



## Sage BusinessVision Accounting—Retail Edition

Everything your organization needs to manage sales—  
and your entire business.

**sage**

# Sage BusinessVision Retail Edition

Still using a cash register to manage your retail activities? While the traditional cash register can manage the checkout process, it creates operational silos that separate the checkout process from payment processing, inventory control, customer relationship management, insightful business reporting, and back-end accounting processes.

Sage BusinessVision Retail Edition goes beyond the simple cash register or Point-of-Sale (POS) application to provide you with a complete retail business management solution. Sage BusinessVision Retail Edition includes 16 modules, providing you with the solution suite you need to manage your entire business. Where cash registers allow you to simply ring up sales, Sage BusinessVision Retail Edition can handle the sales process and much more.



## Simplify Sales

- Point of Sale
- Merchant Services
- Layaways and Returns



## Manage Customers

- Purchase Tracking
- Sales Analysis
- Order History



## Automate Inventory

- Inventory Position
- Inventory Controls
- Low Stock Notifications



## Streamline Accounting

- Automatic Transaction Entry
- Financial Management
- Customized Reporting



## Making sales simple with Point of Sale

When customers enter your store, you want to give them an extraordinary experience so they will keep coming back. The Sage BusinessVision Retail Edition includes a comprehensive Point-of-Sale module that can keep your checkout lines moving quickly.

The touchscreen interface in the Point-of-Sale module is easy for users to navigate, and because users press commands directly on the screen, the checkout process is quick and efficient. Additionally, the Point-of-Sale module includes touchscreen keyboards and keypads, so all aspects of the checkout process can happen directly on the screen.

The screenshot displays the Sage BusinessVision Point of Sale interface. At the top, it shows 'BUSINESS' and 'Cash Sale' with a search bar for '<ENTER CUSTOMER NO.>'. Below this is a table for items being added to the sale:

Part number	Quantity	Unit price
	1.00000	

Description	Quantity	Sell UOM	Unit price	Extd. price
Compact Disk Player with Autoskip	1.00000	EA	323.70000	323.70
6" Midrange Cone Speaker	1.00000	EA	37.40000	37.40

On the right side of the item table, there are several action buttons: 'Delete Item', 'Return Item', 'Edit Item', 'Non Std', 'Comment', and 'Serial No.'. At the bottom left, there are buttons for 'Hold Sale', 'View History', 'A/R Payment', 'Add Customer', 'Layaway', 'Reverse Sale', and 'Change Mode'. The bottom right section shows a summary of the sale:

Subtotal	361.10
Discount	0.00
G.S.T.	18.06
P.S.T.	28.89
<b>Total</b>	<b>408.05</b>
Change due	0.00

Next to the total and change due fields are 'Tender' and 'Cancel' buttons respectively. The interface is labeled 'Normal Mode' at the bottom left.

The touchscreen interface makes it easy and intuitive to record sales for your customers.

## Don't let your inventory manage you; let Sage BusinessVision manage your inventory

Sage BusinessVision provides strong inventory controls. Because Sage BusinessVision Point of Sale is part of a complete business management solution, it reduces inventory automatically when items are sold and increases inventory automatically when customers return items. This provides you with real-time insight into your current inventory position.

Sage BusinessVision can make managing inventory levels easy by allowing you to define thresholds for reordering inventory. When inventory reaches these thresholds, Sage BusinessVision provides the tools to automatically generate the purchase orders needed to replenish your stock to predefined levels. And with such a high level of inventory management, you can better manage your inventory and decrease your inventory carrying costs.

What's more, you can easily review purchase and sale history for each inventory item, define product pricing, price/quantity breaks, promotional prices, and the unit of measure for each item. You can also create a kit or use inventory to generate assembled goods for sale.

## Make the selling process match the buying process

Sage BusinessVision Point of Sale allows you to define multiple tender options so you can accept multiple forms of payment

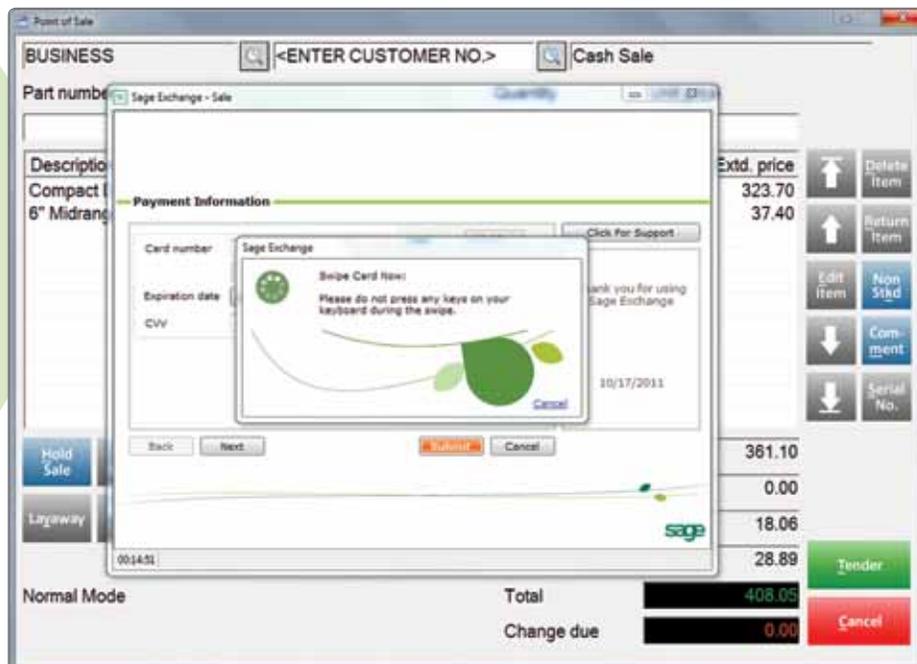
from your customers. During the tender process, select how the customer is paying for the items being purchased, and the tender workflow accommodates the payment type.

## Go beyond accepting credit card and debit card payments; integrate the process into Sage BusinessVision Point of Sale

Customers expect the option to pay for goods and services with their credit and debit cards. Take it to the next level with integrated credit card and debit card processing with Sage Exchange!

Sage BusinessVision includes Sage Exchange, a Payment Application Data Security Standard (PA-DSS)-compliant credit card payment application that allows you to manage the entire credit and debit payment process from within the Sage BusinessVision Point-of-Sale module. After enabling and configuring credit and debit card processing in Sage BusinessVision, selecting the credit card tender automatically starts the Sage Exchange application. Sage Exchange initiates the debit or credit process and simply reports back that the transaction was completed successfully or not.

This reduces the time it takes to process credit or debit cards using non-integrated solutions and reduces the data-entry errors that can result when a user must record the credit or debit process manually.



When using a Sage Payment Solutions merchant account, you can easily process credit card and debit card sales from within Sage BusinessVision, eliminating double entry and speeding up the check out process.

## Don't hold up the line; hold sales

It happens every day; customers come into the store with the intention of buying multiple items and inevitably forget something while other customers are in line. What do you do when the customer remembers those forgotten items during the checkout process? Do you delete the current sale and lose your work so the next customer in line can be helped? Or do you keep the sale open and make the next customer wait? Sage BusinessVision Point of Sale includes a Hold Sale feature that lets you save the current sale in process. This allows you to help the next customer in line and simply retrieve the first sale where you left off when the original customer returns.

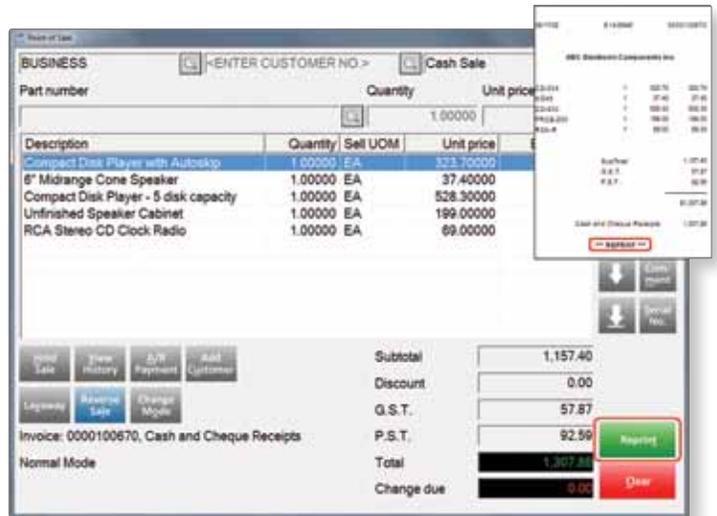
## Making sales returns simple, for customers and for you

When customers want to return items to your store, they want the process to be simple and easy. Sage BusinessVision Point of Sale makes it easy for you to process returns with the ability to reverse sales. You can easily view your sales history, identify the original sales receipt then with a single click reverse the entire sale. If the customer only wants to return some of the items on the receipt, you can easily select those items not being returned and remove them from the return process.

## Receipts, the gifts that keep on printing

Sage BusinessVision Point of Sale can print sales receipts with each sale. What's more, the Point-of-Sale module makes it easy for users to reprint receipts for customers when the receipt is lost or when the printer fails to print. Simply look up the previous sale in Sales History, then choose to reprint the receipt.

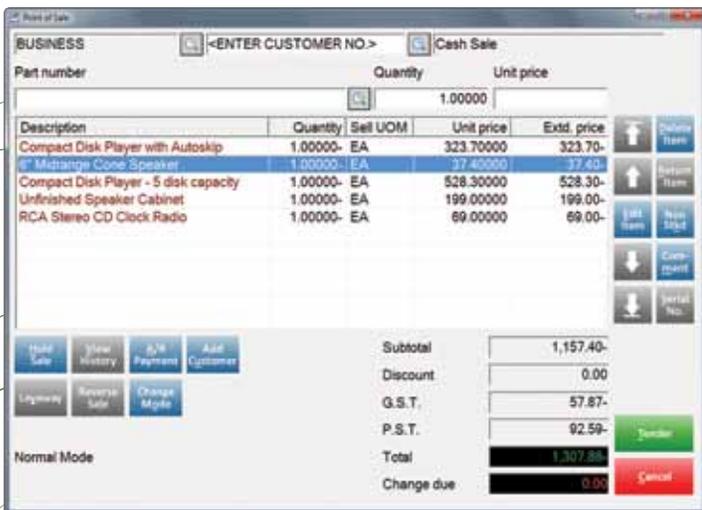
Does your organization sell goods that people commonly give as gifts? Sage BusinessVision Point of Sale provides the option to print gift receipts with each sale, so your customers can provide those receiving the gift an option to exchange the item without revealing its cost. What's more, if you are reprinting a receipt, Sage BusinessVision software will also provide the option to reprint the gift receipt.



The reprint receipt function makes it easier to replace lost customer receipts or to reprint a receipt when there are printing problems.

## Let customers lay away items and pay over time

Have customers who need to pay for items over time? Sage BusinessVision Point of Sale provides support for layaway payments so your customers can provide an initial deposit when they first come in and so you can apply payments on the item over time. The customer receives progress receipts with each payment and a final receipt when the balance due on the item is received.



The Reverse Sales process allows you to quickly process returns from your customers. Just select their original sales receipt in Sage BusinessVision Point of Sale, press Reverse Sale, and then only include the items or quantities being returned.

## Account for customers paying on account

Professional and trade customers often come into shops and pick up items needed to complete their jobs and put those items on an account which they settle later. Sage BusinessVision provides full support for organizations that want to allow their customers to pay on account. With Sage BusinessVision, you can set the customers' credit limit, and when they enter the store, you can simply choose the On Account tender type. Sage BusinessVision Point of Sale automatically records the purchase in Accounts Receivable so you can bill the customers with your regular billings.



Easily process payments on account from your customers directly from the Point-of-Sale module.

Additionally, Sage BusinessVision Point of Sale makes it easy to accept payments on accounts from your customers. Simply choose A/R Payment, and Sage BusinessVision Point of Sale initiates the tender process where you can record the payment.

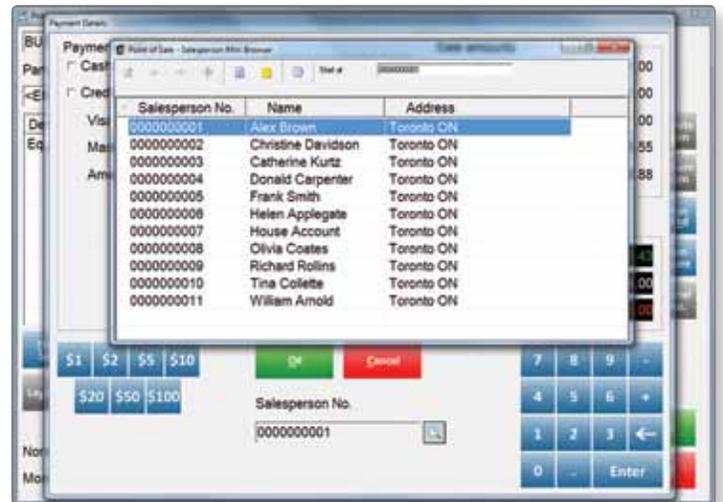
## Multiple customer sites, a single solution

Some customers may have multiple physical locations or jobs for which they purchase items from your store, and while they need to log the site/job for which they are purchasing an item from you, they want the bills to go to a single customer address for billing.

Sage BusinessVision Point of Sale allows you to include multiple customer ship-to addresses in the customer lookup. When performing a sale for a customer with more than one site, you can easily select the site for which the items are being purchased. And, at the end of the billing period when you generate your invoices, they can be sent to the customer's main office for processing.

## One checkout clerk, many salespersons

In some organizations, a single sales clerk manages the checkout process for multiple salespersons. With Sage BusinessVision Point of Sale, you can easily assign each sale to a specific salesperson, making commission-tracking quick and easy.



Sage BusinessVision Point of Sale makes it easy to track sales for your individual sales persons. Enable the prompt for salesperson function to ensure that each sale is logged to a specific sales person.

## Hardware doesn't need to be hard

Sage BusinessVision supports a wide variety of Point-of-Sale hardware, making it easy for you to deploy the solution in your business. Additionally, you can purchase your hardware with confidence and know your hardware will work with your Sage BusinessVision software. For a complete list of supported hardware, talk to your authorized Sage BusinessVision reseller, or visit us on the web at:

[www.SageBusinessVision.com/POS](http://www.SageBusinessVision.com/POS)

## Key in or scan, your choice

With the Sage BusinessVision Point-of-Sale module, you can key your customer purchases into the computer quickly and easily using onscreen keyboards and number pads. If you don't have a touchscreen monitor, you can still use a standard keyboard and mouse to navigate the interface.

What's more, you keep your checkout lines moving quickly by using a supported bar code scanner. When a customer brings an item to the counter, you can simply scan the bar code on the item, and Sage BusinessVision adds it to the items included in the sale.

## One powerful tool to manage the checkout process

With Sage BusinessVision Point of Sale, you not only receive a powerful tool to manage your checkout process, you receive a complete solution suite to manage your entire business. Here are just some of the point of sale related features included in Sage BusinessVision:

Inventory	
Automatically update inventory as you process sales or accept returns	●
Define inventory details and review sales performance	●
Include pictures of inventory items	●
Track serial numbers for inventory items	●
Define autoreorder quantity for each inventory item	●
Define appropriate provincial sales tax rates for inventory items	●
Define price breaks for quantities purchased	●
Define promotional prices for items	●
Create kits or manufacture inventory items from raw materials for sale	●
Customers	
Track customer details and sales performance	●
View customer-specific accounts receivable details	●
View customer-specific sales history	●
Define customer-specific credit limits	●
Define multiple ship-to addresses for each customer	●
Define customer-specific sales tax rates	●
Define customer-specific sales prices by level	●
Vendors and Purchasing	
Track vendor and purchase details	●
View vendor-specific accounts payable details	●
Define vendor-specific part numbers and prices	●
View vendor-specific purchase history	●
Define vendor-specific remit-to addresses	●

In addition, Sage BusinessVision software includes over 200 reports and the security settings you need to ensure users can only access those aspects of the program applicable to them.

Sage BusinessVision comes in several editions—each one designed to meet the specific needs of different organizations. We're here to help! Just give us a call at 866-725-0724 and we'll help you choose the right edition for your company.

## Get more than sales management, Get business management

Sage BusinessVision Retail Edition goes beyond the simple cash register or point-of-sale application to give you a true business management solution suite. Sage BusinessVision provides a unique focus on the front-office tools that you need to manage your inventory and make sales. Out of the box, Sage BusinessVision Retail Edition includes the Point of Sale, Inventory, Purchase Order, Order Entry, Customer Details, and Vendor Details modules needed to manage your front-office processes.

What's more, the Sage BusinessVision Retail Edition also includes the back-office modules needed to manage your company's accounting activities. Because Sage BusinessVision is a completely integrated system, the purchasing and sales that you or your employees perform in the front office are automatically recorded in the back-office accounting modules. Out of the box, Sage BusinessVision Retail Edition includes the General Ledger, Accounts Receivable, Accounts Payable, Account Reconciliation, Sales Analysis, Purchase Analysis, Import/Export, System Manager, and Reporting Suite modules to manage your back-office processes and to gain better insight into your business.

With Sage BusinessVision Retail Edition, you not only get a retail solution, but a solution that allows you to grow your business into other markets. With the out-of-the-box Order Entry module, you can expand your business into the wholesale market or take orders from remote customers. With the add-on eBusinessVision web store module, you can expand your market beyond your local area to the entire world using the Internet.

And not only does Sage BusinessVision Retail Edition provide the tools to expand into other market spaces, you can rest assured that your investment is safe, as Sage BusinessVision can grow with your business with solutions for larger companies that require higher user counts.

## How to get Sage BusinessVision Retail Edition

To purchase Sage BusinessVision Retail Edition, visit our web store at [www.SageBusinessVision.com/Buy](http://www.SageBusinessVision.com/Buy) or contact our Sales team at 866-725-0724. We can also put you in touch with a certified Sage Business Partner in your area who can help get your store up and running.

## About Sage North America

Sage is a leading global supplier of business management software and services for small and mid-sized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 12,300 people and supports more than six million customers worldwide. For more information about Sage in North America, please visit the company website at [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com). Follow Sage North America on Facebook, [www.facebook.com/SageNorthAmerica](http://www.facebook.com/SageNorthAmerica), and Twitter, [www.twitter.com/sagenamerica](http://www.twitter.com/sagenamerica).

1 Subject to credit approval and to Sage Payment Solutions terms and conditions. Additional fees, including swipe terminal for card present transactions, Internet access, and credit/debit card required.

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