Cannon Ivy MAS 90/MAS 200 Users' Newsletter

cannonivy PLLC

# Greetings MAS 90 and MAS 200 Users

Volume 1, Issue 1

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## Welcome to the Inaugural Issue of the Cannon Ivy MAS 90 and MAS 200 Users' Newsletter

As a service to the MAS 90 and 200 users within the Mid-South, we are very pleased to present a periodic newsletter designed to provide you with valuable information to best utilize your MAS 90 and MAS 200 business systems.

## About Cannon Ivy

As one of the leading providers of MAS 90 and 200 software and consulting services in the Mid-South, we continue our growth within the manufacturing and distribution communities. From creating automated manufacturing processes to developing and implementing management reporting systems, we continue to create efficiencies and visibility within our client organizations. These enhancements allow focus on more strategic and pressing business issues for the business owners.

Over the next few months, you will be hearing more about us as we re-present and re-brand ourselves within the local marketplace as a leading business services firm. A new corporate website is under construction which will showcase our value proposition as well as provide a vehicle for us to communicate our message.

We are a full service technology services firm that provides value through:

- Business Management and Accounting Software
- Project Management
- Implementation Services
- Business Information Visibility
- Software Customization

***Links to Updated Program Fix Collections from Sage Software Online:***

[Level 3.71]

[Level 4.00]

[Level 4.05]

***Individual Program Fixes***

***(First 2 letters are module code. These links will take you to the information page for these patches.)***

AP4006-T

AP4005-T

BR4000-T

PR4005-T

PR4004-T

PR3045-T

PO4004-T

VI4014-T

WO4006-T

**Links Related to the FAQ Articles on these pages:**

Spyware Info
***The tools and knowledge to protect your privacy from Spyware, aware, and surveillance.***

Ad-Aware
***One of the best products to help you get started on detection and prevention of system infection.***

## What's New at Sage Software

**First and foremost, you may already be aware that Best Software has changed its name to Sage Software.**

Some of you may remember the days when a company called **State of the Art Software** produced a product known as MAS 90. This company was acquired by **The Sage Group, PLC** of London in 1998. The company changed its name after losing a copyright battle in 2000 by acquiring **Best Software**. With an international re-branding effort designed to place all of their software products and services under a single global umbrella, **Sage Software** is now known worldwide.

## Software Basics (FAQs)

**Q. My computer performance has been suffering lately. What are the most likely causes?**

**A.** One common reason for system slowdown is Malware. This could be one or more Spyware and/or Virus programs running on your computer. Other symptoms of Malware are an increase in Pop-Up Windows when using Internet Explorer and unintended Web Page Redirection. See the links to the left for some excellent resources on combating Malware.

You may also want to examine what programs are running in the background on your system. There are many applications which have perfectly good uses, or at one time did, that are not required to run every time you boot up your system. See the "Processes" link for a useful tool for Windows XP users to use to root out unnecessary programs.

**Q. Is there any way to speed up the time it takes my MAS 90 and MAS 200 reports and forms to print or preview?**

**A.** There are many ways to speed these up, depending on which module, which software version and whether the setting labeled "graphical or non-graphical" is selected in the module setup. With just a few quick checks, we will most likely be able to speed up your print and preview times by 10 to 50 percent.

You may also be able to do some tweaking yourself to improve performance. One common error is to turn on "Scan Network Drives" in your Anti-Virus Settings. Since most systems have A/V setup on the server as well as the workstations, this is both redundant and a large waste of resources. However, before you make any setting changes, check with your network support provider. You should also check out the Library Master and Crystal Reports manuals for tips specific to some commonly used reports and forms. See the "MAS 90/200 Manuals" link to the left.

**Processes**
***An in-house database with guidance on the usefulness of these programs and services, and removal procedures when recommended.***

**MAS 90/200 Manuals**
***This will open your browser up to the Manuals page if you are already logged in to Sage Support Online or the Login Page if you are not.***

**Supported Platforms**
***This will open a pdf in the browser, if you are already logged in to Sage Support Online or the Login Page if you are not.***

***Link to the Sage Knowledge Base***
***(Login required – free if you are current on your maintenance plan. Please contact us if you need assistance in creating your login. Also, check our website in the coming months as we create our own online knowledge base.***

**Q. How can I determine Hardware and System Requirements for MAS 90, MAS 200 or MAS 200 SQL?**

**A.** On Sage Support Online, check out the Supported Platform Matrix. Use the link at left. Please note that if the Hardware or Software in question is NOT on the list, it is NOT SUPPORTED. There is also a separate "Integrated Solutions Compatibility Matrix" to determine compatibility with 3rd Party products, like Crystal Reports, FRx, WinFax and more.

**Q. How can I correct an Out-of-Balance General Ledger?**

**A.** Recalculate in Fiscal Year Maintenance (supervisor rights required). For more detail, search the Sage Online Knowledge Base for "**How to correct an out-of-balance in General Ledger**".

**Q. How can I reverse a payroll check or direct deposit?**

**A.** To reverse a payroll check, use Payroll Data Entry.
**Note:** A check cannot be reversed with a prior quarter check date.

1. Open Payroll / Main / Payroll Data Entry, the 'Pay Cycle' dialog box displays.
2. At the 'Pay Cycle' and 'Period Ending Date' fields, enter the pay cycle and date from the original check.
3. Click 'OK'. The 'Payroll Data Entry' window displays.
4. In the 'Employee No.' field, select the employee number.
5. On the 'Header' tab using negative numbers, enter the information entered on the original check at the 'Days Worked' and 'Weeks Worked' fields.
6. In the 'Print Check' field, select 'No' to indicate that you do not want to print a new payroll check for this entry.
7. Deselect the 'Auto Ded' check box to manually reverse deductions entered for the original check.
8. Select the 'Manual Tax' check box to indicate that you are manually entering the tax information for this check.
9. Enter the information from the original check at the 'Bank', 'Check No.', and 'Check Date' fields. At the 'Check Amount' field, type the original check amount as a *negative number*.
10. On the 'Lines' tab, enter the employee earnings and voluntary deduction information.

**Important:** The earning and deduction lines must be entered exactly as they were entered in the original check. All hours and dollar amounts must be entered as *negative numbers*.

**Note:** When reversing a check for which the benefit accruals are based on hours, it is necessary to enter the hours as a *negative number* in order to reverse the accrual.

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11. Complete all detail entries, and then click 'Accept'. The 'Manual Payroll Tax Entry' box displays.

12. Using *negative numbers*, enter the withholding tax information.

***Direct Deposit reversals:***

1. To reverse a payroll check, complete steps 1 through 8 above.
2. Enter the information from the original check in the 'Bank', 'Check No.', and 'Check Date' fields. In the 'Check No.' field, enter a "D" (without quotes) before the number. This signifies that it is a direct deposit, and the check amount field is greyed out.
3. Follow steps 10 through 12 above.
4. In the manual tax window, in the 'Adjust to Dir. Deposit' field enter the adjustment amount for this direct deposit reversal. This would be a *negative* net check amount.

The check amount entered must equal the total earnings minus voluntary deductions and taxes. If the amount in the 'Net Amount' field does not agree with the amount in the 'Check Amount' field, an "Out of balance" message displays.

**Note:** When reversing a check with Tips Reported (05 Earnings Code), the reversing deduction code entry (01 Deduction Code) must be entered as a *negative* amount.

**Hot Pre-Installation Information**

**(Recently updated for 4.10)**

## Upcoming New Release, MAS 90 Version 4.1

**Streamlined User Interface & Personalization**

The enhancements in MAS 90 and MAS 200 Client Server 4.1 encompass the user interface, improved auditing and tighter security, among other features, for the Accounts Receivable, Sales Order, Bank Reconciliation, and Return Merchandise Authorization (RMA) modules. Global enhancements will improve user productivity through a dual-grid entry and improved reporting capabilities. A new integration between the Sales Order and Job Cost modules highlight the many application enhancements being made in version 4.1.

**For Sales Order, specific enhancements include:**

**Line Item Warehouse Code Default**

With Version 4.1, the line item warehouse code will default to the item’s default warehouse, helping ensure you sell from the preferred warehouse.

**Validate Customer Purchase Orders**

This frequent request from MAS 90 and MAS 200 customers gives you the ability to validate a customer’s purchase order number
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against previously entered purchase order numbers. Now, as you enter a customer's purchase order number during order entry, the system will check other open orders as well as posted invoices for duplication of that number. Plus, you can look up previously entered numbers to help service a customer's request.

**Customer Credit History**

As you view the customer credit history window, you'll appreciate that the aging bucket totals displayed there can now calculate dynamically based on period-to-date information. This ensures your staff is making decisions based on the most current credit figures available.

**Print Bill of Material (BOM) Bill Options**

Companies that sell bill items will appreciate the added flexibility of being able to print BOM bill options on the order and the picking sheet.

## For Accounts Receivable, some of the enhancements are:

**Customer Maintenance**

Credit cards are charged more frequently in businesses today than ever before. The Accounts Receivable enhancements in Version 4.1 will include the option of specifying a credit card as the default payment type for customers. What's more, you'll be able to view Accounts Receivable history by period for both current and previous years, giving you access to detailed customer history and valuable insights into cyclical buying patterns. And finally, the ability to rapidly create new customers using the automatic numbering feature will enable you to simply press a button to assign the "next" customer number.

**Credit Checking**

Tremendous flexibility and power have been added to customer credit limit checking, including selections for "Never", "Dollar Limit", "Aging Category", or "Both" within AR Options under Credit Limit Checking. The Dollar Limit option functions just as credit limit checking did before, comparing a customer's balance to the credit limit indicated for that particular customer. The new Aging Category option allows you to select an aging category that will be used when considering a customer's credit limit. For example, if you set the Aging Category to 90+ days, only balances in this aging bucket will be used to determine if a customer has exceeded their credit limit.

**Comments in Cash Receipts**

Add comment lines in Cash Receipts Entry. This highly requested feature allows you to record notes and clarifications, which will prove useful in the collection process.

# Mid-South MAS 90/200 Users' Group

**Contact Links:**

**To Request more information on the MAS Users' Group:**

cmoskowitz@cannonivy.com

**To Sign up to receive our Newsletter:**

cmoskowitz@cannonivy.com

**To be removed from this mailing list:**

cmoskowitz@cannonivy.com

**To submit a topic for the MAS Users' Group:**

cmoskowitz@cannonivy.com

***Sage Summit Customer Conference Link***

[Click here for more information]

Due to the economic growth in our region and the increasing number of small to mid-sized organizations using or considering the MAS 90 and MAS 200 product lines, we are planning to establish a Users' Group. Our plan is to facilitate the group and to provide a location. We will also provide training materials, presentation tools, food and beverages to anyone and everyone who is using (or thinking about using) MAS 90 or MAS 200.

Topics to discuss will likely include:

- How to maximize and troubleshoot Crystal Reports.
- How to import and export data and how to link with other applications.
- How to resolve connectivity and network problems and how to enhance system performance.
- How to get the most out of your Financial Reporting with installed MAS tools as well as with FRx.
- How to effectively close each period and balance the General Ledger
- How to get the most out of Sage Support Online's 24x7 Customer Support Website.
- A round table discussion where everybody has a chance to discuss topics of his or her choosing.

Please use the email links in the left margin to request more information, sign up for our newsletter or ask to be removed from our email list.
If you would like to submit a topic for discussion for the Users' Group, there is a link for that, too.

## Upcoming Sage Summit Customer Conference

**What is Sage Summit?**
Sage Summit offers content-rich sessions, visionary speakers, an exhibit hall featuring the latest innovations, and the opportunity to meet others who share your challenges and goals.

**A Unique Conference Format**
Sage Summit provides all the energy and excitement of a large conference—over 3,000 attendees are anticipated. But a unique conference structure also promotes a sense of camaraderie. For many events and activities, the conference will be segregated into nine solution- or industry-focused segments. These focus areas make it easy to meet people who share your needs, challenges, and goals. You'll hear success stories. Learn about best practices. Delve deeper into product capabilities. Ask questions. Get answers. And leave the conference with a list of practical ideas, strategies, and newly refined skills that will help you grow your business and improve its productivity.

## Summary

As one of the leading Sage Software Business Partners in the Mid-South, we welcome you to utilize our resources in a number of different ways. We are a resource for business software solutions and provide full project management services. We are a premier full-service accounting firm, and as such, can assist you with any of your **Accounting, Consulting, Software or Staffing** needs.

## Questions or Comments?

5350 Poplar Avenue
Suite 650
Memphis, TN 38119
(901) 685-7500
www.CannonIvy.com
cmoskowitz@cannonivy.com

### Contact Us

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Memphis, TN 38119
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