

Sage Simply Accounting

What's New in Sage Simply Accounting 2012



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The following are new features included in Sage Simply Accounting 2012

Sage Simply Accounting First Step

Hide Accounts With Zero Balances On Financial Reports

For reporting flexibility, select this new report option if you want to omit accounts with zero balances on balance sheets and income statements.

Print Cheque Log for Previous Year

You can print and review Cheque Log reports for the previous year and verify cheque activity for the current and previous fiscal year.

Sage Simply Accounting Pro

Sage Simply Accounting Pro has all the benefits of Sage Simply Accounting First Step plus the following features:

Show Active Records in the Home Window

The Home window displays both active and inactive records in the records list until you clear the box **Include inactive ...** at the bottom of each list.

The exclusion of inactive records from this list improves your work flow and analysis and enables you to view only the relevant active accounts, vendor, customers, employees, items and services, and projects in the Home Window listing.

Modify Remittance Transactions with the Proper Audit Trail

No matter where they are recorded, all transactions that affect remittances are now consistently tracked and reported in the Remittances journal and on the remittance report. The transactions in the Remittances journal can also be adjusted and any errors properly corrected.

Track and Pay Remittances Using Any Payment Method

Sage Simply Accounting has expanded the number of payment methods you can record against a remittance payment. You can now record remittance payments made with cash, cheque, credit card, or direct deposit.

Improved Payroll Journal Window

The changes to the payroll journal window increase the flexibility in the way you pay your employees and your overall efficiency.

The improvements include:

- Employee hourly rates and piece rates are now displayed on the paycheque
- A note is displayed onscreen whenever the maximum deductions for CPP/QPP, EI, and QPIP are reached

- Print and post in one click

Improved Payroll Cheque Run Window¹

The redesigned window allows you to improve your work flow, pay employees quickly in the payroll cheque run while withholding, tracking, and remitting source deductions and employer contributions. New list options also allow you to select unpaid employees automatically by pay period end date and pay period frequency.

The improvements made include:

- Paycheque details are accessible from the Payroll Cheque Run
- Hours and salaries can be entered directly in the Payroll Cheque Run
- Switch between paying one employee to paying multiple employees on-the-fly
- Select employees by pay period end date

Payroll Cheque Run - Pay multiple employees

Paid From: 10700 Oakville Dominion Bank: Payroll Starting Cheque Number: 220 Starting Direct Deposit Number: DD 215

Cheque Date: Mar 31, 2012
Period End Date: Mar 31, 2012

By Pay Period Frequency: 26
Auto-select: Not yet paid on this Cheque Date

Name	Regular Hours	Overtime 1 Hours	Salary	Gross Pay	Withheld	Net Pay	Job Sites
Ashcroft, Howard L.	20.00	30.00	0.00	1,365.00	192.77	1,107.23	
Belanger, Bruno	--	--	4,000.00	4,065.00	1,102.46	2,897.54	
Cheung, Elizabeth Ray							
Elliot, William K.	--	--	4,500.00	4,565.00	1,327.07	3,172.93	
Guinn, Benson	80.00	0.00	0.00	1,630.00	308.09	1,251.91	<input checked="" type="checkbox"/>
Jingting, Jessica							
Pearson, Gary P.							
Robertson, Don W.							
Totals:	4 Employees Selected	100.00	30.00	8,500.00	11,625.00	2,930.39	8,429.61

Cheque Details - Guinn, Benson

Earnings	Hours	Pieces	Rate	This Period	Year to Date	Other Amounts	This Period	Year to Date
Regular	80.00	--	19.50	1,560.00	6,240.00	Advances	0.00	--
Overtime 1	0.00	--	25.00	--	--	Loans	0.00	--
Overtime 2	--	--	--	--	--	Benefits	70.00	280.00
Salary	0.00	--	--	0.00	--	Vac. Accrued	18.72	168.48
Commission	0.00	--	--	0.00	--	Vac. Paid	0.00	--
Bonus	0.00	--	--	0.00	--			
Income 4	0.00	--	--	0.00	--			
Income 5	0.00	--	--	0.00	--			
Total:	80.00	0.00		1,560.00		Total:	88.72	

Gross Pay: 1,630.00 Withheld: 308.09 Net Pay: 1,251.91

Process

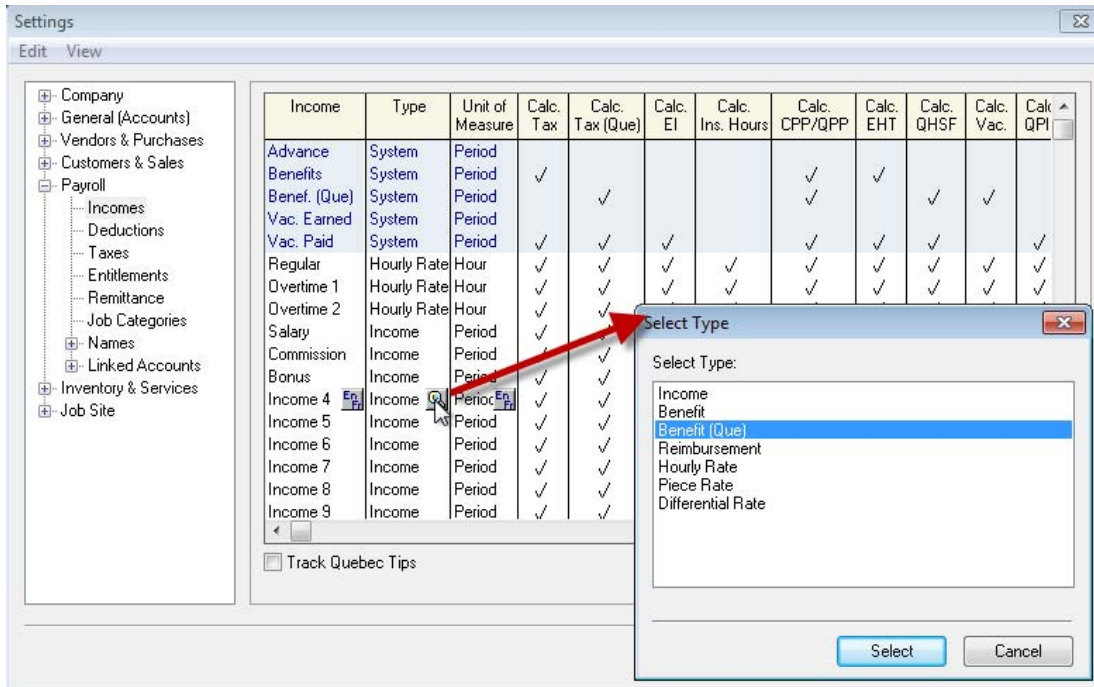
Report Multiple Quebec Employee Benefits on RL-1 Slips¹

To be compliant with Revenu Quebec and the Canada Revenue Agency, you can now track Quebec employee benefits more accurately by setting up additional payroll incomes to use a new Quebec benefit income type. These new payroll incomes will be reported on the employees' Relevé 1 (RL-1) slips but not on their T4 slips.

To set up these new payroll incomes to track Quebec benefits, in the Type column, click



and select **Benefit (Que)** from the list.



Calculate Withholdings on Payroll Advances¹

To be compliant with the Canada Revenue Agency, this version of Sage Simply Accounting allows you to pay an employee an advance and have the appropriate withholding amounts automatically calculated and withheld from the advanced amount.

If you are providing a payroll advance that is taxable, enter this amount in the **Advances** box in the payroll journal. If you are providing a loan that is not taxable, enter the amount in the **Loans** box.

Existing payroll advances will be converted to non-taxable loans when you upgrade to this version of Sage Simply Accounting.

Update Multiple Employee Personal Tax Amounts

You can efficiently update the federal and provincial personal tax credits for all your employees at one time or just for a group of employees you've selected. To access this feature, in the **Maintenance** menu, select **Update Employee Claims**.

If you subscribe to a Sage Business Care plan with payroll tax table updates, the latest basic personal claim amount changes are included in the Sage Simply Accounting payroll updates so that you will always have the latest claim amounts with which to update your employee records.

Sage Simply Accounting Premium, Enterprise, and Accountants' Edition

Sage Simply Accounting Premium, Enterprise, and Accountants' Edition have all the benefits of Sage Simply Accounting Pro plus the following features:

Filter and Assign New WCB Rate to Selected Employees

By modifying the WCB rate for a group of employees at the same time, you can save time and quickly update the WCB rate changes with less chance of errors.

In the **Maintenance** menu, select **Update Employee WCB Rate**. You can then choose to change the WCB rates by province or territory, by Sage Simply Accounting job categories, or by existing rates in your company data.

Produce Project Income Statement Report²

This new report shows how your business is doing, enabling you to make better business decisions. The report provides summary and detail views of project revenues and expenses. You can quickly analyze project data from multiple angles, produce graphs, and see a side-by-side comparison of projects for meaningful analysis.

Generate Additional Payroll Reports²

These new reports give you insight into your payroll costs: how they are distributed over job categories, departments, and projects. The data reported can be represented in graphs, and contain summary and detail views.

The new reports include:

- Detailed Employee Hours and Wages by Job Category
- Summarized Employee Hours and Wages by Job Category
- Employee Wages by Departments
- Employee Hours and Wages by Project

¹ The Pro with Payroll and Premium with Payroll 2012 editions are available at software retail outlets. When purchasing Pro or Premium directly from Sage, the Payroll option may be added by purchasing a Sage Business Care Gold plan. Additional fees apply. Enterprise includes the Sage Business Care Gold plan.

² Requires Sage Simply Accounting Intelligence. Additional fees apply.