

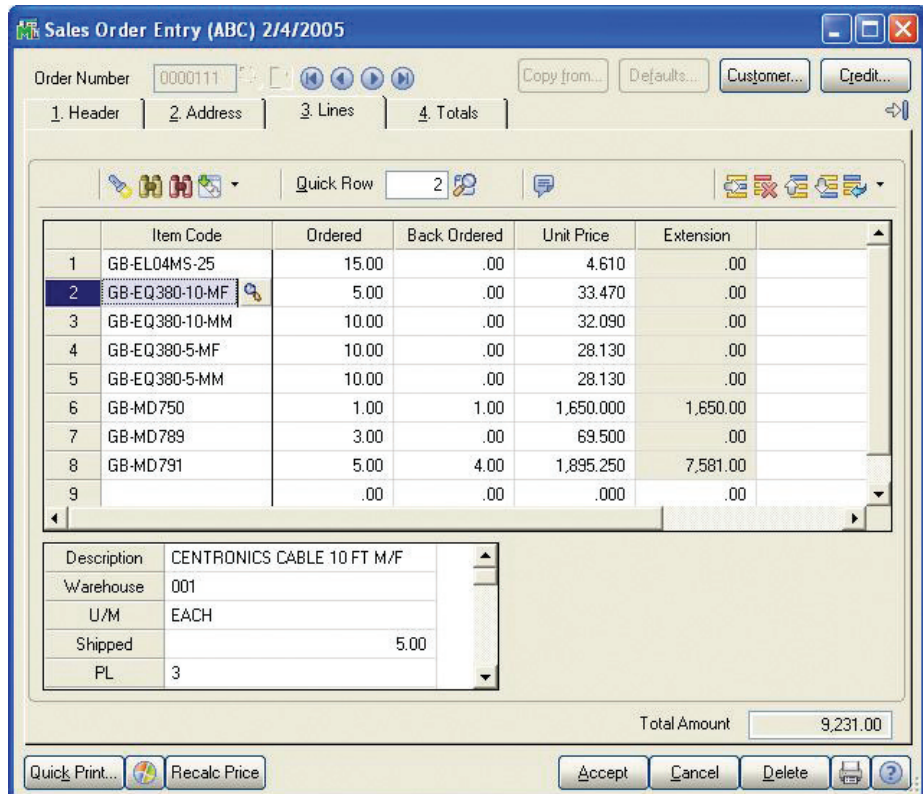


**SAGE MAS 90 SAGE MAS 200**

**4.1 ENHANCEMENTS**

**SIGNIFICANT NEW FEATURES AND BENEFITS**

In an age where new trends and rising costs can develop overnight, you expect more out of your business system than ever before to quickly solve issues and gain every possible advantage. With the 4.1 release of Sage MAS 90 and 200, Sage Software continues its momentum from the Version 4.0 release by fulfilling a promise to incorporate the 4.0 enhancements in General Ledger and Library Master to your other modules. This, plus improved personalization, customization, new integration capabilities, and a host of other customer-requested enhancements further simplifies your system, and can make your business more agile and responsive in today's fast-paced, service-oriented economy.



Sage MAS 90 and 200 4.1 provides a customizable grid-based Sales Order Entry screen that is uncluttered, organized, and easy-to-use—enabling you to capitalize on higher productivity while giving you access to advanced features.

**Streamlined User Interface & Personalization**

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

**Sales Order—Improved Usability and New Integration**

**JOB COST INTEGRATION**

One of the most significant changes in the Sales Order module is integration with the Job Cost module. You can now assign a Job Number to an order, and assign specific Cost Codes and Cost Types to each line item on the order. Several setup configuration options let you tailor the interface to your needs. For example, you can choose whether or not to post costs from Sales Order to Job Cost, and whether an invoice should relieve Work In Process during the update. You can also list the valid Job Statuses (bid, open, complete,) and valid Cost Types (labor, material, etc.). What's more, jobs can be created on the fly.



## SECURITY AND ENTRY CONTROLS

Several new security features are added to Sales Order to provide you with better control over order and invoice processing. You now have the option to prevent sales orders with an on-hold status from being invoiced, and can prevent new customers from being created on the fly. Inventory managers will appreciate the new control, based on the available quantity, which prevents an item from being oversold. Another control can require a manager's override for back-ordered items.

## LINE ITEM WAREHOUSE CODE DEFAULT

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

## STARSHIP ENHANCEMENTS

If you use StarShip, you'll appreciate the ability to flag a shipping address as residential, ensuring proper rate calculation and delivery. Additionally, the customer shipping address will now include a field for E-mail Address. The e-mail address is passed along to StarShip for shipment notification purposes.

## VALIDATE CUSTOMER PURCHASE ORDERS

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

## CUSTOMER CREDIT HISTORY

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

## SHIPPING DATA ENTRY

Your shipping clerks are frequently working from a picking sheet as they perform shipping data entry. A new feature in Version 4.1 allows the shipping data entry lines to be sorted in the same fashion as the picking sheet, enabling the clerk to quickly match picked items and fill orders faster than ever.

## ADD SHIPPING INSTRUCTIONS USING CUSTOMER MEMOS

Many companies make effective use of customer memos to hold shipment and delivery instructions. If you're one of those companies, you'll appreciate that you can now access customer memos from Shipping Data Entry.

## NEW SHIPPING SETUP OPTION

Version 4.1 adds a new Shipping Setup Option that can set the backorder amount for a shipment to zero, or to leave a line in an unresolved status. These options will aid companies that don't allow backorders, or that need to reprioritize available quantities among waiting orders.

## PICKING SHEET BY WAREHOUSE

Printing picking sheets by warehouse makes perfect sense, and Sage MAS 90 has always had this functionality. For companies with warehouses spread throughout the country, each responsible for their own invoicing, Version 4.1 adds functionality to print invoices sorted by warehouse.

## PRINT ALL TRACKING NUMBERS

Currently, a maximum of three tracking numbers can be printed on an invoice or viewed from history. In Version 4.1, the complete list of tracking numbers associated with an invoice can be printed and viewed from History.

## PRINT BILL OF MATERIAL (BOM) BILL OPTIONS

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

## AUTO GENERATE INVOICES

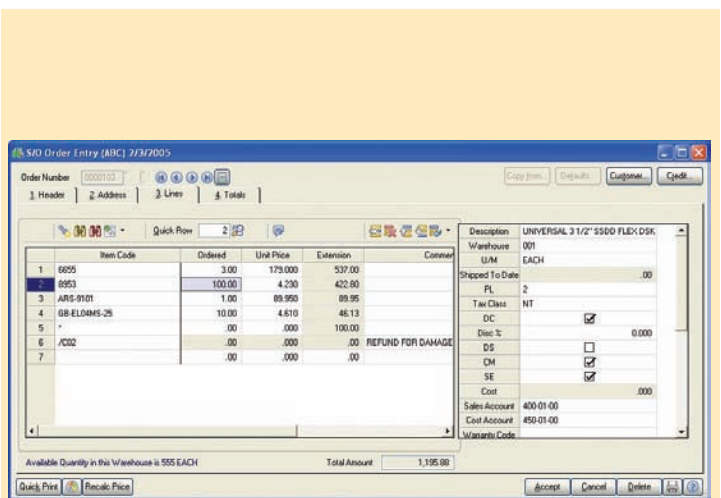
The Auto Generate Invoice selection screen now enables you to filter based on Ship Date and Promise Date to help narrow the search for the right orders to invoice. For example, customers that invoice daily can use the Ship Date filter to select the orders that shipped today for invoicing.

## SERIAL AND LOT NUMBER TRACKING INQUIRY

In many industries, it's crucial to identify who purchased a particular lot or serialized item. Version 4.1 adds a new Serial and Lot Number Tracking Inquiry that allows you to identify from which lot number a customer last purchased to ensure consistency on a subsequent order.

## PURGE ENHANCEMENTS

The new Sales Order Purge Utility lets you purge obsolete orders by date and numerous other sales order attributes.



This Sales Order Entry screen shows its versatility to customize the grid-based entry screen to suit your business processes. Compare this screen to the one on the front page to see the difference.

Customer No. 01-ABF  
Name American Business Futures

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount
0100041	Invoice	5/31/2003	6/30/2003		38.20	0.00
0100048	Invoice	5/30/2003	6/29/2003		130.00	0.00
0100033	Invoice	5/15/2003	6/14/2003		1,113.05	0.00
0100034	Invoice	5/15/2003	6/14/2003		2,467.61	0.00
0100055	Credit Memo	5/10/2003			81.48	0.00
0000190	Invoice	4/30/2003	5/30/2003		85.00	0.00
APR0001	Finance Charge	4/30/2003	4/30/2003		43.89	0.00
0000141	Invoice	3/31/2003	4/30/2003		1,226.25	0.00
0100054	Invoice	3/1/2003	4/1/2003		407.40	0.00
0000122	Invoice	1/31/2003	3/30/2003		850.00	0.00

Trans Date /	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA N
5/31/2003	Invoice	1,113.05	5/31/2003				
5/31/2003	Payment	500.00	5/15/2003	010255	010255		

Balance	Current	30 Days	60 Days	90 Days	120 Days
5,732.36	4,032.36	850.00	850.00	0.00	0.00

More detailed customer history and the ability to more easily forecast purchasing trends is available from within the Customer Maintenance screen.

## Advancing Functionality in Accounts Receivable

### CUSTOMER MAINTENANCE

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

### CUSTOMER INQUIRY

The Item Pricing inquiry has been added to the Customer Inquiry option. This customer-requested enhancement will allow you to quickly look up a customer's price when price levels are utilized, without ever leaving Customer Inquiry and without having to grant security access to the Inventory Inquiry menu.

Additionally, the Open Invoice Inquiry will feature a new option to include or exclude customers with a zero balance.

Now, with Version 4.1, a new dynamically generated aging bucket is included in the Customer Credit History lookup from Sales Order Entry. This calculation is performed instantly for the selected customer, giving order entry operators an up-to-the-minute picture of their customer's unpaid invoices.

### CREDIT CHECKING

Tremendous flexibility and power has been added to customer credit limit checking, including selections for Never, Dollar Limit, Aging Category, or Both within AR Options under Credit Limit Checking. The Dollar Limit option functions just as credit limit checking did before, comparing a customer's balance to the credit limit indicated for that particular customer. The new Aging Category option allows you to select an aging category that will

be used when considering a customer's credit limit. For example, if you set the Aging Category to 90+ days, only balances in this aging bucket will be used to determine if a customer has exceeded their credit limit.

### REPETITIVE INVOICE COPY

If you have billings that are the same for several customers, you'll benefit from a new feature that allows you to copy a repetitive invoice from one customer to another.

### COMMENTS IN CASH RECEIPTS

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

### SMART DISCOUNTS

If your company offers terms discounts to prompt-paying customers, you may cringe every time a customer statement includes an expired discount.

In version 4.1, a new option during statement printing allows you to display and print discounts based on the statement date, effectively excluding invoices outside of the discount date.

### PURGING

A new purge option in Accounts Receivable allows you to remove only deleted invoices from the Invoice History file. In addition, the Sales Tax File purge adds the option of removing sales tax history by Tax Code.

Customer No. 01-BRESLIN  
Name Breslin Parts Supply  
Check No. 12345

Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted
1		.00	.00	.00

Posting Balance 10,022.00  
Total Posted .00

Customer No. 01-BRESLIN  
Breslin Parts Supply

Invoice No.	Inv Date	Inv Amount	Disc Avail	Amt Posted	Inv Balance
0000171-IN	5/29/2003	1,250.00	.00	.00	1,250.00
0000172-IN	5/29/2003	1,003.97	20.08	.00	1,003.97
0000193-IN	5/31/2003	1,250.00	.00	.00	1,250.00
0000194-IN	5/31/2003	1,003.97	20.08	.00	1,003.97
0100035-IN	5/15/2003	149.13	.00	.00	149.13
0100040-IN	5/27/2003	9,596.76	.00	.00	9,596.76
0100044-IN	5/21/2003	1,646.13	.00	.00	1,646.13
?30515-PY	5/15/2003	2,700.00	.00	.00	2,700.00
?30531-PY	5/31/2003	2,007.94	.00	.00	2,007.94
APR3090-BC	4/30/2003	9.40	.00	.00	9.40
MAR3190-BF	3/31/2003	626.84	.00	.00	626.84

Amount Received 10,022.00  
Total Selected 1,153.10

The improved Cash Receipts Selection procedure enables you to streamline the collections process.





# Sage MAS 90 and Sage MAS 200

Accounts Payable

## About Sage Software

Sage Software (formerly Best Software) offers leading business management software and services that support the needs, challenges and dreams of more than 2.4 million small and mid-sized business customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports 4.5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable, and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries. For more information, please visit the Web site at [www.sagesoftware.com/moreinfo](http://www.sagesoftware.com/moreinfo) or call 866-308-2378.

## Global Enhancements for Accounts Receivable, Sales Order, Bank Reconciliation, and RMA

### STREAMLINED GRID ENTRY

The efficient, uncluttered, and user-friendly grid entry screens from the General Ledger module are now available in Accounts Receivable, Sales Order, Bank Reconciliation, and RMA. You'll enjoy more efficient data entry and virtually limitless flexibility, capitalizing on a dual-entry grid—enabling you to place more frequently used fields in the primary grid, and lesser-used fields in the secondary grid.

### CRYSTAL REPORTS

All bundled reports, listings, and forms will leverage the industry-standard Crystal Reports® for report design and output. You gain tremendous flexibility for report customization and multiple report output options.

### SAVE REPORT SETTINGS

Set up pre-defined report selection options for each report you access, reducing potential errors in report generation and streamlining your printing process. Saved Report Settings are available for three different types security access (Public, Read Only, and Private).

### IMPROVED BATCH AUDITING

Your ability to audit transaction batches throughout these four modules has improved. You can now track additional data for each batch, including user, date, and time.

### SMART MEMOS

Sage MAS 90 and 200 4.1 incorporates the new interface for Memo Management in these four modules. Memos can be set to display always, never, or only during a range of reminder dates that you enter for each memo. You determine which applicable screens each memo should appear on. There is also a new option to attach documents or files to memos—ideal for tracking correspondence.

## RIGHT MOUSE CLICK INCREASES ACCESSIBILITY

Throughout the four newly updated modules, a right mouse click will bring you relevant information and related tasks, enabling you to navigate more efficiently. The data is only available to those with security rights for the tasks at hand.

## POWERFUL NEW UDFS

Now you can add user-defined fields (UDFs) to any data file within the four updated modules. The UDFs you create will reside in the actual data table, not in a separate UDF table—facilitating reports that include the UDFs. You can also define the source of the UDF value, either specifying a default value or naming the source from which the UDF value is inherited. Create validation tables for your UDFs and selected existing fields.

## BUSINESS INSIGHTS REPORTER—NEW MAIL MERGE CAPABILITIES

Beginning with Version 4.1, Business Insights Reporter and all standard reports included with the four updated modules include a new Microsoft Word mail merge output option. When you access Business Insights Reporter or a standard report, you'll see a new option to process the report output directly to Word. The output can then be presented dynamically in Word using the embedded mail merge capabilities.