

Version 4.30

Customer Upgrade Guide

for

Sage MAS 90 ERP

Sage MAS 200 ERP



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Introduction

Sage Software, Inc., the recognized leader in accounting software for small- and mid-size businesses, welcomes you to Sage MAS 90 and 200 ERP version 4.30.

About This Guide

This guide has been created to ease the process of upgrading your software. While the extensive new features included in this release have been designed to improve your workflow and business processes, this means that the way you use your system may change. Chapter 2 of this guide contains all the enhancements for this release. The remaining chapters specifically highlight the differences that you need to be aware of and the steps you need to take before you begin using the new system, so you can take better advantage of the improvements. The appendix provides pre-installation and post-installation checklists.

Review the information in this guide before performing the software installation and migration steps in your *Installation and System Administrator's Guide*. The *Installation and System Administrator's Guide* can be found in the root folder D:\ (where D: is your CD-ROM drive) of the Sage MAS 90 or Sage MAS 200 CD-ROM. The guide is in Adobe Acrobat (PDF) format and is named either MAS90_Install.pdf or MAS200_Install.pdf, depending on the application you own.

Enhancements

For a complete list of enhancements and changes to the software, after installing, refer to the What's New page and the Release Notices. For the What's New information, see What's New in Version 4.30 on page 5.

You can also access the What's New page by clicking What's New on the Desktop's Resources page. From the What's New page, click Release Notices to view the Release Notices.

This guide contains the following information you need for a successful upgrade:

- Installation changes
- Global changes in the software
- Changes to the modules
- Pre-installation checklist
- Post-installation checklist

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.



The **NOTE** symbol is followed by additional information about a topic.



The **WARNING** symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

| Text Convention | Explanation |
|--------------------|--|
| Menus | <p>Menus are shown in this format: Select menu > menu task name.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Select File > Change Company. • Select General Ledger Budget menu > Budget Maintenance. |
| Bold font | <p>Indicates text entered at a field or text selected at a field.</p> <p>Examples:</p> <ul style="list-style-type: none"> • At the Value field, type a search value, such as 01, for the lookup. • In the Filter window, to delete a filter, select <none> at a filter's Column field. |
| <i>Italic font</i> | <p>Indicates references to other manuals.</p> <p>Example:</p> <ul style="list-style-type: none"> • For more information about installing demo data, refer to your <i>Installation and System Administrator's Guide</i>. |

What's New in Version 4.30

Version 4.30 incorporates many improvements to the reporting capabilities. New to this version are the Paperless Office module and the Federal and State eFiling and Reporting feature. Paperless Office allows you to e-mail, fax, and store, as well as organize and view, reports and forms in PDF format. Federal and State eFiling and Reporting improves the tax filing process by providing an eFiling service and signature-ready federal and state forms to use.

Further improving the reporting process are the enhancements to the report- and form-printing windows. To reduce the keystrokes required for printing reports and forms, the tabs that separated options were removed and the selection grid has been enhanced. Also, new options in report windows now allow you to keep the window open after you print or preview the report.

In addition to reporting enhancements, the Business Insights Dashboard now offers you more control over the information to view, and improvements to Fixed Assets now allow you to create assets based on invoices entered in Accounts Payable and Purchase Order.

Business Insights Explorer was also enhanced to now provide General Ledger, Accounts Payable, Inventory Management, and Purchase Order views, as well as the new Charts tab that allows you to view and chart data in various formats.

The following is a complete list of enhancements incorporated in the Sage MAS 90 and 200 version 4.30 release.

New Paperless Office Module

E-mail, Fax, and Print Reports and Forms

The e-mail and fax functionality is now available with the new Paperless Office module, provided at no additional cost. You can use Paperless Office to e-mail, fax, and store PDFs of the following forms and reports:

- Standard reports generated by the system, including reports created using Business Insights Reporter
- Journals and registers
- Payroll direct deposit stubs
- Purchase orders
- Sales orders
- Sales order invoices
- Customer return merchandise authorizations
- Return merchandise authorizations for vendor returns
- Accounts Receivable invoices
- Job Cost invoices
- Period-end processing reports

Store Reports and Forms in PDF Format

The document storage feature allows you to organize, view, and electronically deliver PDFs created using Paperless Office.

New Business Insights Features

New Business Insights Explorer Views

- Business Insights Explorer views for General Ledger, Accounts Payable, Inventory Management, and Purchase Order are included in this release. The new views are in addition to the Sales Order and Accounts Receivable views that have been well-received by customers in version 4.20.
- Business Insights Explorer allows you to quickly drill down to information and perform data entry without lengthy maneuvering of menus.

- A new Chart tab allows you to view and chart data from the Data View grid in the bar, line, area, or pie format with customized titles. Any numeric column from the Data View grid can be used as a chart series. You can copy the chart by right-clicking the chart and selecting Copy, and then paste the chart into other applications, such as Microsoft Word or Paint. You can also send the chart attached to an e-mail in .jpeg format. Additionally, the Chart tab allows for flexible manipulation of the data by offering sorting and grouping options. This new charting feature provides a powerful way to share and represent your key business data in graphical format.

Improved Business Insights Dashboard

- Business Insights Dashboard has been updated to provide a more modern look and feel and provides usability enhancements.
 - You can now place detail or summary views on the main Dashboard page.
 - You can now generate Dashboard pages independent of Internet connectivity.
 - The charts are now printable.
 - Hyperlinks are now available, which allow you to drill down to detail information.
- Business Insights Dashboard now offers greater security when setting up Dashboards for users. An administrator can determine on a user-by-user basis which data elements are shown or can be modified. With the appropriate security setup, users can add or remove data elements from their Dashboard page, change the layout and order, and modify the settings of data elements. Additionally, the administrator can set up a default setting, which creates a Dashboard for any user who does not have a personally-customized Dashboard.

Enhanced Accounts Payable and Payroll Tax Reporting

New Federal and State eFiling and Reporting

- The new Federal and State eFiling and Reporting feature provides eFiling options for federal and state forms, and streamlines your tax reporting process to run more efficiently. The new eFiling and Reporting tasks are available in the Accounts Payable Reports menu for 1099 forms and in the Payroll Period End menu for all other federal and state forms.
- Form alignment is not required when printing or eFiling forms and reports with this new feature. Blank W2 and 1099 forms, which provide important information on the reverse side, can be purchased from our Forms Division at:
http://sagesoftware.com/products/checks_forms.htm

For a complete list of supported forms, visit
http://aatrix.com/win/form_list/

- The Federal and State eFiling and Reporting tasks are provided at no additional cost. A transaction fee is applied only when a form is eFiled.
- The eFiling and Reporting feature improves, but does not replace, the current functionality. You can continue to use existing W2, 1099, and 941 form processing tasks, as well as the Electronic Reporting for W2 and 1099s module.

1099 INT Boxes 8 and 9 Completed by the System

In tax year 2006, the Internal Revenue Service added boxes 8 and 9 to the 1099 INT form. These boxes are now automatically filled. Previously, you were required to enter the boxes manually.

Improved Operand and Value fields in Selection Grids

Enter Values Before Selecting an Operand

- In the selection grids, you can now enter the Value fields before selecting an operand.
- When All is selected at the Operand field, the operand now changes automatically based on the Value fields entered. If you enter the first Value field only, the operand changes to Equal to, and if you enter the second Value field, the operand changes to Range.

Predefined Date Range Operands for Reports and Forms

New predefined date range operands (for example, Yesterday, Today, Tomorrow, Last Week, and Last Month) are now available for date select fields in report and form windows. Previously, you had to select the beginning date and ending dates to specify a date range to print. Now, selecting one of the new operands automatically fills the Value fields with the applicable dates, which are based on the system date.

Improved Report and Form Windows

Quicker Access to Options

The information previously on the Main and Select tabs are now conveniently on one screen.

Window to Remain Open If No Data is Selected for Printing

The report and form windows now remain open when you receive the "Data is not selected for report printing" message dialog box, so you can resolve the issue without losing your settings.

Options to Keep Report Windows Open After Print or Preview

In report windows, the new Keep Window Open After Print/Preview check boxes now allow you to keep the report window open after you print and/or preview the report. The check box settings are saved for each user for each applicable report, providing great flexibility to accommodate your preferences for this feature. This feature is available only on report windows.

Option to Default to Different Printers Using the Standard Report Setting and Form Code

New options in Company Maintenance now allow the workstation's default printer to be selected automatically when printing with the Standard report setting or form code, regardless of which user previously saved the report or form. These options are set on a company basis.

Improved General Ledger Reports

Improved Financial Reports

- You can now select the Actual, Budget, and Budget Variance values to print on Financial Reports when setting up an income statement format for any of the three financial periods: period to date, year to date, or combined period and year to date.
- You can now create a Trend Report using the condensed format to reduce the number of pages required to print the report.

Zero Values No Longer Printed on the General Ledger Detail Report

On the General Ledger Detail Report, if there is a value in the debit or credit column, a zero value (0.00) is no longer printed on the opposite column. For example, if a transaction has a debit amount, the credit amount is now blank instead of displaying 0.00.

Enhanced Fixed Assets

Create Assets from Invoices in Accounts Payable and Purchase Order

Assets can now be created in the Fixed Assets module when invoices for items classified as assets are entered in Accounts Payable or Purchase Order.

Improved Accounts Receivable Utility

Globally Change Salesperson for Ship-to Addresses

The Global Customer Field Change utility now allows you to reassign the salesperson within the ship-to address.

Enhanced Payroll for Direct Deposits

Direct Deposit Feature Now Embedded

- The safe and efficient Direct Deposit functionality is now available for purchase to be added to the Payroll module. This feature reduces the time and cost associated with processing and printing checks, as well as the time required of the receiving employees to physically take those printed checks and deposit them into their checking or savings accounts.
- Direct deposit entries are generated, processed, formatted, and placed in files for transmission to your financial institution. This file can be transferred directly to the bank electronically or can be supplied to the bank on a CD. A pre-notification file can also be generated for submission to the financial institution for approval.

- This feature offers the following benefits:
 - The direct deposit (.ach) files generated conform to the National Automated Clearing House Association (NACHA) standards.
 - Direct deposit data is retained, so batches can be regenerated at a later time in the event of communication failures or other technical problems.
 - The output file generated can be configured to meet the requirements of many financial institutions.

Increased Bank Account Number

You can now enter up to 17 characters for the bank account number in the Bank Code Maintenance and Direct Deposit windows. The bank account number was increased from 13 characters.

Improved Split Commission Entry

Improved Split Commission During Sales Order Entry

When you override the salesperson commission percentage during sales order entry, the commission percentage now defaults to the value assigned to the salesperson in Salesperson Maintenance. Previously, the value was zero (0), which required you to type the value each time you selected to split the commission percentage.

Enhanced Credit Card Processing

Credit Card Processing Powered by Sage Payment Solutions

- Credit Card Processing powered by Sage Payment Solutions, a complete credit card processing solution for your growing business, is now included. Data from mail order, telephone order, and Internet business can be entered through the Accounts Receivable, Sales Order, and e-Business Manager modules.

- Transaction information is captured and stored, in a secure way, for historical and reconciliation purposes, and can be accessed and viewed online 24 hours a day.
- Downloading a service update is no longer required for compatibility with the Sage Payment Solutions Gateway. Previously, this feature was available only for version 4.20 with a service update.

Expanded Fax Driver Support

Support for Microsoft Fax Services

The Microsoft Fax Services fax driver, provided with Microsoft Windows, is now supported for faxing documents from Sage MAS 90 and 200, in addition to WinFax.

Upgrading from 4.20 to 4.30

This chapter describes the global changes made from the 4.20 to 4.30 releases. Installation and global changes are listed first followed by module changes.

Installation Changes

Before installing version 4.30, refer to your *Installation and System Administrator's Guide* and to the Supported Platform Matrix located in the Support area of the Sage Software Online Web site (www.sagesoftwareonline.com) for operating system and hardware requirements.

Global Changes

Selection Grids

In the selection grids, you can now enter the Value fields before selecting an operand.

When All is selected at the Operand field, the operand now changes automatically based on the Value fields entered. If you enter the first Value field only, the operand changes to Equal to, and if you enter the second Value field, the operand changes to Range.

Reports and Forms

- The information previously on the Main and Select tabs are now conveniently on one screen.
- The report and form windows now remain open when you receive the "Data is not selected for report printing" message dialog box, so you can resolve the issue without losing your settings.

Common Information Changes

Bank Code Maintenance

The Bank ID Number field in the Bank Code Maintenance window is renamed to Bank Account Number.

Accounts Receivable Changes

Customer Statements

You must now set up the Paperless Office module to e-mail statements to customers. Previously, to e-mail customer statements, you had to select the E-mail Statements check box in the Customer Maintenance window and then select the appropriate option at the Produce Statements For field in the Statement Printing window. For more information, see Set Up Paperless Office in the Help system.

Business Insights Changes

Business Insights Dashboard

- To take advantage of the Business Insights Dashboard's upgraded architecture, you must set up your Dashboard pages again. For more information, see Set Up Business Insights Dashboard in the Help system.
- Internet Explorer 6.0 or higher is required to view the Dashboard pages.
- You can now set up access to the Business Insights Dashboard for each user using the Dashboard Maintenance Wizard. The module options for the Business Insights Dashboard are removed from Role Maintenance.
- In the Top Customer view, the Year to Date field now excludes future-dated transactions that are in the same year. The new Business Insights Dashboard displays the information as of the date entered. If a date is not entered, the information is displayed as of the period-end date.

- Under the Business Insights Dashboard menu, the following tasks have been renamed:
 - Dashboard Selection Wizard has been renamed to Dashboard Maintenance Wizard.
 - Dashboard Selection Listing has been renamed to Dashboard Maintenance Listing.

Business Insights Reporter

You must activate the Business Insights module to use Business Insights Reporter.

e-Business Manager Changes

Web Engine

- You must uninstall the Web Engine, and then re-install it after upgrading to version 4.30.
- If you have customized templates in the IW folder, back them up in another location before uninstalling the Web Engine. After uninstalling, place the customized templates back in the IW folder.

Payroll Changes

Direct Deposits

- In the Direct Deposit Interface Setup window, the account numbers can now only be viewed. The account numbers can be changed using Bank Code Maintenance.
- The Space Rather Than Dash in the Word 'Pre-Note' check box is now available in the Direct Deposit Interface Setup window. Previously, this check box was in the Extended Solution's PR-1017 Setup Options window.

- During conversion, if there is a discrepancy between the bank ID (bank account) number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.

Visual Integrator Changes

Job Import

You no longer need to run the VIWUD1 utility to update the data fields after you use Job Import to import Level 3.x jobs into Visual Integrator. This utility is now run automatically.

Upgrading from Versions Prior to 4.20 to 4.30

This chapter describes the global changes made in the 4.0, 4.10, 4.20, and 4.30 releases. Installation and global changes are listed first followed by module retirements. For information on changes to specific modules, see chapters 5 through 15.

Installation Changes



WARNING

If you are upgrading from any level prior to 3.71, you must first upgrade to Level 3.71, and then perform a parallel installation with version 4.30.

Installing the Software

- Before installing version 4.30, refer to your *Installation and System Administrator's Guide* and to the Supported Platform Matrix located in the Support area of the Sage Software Online Web site (www.sagesoftwareonline.com) for operating system and hardware requirements.
- If you are upgrading from version 4.0 or higher, you must perform an in-place upgrade.
- If you have Level 3.x software and version 4.30 software installed on the same workstation, only install Crystal Reports 10 for Sage MAS 90 or 200 version 4.30 because only this version can read Crystal Reports in both Level 3.x and version 4.x.
- The Sage MAS 200 Host and Host Enterprise Manager are no longer used for the Sage MAS 200 installation and are replaced by the Sage MAS 200 Application Server. For more information, refer to your *Installation and System Administrator's Guide*.
- You must have Microsoft Data Access Components version 2.8 to use ACT! Link to MAS 90/200.
- The option for installing Microsoft Internet Explorer is removed because the version of Internet Explorer required is now available with the supported versions of Windows.



NOTE

Remote administration of the Application Server can be performed using a Terminal Services session because this functionality is not part of the Application Server.

Global Changes

Advanced Lookup Engine (ALE)

- The ALE Conversion Utility has been renamed Lookup Conversion.
- You can now resize ALE windows.
- When you are customizing a lookup in the Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, or Sales Order module, you can add fields from linked files to the lookup.
- Customizations to lookups in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules will not be converted to your version 4.30 software. You will need to re-create lookup customizations in the affected modules. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.

Character-Based Forms

All forms for Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order are printed using Crystal Reports. You can no longer print character-based, or nongraphical, forms for these modules.

Customized Crystal Forms

Customized Crystal forms in the Accounts Payable, Accounts Receivable, Sales Order, and Return Merchandise Authorization modules will need to be re-created after upgrading to version 4.30.

Run the Form Comparison report to compare your customized forms to a default form from the prior version. This report prints the form name, folder, .rpt name, form code, and any fields (including user-defined fields) that were added or removed from the standard forms shipped with version 4.x. Use this report as a reference to modify the default version 4.30 Crystal forms. This report (SYWFCU) is available on the product CD and on the Sage Software Online Web site at: www.sagesoftwareonline.com

Data Entry

- To access the Record Count functionality in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Sales Order, and Return Merchandise Authorization modules, right-click in a window and select System Info. The old method of pressing F8 is still available in all other modules.
- On the Lines tab of data entry windows, at a field, press F2 or click the Lookup button to access the lookup window. After entering the field, the Lookup button no longer appears; however, you can still press F2 to access the lookup window.

Desktop

- Task folders in your Level 3.x Launcher's My Tasks area will not be migrated to your version 4.30 Desktop. You will need to re-create your task folders.
- Buttons on your Level 3.x Launcher's Custom toolbar will not be migrated to your version 4.30 Desktop's Custom toolbar. You will need to re-create your buttons on the Custom toolbar.
- The Business Desktop has been renamed to Sage MAS 90 Desktop or Sage MAS 200 Desktop, as applicable.
- The Modules tab has been renamed to Tasks.
- The Welcome page has been renamed to Resources.
- File layout and program information previously included in the Technical Reference and Support Guide is now accessible from the File Layouts and Program Information link on the Resources page.
- Tutorials have been moved to the new Tutorials page.

Help System and Online Manuals

- The Help system has been expanded and updated to provide immediate access to all of the information previously found in the online PDF manuals.
- On the Contents tab of the Help system, the Module Help book contains links to individual Help systems for each module in Sage MAS 90 or 200. Under each module's main book, Help topics are further categorized into books of topics regarding procedures, information about printing forms and reports, and glossary terms. You can select any grouping of Help topics to print at one time, as well as print individual Help topics. For more information, see *Print a Book of Help Topics* in the Help system.
- Also available on the Contents tab of the Help system is the Module PDFs book, which contains links to individual PDFs for each module in Sage MAS 90 or 200. These PDFs have been specially constructed to allow you to easily print the overview information for each task in a module. The PDFs are organized according to the menu structure of the module. For more information, see *Print a Module PDF* in the Help system.

Inquiries

The Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks are available. These tasks were not available in version 4.10 only.

Migrating Level 3.x Data

The new file structures in versions 4.x provide flexibility for both Sage Software and Master Developers to make enhancements for you in the future. As a result, some steps must be taken to prepare your Level 3.x data for migration to version 4.30.

- Before migrating your Level 3.x data, you must use the GL Level 3 Account Analysis utility (GL3053-T) to identify if there are missing records in Account Maintenance, Transaction History, Budget History, or special characters in general ledger accounts. For more information on how to prepare your data before migrating, refer to the GL3053-t.doc and GL4000-KBA.htm files located in the Migrating Level 3 Data folder of the Sage MAS 90 or 200 CD-ROM. GL4000-KBA is also available in the Support area of the Sage Software Online Web site at: www.sagesoftwareonline.com
- During the migration process, user codes with leading blanks or special characters will not be migrated. You will need to re-create these user codes after the migration process. After migrating your data, print and review the System Conversion log.

Module and Accounting Dates

- The Library Master module now uses the Windows system date.
- Your date formats are now based on the Windows Regional Settings from your workstation for consistency across your entire desktop. Therefore, the default settings for Year Display Format and Year 2000 Default have been removed. The software does not support the "year first" Windows date format. If you enter a two-digit year, the century is determined by the century preferences setting in the Windows Regional Settings for your workstation.
- The F6 functionality which allowed you to toggle between a 2-digit year (05/31/10) and a 4-digit year (05/31/2010) has been removed to accommodate the Windows Regional Settings.

Printing

- Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order reports and listings now use Crystal Reports. Because of this, these modules no longer use the settings established in Library Master Report Format Maintenance.
- For Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order reports and listings, the process for exporting or printing a report to a file has changed. In these modules, the Print to File option previously available in the Printer Setup window has been moved to the Export/E-mail option accessed from the Printer field and uses the Crystal Reports engine. For more information on how to export or print reports to a file in these modules, see Export or Print to a File in the Help system.
- For Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order reports and listings, the process for deferring the printing of a report has changed. In these modules, the Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report in these modules, see Defer a Report in the Help system.
- The font size on some reports was changed to allow the report to remain in portrait format.
- Print jobs scheduled for deferred printing are now located in the following locations:
 - Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order deferred files are located at `..\Home\Deferred`.
 - All other module files are located at `..\Home\Textout`.

Printing to a Dot Matrix Printer

- You can print to a dot matrix printer as long as the printer has a corresponding Windows printer driver and supports draft mode font to enable high-speed printing.
- A dot matrix form code is available for printing several forms. For more information, see *Customize Dot Matrix Form Template* in the Help system.

Registering Your Modules

You now have 45 days to access unregistered modules. Previously, you could access the module 40 times only.

Reports and Forms

- In the Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules, report setting options now appear on the header area of the applicable report window. You can also define and save customized report settings. For more information, see *Create a Report Setting* in the Help system.
- The organization of reports on the Custom Reports menus in all modules will not be migrated from your Level 3.x software to version 4.30. Before upgrading, use the SUMNUA utility in your Level 3.x software to print copies of the existing Custom Reports menus' organization to facilitate adding your reports to the Custom Reports menus in your version 4.30 software. To access the SUMNUA utility in your Level 3.x software, select File menu > Run. In the Run Program window, type SUMNUA.
- The information previously on the Main and Select tabs are now conveniently on one screen.
- The report and form windows now remain open when you receive the "Data is not selected for report printing" message dialog box, so you can resolve the issue without losing your settings.



WARNING
Reports on the Custom Reports menus will not be migrated from your Level 3.x to version 4.30 software.

Security



WARNING
After security is enabled, it cannot be disabled.

The version 4.0 release introduced a new security model, which is role based rather than menu based. Security in your Level 3.x software will not be migrated to your version 4.30 software; however, you can choose to migrate users from your Level 3.x software to your version 4.30 software, if you select the Standard Security option during installation. To enable security, refer to your *Installation and System Administrator's Guide*.

Selection Grids

In the selection grids, you can now enter the Value fields before selecting an operand.

When All is selected at the Operand field, the operand now changes automatically based on the Value fields entered. If you enter the first Value field only, the operand changes to Equal to, and if you enter the second Value field, the operand changes to Range.

Library Master Changes

Batch Faxing

You can set up batch faxing for the following forms using Report Manager:

- Statement Printing
- Accounts Receivable Invoice Printing
- Customer RMA Printing
- RMA Receiver Printing
- Sales Order Printing
- Picking Sheet Printing
- Sales Order Invoice Printing

Previously, batch faxing for these forms was set up in the Fax Form Definition window. To set up batch fax options for these forms, select Library Master Setup menu > Report Manager. In the Report Manager window, select a form and click the Maintain button. In the Maintain window, click the Maintain Fax Options button.

Changed Tasks

- The Automatic Update process is now performed using Task Scheduler for the Accounts Payable, Accounts Receivable, General Ledger, Return Merchandise Authorization, and Sales Order modules.
- Reports, registers, and journals in the General Ledger, Library Master, and Customizer modules and the Daily Transaction Register from subsidiary modules are now Crystal Reports. As a result, printers defined in Device Configurator no longer apply to printing these Crystal Reports. Use a Windows printer for printing the Crystal Reports.
- The Data File Display and Maintenance task has been enhanced with a new program. The new program determines if data is for Level 3.x or version 4.x. A new field lists the different secondary keys available and sorts the records in the file being displayed according to the key selected.

Companies

A Copy button has been added to Company Maintenance, allowing you to copy data and forms from an existing company. As a result, the SVFCPY and SVDATA utilities have been removed.

Renamed, Removed, or Moved Tasks



NOTE

For information about changes to the date format settings that previously resided in the Preferences task, see *Module and Accounting Dates* on page 23.

- Information from the Preferences task has been moved to the User Maintenance, Company Maintenance, and System Configuration tasks. As a result, the Preferences task has been removed.
- Information from the Alternate Directory Maintenance task has been moved to the Change Data Location dialog box, which is accessed by clicking Change Data Location on the Company Maintenance Preferences tab. As a result, the Alternate Directory Maintenance task has been removed.
- The Role Maintenance task replaces the Menu Security Maintenance task.
- The functionality of the Resize Data Files task has been incorporated into the Rebuild Application Key Files task. As a result, the Resize Data Files task has been removed.

- The System Activity Log has been renamed to the Activity Log.
- The Uninstall Modules task has been added to the System Configuration task.
- The Chat functionality has been removed from the Master Console task.
- The functionality of the Visual Explorer task has been added to the right-click menu accessed from the Sage MAS 90 and 200 Desktop Tree View. As a result, the Visual Explorer task has been removed. For more information, see *Open a Task in a Secondary Company* in the Help system.
- Registration information from the Product Registration Maintenance task has been moved to the System Configuration task. As a result, the Product Registration Maintenance task has been removed.
- The *part utility has been removed. Use the Installed Modules Listing on the Library Master Reports menu.
- The SVMUPD utility has been removed. Use the Menu Wizard in Report Manager window. For more information, see *Reports* on this page.
- For information about changes to tasks associated with the Advanced Lookup Engine, see *Advanced Lookup Engine (ALE)* on page 20.
- The FAS Asset Accounting Link module has been renamed to Fixed Assets.
- The following Library Master tasks have been removed because they are no longer needed:
 - Convert Evolution/2 Data Files
 - Maintain Explorer Menu
 - Rebuild Alternate Directory Pointers
 - Task Menu Maintenance

Reports

- For information about changes to deferred printing and printing to a file in Library Master reports, see Printing on page 24.
- For information about creating report settings in Library Master Reports, see Reports and Forms on page 25.
- The .rpt files for reports in the Custom Reports menu now have a new folder structure. To use your existing customized report files with version 4.0 or higher, you must add the .rpt files to the Custom Reports menu using the Menu wizard in Report Manager. The .rpt file names must end with "custom.rpt" to be added using the Menu Wizard. To access the Menu Wizard, select Library Master Setup menu > Report Manager. In the Report Manager window, click Add Report to Menu.
- The new folder structure for reports uses a combination of company code, task name, and form code or report setting name determined by the selections in the Add New Format window. Examples of the new folder structure are as follows:
 - For a specific company code, task name, and form code or report setting name:
(...\MAS90\MAS_ABC\Reports\AR_InvoicePrinting\INVOICESSTD*.rpt)
 - For a specific company code and task name, and all form code or report setting names:
(...\MAS90\MAS_ABC\Reports\AR_InvoicePrinting*.rpt)
 - For all companies, and specific task name and form code or report setting names:
(...\MAS90\MAS_SYSTEM\Reports\AR_InvoicePrinting\INVOICESSTD*.rpt)
 - For all companies, specific task name, and all form code or report setting names:
(...\MAS90\MAS_SYSTEM\Reports\AR_InvoicePrinting*.rpt)

Role Maintenance

- Roles set up with access to tasks, security events, and module options for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, Return Merchandise Authorization, and Sales Order modules need to be verified after upgrading to version 4.30. New tasks, security events, and module options added for these modules are not selected for current roles after upgrading.
- When defining a role in Role Maintenance to provide users with access to Business Insights Reporter, select the Business Insights Reporter check box under Library Master > Setup Options. This check box was previously located under the Business Insights folder in Role Maintenance.
- You can now set up access to the Business Insights Dashboard for each user using the Dashboard Maintenance Wizard. The module options for the Business Insights Dashboard are removed from Role Maintenance.
- If you are upgrading from version 4.10, roles need to be verified for the Accounts Payable module and for the Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks. New tasks, security events, and module options added for this module are not selected for current roles after upgrading.
- Override passwords previously maintained in Sales Order Options are now handled as security events in Role Maintenance.
- ODBC Security will not migrate when upgrading to version 4.30 and needs to be re-created.

URL Maintenance

You can use the URL Maintenance task to store URL information for the Electronic Reporting for W2 and 1099s module. Two URL codes and descriptions were created for the Social Security Administration (SSA) and the Internal Revenue Service (IRS). For more information, see Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting) on page 55.

Common Information Changes



NOTE

For Common Information tasks that appear on multiple menus, security must be set for each location in Role Maintenance.

Bank Code Maintenance

- Bank Code Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, Bank Reconciliation Main menu, and Payroll Setup menu.
- The Bank ID Number field in the Bank Code Maintenance window is renamed to Bank Account Number.

Memo Manager Maintenance

Memo Manager Maintenance, previously on the Library Master Setup menu, has been moved to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, General Ledger Setup menu, Return Merchandise Authorization Setup menu, and Sales Order Setup menu.

Miscellaneous Item Maintenance

- Sales codes and miscellaneous items, part of the Accounts Receivable and Sales Order modules, are now referred to as Miscellaneous items and are stored in a common file shared by both modules.
- Miscellaneous items are now designated by the following item types: Miscellaneous items, Charge items, and Comment items. Comment codes are now referred to as Comment items and Miscellaneous Charges are now referred to as Charge items.
- Miscellaneous Item Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Receivable Setup menu and Sales Order Setup menu.

Purge Obsolete Extended Descriptions

Purge Obsolete Extended Descriptions, previously on the Library Master Utilities menu, has been moved to the Common Information Utilities menu.

Sales Tax Account Maintenance

Sales Tax Account Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu and Accounts Receivable Setup menu.

Customizer Changes

- Customized libraries for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, e-Business Manager, Return Merchandise Authorization, and Sales Order modules will not be migrated and must be re-created after the migration process.
- The PostMaster Conversion Utility previously accessed from the Customizer Main menu has been removed because the PostMaster module has been retired.
- For information about changes to deferred printing and printing to a file in Customizer reports, see *Printing* on page 24.
- For information about creating report settings in Customizer reports, see *Reports and Forms* on page 25.
- Data entry user-defined fields (UDFs) must be re-created in User-Defined Field and Table Maintenance after upgrading to version 4.30. After re-creating UDFs, you must map the UDFs to their respective history files. For more information, see *Map User-Defined Fields (UDFs)* in the Help system.
- The Accounts Payable Invoice Entry UDFs and Accounts Receivable Invoice Data Entry UDFs for both header and lines need to be recreated in User-Defined Field and Table Maintenance. After these UDFs have been created and updated, it is necessary to map the invoice entry UDFs to their respective history files.

- Job Cost Job Billing Entry has a new Job Cost Billing UDF that replaces the Accounts Receivable Invoice UDF. The Job Invoice UDF file is now the history file for Job Billing Entry's Job Cost Billing UDF. The Accounts Receivable Invoice UDF is no longer available in Job Billing Entry. The Accounts Receivable Invoice UDF that exists on a customized .lib file and is migrated or converted to 4.30 will have to be manually removed from the 4.30 .lib file.
- The link between the AR Invoice and Job Cost Header entity in Job Billing Entry has been replaced by a link between the Job Cost Billing entity and the Job Cost Header entity.
- The Inventory Master file UDF has been merged into the CI_Item file. Use the Common Item File in User-Defined Field and Table Maintenance to create UDFs and maintain existing UDFs. The IM_90 file is no longer available. Crystal Reports that previously used the IM_90 file should be modified to use the CI_Item file. The IM_90 UDF will need to be manually removed from the Inventory Maintenance lib.
- In User-Defined Field Maintenance, pound signs (###) previously used in the Mask field for a String data type UDF are now invalid. When editing an existing UDF with a mask, the pound signs will be replaced with Z's and any separators will need to be retyped. Pound signs are only valid for Numeric data type UDFs. For more information, see Format Masks in the Customizer Help system.
- Previously, separators used in UDFs were saved to the applicable data files. In versions 4.10 and higher, separators are not saved for String data type UDFs. After upgrading to version 4.30, use Crystal Reports to reformat UDF data on custom reports.
- Conversion with AP Invoices in AP Invoice Data Entry will leave orphan records in the AP_95 that are assigned the invoice data entry sequence number. These records need to be manually removed using the Data File Display and Maintenance task. To identify orphan records, the sequence number in the key field for invoices removed during conversion will start with 99900001 and so forth.

- RA_91 UDFs will only be added to the Receipts History Header table. You will need to create new UDFs for the Receipts Header table, then go into the history table and map the new UDF to the existing UDF which was migrated.
- RA_96 UDFs will only be added to the Receipts History Detail table. You will need to create new UDFs for the Receipts Detail table, then go into the history table and map the new UDF to the existing UDF which was migrated.
- For Purchase Order Receipt of Goods, Receipt of Invoice, and Return of Goods, the new Purchase Order Invoice UDF replaces the Accounts Payable Invoice UDF. If an Accounts Payable Invoice UDF exists on a customized Purchase Order .lib file migrated or converted to 4.30, it must be manually removed, and the Purchase Order Invoice UDF must be added.
- When upgrading from a previous version of 4.x, the following list of UDFs are updated to specific tables:
 - The Accounts Payable Invoice Header UDFs are updated to the new AP Invoice History Header table.
 - The Accounts Payable Invoice Lines UDFs are updated to the new AP Invoice History Detail table.
 - The Accounts Payable Vendor UDFs are updated to the new AP Vendor Master table.
 - Accounts Receivable Invoice Header UDFs are updated to the AR Invoice History Header table.
 - Accounts Receivable Invoice Line UDFs are updated to the AR Invoice History Detail table.
 - The Sales Order Entry Header UDFs are updated to the SO Sales Order Header and SO Sales Order History Header tables.
 - The Sales Order Detail UDFs are updated to the SO Sales Order Detail and SO Sales Order History Detail tables.

- The Return Merchandise Authorization Receipt Entry/History Header UDFs are updated to the RA Receipts History Header table.
- The Return Merchandise Authorization Receipt Entry/History Lines UDFs are updated to the RA Receipts History Detail table.
- The e-Business Manager Customer UDFs are updated to the IT Shopping Cart Header and IT UID Customer Change tables.
- The e-Business Manager Shopping Cart Item UDFs are updated to the IT Shopping Cart Item and IT Shopping Cart Items Selected tables.
- For modules using the new object-oriented architecture, the External Link Definition window now allows you to select business object columns available to the panel instead of the control names in the customized library. For example, to select the Customer No. field in the Sales Order Entry window, you can now select the business object name, SO_SalesOrder_bus_CustomerNo\$, instead of the control name, ML_CUST\$.

Visual Integrator Changes

Data Dictionaries

Before you use the Visual Integrator module, select Visual Integrator Main menu > Export Job Maintenance after installing version 4.30. This initiates the necessary update of the Data Dictionaries so that you can successfully create Visual Integrator jobs.

Data Dictionary Listing

File information for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules is no longer included on the Data Dictionary Listing. To obtain file information for these modules, on the Desktop, access the Resources page and click the File Layouts and Program Information link. You must re-create Visual Integrator jobs for these modules.

Import Job Maintenance

- When you select Visual Integrator Main menu > Import Job Maintenance, the new window, V/I Import Job Selection appears. In the V/I Import Job Selection window, you can enter a new job name or select an existing job. For new jobs, you must select the table (previously referred to as File Name) for which the import will be prepared. After a table is selected, the Import Job Maintenance window appears.

If an Accounts Payable, Accounts Receivable, Bank Reconciliation, Common Information, e-Business Manager, General Ledger, Return Merchandise Authorization, or Sales Order table is selected in the V/I Import Job Selection window, only the tables for these modules are available for selection at the Table Name field (previously called File Name field) in the Import Job Maintenance window. If a table from any other module is selected in the V/I Import Job Selection window, files from only the other modules are available at the File Name field in the Import Job Maintenance window.

- The Validation tab is no longer available because validation is done by the system. When you create a job for a module other than Accounts Payable, Accounts Receivable, Bank Reconciliation, Common Information, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order in the Import Job Maintenance window, the Validation tab is available.
- In the Import Job Maintenance window, when you create an Accounts Payable, Accounts Receivable, Bank Reconciliation, Common Information, e-Business Manager, General Ledger, Return Merchandise Authorization, or Sales Order job, you cannot test or execute the import job until your system administrator gives you the rights to execute the job in Role Maintenance. Previously, system security did not prevent you from immediately executing jobs for these modules.

- If you select an Accounts Payable, Accounts Receivable, Bank Reconciliation, Common Information, e-Business Manager, General Ledger, Return Merchandise Authorization, or Sales Order table for a new job in the V/I Import Job Selection window, corresponding tables are available for selection at the Table Name field in the Import Job Maintenance window. If a table from any other module is selected in the V/I Import Job Selection window, corresponding files from these modules are available for selection at the File Name field in the Import Job Maintenance window.

Job Import

You no longer need to run the VIWUD1 utility to update the data fields after you use Job Import to import Level 3.x jobs into Visual Integrator. This utility is run automatically.

Report Master Changes

- Reports for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, Return Merchandise Authorization, and Sales Order modules are now created using Business Insights Reporter. Report Master reports can no longer be generated for these modules.
- Sage Software recommends using Business Insights Reporter to create custom reports for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, Return Merchandise Authorization, and Sales Order modules; however, for all other modules Sage Software recognizes that you may have expended considerable time and effort creating custom reports in Report Master. As a result, although Report Master has been removed, it can still be accessed by using a hidden utility. To access Report Master, select File > Run and type ***unhiderm** in the Run Program window.
- For printing reports from subsidiary modules that contain a general ledger account number greater than 20 characters, you will need to manually adjust the print position for the data fields following the account. This is because the maximum mask length in Report Master is 20 characters and that determines how much space Report Master defaults on the report.

Retired Modules

Client Write-Up

As of version 4.0, the Client Write-Up module has been retired. If you need Client Write-Up functionality, contact your Sage Software business partner.

Import Master

The Import Master module was retired a few years ago in favor of the more flexible Visual Integrator module. With the version 4.0 release, maintenance of Import Master compatibility is no longer practical; therefore, you will need to re-create any Import Master jobs in Visual Integrator before upgrading. Contact your Sage Software business partner if you need the Visual Integrator module. Print your job listing in Import Master on your current system to use as a reference when creating the Visual Integrator jobs.

PostMaster

As of version 4.0, the PostMaster module has been retired.

TimeSlips Link

As of version 4.0, the TimeSlips Link module has been retired.

Visual PostMaster

As of version 4.0, the Visual PostMaster module has been retired.

Changes to Accounts Payable

This chapter describes the changes made to the Accounts Payable module.

Global Changes

- Aging for all vendors is now recalculated using the system date during the conversion of data for version 4.20 and higher.
- The updating of files is now based on the posting date. Previously, the General Ledger fiscal year was used to determine the period and year.
- Previously, historical data was stored by the period to date (PTD), year to date (YTD), last year, and future period. Accounts Payable vendor history is now stored by period by year. The conversion for vendor sales history is now performed as follows:
 - The PTD record is converted to the current period.
 - The YTD record is converted to the period before the current period (for example, if the current period is June, then the total YTD amount should be in May).
 - The prior year record is converted to the last fiscal period of the prior year.
- You can modify the history data by clicking the Fix button on the Vendor Maintenance History tab. This button is only available when security is enabled and the Allow Editing of History Data in Vendor Maintenance security event is selected in Role Maintenance.
- The Number of Months to Retain Check History option was removed in 4.20. To retain or display check history in Vendor Maintenance, select the Track Detailed Invoice/Payment History check box in the Accounts Payable Options window.

- You can now post payments of existing invoices to the general ledger in addition to payments of new invoices entered on the fly. Select the Manual Check Register in Detail check box in the Accounts Payable Options window.
- Certain memos can now flow from entity to entity based on the document.
- Time and Billing lines are no longer converted, because they can cause out-of-balance invoice totals that do not match the line totals. If you have the Time and Billing module installed, contact your Sage Software business partner before installing the upgrade.

Data Entry

- In the Manual Check Entry window, you can now add multiple general ledger distribution lines using the Create G/L Distribution button.
- The Credit Card Payment Transfer Details window displays transfer information for payments processed in version 4.20 and higher.

Period End Processing

- Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.
- Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:
 - The Only Remove Invoices with Zero Balances option has been replaced by the Remove Zero Balance Invoices task.
 - The Only Remove Temporary Vendors with Zero Balances option has been replaced by the Remove Temporary Vendors task.
 - The Only Clear Check History File option and the Purge Detailed Invoice/Payment History File option have been replaced by the Purge Accounts Payable History task.
 - The Purge Sales Tax History File option has been replaced by the Purge Sales Tax History task.

Renamed, Removed, or Moved Tasks

- The Update Purchase Vendor task has been renamed to Purchase Vendor Transfer.
- Information that was previously on the Vendor Maintenance History tab has been moved to the Statistics and Summary tabs. History information is now maintained using period-sensitive data, which removes the requirement for future buckets and mandatory module closing.
- The Vendor Delete/Renumber/Merge task previously on the Setup menu has been renamed to Delete and Change Vendors and moved to the Utilities menu.
- The Assign Vendor Schedules task previously on the Setup menu has been renamed to Assign Vendor Tax Schedules and moved to the Utilities menu.
- The Sales Tax Calculation task previously on the Setup menu has been moved to the Utilities menu.

Reports and Forms

- Vendor Listing no longer prints the balance data. To print the balance information, print the new Vendor Listing with Balances.
- You can now print the remit-to address on checks using A/P Check Printing or Manual Check Printing without customizing the check form.
- For information about changes to deferred printing and printing to a file in Accounts Payable reports, see Printing on page 24.
- For information about creating report settings in Accounts Payable reports, see Reports and Forms on page 25.

Chapter 5 *Changes to Accounts Payable*

Changes to Accounts Receivable

This chapter describes the changes made to the Accounts Receivable module.

Global Changes

- Aging for all customers is now recalculated using the system date during the conversion of version 4.10 or higher data.
- The updating of files is now based on the posting date. Previously, the General Ledger fiscal year was used to determine the period and year.
- Previously, the historical data was stored by period to date (PTD), year to date (YTD), last year, and future period. Accounts Receivable customer sales history is now stored by period by year. The conversion for customer sales history is now performed as follows:
 - The PTD record is converted to the current period.
 - The YTD record is converted to the period before the current period (for example, if the current period is June, then the total YTD amount should be in May).
 - The prior year record is converted to the last fiscal period of the prior year.
- You can modify the history data by clicking the Fix button on the Customer Maintenance History tab. This button is only available when security is enabled and the Allow Editing of History Data in Customer Maintenance security event is selected in Role Maintenance.
- Certain memos can now flow from entity to entity based on the document.

Customer Statements

You must now set up the Paperless Office module to e-mail statements to customers. Previously, to e-mail customer statements, you had to select the E-mail Statements check box in Customer Maintenance and then select the appropriate option at the Produce Statements For field in the Statement Printing window. For more information, see Set Up Paperless Office in the Help system.

Period End Processing

- The Salesperson Commission Purge task, previously on the Period End menu, has been moved to the Utilities menu.
- Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

- The Only Remove Temporary Customers with Zero Balances option has been replaced by the Remove Temporary Customers task.
- The Only Remove Invoices with Zero Balances option has been replaced by the Remove Zero Balance Invoices task.
- The Only Purge Sales Tax History File option has been replaced by the Purge Sales Tax History task.
- The Only Clear Invoice/Shipping History File option has been replaced by the Purge Accounts Receivable History task.
- The Only Recalculate Customer High Balances option has been replaced by the Recalculate Customer High Balances task.

Renamed, Removed, or Moved Tasks

- Information that was previously on the Customer Maintenance History tab has been moved to the Customer Maintenance Statistics and Summary tabs. History information is now maintained using period-sensitive data, which removes the requirement for future buckets and mandatory module closing.
- The following tasks previously on the Setup menu have been moved to the Utilities menu: Global Customer Field Change, Sales Tax Calculation, and Internet Customers Enable/Purge.
- The Delete/Renumber/Merge task previously on the Setup menu has been renamed to Delete and Change Customers and moved to the Utilities menu.

Reports

- For information about changes to deferred printing and printing to a file in Accounts Receivable reports, see Printing on page 24.
- For information about creating report settings in Accounts Receivable reports, see Reports and Forms on page 25.

Chapter 6 *Changes to Accounts Receivable*

Changes to ACT! Link

This chapter describes the changes made to ACT! Link.

Global Changes

- If you have a previous version of the ACT! Link module installed, there are some steps that need to be performed in Sage MAS 90 or 200 before you can upgrade to the ACT! Link to MAS 90/200 software. For more information, refer to your *ACT! Link to MAS 90/200 Installation and System Administrator's Guide*.
- The ACT! Link to Sage MAS 90/200 software requires ACT! by Sage 2007 or ACT! by Sage 2008 for compatibility with Sage MAS 90 or 200 version 4.30.
- The Object Interface Key field is no longer required to set up ACT! Link to MAS 90/200.

Chapter 7 *Changes to ACT! Link*

Changes to Business Insights

This chapter describes the changes made to Business Insights.

Business Insights Dashboard

- To take advantage of the Business Insights Dashboard's upgraded architecture, you must set up your Dashboard pages again. For more information, see Set Up Business Insights Dashboard in the Help system.
- Internet Explorer 6.0 or higher is required to view the Dashboard pages.
- You can now set up access to the Business Insights Dashboard for each user using the Dashboard Maintenance Wizard. The module options for the Business Insights Dashboard are removed from Role Maintenance.
- In the Top Customer view, the Year to Date field now excludes future-dated transactions that are in the same year. The new Business Insights Dashboard displays the information as of the date entered. If a date is not entered, the information is displayed as of the period-end date.

Business Insights Explorer

The new Business Insights Explorer, which provides an alternative method of accessing data, is now available from the Desktop Tree view and menu. Predefined views of customers, quotes, sales orders, and invoices are available, providing a way to quickly view related data and navigational links to other inquiries or tasks.

Business Insights Reporter

- You must activate the Business Insights module to use Business Insights Reporter.
- When defining a role in Role Maintenance to provide users with access to Business Insights Reporter, select the Business Insights Reporter check box under Library Master > Setup Options. This check box was previously located under the Business Insights folder in Role Maintenance.
- After upgrading to version 4.30, you will need to re-create Business Insights Reporter reports used in a previous 4.x version of the software.



NOTE

The Business Insights Reporter Definition Listing prints fields, sorts, and filters for the report you need to re-create.

- For custom reports previously created using version 4.10 or prior data from the Accounts Payable module, access Business Insights Reporter and select a report in the Business Insights Reporter Selection window. You are prompted to print the Business Insights Reporter Definition Listing and then delete the report. Repeat this process for each custom report previously created for the Accounts Payable module.
- For custom reports previously created using version 4.05 or prior data from the Accounts Receivable, Bank Reconciliation, General Ledger, Library Master, Return Merchandise Authorization, or Sales Order modules, access Business Insights Reporter and select a report in the Business Insights Reporter Selection window. You are prompted to print the Business Insights Reporter Definition Listing and then delete the report. Repeat this process for each custom report previously created for the Accounts Receivable, Bank Reconciliation, Return Merchandise Authorization, and Sales Order modules.
- For custom reports previously created for all other modules, select Library Master Utilities menu > Rebuild Business Insights Reporter Views to rebuild custom reports created with Business Insights Reporter in a previous 4.x version of the software.

Menu Organization

- The Business Insights tasks are now on a separate module menu. Previously, the Business Insights tasks were located in a menu under the Library Master module. Business Insights is now organized on three submenus: Dashboard, Reporter, and Explorer.
- The Business Insights Reporter menu includes the tasks, Business Insights Reporter, and Business Insights Reporter Listing. You can use Business Insights Reporter to create Crystal Reports for all modules. These reports can optionally be added to the Custom Reports menu for a specified module.

Renamed Tasks

Under the Business Insights Dashboard menu, the following tasks have been renamed:

- Business Insights Options has been renamed to Dashboard Options.
- Dashboard Selection Wizard (previously named Business Insights Wizard) has been renamed to Dashboard Maintenance Wizard.
- Dashboard Selection Listing (previously named Business Insights Listing) has been renamed to Dashboard Maintenance Listing.
- Display Business Insights has been renamed to Display Dashboard.
- Business Insights Automatic Update has been renamed to Start Automatic Dashboard Update.

Chapter 8 *Changes to Business Insights*

Changes to e-Business Manager

This chapter describes the changes made to the e-Business Manager module.

Global Changes

- The Microsoft Web Publishing Wizard is no longer installed nor supported. You must now publish e-Business Manager images, JavaScripts, and style sheets to the Internet Information Server (IIS) using your own FTP software. For more information, see Publish Files to the Internet in the e-Business Manager Help system.
- The Publish Files to Web task, which was located on the Setup menu, has been removed as it used the Microsoft Web Publishing Wizard which is no longer supported.
- The polling process that formerly performed the real-time automatic updates for user IDs, customers, and sales orders from the Web engine has been removed. The options that controlled how often the polling process polled for shopping cart entries and customer/user ID changes have therefore also been removed from IT Options.
- You can no longer enter the SMTP server address in IT Options. It must be entered in Company Maintenance in the Library Master module before you can generate e-mail in e-Business Manager.

Reports

- For information about changes to deferred printing and printing to a file in e-Business Manager reports, see Printing on page 24.
- For information about creating report settings in e-Business Manager reports, see Reports and Forms on page 25.

Web Engine

- You must uninstall the Web engine, and then re-install it after upgrading to version 4.30.
- If you have customized templates in the IW folder, back them up in another location before uninstalling the Web engine. After uninstalling, place the customized templates back in the IW folder.

Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting)

This chapter describes the changes made to the Electronic Reporting for W2 and 1099s module, formerly Magnetic Media Reporting.

Global Changes

- The Magnetic Media Reporting module has been renamed to Electronic Reporting for W2 and 1099s to accurately reflect the new process required by the federal government.
 - Starting from the 2006 tax year, the Internal Revenue Service (IRS) requires that all payroll and 1099 filings be performed electronically through the Internet. The federal government will no longer accept W2 and 1099 information on any type of magnetic media (diskette). In Sage MAS 90 and 200, you can continue to create a data file compliant with the IRS published standards and save it on the hard disk.
 - Some states may still require or accept filings submitted on magnetic media. If your state supports the Federal reporting format and accepts submissions on a diskette, you can create the state diskette by copying the data file you created to a 3.5" diskette. If your state does not support the Federal reporting format, the Electronic Reporting module cannot create your electronic file.
- The new Electronic File Transfer task allows you to launch the appropriate government Web site to submit W2 and 1099 files.
- You can store the URL information for Electronic Reporting in Library Master URL Maintenance. Two URL codes and descriptions were created for the Social Security Administration (SSA) and Internal Revenue Service (IRS).
- The 1099 Magnetic Media Reporting window was renamed to 1099 Electronic Reporting. The default disk drive to use is now C.
- The W2 Magnetic Media Reporting window was renamed to W2 Electronic Reporting. The default disk drive to use is now C.

Chapter 10 *Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting)*

- The Mag Media Tax Type Code field in the Payroll Tax Table Maintenance window was renamed to Electronic Reporting Tax Type Code.

Changes to Fixed Assets

This chapter describes the changes made to the Fixed Assets module.

Global Changes

- The FAS Asset Accounting Link module has been renamed to Fixed Assets.
- The new Fixed Assets Maintenance task is now available in the Fixed Assets Main menu if Sage MAS 90 and 200 Fixed Assets is installed and the Fixed Assets module is activated.

Changes to General Ledger

This chapter describes the changes made to the General Ledger module.

Accounts

The ability to have a large general ledger account number of up to 32 characters and 10 segments means that the way in which accounts are maintained has changed. The main account (also known as the natural account) is now maintained separately from the other individual segments. As a result, the system has changed in the following ways:

- The copy function is no longer available in Account Maintenance. The copy function is now available in Main Account Maintenance and Sub Account Maintenance.
- The process for creating new accounts in Account Maintenance has changed. To create an account in Account Maintenance, you must enter a valid combination of an existing main account and sub accounts. For more information, see *Create and Maintain Accounts in Account Maintenance* in the Help system.
- Options which control how general ledger accounts can be created and added on the fly have changed in General Ledger Options. The *Add new accounts from data entry* check box has been removed and replaced with the *Auto Create when all Segments are Valid field*, *Add Main Accounts in General Ledger* check box, and *Add Sub Accounts in General Ledger* check box. For more information about these fields, see *General Ledger Options* in the Help system.

Allocations

To support new features in allocations, as well as to make the terminology more intuitive, the following changes were made in the system:

- The Allocation Maintenance task has been renamed to Allocation Entry. The Allocation Entry task is accessed by selecting General Ledger Main menu > Allocation Entry.
- The Allocation Entry task has been renamed to Manual Allocation Entry. The Manual Allocation Entry task is accessed by selecting General Ledger Main menu > General Journal Entry. In the General Journal Entry window, click Copy From. In the Copy From window, select the Allocation option and click OK.
- The method of calculating masked allocation distributions has changed. The allocation is now calculated first, then the total amount is distributed to all the accounts that match the masked account. Previously, the allocation percent/quantity entered was distributed to each account that matched the masked account.
- The activity or balance for Period, Quarterly, and Annual allocation cycles is now allocated based on the entire selected cycle rather than just the period ending that cycle. For example, now a quarterly allocation distributes the activity for the entire quarter. Previously, quarterly and annual allocations used the activity for the current period as the allocation amount. For example, previously a quarterly allocation generated at the end of the third period used only the activity for period 3, not the activity for periods 1, 2, and 3.
- In Allocation Selection, there are now separate allocation totals for financial and nonfinancial allocations.

Custom Financials

In order to have maximum flexibility and customization capabilities, you should use FRx for your custom financial reporting needs; however, Sage Software recognizes that you may have expended considerable time and effort in creating custom financial reports and want to continue using them. Although the Custom Financials menu has been removed, it can still be accessed by using a hidden utility, as long as you do not expand your general ledger account beyond nine characters and three segments.

- You can access the Custom Financials menu and tasks by selecting File > Run and typing ***unhidegl** in the Run Program window.
- The Custom Financials tasks can only be accessed if you have general ledger account numbers with nine or fewer characters and three or fewer segments.

Standard Financials

The Standard Financial Statements have been renamed to Financial Reports and have been enhanced to include the former Monthly Trend Report.

Data Entry

- The system now calculates beginning balances for each fiscal year based on prior year data. As a result, the Beginning Balance (BB) source journal has been removed. To post beginning balances for a new company, you must enter them as journal entries to your general ledger accounts and update them.
- In Transaction Journal Entry, the logic for the offset postings has changed. The Debit/Credit field has been renamed Offset field. During conversion, the source journal orientation will be changed to Credit if it was previously Debit, and it will be changed to Debit if it was previously Credit. Previously, the value selected at the Debit/Credit field determined the orientation of the lines. Now the value selected at the Offset field determines the orientation of the offset only.



NOTE

For information about changes to customizations for General Ledger lookups, see Advanced Lookup Engine (ALE) on page 20.

- When you use General Ledger Exchange to import transactions into the General Ledger module, transactions now import to the General Journal Entry files. Previously, transactions were imported directly to the history files because of the large number of inter-related tables that must be updated and linked when each transaction is posted. After the import is complete, the General Journal must be printed and updated.

Period End Processing

Many of the functions previously found in Period End Processing have been moved. Only full period-end processing can be performed from this task. In addition, to support the reopening and closing of periods, the Fiscal Year Consolidation and Consolidate Detail Records logic has been removed. Previously, you could perform the following tasks from Period End Processing:

- Full period-end processing
- Consolidate General Ledger Detail Records
- Purge Transaction Detail History
- Purge Period Summary History

The new location of various functions follows:

- The Clear Next Year Current Budgets logic is now performed in Budget Maintenance.
- The Purge Transaction Detail History task has been renamed to Purge General Ledger History and is now accessible from the General Ledger Utilities menu.
- Journal and register numbers are now reset separately based on the selections at the Reset Journal Numbers During and Reset Register Numbers During fields in the General Ledger Options window.

The following changes have been made to year-end processing:

- The Years to Retain General Ledger History field in the General Ledger Options window now applies to both summary and detail history information. As a result, the Number of Years to Retain Summary History field in the General Ledger Options window has been removed.
- The Posting to Retained Earnings and Updating Beginning Balances logic has been removed as this is now done through the data entry update routines and the Daily Transaction Register. If the next fiscal year has not been created, year-end processing will create the next fiscal year and recalculate beginning balances.
- Zero budget accounts are now removed from the Period Budget Detail file when all periods for any year are zero.
- The Copy Budget at Year End option has been modified to use the new Copy Actual to Default Budget at Year End check box in the General Ledger Options window.

Renamed and Removed Tasks

- To provide more flexibility in giving users access to tasks, the Account Inquiry task is now a security event. To give users access to Account Inquiry, use Library Master Role Maintenance to set up users with View Only access to Account Maintenance.
- The Account Maintenance task has been removed from all subsidiary modules because all installations require the General Ledger module.
- The Account Group Maintenance task replaces the Account Break Maintenance task. In Version 4.0, the term account group is now used in place of account break.
- The Sub Account Maintenance task replaces the Department Maintenance task.

Reports

- The Budget and History Report has been separated into two reports, the Budget and History Report and the Budget and History Report by Period.
- The Standard Financial Statements have been renamed to Financial Reports. The Financial Reports now include the former Monthly Trend Report.
- For information about changes to deferred printing and printing to a file in General Ledger reports, see Printing on page 24.
- For information about creating report settings in General Ledger reports, see Reports and Forms on page 25.

Changes to Payroll

This chapter describes the changes made to the Payroll module.

Taxes

- In the Federal Tax Summary window, the Employee FICA Tips and Employer FICA Tips fields were added for wages. The Employee FICA Tip fields were added for payroll taxes.
- In Manual Payroll Tax Entry window, the FICA Tip Tax field was added.
- In Quarterly Tax Report window, the Print FICA Tip Data check box was added.
- The Mag Media Tax Type Code field in the P/R Tax Table Maintenance window was renamed to Electronic Reporting Tax Type Code. The field name was changed to accurately reflect the new process required by the federal government. For more information, see Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting) on page 55.

Direct Deposits

- In the Direct Deposit Interface Setup window, the account numbers can now only be viewed. The account numbers can be changed using Bank Code Maintenance.
- The Space Rather Than Dash in the Word 'Pre-Note' check box is now available in the Direct Deposit Interface Setup window. Previously, this check box was in the Extended Solution's PR-1017 Setup Options window.

- During conversion, if there is a discrepancy between the bank ID (bank account) number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.

Reports

To comply with new regulations regarding how social security tips are being reported, the following reports are modified to show FICA and FICA tips totals separately:

- Quarterly Governmental Report
- Payroll Data Entry Audit Report
- Payroll Check History Report
- Employee Listing
- Perpetual History Report
- Employee Listing
- Employer's Expense Summary
- Quarterly Pay Period Recap
- Payroll Check Printing
- Direct Deposit Stub Printing
- Quarterly Tax Report

Changes to Return Merchandise Authorization

This chapter describes the changes made to the Return Merchandise Authorization module.

Utilities

Various options previously included in the RMA Utilities task have been moved to the Utilities menu as follows:

- The Purge Expired RMAs option has been replaced by the Purge Expired RMA task.
- The Purge Return Reason Detail option has been replaced by the Purge Return Reason Detail task.
- The Purge RMA Receipts History option has been replaced by the Purge RMA Receipts History task.
- The Create Customer Invoice Search Records option has been replaced by the Create Customer Invoice Search Records task.

Reports

- For information about changes to deferred printing and printing to a file in Return Merchandise Authorization reports, see Printing on page 24.
- For information about creating report settings in Return Merchandise Authorization reports, see Reports and Forms on page 25.

Chapter 14 *Changes to Return Merchandise Authorization*

Changes to Sales Order

This chapter describes the changes made to the Sales Order module.

Global Changes

If the Inventory Management module is integrated with Sales Order, you can now retain a customer's last purchase price information for both inventory items and miscellaneous items. Previously, you could retain the last purchase price information for inventory items only.

Sales History

- Previously, sales history was saved by period and month. With version 4.10 and higher, sales history is now continuously saved by invoice date and posting date.
- Previously, you could save sales history only by customer or product line, and only for 13 months. With version 4.10 and higher, you must retain at least two years of sales history at the Years to Retain Sales History field in the Sales Order Options window, with the option to retain up to 99 years.
- Because of the new method for saving history, the Enter Customer Sales History Option by Customer Type check box and the Customer Type/Option fields in Sales Order Options have been removed.

Sales History Reports

- The Customer Sales History Report now prints by invoice date or posting date depending on whether you base inventory periods on fiscal periods or calendar months. Previously, the Customer Sales History Report printed by period and month.
- Previously on the Customer Sales History Report, you could print sales history by item or sales history by product line. Now you can print this information using three new reports, the Customer Sales History by Item, the Customer Sales History by Product Line, and Customer Sales History.
- Because sales history is now saved by invoice date and posting date, four new reports, Sales Recap by Division, Sales Recap by Product Line, Sales Recap by Warehouse, and Sales Recap by Warehouse and Product Line replace the Monthly Recap by Division, Monthly Recap by Product Line, Monthly Recap by Warehouse, and Monthly Recap by Warehouse and Product Line reports. After upgrading to version 4.10 or higher, if you need to reference the Monthly Recap reports or the previous Customer Sales History report, select File > Run and type the following in the Run Program window:



NOTE

These reports only contain data as of the date of the conversion to 4.10 or higher.

- **SOWRJA** to access the Monthly Recap by Product Line report
- **SOWRKA** to access the Monthly Recap by Warehouse/Product Line report
- **SOWRLA** to access the Monthly Recap by Warehouse report
- **SOWRMA** to access the Monthly Recap by Division report
- **SOWRNA** to access the Customer Sales History report

Period End Processing

Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

- The Purge Sales Order History option has been replaced by the Purge Order/Quote History task.
- The Purge Expired Master/Repeating Orders and Purge Expired Price Quotes options have been replaced by the Purge Expired Orders/Quotes task.
- The Purge Sales Order Recap option has been replaced by the Purge Sales Order Recap task.

Job Cost Integration

Because the Job Cost module can now be integrated with Sales Order, the way that job costs are posted can affect statements of profitability. If you are upgrading from version 4.05 or prior, make sure you plan how to post job costs before upgrading.

- If job costs are posted from the Accounts Payable or Purchase Order module, do not select the Post Invoice Costs to Job Cost check box in the Sales Order Options window. If this check box is selected, costs can potentially be posted to the Job Cost module from more than one module, resulting in an understatement of profitability.
- If the Accounts Payable or Purchase Order modules are not integrated with Job Cost, select the Post Invoice Costs to Job Cost check box in the Sales Order Options window. If this check box is not selected, costs may not be posted to the Job Cost module at all, resulting in an overstatement of profitability.

Reports

- For information about changes to deferred printing and printing to a file in Sales Order reports, see [Printing](#) on page 24.
- For information about creating report settings in Sales Order reports, see [Reports and Forms](#) on page 25.

Checklists

Before beginning the installation, test and validate all the hardware and network configurations using the following:

- The *Installation and System Administrator's Guide*, which can be found in the root folder D:\ (where D: is your CD-ROM drive) of the Sage MAS 90 or Sage MAS 200 CD-ROM. The guide is in Adobe Acrobat (PDF) format and is named either MAS90_Install.pdf or MAS200_Install.pdf, depending on the application that you own.
- The Supported Platform Matrix, located in the Support area of the Sage Software Online Web site at: www.sagesoftwareonline.com
- The current support library for any pertinent information, particularly the Hot Pre-Installation Information page located in the Support area of the Sage Software Online Web site at: www.sagesoftwareonline.com

Pre-Installation Checklist



NOTE

For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

- 1___ Read this document in its entirety.
- 2___ Back up your current system and data files, which are located in the MAS90 folder.
- 3___ Verify you have the serial number, customer number, user key, and product key information that may be required to install Sage MAS 90 or 200 for the correct number of users and to register any newly purchased modules. This is also available on the Sage Software Online Web site (www.sagesoftwareonline.com) under Profiles Mgmt > Products.
- 4___ Verify you have the required hardware configuration. For more information, refer to the Supported Platform Matrix located in the Support area of the Sage Software Online Web site at: www.sagesoftwareonline.com

- 5___ Verify you have 150 MB of disk space available for System Setup and Library Master, plus an additional 15 to 25 MB for each module. An additional 400 MB of disk space is required to install the Crystal Reports Designer.
- 6___ If you activated a module that you have not configured, you must remove that module before installing version 4.30 and converting the module. If you do not remove the activated module, converting the version 4.30 module will fail.
- 7___ If the Web Engine is installed for the e-Business Manager module, back up any customized templates in the IW folder to another location, and then uninstall the Web Engine. After the Web Engine is uninstalled, place the backed up templates back in the IW folder.
- 8___ If you have the previous version of ACT! Link module installed, there are some steps that need to be performed in Sage MAS 90 or 200 before you can upgrade to the ACT! Link to MAS 90/200 software. For more information, refer to your *ACT! Link to MAS 90/200 Installation and System Administrator's Guide*.
- 9___ To successfully install Sage MAS 90 on Novell NetWare servers, refer to your *Installation and System Administrator's Guide*.
- 10___ If you have the Extended Solution for direct deposits, verify the bank ID (bank account) number for each bank code. During conversion, if there is a discrepancy between the bank ID number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.
- 11___ If you are installing the StarShip Link module, refer to the following PDF documents on the StarShip CD-ROM: MAS90_200.pdf and User's_Guide.pdf, for detailed instructions including how to set up the StarShip Server.

**NOTE**

You must update or clear all data entry in progress to prevent the data from becoming cleared during data migration.

- 12** ___ If Crystal Reports 9.x is installed, you must uninstall Crystal Reports before installing version 4.30 and Crystal Reports 10.
- 13** ___ Verify all data entry files have been updated and are empty before upgrading. Any data in the data entry files during the migration will be lost (for example, Accounts Receivable Cash Receipts Entry).
- 14** ___ If you have modified your nongraphical Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order forms, print the customized forms definitions.
- 15** ___ Print all customized form definitions, including your Accounts Payable 1099 forms, Payroll W-2 forms, and quarterly governmental reports. Default forms may be erased in the upgrade process.
- 16** ___ If you have custom modifications to any of your modules, consult your Sage Software business partner or master developer prior to installing any software.
- 17** ___ For modules other than Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order, rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.
- 18** ___ Print and update all journals and registers for each company code before proceeding with the installation.
- 19** ___ If you are upgrading from version 4.05 or prior, print the following reports, because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.
- 20** ___ If you are upgrading from version 4.05 or prior, confirm in Accounts Receivable Customer Maintenance that all customers that have tax exempt numbers have a sales tax code defined. If a sales tax code is not defined, the tax exempt number will be deleted during the upgrade.

**WARNING**

If you are upgrading from version 4.20 or prior and plan to use Federal and State eFiling and Reporting for the 1099 forms, W-2 forms, and governmental reports, perform the conversion to version 4.30 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some forms will require editing.



NOTE

If you are upgrading from version 4.20 or prior and a tax limit type other than Annual is selected in Tax Table Maintenance, your limit values will not be calculated correctly in Federal and State eFiling and Reporting forms until the first payroll run after conversion to version 4.30.

- 21____ If you are upgrading from version 4.05 or prior, print the panel definitions and UDFs for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules. If you are upgrading from version 4.10, print the panel definitions and UDFs for Accounts Payable only.

If you are upgrading from Level 3.x

- 1____ All of your modules must be upgraded to the levels contained on the Sage MAS 90 or 200 CD-ROM.
- 2____ Read the GL Level 3 Pre-Migration Utility instructions (KBA-4000 and KBA-4001) located in the Support area of the Sage Software Online Web site at: www.sagesoftwareonline.com
- 3____ If you are upgrading from a level prior to 3.71, you must first upgrade to version 3.71 before you perform a parallel installation with version 4.30.
- 4____ Run the GL Level 3 Pre-Migration Utility (GL3053-T) located in the Migrating Level 3 Data folder on the Sage MAS 90 or 200 CD-ROM.
- 5____ Use General Ledger Fiscal Year Maintenance to recalculate the account balances for each general ledger fiscal year that has transaction history.
- 6____ You must perform a parallel upgrade.
- 7____ If data exists in alternate directories, verify in Alternate Directory Maintenance that a UNC path exists for all alternate directories. If changes were made in Alternate Directory Maintenance, rebuild alternate directory pointers using the Library Master Repair menu.
- 8____ Print the General Ledger Trial Balance Report with the beginning and ending balance detail, and the Financial Statements.
- 9____ If you are upgrading from Level 3.61 or prior, print the Warehouse Grouping Maintenance Listing from your current installation prior to upgrading.



NOTE

The GL Level 3 Pre-Migration Utility (GL3053-T) is also available in the Support area of the Sage Software Online Web site at: www.sagesoftwareonline.com

- 10___ To use the Unified Logon feature, you must specify a share point or drive mapping to the server installation during Workstation Setup. The same path used by the ODBC driver is also used to validate the user logon. If the Use Unified Logon check box is selected in the Library Master System Configuration window, you must have a valid path specified or you will not have access to the software. If the Use Unified Logon check box is selected and the path is not specified, you will be prompted for a user account and password even if an NT logon account is provided.
- 11___ When installing the Payroll module, you must also install the Tax Table Update (TTU). Failure to install the TTU will cause a FILE PRU.SOA NOT FOUND message to appear when Payroll is first set up for a company. If this condition is encountered, you must install the TTU.
- 12___ If your company code has special characters, run SVDATA to a new company code. Version 4.x does not support special characters.

If you are upgrading from version 4.x

- 1___ Perform an in-place upgrade.
- 2___ If you are planning on running parallel, copy the entire MAS90 folder to a new location before installing version 4.30 over your current 4.x version of the software.
- 3___ You must install from the same workstation or server that you originally installed version 4.x.
- 4___ If you created reports using Business Insights Reporter, review the report names in the Business Insights Reporter selection window. If there are multiple reports with similar names, copy the latter reports and assign a distinct name for each report.

For example, if you have reports named CustomerSalesReport, CustomerSalesReport2, and CustomerSalesReport3, copy CustomerSalesReport2 as "SalesReportForCustomers" and CustomerSalesReport3 as "ReportForCustomerSales."

For more information, see Copy a Report in the Help system.

If you are upgrading to Sage MAS 200

- 1___ Check the hard drive space on the server. The drive on which Sage MAS 200 will be installed must have approximately 250 MB of free disk space, depending on the number of applications to be installed. The System Setup and Library Master applications require 150 MB. Each application requires between 15 and 30 MB and the Crystal Reports Setup files require an additional 400 MB.
- 2___ All previous Sage MAS 200 data must be accessible from the Windows Server. If the prior version of Sage MAS 200 is on a different server, a connection must exist from the new Windows Server to the old server in order to access and convert the data files.

Post-Installation Checklist

- 1___ Check for service packs and service updates in the Support area of the Sage Software Online Web site at:
www.sagesoftwareonline.com
- 2___ From the Desktop Resources page, access the What's New page to review new features available in the system.
- 3___ If you are installing the software on a network or installing System Setup, Library Master, or Custom Office, you must run the Workstation Setup program on each workstation.
- 4___ Because of the version 4.x retrofits made to all modules except General Ledger, review the placement of all your user-defined fields.
- 5___ To run MS Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the MS Windows Script Host processor, refer to the Microsoft Download Center Web site.
- 6___ If you have customized Advanced Lookup Engine (ALE) lookups, after installing a new version of the software and prior to accessing other modules, from the Library Master menu, select Utilities, then Lookup Conversion to convert your lookups.

- 7___ Rebuild all application sort files using the Rebuild Sort File utility. You must answer Yes to all recalculation questions.
- 8___ If you scheduled automatic updates, reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
- 9___ If necessary, re-create Public and Private tasks.
- 10___ Test all printers, including Device Configurator printers, that you normally use for printing business critical forms and reports.
- 11___ Click Reset on your Accounts Payable 1099 forms and Payroll W2 forms to apply new format changes. Use the Forms layout printed during the Pre-installation process to reenter your modifications.
- 12___ If you are printing bar codes, you can install the Azalea fonts from the product CD-ROM. The fonts can be found in the ..\WkSetup\Azalea folder on the Sage MAS 90 or 200 CD-ROM.
- 13___ Run the Form Comparison report to compare your customized forms to a standard form from version 4.x. For more information, see Customized Crystal Forms on page 20.
- 14___ Print the following reports and compare them to the reports printed during the Pre-installation process: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.
- 15___ When installing the Tax Table Update (TTU), all of your current state and federal tax tables are replaced with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.
- 16___ Update the customized forms using Custom Office Update Customized Panels to Current Level. For more information, see Customizer Changes on page 32.

- 17___ You may need to re-create your existing reports and forms. You should always test your modified Crystal Reports and forms after upgrading. For more information, refer to the module's Release Notices which are accessed by clicking the Release Notices link on the What's New page of the Desktop's Resource page.



NOTE

Before modifying graphical forms or the standard Crystal Reports found on the Custom Reports menu, you must be proficient in the use of Crystal Reports.

- 18___ You can run only one version of Crystal Reports on your system. Review the Crystal Reports FAQs in the Help system.

- 19___ Because the database has changed, the Credit Card Settlement Report needs to be re-created.

- 20___ If dictionary changes were made to any file used on an import created in the Visual Integrator module, these imports may need to be manually updated. Review the Release Notices to determine if dictionary changes have been made in the module. The Release Notices can be accessed by clicking What's New and then Release Notices on the Resources page of the Desktop. Review the appropriate file layout using the File Layouts and Program Information link on the Resources page of the Desktop and the Data Dictionary Listing accessed from the Visual Integrator Main menu to verify that the imported field names are consistent with the new file layout.



NOTE

For Common Information tasks that appear on multiple menus, security must be set for each location in Role Maintenance. For more information, see Common Information Changes on page 31.

- 21___ If security is enabled, you should create roles for all tasks you would like to secure (for example, Master Console and the Library Master Utilities menu).

- 22___ Review all roles and update permissions for all new 4.x modules and features.

- 23___ Set up ODBC security using Role Maintenance.

- 24___ If you upgraded from a prior version of Sage MAS 90 or 200, you must reset the SQL statement for some forms and reports. For a list of forms and reports that should be reset, refer to the Crystal Reports FAQs in the Help system. To reset the SQL statement, open the form or report in Crystal Reports, select Database menu > Show SQL Query, sign in, and then click the Reset button. Select File menu > Save As to save the form or report.

- 25___ Set up the Paperless Office module to e-mail statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.
- 26___ Set up your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.
- 27___ To use the e-Business Manager module, reinstall the Web Engine. For more information, refer to the *Sage MAS 90 and 200 e-Business Manager Installation Guide*.
- 28___ If you had the Extended Solution for direct deposits, review the conversion log for any bank account numbers that were changed due to a discrepancy between the bank account numbers in Bank Code Maintenance and Direct Deposit Interface Setup.

If you upgraded from version 4.10

- 1___ Re-create customizations to lookups in the Accounts Payable module. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.
- 2___ Review roles and security for the Accounts Payable module and the Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks.
- 3___ Re-customize the customized libraries for the Accounts Payable module. For more information, Customizer Changes on page 32.
- 4___ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules. If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in the Accounts Payable Options window.
- 5___ Use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see Crystal Reports FAQs in the Help system.
- 6___ Customize your Accounts Payable forms, if applicable, as they are now in Crystal Reports.

- 7___ To add any custom reports to the Custom Reports menu for Accounts Payable, use Report Manager.

If you upgraded from version 4.0 or 4.05

- 1___ Re-create customizations to lookups in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.
- 2___ Review roles and security for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules.
- 3___ Re-customize the customized libraries for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, e-Business Manager, Return Merchandise Authorization, and Sales Order modules. For more information, see Customizer Changes on page 32.
- 4___ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.
- 5___ After setting up Return Merchandise Authorization data files for the first time to a pre-existing Sage MAS 90 installation, select the Create Customer Invoice Search Records task from the Return Merchandise Authorization Setup menu to create customer invoice search records in the Return Merchandise Authorization module.
- 6___ Use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see Crystal Reports FAQs in the Help system.
- 7___ Customize your Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order forms, if applicable, as they are now in Crystal Reports.

- 8___ To add any custom reports to the Custom Reports menu for Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order, use Report Manager.

If you upgraded from Level 3.x



NOTE

If you migrated Level 3.x user logons and passwords, these passwords were converted to uppercase letters; therefore, they must now be entered as uppercase letters.

- 1___ If you migrated data from your Level 3.x system, the entire user name was migrated to the Last Name field in the User Maintenance window. To use the First and Last Name functionality, modify each user name using User Maintenance.
- 2___ If you are using Unified Logon and you migrated your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes. When you launch Sage MAS 90 or 200, log on as Administrator and set up and assign the appropriate roles to your users.
- 3___ If you have task folders in your Level 3.x Launcher's My Tasks area, re-create your task folders.
- 4___ If you have custom buttons on your Desktop in your Level 3.x system, re-create those buttons on the Custom toolbar.
- 5___ Re-customize the customized libraries for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, e-Business Manager, Return Merchandise Authorization, and Sales Order modules. For more information, see Customizer Changes on page 32.
- 6___ If you are upgrading from a level prior to Level 3.5, if you modified list modes using the Library Master List Mode Master feature, you must use the User Lookup Wizard to re-create them. List Mode Master was replaced by the User Lookup Wizard. For more information, see User Lookup Wizard in your Library Master Help system.

- 7___ Re-create customizations to lookups in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.
- 8___ Print the General Ledger Trial Balance Report with the beginning and ending balance detail, and the Financial Reports. If an out of balance condition occurs, refer to GL4000-KBA for instructions.
- 9___ To access the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window. For more information, see Custom Financials on page 61.
- 10___ If you upgraded from Level 3.41 or higher, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see Crystal Reports FAQs in the Help system.

If you are upgrading from a level prior to Level 3.41 you must manually convert your Crystal reports and forms.

General Ledger, Accounts Payable, Accounts Receivable, Sales Order, Return Merchandise Authorization, Bank Reconciliation, and e-Business Manager Crystal reports and forms will need to be re-created.
- 11___ Customize your Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order forms, if applicable, as they are now in Crystal Reports.



NOTE

Be sure to first print the check and compare your check stock. Make any needed adjustments.

- 12** Checks in the Payroll and Accounts Payable modules can now be printed in American National Standards Institute (ANSI) format.

To print nongraphical payroll checks in ANSI format, clear the Graphical Forms check box for Checks in the Setup Options window. In the Payroll module, select the Print in ANSI Format check box in the Check Printing window.

To print graphical payroll checks in ANSI format, select the Graphical Forms check box for Checks in the Payroll Options window. If you have a check form that was created prior to Level 3.70, you can reset the form so that the ANSI Check Amount field appears in the Field Description list on the Detail tab; however, clicking Reset on the Header tab resets all the settings on the form. Print the form layout first, in case changes need to be reentered. As an alternative to resetting the form, you can create a new form.

In the Accounts Payable module, select the Print in ANSI Format check box in the Check Printing or Manual Check Printing window.

- 13** If you are upgrading from a level prior to Level 3.70, the way that completions are handled has changed in the Work Order module. If you have existing work order completions prior to Level 3.70, see Costing Methods for Unit Cost of Completion Entry in the Help system to review examples of cost completion methods.

- 14** The file structure for Warehouse Grouping Maintenance in the Material Requirements Planning module was modified in Level 3.70 to correct Material Requirements Planning generation problems that occurred from inconsistencies in the warehouse grouping data entry. Because changes to the Warehouse Grouping Maintenance file will be initialized if upgrading from Level 3.61 or prior to Level 3.70 or 3.71, the Warehouse Groupings must be reentered in Warehouse Grouping Maintenance after the Material Requirements Planning module has been upgraded.

- 15** After migrating your Crystal Reports from Level 3.x, you must add them to your Custom Reports menu using Report Manager.

- 16____ To access Report Master, select File > Run and type *unhiderm in the Run Program window. For more information, see Report Master Changes on page 37.
- 17____ Export your Report Master reports from Level 3.x using Report Master Job Export. Import them into your version 4 installation using Report Master Job Import. You must recompile all custom reports defined using Report Master. To recompile reports, access Report Master Maintenance and enter the report name. At the maintenance screen menu bar, type ~ (tilde). Click Yes in the "Do you wish to prepare this report?" message dialog box to recompile. Repeat this procedure for each defined report. Changes have been made to Level 3 module data dictionaries. You may need to verify your reports after this update.
- 18____ Use a Windows printer to print reports, registers, and journals in the Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules and the Daily Transaction Register from subsidiary modules. These reports, registers, and journals are now Crystal reports, and printers defined in Device Configurator no longer apply.
- 19____ Re-create any existing Visual Integrator jobs for Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order.

If you upgraded to Sage MAS 200

- 1____ If you are using Crystal Web Reports, you must run the Crystal Conversion Wizard on all reports.

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