



# Dynamic Business Solutions

Improving business life through technology.

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## Dynamic Business Solutions to Exhibit at 2006 Sage Summit

Dynamic Business Solutions will be an exhibitor at the 2006 Sage Summit, November 5-8, 2006, at the Gaylord Opryland in Nashville, Tennessee, and we hope our Sage customers will join us!

Sage Summit is the annual customer conference and trade show for all Sage Software customers. It's the only spot where you can become part of your product community by connecting with fellow software users, product developers, support analysts, and product leadership—all under one roof!

Here's just a bit of what you can expect to get out of Sage Summit...

1. Learn how to maximize the value of your Sage Software solution by becoming a more skilled user.
2. Exchange ideas and outcomes with peers who share similar job roles, industries, business challenges and technologies.
3. View recent and planned product enhancements and learn how they can benefit your business.
4. Learn about solutions and services that complement or work together with your current Sage Software installation.
5. Benefit by becoming an active part of your product community and connecting with colleagues, Sage Software team members and industry experts.

**Dynamic Business Solutions Will be in Booth 906.  
We hope you'll stop by to see us!**

If you're interested in learning more about Sage Summit, or would like to register, please go to [www.sagesummit.com](http://www.sagesummit.com).

SAGE PFW

**ACT!**  
by Sage

SAGE ABRA

## Dock-IT Document Management Software by Dynamic Business Solutions

Tired of seeing file cabinet after file cabinet against the wall? Spending too much time finding documents? Now you can link important documents to either the originating Purchase Order or to the voucher you create when the invoice arrives and you enter it into Accounts Payable. Dock-IT was designed to take advantage of low storage costs, using the power of Adobe Acrobat Reader®, and your financial software's management of your payables.

*Dock-IT makes it easy to save, link and retrieve documents.*

### How it works:

#### *Step One - Scanning Documents*

With either the scanner in your copier machine or an inexpensive independent scanner, you can scan your documents to a directory (local or network) and Dock-IT will take it from there. You don't need to worry about what name the scanning software will give the document, Dock-IT will reorganize and rename it quickly and easily.

#### *Step 2: Linking the Document*

Select the vendor and from here you have three choices. You can link the document to 1) just the vendor, 2) select a voucher and link the document to a vendor/voucher, or 3) select a PO and link the document to a vendor/PO.

Click on 'Link Document' and Dock-IT knows where you scanned the document. Select the file and Dock-IT then renames the scanned document with the vendor key and either the voucher number or purchase order number. Next, Dock-IT creates a directory exclusively for the vendor and moves the document into the folder. (Dock-IT allows up to 99 documents per voucher and 99 documents per PO. )

#### *Step 3: Retrieving Documents*

There are 2 ways to retrieve documents with Dock-IT.

- a) If you store the documents on a network drive, you can share this in a read-only mode and all users can browse the directory and find documents quickly, because the storage directory is organized by vendor key. A simple double click on the document, and you can review your document at the privacy of your desk.
- b) Within Dock-IT, we allow you full access to the documents quickly and easily. Select a vendor and all the documents for that vendor show up immediately. Select a PO and the documents linked exclusively to that PO are displayed. Select a Voucher and all the documents linked to that voucher are displayed as well as all documents that are associated with the original PO. A simple select and click of 'Open Highlighted Document' and Adobe Acrobat Reader © will launch, displaying your information immediately.

The hardware requirements are minimal and the setup of Dock-IT is a snap. So, stop drowning in a sea of paper. Send your filing cabinets out to sea with Dock-IT!

If you're interested in learning more about Dock-IT, or would like a demonstration, please contact Tanya at 802-383-1600, or via e-mail at [Tanya@d-b-s.com](mailto:Tanya@d-b-s.com). You can also find more information on our web site at [www.d-b-s.com/prodsol/dbsprods](http://www.d-b-s.com/prodsol/dbsprods).

## Microsoft Dynamics GP Customers— Are you on a Supported Version?

Now that we're well into the fall and summer vacations are over ~ it's time to start thinking about upgrading your Microsoft Dynamics GP software to make certain you are on a supported version and won't be in trouble at year end.

*If you are on Great Plains v7.5, it is important to note that tax and regulatory updates for all databases for this product were retired on August 1, 2006. If you need tax updates for year-end, it is important that you schedule your upgrade soon.*

Microsoft Dynamics GP v9.0 is has been released for some time now, and is an exciting and powerful release. We have upgraded a number of clients, but would like to see that number increase to assure that everyone is on a supported version. If you would like more information about this release or are ready to schedule your upgrade, please do not hesitate to contact us.

## Announcing the NEW Sage Abra 7.5 Release!

*Sage Abra's top priority is taking the worries and frustrations out of your HR and payroll responsibilities! Since their last release they have been collecting customer feedback on features and functionality that would make your Sage Abra software more efficient; and, in turn, your work day more productive. On October 1, 2006, Sage will be releasing these enhancements/fixes in their Sage Abra 7.5 version—all in an effort to keep their customers loyal.*

Active Sage Abra customers with an Abra SupportPlus membership will receive the following enhancements with a **FREE** Sage Abra v7.5 release.

### **Sage Abra Payroll enhancements:**

- Adjustment of rounding methodologies to improve General Ledger rounding
- Support of FLSA for employees paid bi-weekly
- The ability to stop 401K deductions once the annual compensation amount is reached
- Capability to force the next payroll to deduct all arrears amounts even if the original deduction was one time only
- Support of California Labor Code 226 concerning Checks and Direct Deposits payment advices

### **Sage Abra HR enhancements:**

- Integration with Sage Payroll Services for fully outsourced payroll processing
- The ability to designate Hiring Managers
- The ability to add Job description information to job codes
- Support for the new Sage Abra eRecruiter module for robust, browser-based recruiting

### **Sage Abra Benefits Enrollment enhancements:**

- Defining of beneficiaries and the beneficiary requirements
- Prevention of the inappropriate deletion of dependants or beneficiaries
- Setting of enrollment status for selected employees to 'Approved' without having to manually approve employees

If you're interested in learning more about the features of this release, go to [www.sagewebcast.com](http://www.sagewebcast.com) to register for a free webcast.



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## Staff In-Service Training

We're planning in advance! Dynamic Business Solutions' staff will be involved in day-long training sessions, keeping current on hardware and software, on the following dates:



- September 22, 2006
- October 27, 2006
- November 17, 2006
- December 15, 2006

Please note, that some of these meetings will be off-site and we will be available for emergencies only on a limited basis. If you need software support, here are some helpful tech-support numbers.

- Sage Abra - 800-424-9392
- Sage PFW Process Manufacturing - 800-333-5524
- Microsoft Business Solutions - 800-456-0025
- Sage PFW - 800-333-5524

**Thank you for your cooperation!**

## Tip of the Month From Dynamic Business Solutions

### Draw Borders in Excel Worksheets

For years Microsoft Word users have been able to create tables that meet their own unique specifications. Now, Excel offers users a similar feature: Draw Borders.

Here's how to use it:

- On the Formatting toolbar, click the arrow next to Borders, and then click Draw Borders on the palette.
- On the Borders toolbar, click the arrow next to Draw Border or Draw Border Grid, and then click Draw Border on the palette.
- Do one or more of the following:
- Draw a border line on cells. Click the line you want as a border or click and drag on the lines you want as borders.
- Draw an outside border around a row. Click in the center of a cell and drag across the row.
- Draw an outside border around a column. Click in the center of a cell and drag down the column.

When you are finished drawing borders, close the Borders toolbar to leave Draw Borders mode.

