

**Volume 4**  
**Issue 6**  
**Nov 2004**

**What's Inside**

**Page Two**

Custom Office continued

**Page Three**

Are You Ready For MAS 200?

**Page Four**

*MAS 90 In The Spotlight:*  
Extended Solutions  
For Sales Order

**Headline News**

Vertex Sales Tax RateLocator, a sales tax management subscription service, now is available for MAS 90 and MAS 200. RateLocator is desktop software that provides all U.S. and Canadian sales, use, and rental tax rates. Additionally, it includes taxability charts and non-standard and special tax rates. Vertex RateLocator offers an extremely intuitive interface so you can quickly find the information you need.

**Extended Solutions For Sales Order**

See page 4 for more info!

# Custom Office

## Build Efficiency Into Your Workflow

When the business tools you rely on work together, your efficiency soars. You've come to expect that your word processor and spreadsheet software will integrate with your email program. Wouldn't it be great if your accounting software could join this integrated group?

The MAS 90 Custom Office module lets you achieve this integration. Custom Office leverages your familiar productivity tools, expands the power and functionality of MAS 90, and delivers effortless efficiency. Custom Office consists of three components: Customizer, Microsoft Office Link, and Visual PostMaster. Together they provide the ability to add, hide, relabel, and rearrange fields; create customized documents and screens; and perform mail merges.

Let's take a closer look at each component.

### Customizer

#### Add Fields To Forms

Who is referring new customers to you? What catalog is this customer ordering from? With Customizer you can capture this data, and any other data you can imagine, with user-defined fields (UDFs). The UDFs are written to the MAS 90 history files,

so your custom reports can deliver insightful information on the data you're tracking.

Customizer enables you to add user-defined fields to virtually any entry screen. Add a field for *referral source* to the Customer Masterfile, or a field for *catalog code* to the Sales Order header. Build validation logic behind each UDF to maintain consistency of the data entered. Your user-defined fields can be printed on forms

and included on Crystal Reports. You can import into and export out of the UDFs. Their use is limited only by your imagination. Add a button to play back a sound annotation, such as the correct pronunciation of a difficult customer name. Think of including a photo of employees in their masterfile, accessed by a new button linked to

an image file. Scan contracts and other important documents and link them to the appropriate record through a new button. The new fields you add are automatically available for reports you generate using Business Insights Reporter.

#### Field Level Security

Create field level security by hiding particular fields from view or adding validation logic. Make other fields *view only*. Add data validation characteristics such as a range or list of allowed val-

Continued on Page 2



Custom Office leverages your MAS 90 and Microsoft Office software to increase your efficiency.

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## Custom Office Continued

ues. These characteristics can be assigned by user, so you could, for example, limit certain users to using a defined list of general ledger accounts or hide the item cost from another user group.

### Rearrange Fields To Fit Workflow

Customizer allows you to change the layout of any screen by moving fields to suit your data entry process. You can ignore unused fields, designate a field as a tab stop, and define the initial value for a field. Consider setting the Credit Hold field in the Customer Masterfile to default to *Yes* when creating new customers, until you receive their credit application. Make an important field stand out with bold font or by causing it to display in red type.

### Relabel Fields

Do you call your customers *patients*? Or call your item numbers *parts*? Customizer lets you relabel any field to suit the terminology of your business, or to enable the field to serve another purpose.

### Add Text

Customizer allows you to add text to any screen for additional information for your users, reminders, or instructions. Add an on-screen message to Sales Order Entry operators reminding them to tell customers about an upcoming sale.

### Launch Another Application

With Customizer you can add a button to any screen to launch another application. For example, you could add a button to launch the Windows Calculator, the UPS Web site, or your primary vendor's eCommerce site. Define a status message, a tool tip, and a help code for your new button.

### Script Control

The **Windows Script Control** feature of Customizer allows you to execute an external script to perform calculations or to start up external applications from a button you create in MAS 90. You can select values from a MAS 90 screen to pass to the script and can designate values to be returned by the script after processing is complete. The script can be simple or complex, even containing a series of if/then statements and different levels of calculations using data within MAS 90 and from an external program. For example, the script could perform a custom discount calculation in Sales Order Entry, or insert values

into an Excel or Word document. Program logic that would normally be executed if you manually changed the field will be performed automatically, thereby protecting the integrity of your data.

### Microsoft Office Link

The MS Office Link automatically merges accounting information with Microsoft Word, Excel, or Exchange to create custom documents, messages, and attachments quickly. Using dynamic data exchange (DDE) scripting, the MS Office Link provides a direct connection between a MAS 90 task or record and the appropriate Microsoft Office application.

To get you started, Custom Office includes a set of template documents, such as letters in Word and standard emails in Exchange software. The templates are accessible from the appropriate task. For example, in customer maintenance you can automatically create a welcome email note, credit limit advisory letter, and dunning letter. While in vendor maintenance you can create a letter asking for a price quotation. In addition, you'll have the ability to add and view attachments that are specific to the displayed data record. Now you can attach a scanned image of a vendor's original invoice to the Vendor Masterfile record or a photograph of the item to the Item Masterfile.

### Visual Postmaster

**Visual PostMaster** uses open database connectivity (ODBC) to integrate MAS 90 directly with Microsoft Word, providing mail-merge functionality. Use Visual PostMaster as a powerful communications and prospecting tool to deliver your message to your customers, vendors, or employees effectively and efficiently. With Visual PostMaster, you can create batch mailing jobs and marketing campaigns using a friendly wizard-driven tool. Use familiar Microsoft Word to create and edit documents that can then be merged with the information from your MAS 90 database.

Send a personalized coupon for a discount on items or services to customers who have purchased that item or service before. Request a copy of the 1099 form from vendors whose Tax-

payer ID number is blank.

More than a simple addressing tool, Visual PostMaster allows you to pull data from multiple files, allowing you to add the business date and current period to the merge documents, useful when creating general ledger compilation reports, for example. Ensure the consistency of your data by using built-in tools to change names from all uppercase to title case, format numeric fields, and specify defaults for blank values.

Visual PostMaster makes a simple job of exporting information into an ASCII file. This file can be sent to a mailing house, printed directly onto label stock, or exported to an email address book.

Managing customer collections is time consuming. First, you must determine which customers are in need of a gentle reminder and which customers need a bit more encouragement. Next, you need to create the form letters, dropping the customer-specific data into each letter before printing and mailing.

Visual PostMaster can automate this process and save you valuable time. Simply create a template letter in Word, or modify one of the existing templates, and insert the mail-merge fields for variable data such as the customer name, address, balance, last payment date, and so on. Next, use Visual PostMaster to develop the selection criteria, such as customers with balance over 60 days past due. Then simply process the mail merge and all of your dunning letters are created automatically. You can even use Visual PostMaster to email the letters directly to your customers, saving the time and expense of mailing a paper copy.

### Customize By Company And By User

Every change you make using Custom Office may be applied to one company or all companies, one user or all users, one user group or all user groups. Custom Office gives you complete and total control of the screens and functionality offered to each user of your system.

If you're not yet using Custom Office, or have it but have not explored the extent of its usefulness, give us a call. We'll be happy to show you how Custom Office helps MAS 90 do business your way. ★

# Are You Ready For MAS 200?

**M**AS 90 is renowned for its ease of use, flexibility, and powerful features. It is an ideal application for use in a LAN (local area network) environment, providing your employees with all the processing power they need. As your business grows, and you add more users to the system or your transaction volume multiplies, you may find yourself demanding a solution with higher performance. **MAS 200** offers all the functionality of MAS 90, with the added advantages of a client/server platform. MAS 200 is the ideal solution for companies with 10 or more users, large transaction volumes, or remote sites. Let's look at what distinguishes MAS 200, and the benefits this application can bring to your organization.

## Client/Server Based

Client/Server is a technology where program logic, processing, and data management tasks are separated from user-interface processing tasks. All program logic, processing, and data management tasks are performed on the application server, and all user-interface tasks are performed using a thin client installed on the workstation. Data transmission across the network is minimized; only the commands used to display the current screen and data are sent across the network. The benefits of client/server technology are many, and include higher user counts, larger transaction volume, and increased data reliability.

## High Performance

Speed and performance are optimized with MAS 200, since the server is typically the most powerful computer in use at your business, and so little traffic must travel your network connections. Since all data processing and data management tasks are performed on the server, you can expect a 300-1000 percent increase in data processing throughput when using a dedicated application server. Reports will run faster and journal updates are completed much more quickly.

## Large User Count Support

As the number of concurrent network users increases beyond 10, your MAS 90 system's performance may suffer as the network reaches saturation. You may notice slower application per-

formance or dropped connections. MAS 200 minimizes network traffic, opening that bandwidth to more users.

## High Volume Transactions

Accounting is transaction intensive. Thousands of lines of detail may post with each journal update. Running MAS 90, the speed with which a journal update is completed is limited by the speed at which files can be transferred over your network. Since MAS 200 keeps the business logic and the data on the server, it can perform complex transactions in a fraction of the time required by MAS 90.

## Remote Access Support

MAS 200 is ideal for multi-site businesses, and those with traveling or telecommuting workers. MAS 200 uses Virtual Private Networking (VPN) technology to securely connect various remote offices to the home office across the Internet. By leveraging VPN technology, you can eliminate the need for an ISDN or dedicated data line, providing significant savings. Remote users can access your MAS 200 application data via the Internet or a corporate intranet, without



If higher transaction volumes and an increase in users is slowing your MAS 90 performance, maybe it's time to upgrade to MAS 200 with its high performance client/server platform.

the purchase of additional software. A salesperson on the road can access your corporate wide area network (WAN) using a standard modem, or high-speed connection and then access the MAS 200 data stored on a central server. Though not required, MAS 200 supports Windows Terminal Services and Citrix MetaFrame.

## Enhanced Data Integrity

Thin client architecture minimizes the volume of data that travels your network. Less traffic on the network can increase reliability and data integrity. Network transmission errors often result in corrupted files where valuable data is lost or damaged. Other data corruption problems may result from power outages during updates or workstation hardware failure. When using MAS 200, data files are stored centrally on the server and are not transmitted across the network, so they are not exposed to the risk of network or workstation data corruption.

## Cost-Effective Performance Upgrade

An often underestimated benefit of client server technology is cost-effective performance upgrades. In a LAN environment, in order to increase performance for all users on the network, you must upgrade both the server and every individual workstation.

In contrast, with MAS 200, simply upgrading the server by adding multiple processors, more memory or faster hard drives can result in dramatic improvements in MAS 200 performance. These benefits can then be immediately enjoyed by every MAS 200 workstation on the network, without the need to replace the existing workstations. The result is a big performance boost, at a lower cost.

## Advantages Of MAS 200

- ▶ Client Server Logic improves throughput and data integrity.
- ▶ Remote Access provides cost-effective access for remote offices and telecommuters.
- ▶ NT Service Support provides improved security and restart logic.
- ▶ Push-Down Installation/Uninstall allows administrator to install client software and upgrades without user interaction.

## What's Next?

The best part of upgrading to MAS 200 is that it is so easy. Upgrading to MAS 200 is a straightforward process, and all of your valuable MAS 90 data will transfer to MAS 200. There is no productivity loss as your users get up to speed with MAS 200, and there is little or no user training necessary—MAS 200 looks and acts just like MAS 90 does.

If you are ready to upgrade to MAS 200, give us a call for pricing and full details. ★



## MAS 90 In The Spotlight

### Extended Solutions For Sales Order



**F**or many distributors, the end of the year represents their busiest time. Order activity increases, and the pressure to get new orders picked, packed, and out the door intensifies. Even if your industry doesn't see an upturn this season, you can still benefit from efficiencies relating to sales order processing. Highlighted below are three of Best Software's **MAS 90 and MAS 200 Extended Solutions** aimed at streamlining Order Entry to allow you to get more done with less effort.

#### Ship One Here And One There

When your customers are shopping for gifts they may ask that one item ship to family in Cleveland, and another ship to colleagues in Pittsburgh. In MAS 90, such a request requires that you create two separate sales orders. If the customer pays by credit card, that's two separate transactions you must process. Moreover, your customer will receive two invoices, which is confusing and wasteful. Fortunately, there's a solution that will save you time, effort, and money.

**Ship To/Ship Via By Line SO-1067** is the Extended Solution that allows you to enter a Ship To code and/or a Ship Via code for each inventory and non-inventory item line on your sales order.

You can recall an on-file shipping address or add a new one on-the-fly. Your customer will receive a single invoice with details of each line. Later, if your customer calls with a question, you'll have a single reference number (the sales order number) covering all items on their order. With this Extended Solution, you'll be able to print separate shipping labels for each address, and print a picking sheet that consolidates items by the Ship Via code for maximum efficiency.

#### Quick Print The Picking Sheet

When you're reviewing an order and see that it's ready to ship, you want to get the picking sheet in the hands of your warehouse crew. Maybe you already printed the picking sheet once, but now you've added another item in response to your customer's request. The Quick Print button won't help you, since it only prints a copy of the order. You have to go to the Picking Sheet Printing menu, and enter in the specific sales order number you're interested in, press the select button, and proceed with printing.

The Extended Solution called **Enhanced Quick Print SO-1035** changes the Quick Print function. It will offer you a choice—print the order, or print the picking sheet. After printing the picking sheet, the solution will even prompt you to print the shipping label.

#### Make To Order—Made Easy

When you add an unexploded bill of material in Sales Order, MAS 90 makes the reasonable assumption that you have that assembly in stock. The finished assembly, NOT the raw components, are relieved from inventory. For many light manufacturers, though, kits are made to order. Here's an Extended Solution for those manufacturers.

**S/O Line Selection in Production Entry BM-1024** lets you select a sales order, and see a listing of any unexploded bills of materials referenced on that order. Choose the bill of materials you want to assemble, and it's brought into Production Entry as if you typed it in. Complete Production Entry, update, and you're ready to sell that completed bill of materials. Give us a call with your questions about these Extended Solution, or any of the vast library of solutions currently available. ★



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# Extended Solutions

## SAVE 10%

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