calculation
- Automatic journal entries reversing at a user defined date
- Automatic rounding rules in currency conversions
- Currency conversions selectable among fixed rate, lower-value, and higher value
- Manual or automatic matching (by reference, description, ledger amount, currency amount, by passing balance). Matching is accompanied by the following automatic functions:
  - Automatic generation of matching variance below a user definable threshold
    - Automatic generation of exchange variance for currency transactions
    - Archiving of matching to restore the situation of matchable accounts to date

### 1.3.2 Closing

- Automation of accruals: Invoices to be received, invoices to be issued, etc.
- User definable controls of closing reports: Completeness of records, checking balances, etc.
- Fiscal year-end closing
  - per site or per company
  - Automatic generation of adjustment journal entries account to account (optional)
  - Automatic generation of the result and the carry-forward

- Generation of automatic journal entries from model templates with amounts calculated by user definable formulas (e.g. quoted part's account balance multiplied by a coefficient)

### **1.3.3 Declarations**

- Tax management
  - On debit, on payment
  - Tax prorate management
  - Suspension of tax
  - Services
  - EU VAT
  - VAT on pre-payment, on unpaid items
  - Para-fiscal taxes
  - Report for goods tax declaration (EU Intrastats)
  - Report for services tax declaration (EU Intrastats)
  - Tax reporting management

## **1.4 Accounts payable / receivable**

### **1.4.1 Invoicing**

- Invoice types (invoice, credit note, debit note, proforma)
- Unique numbering (supplier invoices)
- Legal information management
- Automatic calculation of open items based on the payment terms
- Automatic tax calculation (VAT, parafiscal)
- Withholding taxes calculation
- Allocation of charges to dimensions
- Automatic inter-site transaction management
- Automatic inter-company transaction management
- Recurring invoice management with alerts, workflows, and traceability

### **1.4.2 Open items management**

- Automate the calculation of open items for invoices, from the shipment date and the payment term
- Payment schedule management (unlimited number of open items for one invoice)

- Definable transactions for changing open items, according to user rights (Payment mode, due date, pay approval, dispute, etc.)
- Consolidation or expand open items
- Approval for payment, with definable workflows

#### **1.4.3 Credit management**

- Payable/receivable, factor, group and risk business partner management, which may or may not be the same
- User definable rules for calculating business and financial risk
- User definable rules for calculating due amounts, workflow validation
- Charges/discount management
- Aged balance through inquiries with full upstream / downstream traceability, or through reports
- Collection of due amounts by reminder campaign management
- User defined reminder campaign management rules, by representative, risk, group business partner, statistical family, etc.
- Mark business partners as remindable / non remindable and set minimum threshold, by currency
- Global reminder, global per level, global per delay, detailed per invoice
- Letter, e-mail, telephone, fax, link to CRM to create tasks automatically
- Up to 9 levels of reminder, with definable text for each level
- Calculation of charges for delayed payments

#### **1.4.4 Payment process**

- Definition of banks and cash, unlimited number
- Bank or cash entries
- Automated payment processing, including international context:
  - User definable processes, defining steps and controls
  - Automation of specific operations such as prepayments made/received, compensation, payment variances, bank charges,
  - Automatic user definable posting and matching.
  - Transfer/debit automation by automatic proposals submitted for validation
- Quick entry by picking open items
- Automation of inter-site, inter-business partner, inter-collective transactions,
- Payment in foreign currency, Payment in a currency other than the billing or bank currency. Automating cross-currency journal entries



- Automatic discount/charge and exchange variance management
- Prepayments with tax management and reports
- Prepayments on order, with full/partial matching against the invoice
- Automation of unpaid postings: bank charges management, charges re-invoicing, transfer to doubtful collective, tax adjustments
- Taking into account the local specific legal and fiscal rules for the country. Example - for France:
- Letter-check, draft, direct debit, domiciliation, transfer to be made, deposit
- User definable function to describe bank formats, delivering a library of formats ready for use (bank transfers: SEPA SCT, AFB 160/320, import of draft, generation of draft, PAYMUL, etc.)
- Compliance with SEPA SCT and SDD for the Euro SEPA payment transactions
- Mandate management for direct debits (SDD), including managing mandates and integrating mandates into sales and accounts receivable process

#### **1.4.5 Bank reconciliation**

- Reconciliation (Bank G/L entries mark)
- Bank statement reconciliation
- Bank statement entered or imported. Structure of the bank statement file is user definable with a dedicated function. It is also easy to include new formats
- Automatic bank statement reconciliation (Statement vs ledger)
- Tools for manual reconciliation: sorting and searching by amount, type, description, date, reference (N° check, etc.)

#### **1.4.6 Factoring**

- Receipt generation and printing
- Receipt posting
- Magnetic file generation
- Payment notification

#### **1.4.7 Employee expenses**

- Personal information entries
- Decentralized expenses entries – access rights and confidentiality
- User definable cost types (Travel, hotel, taxi, etc.)
- User definable caps on reimbursement, user defined thresholds for reimbursement (e.g. km, etc.)
- Tax management

- Reports
- User definable workflow for validation
- Automatic user definable posting
- Control reporting

#### **1.4.8 Cash forecast and bank positions**

- Translation of sales and purchase documents in future cash issue/entry
- One-off and recurring additional events (payroll, taxes, etc.) with rules management
- Analysis of the future cash position by aggregating issues or entries with the current bank positions

#### **1.4.9 Extension to expert modules**

- Transfer to treasury cash flow forecasts, with user definable information
- Short term open items: payments processed
- Medium term open items: Image of unbalanced open items
- Transfer of cash balance to accounting

### **1.5 Analytics**

- Pre-defined distribution keys
- A post entry, distribution process that distributes charges and products according to user definable and iterative rules.
  - Quantity or financial (Example: Distribution of rent in proportion to area (m2) occupied by cost centers)
  - Calculated by quantity or costs (Example: Distribution of marketing charges in proportion of sales of product lines).

### **1.6 Budgets**

#### **1.6.1 Analytical budgets**

- Definition of budgets, unlimited number, based on:
  - Level: company or site
  - Currency
  - Calendar, which can be different from the G/L calendar (period, start and end).
  - Chart of budget accounts, which may be dedicated, or shared or derived (grouping) from G/L or analytical ledger
  - Up to 3 crossed dimensions that may be dedicated, or shared or derived (grouping) from G/L or analytical ledger

- For a budget, unlimited number of versions, with a status (development, active, closed)
- Budgets transactions by direct entry or by updated records for tracking the changes
- User definable transactions
- Automatic distribution of an annual budget per period, with seasonally adjusted distribution rules
- Automatic procedure for creating a budget version from another version, or a budget by another. Definition of budget formulas (deferral of the initial budget, actual, reassessment by coefficients, etc.)
- For charges:
  - Budget control from commitments, simultaneously on up to 10 budgets
  - User definable workflow validation of commitments, with signature approval cycle depending on whether the budget is exceeded or not
  - Management of key responses and actions, if no appropriate response, if the required response time is exceeded, escalation, etc.
- Standard inquiries comparing the budget, commitments and actuals, with a configurable level of detail, audit trail justifying accumulation by detail, financial data extraction including budget records, implementation of business intelligence standard universes.

### **1.6.2 Operational budgets**

- Setting budget structures and roles (managers, recipients, hierarchical structure of control, reporting and approval)
- Split budget by projects, envelopes, exercises, budget lines. Annual or multi-year envelopes. Multi-year budgets are particularly usable for investment budgets.
- Configurable workflow for approving various budget levels
- Reserves management, outcome amounts
- Expense control from commitments, electronic approval
- Revisions, transfers between budgets
- Procedure for closing with user definable carry-forwards
- Off-budget lines management

### **1.6.3 Expenses commitments**

- User definable function - input or import
- Linked to the purchase transactions, optional generation of pre-commitments (from purchase requests), generation of commitments (from purchase orders)
- On request/order date or receipt forecast date
- With/without non-deductible tax

- Pre-commitments balance while ordering, commitment balance while receiving or invoicing
- Commitment control, with user definable signature workflow, which may be different depending on whether the budget is exceeded or not
- Carry-forward of commitments from one year to another
- User definable reporting comparing budget, pre-commitment, commitment and actual

## 2.0 Fixed assets

### 2.1 Fixed asset management framework

- Fixed asset management in accordance with IAS/IFRS and French accounting standards (CRC 2002-10, 2004-06)

#### 2.1.1 Depreciation context and plans

- Depreciation context based on Accounting data model, to manage a Fixed assets data model in a currency, according to a financial year and interim period schedule
- Accounting and fiscal depreciation context linked to the Company accounting data model:
  - Chart of accounts to determine economic depreciation
  - Fiscal plan to determine accelerated depreciation or clawback
  - Minimum fiscal plan to determine deferrable depreciation and manage deferred depreciation
- IAS/IFRS depreciation context linked to the IAS/IFRS accounting repository (consolidated accounts)
- Ability to manage up to 15 depreciation plans per fixed asset

#### 2.1.2 Depreciation methods

- Management of the depreciation methods in force in Europe (Germany, Benelux, Spain, France, Italy, Poland, Portugal, Russia, UK), the USA and North Africa
- Depreciation method management by non-financial unit, determined by the rate of fixed asset usage
- Option to configure other depreciation methods
- Depreciation basis and method specific to each plan

#### 2.1.3 Association of values

- Consistency of depreciation methods via an identification system depending on the value:
  - of the Fixed asset accounting code
  - or the Fixed asset family

#### 2.1.4 Extended fixed asset record

- Dual valuation and dual account posting, according to the Company accounting repository and according to the Group accounting repository
- Identification of Type of holding: "Owned", "Leased", "Rented", "Franchised", "Projected"
- Business sector to manage VAT deduction rules
- Visibility of the various depreciation plans on a configurable timescale: option of automatic depreciation plan calculation
- Traceability of physical and analytical movements
- Traceability of renewals for "Franchised" assets
- Link to related physical element(s) for barcode registration and control stock count purposes.
- Link to contract for "Leased" and "Rented" assets
- Link to production plan for assets depreciated by Non-financial unit
- Management of data relating to vehicles in order to produce a preparatory statement for declaration 2855: company vehicle tax return

## 2.2 Fixed asset life cycle

- Traceability of Capitalized expenditure
  - Taken from records of purchase invoices and third-party supplier invoices
- Creation of Fixed assets from Capitalized expenditure
  - Splitting of Capitalized expenditure
  - Grouping of Capitalized expenditure
  - Fixed asset breakdown management
- Discounting of depreciable costs and depreciation bases, due to additional credit notes or invoices or due to adjustments of VAT deductions
- Commissioning of fixed assets
- Allocation of Fixed assets: geographical and analytical
- Creation and updating of depreciation plans
  - Change of method: duration, mode, prospective or retroactive, in accordance with plan standards
  - Impairment management, for recording a loss in addition to the loss recorded through depreciation
  - Revaluation management, according to market value or by application of a coefficient
- Splitting of fixed assets, for reallocation or partial issue
- Intra-group transfers: spinoff, merger and demerger operations. Option of simulation before execution.
- Asset issue (sale, disposal, loss), with calculation of capital gain or loss

- These actions can be carried out individually in a Fixed asset record, or applied in batch mode to a selection of assets
- Ability to run closing process in simulation mode

### 2.3 Interim statements and closing

- Interim statements according to the period breakdown of the Accounting repository, for provisional or final posting of the depreciation and movements for the period
- Traceability and reporting of fixed asset and depreciation transactions by account and by heading for French financial reports 2054 and 2055
- Journal of detailed account entries
- Closure of fiscal year after application of annual VAT deduction adjustments for partial taxpayers and registrants.
- Option of processing the first interim statements for the following fiscal year before closure of the current fiscal year.
- Ready-to-use reports to obtain your fixed asset position and movements; BI universe with reports.

### 2.4 Fixed asset stock count

- Records of registered physical elements

#### 2.4.1 Physical element bearing the barcode registration, linked to the fixed asset: n physical elements per fixed asset

- Allocation and movement management at Physical element level, with a validation phase to pass the movement on to the fixed asset: Change of location; Asset issue
- Manage control stock counts, to check the validity of fixed asset accounts
  - Collection of registrations with a Pocket PC (Windows mobile) fitted with a barcode reader and Sage Inventory Tools software to manage stock counts
  - Automatic comparison of stock count file and Physical elements records in order to identify and correct variances or suggest updates

### 2.5 Fixed asset financing

- For leased or rented equipment: management of the lease or rental contract:
  - Identification and characteristics of the contract; payment schedule
  - Generation of account entries for the company accounts and consolidated accounts: reprocessing of the fee if the asset is depreciated in the IAS/IFRS accounting data model
  - End of contract management: equipment returned to lessor or purchase option exercised → acquisition of the equipment

- Production of financial commitment reports
- Management of equipment subsidies:
  - Calculation of subsidies allocated to investment projects, posting to fixed assets, calculation and posting of the reintegration

## **2.6 Franchised asset management**

- For equipment made available to the company by a franchisor, generally a local authority:
  - Management of franchise contracts and riders: extension of the franchise with effect on fixed assets
  - Calculation and posting of provisions for renewal
  - Financial depreciation
  - Renewal of franchised assets and traceability of renewals
  - Customer invoice creation on sale of fixed asset



## 3.0 Sales

### 3.1 Data Model

#### 3.1.1 Customers

- Customer breakdown: ordered, delivered, invoiced, group, payer, risk and factor
- Multi-address, multiple delivery points, multiple bank details
- Management of contacts by address
- Management of discounts/bank charges
- Multi-type and multi-due date payment modes, with management of alternative payment modes
- Reminder management:
  - Multi-level reminders
  - On minimum threshold
  - Individual or mass customer hold/release on multiple criteria
- Factoring
- Commercial and financial monitoring
- Minimum order value
- Customer credit control:
  - Real-time customer credit situation
  - Configurable credit control (Company, Folder, hold, etc.)
- Customer inquiry with audit trail ranging from general to detailed:
  - Commercial risk analysis by site, company or folder
  - Financial risk analysis by site, company or folder
  - Aged trial balance inquiry
  - Multi-collective account inquiry
  - Recent transactions inquiry
  - Commercial history inquiry
  - Customer prices inquiry
  - Customer installed base inquiry

### **3.1.2 Sales representatives**

- Allocation of sales representatives' commission by multi-criteria configuration
- Multiple sales representatives per order with automatic allocation
- Management of targets by sales representative
- Allocation of sales representatives by market sector
- Planning or recording of commercial actions (appointments, calls, tasks, etc.)
- Printing of commission allocation notes

### **3.1.3 Prospects**

- Prospect management and follow-up
- Sales contact follow-up
- Allocation to a market sector
- Conversion to customer

### **3.1.4 Carriers**

- Carrier management
- Pricing by weight and volume, by time slot and by region
- Invoicing by threshold
- Simulation tools

### **3.1.5 Product categories**

- Grouping of products with similar management rules
- Rapid creation of a product inheriting the default management rules and values for the category
- Association of management rules relating to inputs and issues
- Association of configurable allocation rules
- Association of configurable valuation rules

### **3.1.6 Products**

- In stock or not, management of serial numbers, batch numbers and sub-batch numbers
- Commercial products, service provision and after-sales
- Commercial bill of materials or kit type products with option and variant
- Alternative and/or replacement product
- Associated packaging (load preparation)
- VAT and parafiscal tax management

- Commercial information (base price, theoretical price, floor price, minimum margin, etc.) with entry control
- Loan, direct order authorization
- Audit trail inquiries ranging from general to detailed:
  - Price catalogue inquiry
  - Stock inquiry by site
  - Product cost inquiry
  - Competing product inquiry and association
  - Product installed base inquiry

### **3.1.7 Units**

- Stock units
- Packing units with fixed or variable conversion factors
- Commercial units (sales, purchases)
- Configurable unit conversion rules for taking from another unit: unpacking, incomplete unit management, unit splitting
- Stock label management by packaging

### **3.1.8 Prices & Discounts**

- Configurable multi-criteria prices
- Price management by currency, coefficient, quantity or configurable formula
- Management of free products
- Inter-company prices
- Set sale price as a coefficient of purchase price
- Prices applicable by date band - promotions
- Prices applicable by line and/or by document
- Discounts and costs by line and by order, as a value, as a percentage, as a cumulative total, cascaded
- Simulation of price application
- Archive of prices and discounts applied
- Price catalogue
- Price revisions
- Price import
- Price rules can be set based on the country and state of delivery

### 3.2 Inter-company/Inter-site

- Automated management of commercial transactions between sites belonging to the same company or between sites belonging to different companies:
  - Inter-company pricing
  - Retail sale orders generated automatically from purchase orders
  - Sale orders generated automatically from contract purchase orders
  - Inter-company invoicing with generation of purchase invoice control on customer site
- Management of logistical transactional between sites belonging to the same company or between sites belonging to different companies:
  - Inter-site deliveries
  - Inter-site receipts with inheritance of the stock characteristics of the corresponding deliveries
  - Customer or inter-site returns with inheritance of the stock characteristics of the corresponding supplier returns
  - Immediate inter-site stock movements for sites geographically close to each other

### 3.3 Commercial documents

- User-configurable entry transactions (quick entry)
- Configurable sales cycle:
  - Quote/Order/Invoice
  - Order/Invoice
  - Quote/Order/Delivery/Invoice
  - Order/Delivery/Invoice
  - Delivery/Invoice
  - Counter invoice
- Automatic or manual numbering
- Unlimited links between documents
- Management of printable text in document header, footer and lines
- Identification by custom order code

### 3.4 Commercial configurator

- Choice of products, options and variants
- Creation of multi-level technical data and rules
- Incorporated into quotes and orders

### 3.5 Quotes

- Entry/printout of quotes for customers or prospects
  - Delivery address, shipping site, delivery time on quote line
  - Real-time margin calculation
  - Validation and signature process
  - User control of minimum margin and/or floor price and/or minimum value and/or quantity
  - Querying and justification of prices applied
  - Validity date monitoring
  - Open quotes report
  - Pro forma invoice calculation and printout
  - MS-Office integration

### 3.6 Orders

- Configurable order type:
  - Retail orders
  - Loan orders
  - Contract orders (delivery schedule, ahead/delay management)
- Order entry/printout for customers and prospects with automatic prospect to customer conversion
  - Rider management
  - Order progress (Del, note, invoice traceability, etc.)
  - Querying and justification of prices applied
  - Total or partial quote conversion
  - Delivery address, shipping site, delivery time, carrier, etc. on order line
- Delivery routing available, including mapping
  - Real-time margin calculation
- Validation and signature process
  - Back order management
  - User control of minimum margin and/or floor price and/or minimum value and/or quantity
  - Order book
  - Pro forma invoice calculation and printout
  - Direct purchase order (direct or receipt) or work order generation by line
- Pre-payment management with option of order suspension

- Generate a sales order from a quote

### 3.7 Sales workflow

- Sales quotes, order, and open order to sign
- Signed quotes, orders, and open orders
- Historical sales quotes, orders, and open orders signed
- Viewing the history of documents with an approval or rejection
- Cancellation of the signature action for a document

### 3.8 Allocation

- Customer reservation with validity end dates
- Posting of reservations on orders
- Manual or automatic stock allocation with configurable criteria
- Manual or automatic de-allocation
- General or detailed allocation
- Stock-out management
- Allocation inquiry

### 3.9 Logistics

- Shipment preparation management
- Automatic picking list generation or manual creation
- List of products to be delivered
- Run code management
- Full or part delivery of orders or order lines
- Direct delivery of materials to a sub-contractor
- Load preparation management, for recording purposes or post-load preparation
- Load preparation list, load preparation labels
- Picking list, delivery note, etc. printout
- Management of carriers and associated costs
- Customer return management with or without quality control
- Portable RF (radio frequency) terminal management
- Stock
- Upstream/downstream traceability (Batch, Serial no.)
- Actual or projected stock inquiry with first availability date
- Detailed stock inquiry

- Inquiry by storage site or consolidated inquiry
- Stock in transfer and transit inquiry (inter-site or inter-company)

### **3.10 Loans**

- Loan note entry and printout
- Open loan monitoring
- Traceability by serial number and batch number
- Return management
- Unreturned goods invoicing

### **3.11 Invoicing**

- Configurable invoice type
- Invoice printing with number of copies configurable by customer
- Automatic or manual creation
- Invoicing by customer, order, delivery note, delivery point or period
- Printout of invoice statements by customer or period
- Automatic or manual invoicing of service requests (intervention, parts)
- Automatic or manual invoicing of maintenance contracts (revision by index in particular)
- Automatic invoicing of inter-company stock movements

### **3.12 Incorporation into accounts**

- Customer invoices
- Invoices for issue
- Pre-payment management
- Stock movement posting
- Analytical dimension type management

### **3.13 Tax**

- VAT on debits and receipts
- Intra-community VAT
- Parafiscal tax by value and as a percentage
- Formulae applicable to parafiscal taxes (threshold, quantity, etc.)

### **3.14 Exchange of goods declaration**

- Customs nomenclature incorporation and product record association interface

- Recording of data necessary for the exchange of goods declaration (rules, natures, delivery conditions, etc.)
- Extraction function for transactions subject to declaration, with option to modify extracted information
- Report for checking information subject to declaration
- Pre-configured interfaces with IDEP
- Management of specific local features of the EGD (Portugal, UK, Italy, etc.)

### **3.15 Sales statistics: examples**

- Sales Order turnover by product (by customer, family, sales representative, geographical area, etc.)
- Sales Order turnover for the day
- Invoiced turnover by product (by customer, family, sales representative, geographical area, etc.)



## 4.0 Mobile web apps

Sage ERP X3 is designed to be accessed by web browser, including smartphones, tablets, and desktop computers alike. For increased usability on devices with smaller screen sizes, like smartphones, special web applications have been created for increased usability.

- The Mobile Web Applications are designed for use on smartphones like iPhone, Android, and Windows Phone devices

### 4.1 Sales

#### 4.1.1 Sales - My Customers

- Displays a list of key customer information such as:
  - Customer notes
  - Contacts and addresses
  - Credit limit
  - Orders with advance payments not received on time
  - Orders exceeding the credit limit of the customer
  - Blocked orders
  - Active quotes and quotes to remind
- Order book, pending and late orders
- Deliveries to validate and to bill
- Return with or without credit memo expected
- Invoices validated and non-validated
- Allocated payment and unallocated payments
- Allows to block or unblock each document
- Allows to block or unblock a customer

#### 4.1.2 Sales - My Actions

- Allows approving or reject quotes, orders, and open orders
- Each document type based on its status: Signed or to sign

#### 4.1.3 Sales Price Inquiry

- Sales price for a product, on a site, for a dedicated customer and the requested quantity
- Displays the price details: the gross price, discounts, and charges are used to calculate the net price by unit

## **4.2 Purchase**

### **4.2.1 Purchase – My Actions**

- Allows approving or reject requests, orders and open orders
- Each document type based on its status: Signed or to sign

### **4.2.2 Purchase Price Inquiry**

- Purchase prices for a product, on a site, for a dedicated supplier, and the requested quantity
- Display the price details: gross price, discounts, and charges are used to calculate the net price by unit

## **4.3 Available Stock**

- Available stock for a product, on a site, for a dedicated date.
- Available stock consolidated in days, weeks or month
- Available Stock by date: available for sales, including future needs and resources

## **4.4 My Expenses**

- Entry of expense notes
- View approved and unapproved status of the expenses

## 5.0 Customer service

### 5.1 Marketing

#### 5.1.1 Competing products

- Competitor product number management
- Comparison of strengths and weaknesses by product

#### 5.1.2 Call script

- Production and modification of questionnaires
- Information collection during phone campaigns
- Assisted approval of third-party databases and participants

#### 5.1.3 Marketing campaigns

- Marketing campaign and scheduled budget monitoring
- Detailed campaign inquiry and multi-level monitoring of current marketing operations enabling complete monitoring of the entire audit trail
- Microsoft Word mail merge available for quick and easily mass mailing of marketing campaigns; mail merge uses templates you have stored, allowing for visuals to be included

#### 5.1.4 Direct mail wizard

- Recipient selection
- Handling of panels generated from advanced targeting
- Sample display
- Message design or emailing retrieval
- Sending method selection
- Sent history creation
- Feedback summary in table format
- Access to detailed information to monitor the entire audit trail

#### 5.1.5 Phone campaign wizard

- Panel definition or retrieval
- Call breakdown by cross-referenced criteria
- Call script definition and retrieval
- Feedback inquiry
- Access to detailed information to monitor the entire audit trail

#### **5.1.6 Trade show wizard**

- Exhibition characteristics entry
- Feedback inquiry
- Access to detailed information to monitor the entire audit trail

#### **5.1.7 Press campaign wizard**

- Press campaign characteristics entry
- Feedback inquiry
- Access to detailed information to monitor the entire audit trail

### **5.2 Commercial action**

#### **5.3 Prospects/customers**

- Main and temporary sales representative management
- Automatic handling of checks linked to conversion of prospect to customer
- For customers:
  - Token credit and points debit management
  - Customer installed base inquiry
  - Sold-to-party association
- Planning or recording of commercial actions (custom orders, tasks, appointments, calls, service requests, warranty requests, service contracts)
- Global pre- and after-sales history inquiry for creation of an audit trail
- Customer installed base inquiry

#### **5.4 Participants**

- Independent participant management
- Management of relationships with third parties, companies, sites, users and accounts
- Market sector management
- Customer/prospect/contact portfolio segmentation

- Manual or automatic multi-criteria allocation of main and temporary sales representatives

### **5.5 Calls**

- Incoming call recording or scheduling of calls to be made
- Association with a custom order
- Option of fuzzy date management
- Automatic call forwarding
- Call attempt management
- Call number search
- Price search
- Call script running
- Commercial action planning: custom orders, tasks, appointments, service requests

### **5.6 Appointments**

- Appointment scheduling
- Association with a custom order
- Option of fuzzy date management
- Multi-participant schedule conflict control
- Direct de-scheduling of conflicting participants
- Resource reservation management
- Meeting address search
- Commercial action planning: custom orders, tasks, calls, service requests
- MAPI messaging synchronization

### **5.7 Tasks**

- Management of commercial actions other than calls or appointments
- Association with a custom order
- Requester delay alert management
- Commercial action planning: custom orders, appointments, calls, service requests

### **5.8 Integration and synchronization with MS Outlook**

- Synchronizing of Outlook contacts with ERP and generation of participants in X3 database
- Synchronizing of commercial actions in the ERP (tasks, calls and appointments) with Outlook
- Synchronizing of Outlook folders (tasks and appointments)

- with the ERP
- Actions processed during synchronizing of an Outlook magazine file with a folder: create, modify and/or delete
- Workbench for records pending synchronization with Outlook
- Fault and lost information management
- Mass processing of synchronization and option to track updates

## 5.9 Custom orders

- Competitor management
- Sales cycle monitoring from start to finish, with process automation
- Associated custom order management
- Handling of checks linked to quote creation
- Commercial action planning: tasks, appointments, calls, service requests
- Quote history by custom order

## 5.10 Customer Support

### 5.10.1 'Sold to' parties

- Management of several 'sold to' parties per customer
- Configuration of information held against sold-to-parties

### 5.10.2 Service providers

Service provider partner skills management

- Area of activity management
- Management of financial conditions of collaboration

### 5.10.3 Products

- Automatic generation of customer installed base on validation of sales movements
- Model contract specification (loan, warranty, service)
- Token credit and points debit management
- After-sales bill of materials management
- Product type: miscellaneous, spare part, labor, travel expenses, service contract
- Automated stock issues on consumption of spare parts managed in stock

### 5.10.4 Customer installed bases

- Automatic generation and updates from deliveries, returns, etc.
- Loan units installed base management
- Physical location management
- Splitting by geographical location of installed base
- Breakdown of results by customer type: direct customer, wholesaler or retailer
- Associated service contract history (applicable cover and warranties)
- Installation history

#### **5.10.5 Service contracts**

- Optional approval from a model contract
- Management of different service contract types
- Definition of area of application of cover, management of charging threshold by installed base, component, skill (option of adding restrictive financial rules)
- Definition of cover, management of charging threshold by installed base, component, labor
- Definition of area of application taking into account cost constraints
- Automatic generation from sales movements
- Automatic creation from accumulation of purchasing credit
- Automatic management of revaluations, renewals, etc.
- Invoicing schedule calculation
- Management of quality constraints by severity level
- Automatic invoicing
- Invoice, due date and payment history
- Revaluation and renewal history

#### **5.10.6 Warranty requests**

- Warranty coupon management

#### **5.10.7 Service requests**

- Option to allocate a sold-to-party per user
- Automatic allocation to skills family
- Identification of installed base and associated after-sales bill of materials
- Option of allocation to:
  - dispatches
  - employee

- queue
- commercial department
- Automatic request coverage control
- Automatic time-stamping
- Points consumption in accordance with flat rate and additional debit rules
- Consumption options:
  - parts (stock management)
  - hours of labor
  - travel expenses
- Automatic invoicing
- Solution identification and definition
- Operations planning and recording
- Planning of actions to be performed and recording of completed actions
- Request status history
- Modification history
- Escalation history
- Operations
- Automatic search for skilled, available employees
- Automatic search for skilled service providers in the area of competency
- Schedule conflict control
- Resource reservation
- Operation address management
- Spare parts consumption and stock issue monitoring
- Knowledge base search for solutions
- Report entry

#### **5.10.8 Knowledge base**

- Search by: multiple key words, original request, solution, skills family, employee, creation date, content

### **5.11 Decision aid tools**

#### **5.11.1 Marketing schedule:**

- Multi-level view of active campaigns and operations enabling complete monitoring of all activities



- Marketing campaign and scheduled budget monitoring

#### **5.11.2 Diary - pre-sales workbench:**

- Graphical display of commercial activities (tasks, calls, appointments)
- Daily, weekly or monthly views (days worked or working days)
- Commercial employee time management
- Outstanding activities: appointments, calls, tasks, custom orders, marketing campaigns
- Late activities alerts
- Review prospect/customer and participant histories for each type of activity
- Accelerated contact search on calling and call forwarding function
- Call script running
- Audit trail, access to details of each activity
- Option to save reports
- Third-party and participant search
- Commercial action planning: custom orders, tasks, appointments, calls, service requests

#### **5.11.3 Diary - after-sales workbench**

- Open and pending service requests
- Pending and delayed operations
- Dispatching content
- Employee and queue load statistics
- Temporary employee management
- Search:
  - for solutions
  - for service requests
  - by description
- Operation planning or recording
- Plan actions to be performed and record completed actions
- Service request tracking
- Third-party or participant identification
- Inquiries:
  - service requests
  - queues
  - employees

- skills
- escalations

# 6.0 Purchases

## 6.1 Purchasing data model

### 6.1.1 Supplier

- Supplier breakdown: ordered, invoicing, paid and group
- Multi-address and multiple bank details
- Management of contacts by address
- Management of discounts/bank charges
- Multi-type and multi-due date payment modes, with management of alternative payment modes
- Commercial and financial monitoring
- Minimum order value
- Multi-line orders
- Supplier quality monitoring
- Supplier ranking
- Supplier work-in-progress control:
  - Real-time work-in-progress status
  - Configurable work-in-progress control (hold/release, etc.)
- Inquiries with audit trail ranging from general to detailed:
  - Commercial risk analysis by site, company or folder
  - Financial risk analysis by site, company or folder
  - Multi-collective account inquiry
  - Recent transactions inquiry
  - Commercial history inquiry
  - Supplier prices inquiry
- Supplier reminder by undelivered orders on outstanding products

### 6.1.2 Product categories

- Grouping of products with similar management rules

- Rapid creation of a product inheriting the default management rules and values for the category
- Association of management rules relating to inputs and issues
- Association of configurable allocation rules
- Association of configurable valuation rules

### **6.1.3 Products**

- In stock or not, management of serial numbers, lot numbers and sub-lot numbers
- Commercial products, service provision or sub-contract provision
- VAT and parafiscal tax management
- Product reference, product description, units, minimum purchase quantities customizable by supplier
- Identification of direct order suppliers by product
- Inquiries with audit trail ranging from general to detailed
  - Price catalogue inquiry
  - Stock inquiry by site
  - Product cost inquiry
  - Competing product inquiry and association
  - Product installed base inquiry

### **6.1.4 Units**

- Stock units
- Packing units with fixed or variable conversion factors
- Commercial units (sales, purchases)
- Configurable unit conversion rules for taking from another unit: unpacking, incomplete unit management, unit splitting
- Stock label management by packaging

### **6.1.5 Prices & Discounts**

- Configurable price structure by supplier
- Configurable multi-criteria prices
- Price management by currency, coefficient, quantity or configurable formula
- Inter-company prices
- Prices applicable by date slots (promotions)
- Prices applicable by line and/or by document

- Discounts and costs by line and by order, as a value, as a percentage, as a cumulative total, cascaded
- Simulation of price application
- Archive of prices and discounts applied
- Supplier catalogue import
- Advanced purchasing cost management can include supply chain costs in total purchase costs

## 6.2 Inter-company/inter-site transactions

Automated management of commercial transactions between sites belonging to the same company or between sites belonging to different companies:

- Inter-company pricing
- Retail sale orders generated automatically from purchase orders
- Contract orders generated automatically from purchase orders
- Sub-contract orders
- Inter-company invoicing with generation of purchase invoice control on customer site
- Management of logistical transactions between sites belonging to the same company or between sites belonging to different companies:
- Inter-site deliveries
- Inter-site receipts with inheritance of the stock characteristics of the corresponding deliveries
- Customer or inter-site returns with inheritance of the stock characteristics of the corresponding supplier returns
- Immediate inter-site stock movements for sites geographically close to each other

## 6.3 Commercial documents

- User-configurable entry transactions (quick entry)
- Configurable purchasing cycle:
  - RFQ (Request for Quotation)/Purchase request/Order
  - Purchase request/RFQ/Order
  - RFQ/Order
  - Order/Invoice
  - Order/Receipt/Invoice
  - Order/Invoice/Receipt
  - Direct invoice

- Automatic or manual numbering
- Unlimited links between documents
- User definable printable text in document header, footer and lines
- Custom order code identification by line

#### **6.4 Request for Quotation/Call for tenders**

- Request management (multi-product and multi-supplier)
- Request printout by supplier
- Taking purchase requests into account
- Tender comparison
- Responses and reminders
- Price line generation

#### **6.5 Expenditure authorization**

- Real-time budget monitoring management
- Budget control (with warning or freezing) by value or quantity, with override limit by user
- Configurable signature processes for purchase requests, orders and contract orders with additional process in the event of budget overrun
- Main and deputy signatory management, switching
- Workflow engine incorporated into the process
- Automatic generation of pre-commitment (purchase request) and commitment (order) entries
- Disengagement from the previous stage at every stage of the transaction
- Automatic generation of entries and direct posting of realized amounts on budget line (invoices receivable, credit notes receivable, invoices, additional invoices and credit notes)
- Audit trail from Purchase request, Order,
- Receipt and Invoice to corresponding accounting document

#### **6.6 Purchase requests**

- Purchase request entry and printout
- Querying and justification of prices applied
- General or commercial purchase requests
- Reorder suggestions taken into account
- Requests for Quotation taken into account

- Manual or automatic purchase request balance
- Order generation depending on authorization
- Associated order inquiry

## 6.7 Supplier orders

- Entry and printout of supplier purchase orders or contract orders with delivery schedule
- General or commercial purchase orders
- Rider management
- Pre-payment management
- Validation and signature process
- Reorder suggestions
  - Purchase requests and sub-contract orders taken into account
  - Request for Quotations taken into account
- Automatic generation of direct orders from customer orders with traceability (direct order or order on receipt)
- Manual or automatic purchase order balance
- Back order management
- Querying and justification of prices applied
- Order progress (traceability, receipt, invoices, etc.)
- Inquiries with audit trail:
  - Receipt and invoice inquiry
  - Consumed purchase request inquiry

## 6.8 Purchase workflow

- Purchase requests, orders, and open orders to sign
- Signed requests, orders, and open orders
- Historical purchase open orders, and purchase documents signed
- History of documents on which there is an approval or rejection.
- Cancellation of the signature action for a document.

## 6.9 Decision aid tools

### 6.9.1 Buyer's workbench

- Consumption of suggestions, purchase requests and
- Direct orders

- Supplier choice
- Option to modify the usual direct order supplier
- Standard, inter-company or inter-site order generation

### **6.9.2 Overall schedule**

- Multi-site analysis by product family or product
- Critical orders highlighted
- Order grouping
- Generation of orders, delivery requests or
- purchase requests

### **6.9.3 Workbench**

- Single-site, single-product analysis
- Order grouping
- Generation of orders, delivery requests or purchase requests

## **6.10 Stock valuation**

- Cost price monitoring
- LCP, WAC, FIFO, LIFO, last price, standard price, revised standard price and simulated price
- Distribution coefficient
- Valuation of sub-contracted work-in-progress
- Adjustment of supplier invoice (value, quantity, exchange rate)
- Adjustment of additional invoice (carrier invoice)

## **6.11 Stock**

- Traceability
- Actual or projected stock inquiry with first availability date
- Detailed stock inquiry
- Inquiry by storage site or consolidated inquiry
- Stock movement history inquiry
- Stock in transfer and transit inquiry (inter-site or inter-company)

## **6.12 MRP calculation**

- Point/periodic/inter-site reordering



- MRP calculation
- Calculation according to safety stock

### **6.13 Receipts**

- Direct receipt or receipt by order line picking
- Receipt of inter-site shipments or inter-company shipments
- Receipt of sub-contracted services
- Detailed receipt or quick receipt on the dock with management of storage plans to supplement stock information
- Sub-contract stock issues
- Location, supplier or internal batch and serial number management
- Receipt position (invoices, returns)
- Stock label printing
- Suspended movement and stock-out processing

### **6.14 Quality assurance**

- Batch and sub-batch number management
- Serial number management
- Use-by date management
- Stock status management: accepted, rejected, inspected
- Re-inspection date management
- Stock sub-status management
- Quality control record creation
- Quality control procedures with analysis request
- Expiry date management
- Upstream and downstream traceability management

### **6.15 Returns**

- Creation of returns by selecting receipt lines or direct entry
- Reincorporation of returned quantities on order
- Generation of corresponding credit note

### **6.16 Supplier invoices**

- Configurable invoice types
- Recording and checking

- User authorization based on payment level authorization
- Invoice/Receiving slip/Order reconciliation
- Credit note/Return/Invoice reconciliation
- Additional invoices and credit notes
- Breakdown of invoice footer elements by line
- Value adjustment of stock movements according to invoice variances

### **6.17 Integration to accounts**

- Invoices receivable
- Credit notes receivable
- Supplier invoices
- Pre-commitments and commitments with budget control
- Pre-payment management
- Stock movement posting
- Posting of sub-contracted work-in-progress
- Analytical dimension type management

### **6.18 Tax**

- VAT on debits and receipts
- Intra-community VAT
- Parafiscal tax by value and as a percentage
- Formulae applicable to parafiscal taxes (threshold, quantity, etc.)

### **6.19 Exchange of goods declaration (EGD)**

- Customs nomenclature incorporation and product record association interface
- Recording of data necessary for exchange of goods declaration (rules, natures, delivery conditions, etc.)
- Extraction function for transactions subject to declaration, with option to modify extracted information
- Report for checking information subject to declaration
- Pre-configured interfaces with IDEP
- Management of specific local features of the EGD report (Portugal, UK, Italy, etc.)

### **6.20 Sub-contract management**

- Sub-contracted service or production (components or materials supplied and not supplied)
- Sub-contract bill of materials

- Sub-contract order
- Sub-contract lead time by supplier
- Suggestion and generation of sub-contract orders following net requirements calculation
- Material reorder and deliveries
- Allocations/De-allocations
- Sub-contract order consumption monitoring
- Projected sub-contract cost calculation and inquiry
- Sub-contract cost price calculation and inquiry

# 7.0 Inventory

## 7.1 Stock data model

### 7.1.1 Product categories

- Grouping of products with similar management rules
- Rapid creation of a product inheriting the default management rules and values for the category
- Association of management rules relating to inputs and issues
- Association of configurable allocation rules
- Association of configurable valuation rules

### 7.1.2 Product base

- Technical information
- Management information
- Commercial information

### 7.1.3 Multi-unit

- Stock units
- Packing units with fixed or variable conversion factors
- Commercial units (sales, purchases)
- Configurable unit conversion rules for taking from another unit: unpacking, incomplete unit management, unit splitting
- Stock label management by packaging

### 7.1.4 Multi-site and multi-company

- Inter-site and inter-company transfer order management
- Inter-site reorder
- Picking location and sub-contract location reorder

### 7.1.5 Multi-warehouse

- Stock access control:

- By user group
- By transaction type
- Grouping of locations in warehouses

#### **7.1.6 Multi-location**

- Location structure definition
- Fixed or random storage
- Location allocation policy
- Location release policy
- Third-party stock management

### **7.2 Quality Assurance**

- Batch and sub-batch number management
- Use-by date management
- Serial number management
- Stock status management: accepted, rejected, inspected
- Re-inspection date management
- Stock sub-status management
- Quality control record creation
- Quality control
- Sampling management (ISO 2859)
- Expiry date management
- Upstream and downstream traceability management

### **7.3 Stock movements**

- Receipt, quick receipt on dock, storage plan
- Internal movements, grouping, ungrouping
- Shipment preparation
- Delivery (Order, picking list)
- Load preparation (post-load preparation, manual load preparation)
- Customer and supplier returns
- Stock counts
- Allocation plan to work-in-progress
- Grouping/Ungrouping

## 7.4 Cumulative stock totals

- Physical stock
- Allocated stock
- Reserved stock
- Controlled stock
- Available stock
- Ordered stock
- Projected available stock
- Missing stock
- Transferred stock
- Stock in transit

## 7.5 Stock inquiries

- Summary stock schedule by period
- Detailed stock schedule
- Inquiries with audit trail ranging from general to detailed:
  - Stock by site
  - Stock by batch
  - Stock by serial number
  - Stock by location
- Current stock
- Available stock
- Projected stock
- Stock past use-by date or inactive
- Stock movements
- Allocation details
- Expired stock
- Traceability inquiry upstream, downstream, by batch or by part

## 7.6 Stock count management

- Stock count session management, incorporating stock count lists
- Comprehensive perpetual stock counts by location, by product
- Configurable stock count transactions
- Reorder management

- Calculation:
  - economic order quantities
  - reorder points
  - safety stock
  - maximum stock
- MRP calculation
- Periodic reorder
- Reorder when reorder point reached
- Preparation area reorder
- Portable RF (Radio Frequency) terminal management

### **7.7 Stock valuation**

- Standard price
- Revised standard price
- Simulated price
- FIFO price
- LIFO price
- Weighted average price
- Last price

### **7.8 Analysis tools**

- Consumption analysis
- Histories
- Stock Valuation reports
- Stock turnover, etc.

### **7.9 Integration to accounts**

- Posting of stock movements with aggregation criteria
- Multi-dimension analytical incorporation

### **7.10 Portable RF (Radio Frequency) terminal management**

- Receipts
- Miscellaneous entries
- Miscellaneous issues

- Shipment preparation
- Stock changes (location and status)
- Inter-site transfers
- Transfers to sub-contractors
- Stock counts
- Storage on list
- Location reorders



# 8.0 Warehouse management<sup>1</sup>

## 8.1 Data model

### 8.1.1 Multi-site and multi-consignor

- Stock ownership management by consignor
- Multi-consignor shipment, location and receipt
- Multi-site stock consolidation
- Multi-site shipment management

### 8.1.2 Product data

- Product, container, consumables, hazardous materials type product management
- Stock unit, multi-container, multi-stacking pattern
- Batch no., support no., serial no. management
- Turnover, allocation, prohibition and stock count category management
- Container equivalents, incomplete unit percentage
- EAN code on product packaging and supplier EAN
- Turnover category calculation
- Single-level kit
- Stock traceability display

### 8.1.3 Location data

- Warehouse type, multi-warehouse
- Multiple storage type: bulkhead, bulk, picking, bin, etc.
- Location control
- Overflow and transfer warehouse management
- Single picking per container and single-batch picking
- Multiple picking per product and pivot picking

<sup>1</sup> This feature is not available in all regions at the time of the Sage ERP X3 version 7 launch. Please consult with a local representative for details about your situation.

#### **8.1.4 Communication**

- Bar code use
- Standard documents and labels
- Standard interfaces with other applications and with Sage ERP X3
- Communication with industrial equipment
- Radio frequency and voice procedures

#### **8.2 Input**

- Management of a portfolio of expected inputs, receipt management
- Management of suspensions and disputes
- Automatic or manual addressing
- Addressing near picking
- Automatic compacting on receipt
- Straight-through receipt and addressing
- Dynamic location management
- 5-dimensional address structure management
- Receipt by supplier EAN, SSCC and support no.
- Multi-product and multi-batch location management
- Dock and carrier appointment management
- Projected load management
- Supplier sampling management
- Receipt quality control management
- Location positioning management
- Cross-docking receipt management
- Portable RF (Radio Frequency) terminal management

#### **8.3 Issues**

- Management of a portfolio of delivery orders
- Delivery order partial preparation management
- Back order management
- Commercial priority management, Emergency and stock-out management
- Date management (retention, sell-by date, use-by date, etc.)
- FIFO management by configurable dates
- Creation and simulation of tasks

- Manual load preparation
- Preparation order management
- Picking reorder management
- Preparation progress supervision
- Statistics for the portfolio to be processed
- Order Preparation
- Optimized movement of people and equipment
- Delivery order sequencing
- Batch no., rules, single batch issue management
- Minimum FIFO management
- Projected load management
- Required cross-docking management
- Pre-load preparation management
- Issue movement re-addressing
- Kitting management
- Automatic task creation and launch
- Carrier parcel no. calculation
- Reorder level definition for each picking location
- Pre-palletisation management
- Delivery order scheduling
- Cumulative transaction preparation (2 phases), with or without pre-load preparation option
- Cross-docking management (as a priority or on stock-out)
- Independent production of composite goods (assembly order)
- Multi-picking management with or without traceability
- Portable RF (Radio Frequency) terminal management

#### 8.4 Shipping

- Shipping run management
- Shipment forwarding
- Cancellation of shipments and reintegration of stock
- Dock and carrier appointment management
- Projected shipping load management
- Transport pre-invoicing
- Handling unit management

- Transport cost simulation
- Automatic calculation of transport information from delivery order
- On dock depositing of parcels and handling units
- Palletisation assistance
- Traceability up to delivery
- Parcel and HU transfer on shipping dock
- Proof of delivery (POD) report
- Transport EDI
- Portable RF (Radio Frequency) terminal management

### **8.5 Stock**

- Transfer management with simultaneous collection and consignment or in 2 phases
- Multi-criteria mass stock transfer
- Compacting in stock and reorganization
- Stock count management by product, address or campaign
- Re-addressing of reorder balance
- Automatic stock adjustments
- Stock quality control management
- Preventative stock count procedure

### **8.6 Pre-invoicing of logistical services (Geoplo)**

- Invoicing folder by consignor
- Definition of headings, prices, services
- Logistical service pre-invoicing management
- Simulation, execution and sending of information

### **8.7 Directive assignments (Geomips)**

- Management of resources and their activities and schedules
- Management of IT and handling equipment
- Definition of assignments and associated equipment by resource
- Definition of physical assignment areas
- Withdrawal location
- Allocation of assignments to human resources according to their equipment, authorization and location
- Assignment statistics by resource and equipment

## 8.8 Picking or slotting enhancement (Mapping)

- Dynamic picking location optimization
- Seasonality calculation by product type
- Issue projections
- Calculation of an ideal category by product according to issue movements
- Calculation of physical rearrangements of the picking area according to logistical gripping and volume category
- New picking allocations, reallocation with or without stock transfer

## 9.0 Production

### 9.1 Data model

#### 9.1.1 Product management

- Association of categories and product families, etc.
- Different management methods (on order, from stock)
- Allocation of reorder policies, seasonality
- Data used for management control
- Multi-production unit
- Association of attachments

#### 9.1.2 Bill of materials management

- Multi-bill of materials (Commercial, Production, Sub-contracting, etc.)
- Current bills of material
- Mass maintenance

#### 9.1.3 Technical data management

- Calendar and timetable management
- Work center group management
- Work center management:
  - machine, labor, sub-contract center
  - multi-work center
  - calendar exception management
- Routing sheet management:
  - multi-routing sheet
  - current operations
  - parent routing sheets
  - standard operations library
  - change of units
  - operation sub-contracting

- inter-operation scheduling principles
- plan association
- mass maintenance of technical data
- Product and technical data configuration via configurator, also accessible in quote and sales order management
- Weigh scale definition
  - weighing box and box grouping
  - scales authorized for different weighing stations
- Use of data generated by configurator

## 9.2 Production launch

- Multi-product work order launch
- Multi-level work order launch
- Feasibility test (trial kit)
- Material and load updates
- Scheduling function
- Order smoothing
- WO updating
- Production folder
- Production monitoring (WO by WO or mass)
- Management without WO

## 9.3 Weigh scale

- Material weight management during production process
- Workbench for selection of work orders for weighing
- Management of different types of raw material (Excipients and Materials QSP and Rectification materials)
- ISH (Instructions, stock and handling) technical data sheet
- Weighing and weighing reconciliation
- Weighing status
- Interface with weigh scales
- Decision aid tools

### 9.3.1 Overall schedule

- Multi-site analysis by product family or product

- Critical orders highlighted

### **9.3.2 Workbench**

- Single-site, single-product analysis
- Order grouping
- Planners' and Buyers' decisions and analysis

### **9.3.3 Production indicators**

- Use of resources
- Delay analysis
- Lead-time analysis
- Operations output
- Material output
- Production output

### **9.3.4 Scheduling**

- Multiple options for highlighting delays, overloads, etc.
- Simulations on load
- Finite capacity scheduling calculation
- Graphical load analysis

### **9.3.5 Inquiries**

- Stock-in-progress by product
- Load stock-in-progress
- Current projected stock
- Material stock-outs
- Material consumption
- Industrial cost price analysis
- Allocation details
- Orders to be rescheduled
- WO progress
- Monitoring by WO
- Sub-contracted operations

## **9.4 Automatic processes**



- Mass allocation/deallocation
- Series WO re-planning
- Mass scheduling/un-scheduling
- Automatic launch
- WO suspension/re-activation
- Direct work order
- WO and/or mass operation shifts

### 9.5 Reorders

- Reorder when reorder point reached
- MRP reorder (on order, from stock):
  - Configurable reorder policies (MRP, technical batch, cover and seasonal safety stock)
  - Requirement origin traceability (pegging)
- Inter-site reorders based on conclusion of contracts between two partner sites

### 9.6 Management control

- Valuation and overheads section definition
- Projected cost calculation (standard cost, revised standard cost, simulated cost, budget cost)
- Production cost price calculation (projected/actual)
- Stock-in-progress valuation
- Variance analysis by product
- Work-in-progress accounting interface (stock movements and time spent)
- Multi-dimension analytical interface

### 9.7 Planning

- Projected consumption management,
- Master production schedule (multi-site, use of macro bills of materials (Planning BOMs), macro routing sheets, operational plans, budget, simulation)
- MRP calculation:
  - Multi-site
  - Suggestion analysis
  - Replanning messages

### 9.8 Configure to order

- Custom order management and monitoring of production (customized or special product)
- Custom order creation from quote
- Custom order broken down by batch or task (design, sub-contracting, production, costs, etc.)
- Custom order line budget definition (entered or calculated)
- Sub-custom order management
- Posting of purchases and time spent per custom order
- Custom order progress monitoring
- Projected, committed and actual budget monitoring and control
- Macro load schedule per custom order
- Custom order balance sheet

### 9.9 Manufacturing Project management

- Integrated into all Sage ERP X3 processes,
- A project may be split up according to the different areas of the project (e.g. a batch, phase, or a project task). Each task line constitutes one or more budget types
- Projects can also be broken down into sub-projects
- Before-sales and after-sales processes integrated through the workflow engine
- Tracking of project progress
- The running and actual budgets can be monitored in the different budget sections
- The task line can be monitored in the form of a macro load
- Financial for the management controller and operational for the project manager
- Snapshot function that freezes a status at a given time for the purpose of analyzing its development
- Status of a project for all flows with the tasks remaining according to the various dimensions.
- Visual alerts to identify problems

### 9.10 Portable RF (Radio Frequency) terminal management

- Material consumption
- Production declaration
- Production time monitoring

### 9.11 Application extensions

- PLM Connector (Product Life Cycle Management)
- APS Connector (Advanced Planning & Scheduling)

- MES Connector (Manufacturing Execution System)
- PM Connector (Plan Maintenance)
- Reach Connector (European norm: Registration, Evaluation, Authorization and Restriction of Chemicals)

# 10.0 Project and job costing<sup>2</sup>

## 10.1 Project Management

- Project management structure
- Project template & projects link
- Dependency of level
- Definition of operations generated
- Internal & external view
- Detailed tasks/products defined on the lines
- Invoicing rules (Situation/Fixed Date/Steps...)
- Invoicing generation (invoice per project, per customer, entities...)
- Purchase, distribution, manufacturing, services lines links to the different processes
- Turnover and costs defined at the line level & aggregate to other levels
- Project review through situation
- Saved situation
- Automated situation
- Generation of operations due to the situation (service request, purchase, working order, invoices ...)
- Automated invoicing
- Manual adjustment of remaining time

## 10.2 Recurrent contract

- Periodical invoice and/or service request
- Contract structure definition
- Maintenance contract
- Installed base missions
- Regular invoicing period
- Revision type definition
- Generation frequency

<sup>2</sup> This feature is not available in all regions at the time of the Sage ERP X3 version 7 launch. Please consult with a local representative for details about your situation.

- Forbidden periods
- Invoicing simulation

### 10.3 Service request

- Operation of services
- Generated by the situations
- Assigned or not to a resource
- Assigned or not to a project
- Approval process definition
- Time sheet transaction
- Expenses sheet transaction
- User Portal
- Approval definition
- Definition of processes depending on operations entered
- Default value definition
- Default operation definition
- Resource definition (default value, site, team, hourly rate...)
- User datasheet definition
- Mass entry report activity
- Situation update

# 11.0 Payroll and administrative management<sup>3</sup>

## 11.1 Functional areas

- New payroll plan, multiple contract management, consecutive contracts,
- Work stoppage management, several companies/sites in same folder,
- Data volumetric and multiple competitor access, multiple payroll period and advanced archiving,
- Multiple level and inheritance of data and configuration
- Fines, long-term configuration and customization
- Natural consolidation and notion of group/population
- Unique payroll number, multiple contractual relationships
- Retroactivity
- DADS-U (employee social security data declaration) import

## 11.2 Payroll data model

### 11.2.1 Payroll templates and repositories

- Several companies can be linked within one folder that defines the business rules for the companies.
- A repository is characterized by payroll headings, variables with value archiving, cumulative totals, exemptions, exceptions and adjustments.
- Up to 1,500 headings available as standard,
- Payroll rule archiving
- Accounting and bank transfer

### 11.2.2 Companies & sites

- Multi-site, multi-company; no limit on sites per company or number of companies.
- Common payroll plan enables management of several companies in a single payroll plan.

<sup>3</sup> This feature is not available in all regions at the time of the Sage ERP X3 version 7 launch. Please consult with a local representative for details about your situation.

### **11.2.3 Contract**

- Employee record management modification by employee object and contract object
- Management of simultaneous, multi-employer and/or multiple job contracts
- Consecutive contract management
- Seasonal contract management

### **11.2.4 Administrative management**

- Employee information archiving (employee record) and structures
- Population management
- Mass and/or customized entry
- Automatic "Arrival document" generation and archiving
- Employee "Arrival/Departure" management
- Miscellaneous statements and declarations (single employee representative, electoral roll, lost-time accidents, illness, maternity and paternity leave, etc.)

### **11.2.5 Time management**

- Event, activity type, public holiday and paid holiday management
- Standard weeks and schedule, operational schedule
- Mass time entry and adjustment
- Complete integration with payroll; badge reader interface planned (Bodet and Sage format)
- Detailed inquiry or inquiry by department (graph)
- Analytical time management
- Miscellaneous printouts (holidays by department, time entered by analytical dimension, etc.)

### **11.2.6 Expense accounting**

- Individual allocation of expense reimbursement terms
- Definition of expenses (validity, account and analytical posting, ceiling, default value, etc.)
- Expense account entry
- Expense account posting
- Expense account payment
- Expense account payment printout

### **11.2.7 General and cost accounting**

- Miscellaneous payroll operations

- Heading and employee accounting link
- Cross-disciplinary analytical management
- Payment generation or entry and validation
- Electronic transfer
- Payment balance

#### **11.2.8 Social Report**

- Indicator management (definition, calculation, presentation, etc.)
- Data extraction
- Modification of extracted data (comments, correction, etc.)
- Group printing

#### **11.2.9 Shareholding and profit-sharing**

- Distribution method and associated contribution configuration
- Individual distribution bases (calculation, inquiry and modification)
- Distribution
- Individual allocation
- Miscellaneous printouts (allocation notice, list of allocations, etc.)

#### **11.2.10 DADS-U (employee social security data declaration) import**

- Retrieval of standardized data from any solution on the French market to populate:
  - Databases
  - Staff administration
  - Payroll, taken from the DADS-U (employee social security data declaration), populates the 1st pay for the start month
  - End-of-year DADS-U (employee social security data declaration) file generation and processing



# 12.0 Business Intelligence

## 12.1 Decision aid tools

## 12.2 Main functions

- Automatic data generation in data marts (Universes)
- Data synchronization management in the data warehouse
- Independent, intuitive query construction using the query panel
- Simple, powerful data formatting
- Intuitive exploitation of large volume of data in client/server or thin client mode
- Customizable analysis and grouping criteria management.
- Filter management of data for processing
- Advanced authorization and user profile management
- Catalogue of reports by functional area (commercial management, stock, production)
- Business views based on Sage ERP X3 data, with option to cross-reference several functional areas
- Excel integration, including direct link, allowing for simple data updates

## 12.3 Standard statistics examples

### 12.3.1 Sales management

- Orphaned product families (list of customers that do not purchase families given in the settings)
- Sales by sales representative (turnover, margin): analysis, ranking, sales weighting, N/N-1 comparison
- Sales by product (by turnover, quantity, margin): analysis, ranking, weighting, N/N-1 comparison
- Sales by customer: analysis, ranking, weighting, N/N-1 comparison
- Credit note analysis: by customer, sales representative and reason; N/N-1 comparison by reason
- Sales by custom order code: summary, ranking, weighting, N/N-1 comparison

### 12.3.2 Purchase management

- Purchases by supplier (turnover): analysis, ranking, weighting, N/N-1 comparison
- Purchases by product (by turnover, by quantity): analysis, ranking, weighting, N/N-1 comparison
- Purchases by custom order (turnover): analysis, ranking, weighting, N/N-1 comparison

### **12.3.3 Stock management**

- Top N by period of active products (by number of movements, value or quantity)
- Top N of products with the greatest variation in volume or number of movements between two periods
- List of products with no movement in a given period
- Product turnover with comparison by period
- Average quantity of receipts and issues by product and period
- Quality control history by period
- % scrap by product, category, product line, supplier

### **12.3.4 Production**

- Analysis of delayed WOs (by delay time slot, closed WOs that were delayed relative to target when last monitored, % of delayed WOs by period, average lifetime of WOs by period)
- Work center analysis (changes in time spent, occupancy rate by period)
- Production analysis (planned/produced quantity ratios, % scrap by period, changes in products made by period)
- Materials analysis (changes in products consumed by period, planned/consumed quantity ratios, presentation by period and component of quantities produced)
- Analysis of production cost prices (consumption of different cost components by period, average production cost price by product and period, changes in average cost price by period and product)

## **12.4 Advanced Business Intelligence powered by BusinessObjects**

### **12.4.1 General presentation**

This solution uses on a built-in data warehouse fully designed within Sage ERP X3

### **12.4.2 Main features**

- Scope
  - Data source limited to Sage ERP X3 database
  - Big Data, OLAP processing

- Excel integration (Excel export)
- Main functions
  - Reporting, Dashboarding and KPIs
- Analytical functionality
  - Slice & dice
  - Drill-down/drill-up through transactional data
  - Filtering and grouping
  - Sorting and ranking
  - Queries and formulas
  - Geospatial analysis
  - Exceptions and alerts
- Usability
  - Intuitive Web user interface
  - User self-service analysis
  - User self-service design of new report and graphics
  - Dynamic data visualization (charts, gauges, maps)
  - Automatic distribution of reports and analysis
  - HTML, Excel, PDF export P

#### **12.4.3 Integration within Sage ERP X3**

- Ready-to use data warehouse, preset universes organized by functional domains (Sales, purchase, inventory, production, financials), designed using Sage ERP X3 dictionaries (Dimensions, measures, prompts, data synchronization rules – Full or incremental mode)
- Set of reports by functional domains: Sales, purchase, inventory and productions
- Functional user rights inherited from the ERP
- Audit trail from templates to Sage ERP X3

# 13.0 EDM solution

## Electronic Document Management

### 13.1 Main functions

- Secure document storage for all Sage ERP X3 users
- Automated printing, emailing and faxing of documents
- Automatic archiving of documents produced by Sage ERP X3 (invoices, statements, delivery notes, remittances, etc.)
- Archiving and indexing of all external documents (purchase invoices, correspondence, email, etc.)
- Archiving of scanned documents and digital pictures (PDF, TIFF, JPEG and BMP images)
- Archiving of MS Office documents
- Access to documents from any record (customer, product, etc.)
- Auto-email (or fax) and archive Crystal Reports output invoices, orders, etc.
- Multi-criteria document search tool

#### 13.1.1 Scan Station

- Batch Scanning
- Scan or import batches of documents, invoices, PODs, etc.
- Use barcode recognition to automate indexing

#### 13.1.2 Deposit Client

- EDM Solution for External Users
- Securely archive Office documents, emails and attachments by drag and drop
- Associate documents with BPs without access to Sage ERP X3
- Personalized access to documents from Internet Explorer

#### 13.1.3 Data Capture supplier Invoice Process

- Use Optical Character Recognition to capture data from scanned or PDF invoices

#### 13.1.4 EDD Electronic Document Delivery

- Complete solution for fully automated emailing and faxing

- Can be used with or without archiving
- Automatically separate batches into individual PDFs for emailing

# 14.0 User workspace

## 14.1 Home pages

- Home pages are based on landing pages
- Landing pages are designed to give the user an overview of the data and access to visual process maps
- Landing pages are adapted to each role, one for key information and one for business processes
- Access to functions and data available is based on security rules in place for the role and user
- Role-based landing pages can be personalized to suit the unique needs of the individual user by the user or by the administrator
  - Add and remove data to suit user needs
  - Change data within the page for quick access to most relevant data
- Inclusion of internal dynamic data in portal
  - Query results in table or graph format
  - Statistics results in table or graph format
  - Calendars
  - Menu favorites management
- Inclusion of external dynamic data in portal
  - External URLs
  - Notes
  - Documents (PowerPoint, Word, PDF, etc.)

### 14.1.1 On-line help center

- Interactive in HTML, customizable
- Functional documentation (by function and in field)
- Technical documentation (MCD, dictionary, entry points, detailed description of standard configurations supplied)
- Access to tutorials and videos
- Documentation published to a semi-public server with access rights controlled through the user security

- Up-to-date documentation without user installation or maintenance required
- Uses single sign in

## 14.2 Decision aid tools

### 14.2.1 Decision aid tools

- Statistics based on trigger events defined as a batch or in real time:
  - multi-level analysis by up to 8 criteria
  - configurable interval (day, week, fortnight, month, etc.)
  - comparison of values and quantities over several periods, rankings and classifications
  - graphical presentation and publication via portal
  - complete audit trail from cumulative total to detail
- Standard integration of Business Objects decision engine, with standard universes and predefined reports
- Transfer to Excel simply by clicking on any query screen in the software
- Advanced marketing targeting:
  - physical counts, extractions, merge data from the database
  - direct mail generation or export of results to Excel
- Link explorer:
  - manual or automatic hyperlink creation with configurable semantics between information
  - links can be defined by user group, viewed as a tree structure for navigation by clicking. For example, a link can be established between product and customer, with the semantic "customer particularly satisfied with product".

### 14.2.2 Inquiries

- Configurable inquiries:
  - in presentation (list and order of columns)
  - in data selection (memos defined by users and/or jointly)
  - audit trail can be followed at all levels
- Integrated requester:
  - used to create inquiry screens on any table in the database, with automatic or manual joins, sorting and selection, zoom, etc.
- Balanced scorecards

- these incorporate the finance business logic and enable aggregation on accounting logic, comparisons, interim calculations and stock entries, multiple revisions and zooming in on the entire audit trail.

### **14.2.3 Printouts**

- Based on Crystal Reports™:
  - a library of over 400 reports supplied as standard, incorporating specific legal reports for the legislations supported
  - automatic printout triggering, with configuration depending on context, real-time or deferred, with screen display (Web and client-server), on file, on printer
  - generation of Word, Excel, text, HTML, PDF files, etc.

### **14.2.4 Full text search**

- Search feature allows users to easily find data or functions by searching a keyword for the data that is included on the pages or select only a subset of the data searchable
- Search uses Lucene or Elastic Search logic for an intuitive experience
- The search is done on full text: when a partial word is given, the search returns all the hits where this partial word is included.
- When several words are entered, “and” is added by default. It is possible to add “or,” but it has to be specified.
- Data is displayed in two sections, one for functions and one for data to help identify which results are best suited to user need

### **14.2.5 Online document storage**

- Document saving (Microsoft Office, Adobe PDF, and more) with drag and drop to Sage ERP X3 from the integrated toolbar
- Document sharing with defined teams or tagged for later access

## **14.3 Mobility Framework**

- Optimize Mobile presentation
- Customize the web app with WYSIWYG mode
- Personalize the layout
- Application manager: installation and setup applications
- Offline mode: allows users to create the expenses notes in “draft mode”. By returning to Online mode users will be able to synchronize drafts with the server
- Application update: At any time, users can reinstall applications. This action guarantees that application is always up to date with the latest versions



### **14.3.1 Microsoft® Office integration**

- Sage ERP X3 integrates with Word, Excel, and PowerPoint
  - Plug-ins included to create a Sage ERP X3 tab within your programs for simplified integration.
- The plugin accesses Sage ERP X3 as a client while applying access and user rights.
  - Meta data is available to define the data to read and to set up filters.
  - Document storage allows users to save their Word, Excel, and PowerPoint documents to Sage ERP X3.
- Integration examples
  - Word: insert data into documents, create documents from Sage ERP X3, and mail merge using templates
  - Excel: export data and create direct links between your data and workbook; data can selectively be refreshed
  - PowerPoint: data integration, including import data and charts directly into PowerPoint; the integration allows you to refresh the data with the click of a button

### **14.3.2 Interactive graphical processes**

- Web interface is HTML 5 compliant for use with multiple browsers
- Web browser functions, like back button or F5 to refresh the page, remain in place for intuitive user experience
- Use
  - Processes organized by role with which user groups are associated, enabling graphical, interactive, customized transaction representation. For example, a common portal can be created for buyers, different portals for each sales representative, a portal for financial controllers, etc.
  - Menu-based structure
  - Integrated into the user portal, by tab
  - Tab definition by authorized user, by drag & drop from existing process list
- Process editor
  - Customizable fund management
  - Delivery of ready-to-use graphical element libraries
  - Visual configuration (text font, color, frames, etc.)
  - Link to Sage ERP X3 functions, URLs or published documents, for example company procedure documentation
  - Process menu configuration
  - Easily add pages to the favorites bar with one click for easy navigation to often used screens

- All addresses included are easily mapped with Google Maps to simplify navigation to customer sites or for routing of multiple sites

#### 14.4 Workflow engine

- Configurable triggering, on any management event:
  - message sending by any MAPI-compatible messaging system (Outlook™, Lotus Notes™, etc.), SMTP/POP3 and ccMail.
  - execution of actions.
- Configuration by definition:
  - of the function triggering the transaction, and the operations involved (creation, modification, deletion, printing, validation, predefined action).
  - of additional conditions (modified fields, selection from record content, launch parameters for printouts or tasks, etc.)
  - of the recipient list depending on the context (internal users, third parties identified by code and function within the company)
  - of message text and any attachments
  - of reply conditions (contextual link to a function and data linked to the original context, insertion of links to trigger actions by clicking in the message, etc.)
  - of storage of information linked to the context in a log table

#### 14.5 Customizing the interface

- Generators are used to define the following by simple configuration:
  - inquiry screens
  - movement entry screens (presence of fields, number of tabs, default rules)
  - use of customized business vocabulary
  - user styles (for highlighting by color, font, background color, screen fields depending on context)
  - other interface elements (properties of each record, left-hand browse list, etc.)
  - Interactive graphical processes
- Vocabulary customizing function
- Personalize mode allows users to configure a page and landing pages to:
  - Change the order of information on the screen
  - Organize hierarchically groups of information into stacked elements, tabs, or columns
  - Hide elements or make elements a collapsible block
  - Change the widgets used for the input of information
  - Change location of labels associated with data elements

- Personalize pages with drag-and-drop simplicity
- Personalize icon displays a tool bar for users to modify the page design from the following options:
  - Display: Select an element, modify the appearance, modify the position, modify the number of columns, and move the element with drag and drop.
  - Structure: This mode involves moving blocks and sections and all the elements contained within the blocks and sections. This mode is useful for moving sections and blocks from one place to another.
  - Preview: See your changes and how they will look with the page's left and right panels
  - Content: A panel on the left where the structure is presented in a tree chart that can be folded and unfolded.
  - Insert: a new block or a new section can be inserted

# 15.0 Administration and support

## 15.1 General configuration

- Folder concept
  - used to define data structures and management rules common to a set of companies
  - with folder types (operating, test, development) and inheritance rules that can be defined between folders
- Management rule definition
  - by folder, company, site, user
  - with rule inheritance

## 15.2 Structure

- The software package is natively:
  - multi-company and multi-site
  - multi-lingual
  - multi-currency
  - multi-ledger
  - multi-legislation
- It manages the following types of third party:
  - multi-type (customer, supplier, carrier, representative, sold-to-party, service provider, etc.)
  - multi-address
  - multi-contact
  - multiple bank details
  - multi-collective

## 15.3 On-line help center

- Interactive in HTML, customizable
- Functional documentation (by function and in field)
- Technical documentation (MCD, dictionary, entry points, detailed description of standard configurations supplied)
- Access to tutorials and videos

- Documentation published to a semi-public server with access rights controlled through the user security
- Up-to-date documentation without user installation or maintenance required
- Single sign in

#### 15.4 User and security management

- Administrators can access a landing page that allows management of multiple functions from a single page. This includes assigning users to roles, groups, and collaborative teams
- User definition
  - Administrator and sub-administrator definition by function
  - User and messaging address hierarchies for workflow
  - Set of definable settings by user
- Access control
  - on functions, sub-functions, transactions, fields
  - view, modify and execute access (for example right click to post on an account)
- Information restricted depending on user
  - by group of companies, company, group of sites, site
  - by group of logical data (access codes to accounts, budgets, third parties, technical data, etc.)
  - by configurable user role (for example customer, supplier, sales representative, payer, etc.); external third parties can be given access just to the information relating to them.
- Traceability and security
  - timeout disconnection
  - password renewal interval and minimum length
  - account locking after a configurable number of unsuccessful attempts
  - management of number of simultaneous connections by account and user group
  - user monitoring and configurable trace of operations performed by user
  - time-stamped trace of modifications
  - definition of user and messaging address hierarchies for workflow
  - Database-level traceability (triggers) with configurable storage of values before and after modification
  - Single login allows users to connect to multiple folders across legislations or folders for easy user management

#### 15.5 Deferred tasks

- Deferred query server for automated launching of functions, in particular:
  - data integration/extraction
  - deferred printouts
  - operation such as account closure, matching, MRP calculation, reordering, etc.
- Subscription definition on a monthly, weekly or daily frequency basis, with operating calendar management
- Deferred task launch and satisfactory completion control
  - monitoring screen
  - task launch deadline
  - automatic interruption of tasks that take too long
  - completed operations tracing
  - task chaining
  - task launch and control by depositing of files

## 15.6 Operational management

- Save functions
- Alert configuration (log files)
- Monitor
  - of batch tasks in progress
  - of connected users
- Purging and archiving
  - Definition of information retention time before archiving and before purging in number of days or years
  - On-line viewing of archived data with the same reporting tools as for current data

## 15.7 Accounting engine

- Any management document (invoices, stock movements, payments, WIP, etc.) can generate entries in a configurable manner. These entries can be exported to external software or be integrated directly into accounting. Option of multiple posting (for example into company accounts and IAS accounts).

## 15.8 Links between applications

### 15.8.1 Import/export templates

- Used to import and export data in different formats:
  - variable length with separators (spreadsheets, for example),

- fixed length
- XML
- Code conversion tables
- With over 100 standard templates provided:
  - basic records (third parties, customers, suppliers, products, bills of materials, etc.)
  - movements (orders, invoices, delivery notes, stock movements, budgets, entries, commitments, EGD, accounting data for consolidation, stock reports, stock movements, prices, etc.)
  - standardized templates for use with automated EDI systems
- Definition of sequenced imports/exports:
  - interfaces with remote databases (multi-site architecture, systems integration)

### **15.8.2 API definition**

- in accordance with web services standards (WSDL/SOAP)
- invocation of external web services and external publication of web services

### **15.9 Customization**

- All types of customization possible through the integrated object L4G or via web services to Sage ERP X3 objects or methods (in any language on the market)
- Dictionary customization (tables, screens, objects, data types) with marking of objects or object elements with dedicated activity codes to ensure durability
- Update and upgrade management with protection and retention of specific features developed
- Entry point access to all standard objects
- Use of standard component libraries
- Developments usable in web and client/server mode simultaneously
- Eclipse development environment



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