

# MAS CONNECTION

SAGE MAS 90/MAS 200 EDITION

DECEMBER 2010



*We are proud to announce that we have recently celebrated our 21st anniversary of serving businesses throughout Michigan. This would not have been possible without the support and loyalty from each of you. We thank you for your on-going business and we look forward to continuing to serve you in the years to come.*

*From our family to yours, we wish you a happy holiday season and a new year that is filled with hope, prosperity and peace.*

## WINDOWS 7 COMPLIANCE

To be compatible with Windows 7, your Sage MAS 90/MAS 200 software must be at version 4.30 (Service Update 18 or higher) or version 4.40. In addition, please note the following regarding Windows 7:

- Sage advises installing MAS 90 outside the “C:\Program Files” folder. For example, use a folder with a name like “C:\Sage Software” instead.
- Windows 7 “Home Basic” and “Home Premium”, as well as Peer-to-Peer Windows 7 networks, are *not* supported.

## NEW “MAS” WEBSITE

We are excited to announce our new, updated website. Our goal was to provide you with a resource for current information regarding products, support, training, tips & tricks, etc. Take a minute to check out the new site at [www.MASConnect.com](http://www.MASConnect.com).

After you’ve browsed through the site, drop us an email to let us know what you think. If there is something that you would like to see there, let us know that too. We want this to be a tool for you to use.

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## PRODUCT UPDATE 20 FOR VERSION 4.30

Product Update 20 (formerly “Service Update 20”) for version 4.30 was released on 09/27/10 and includes several fixes to version 4.30. Remember to always do a backup before installing an update and to make sure the update is compliant with your entire system—including any Extended Solutions. When in doubt—call us.

## NEWS ON PRODUCT RETIREMENTS



Sage MAS 90/MAS 200 version 3.71 and below **was retired** on September 30, 2010. Versions 4.00, 4.05 and 4.10 **will be retired** on September 30, 2011. So, what does that mean to you? Sage will no longer provide telephone support or product updates (including year-end updates) for any retired product. However, clients with a current Maintenance Plan will be able to access the Sage Software KnowledgeBase for articles and support tips about retired versions.

### *The Bottom Line:*

You should start planning now to be on at least version 4.40 in the coming year. Not only will you then be on a supported version, but you can also start taking advantage of all the new features that are now included at **NO CHARGE!**

## PAYROLL TAX TABLES

The Q1 2011 Payroll Tax Table Update (TTU) and Interim Release Download (IRD) are available for download from Sage’s web site. The TTUs are generally updated throughout the first month of a new year and should be checked at least weekly for changes and late-breaking news. **And, read the instructions regarding IRDs and TTUs carefully!**

Also, all of the program changes in the IRD will be *included* in Product Update 4 for v4.40 and Product Update 21 for v4.30 when they are released. Sage expects these updates will be available sometime during the week of December 27, 2010. Note that if you install a Product Update *instead* of the IRD, you will still need to download and install the Q1 2011 Tax Table Update *before* processing your first payroll for 2011.

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AND SAVE 5%**

## SOME TIPS FOR A SMOOTH YEAR-END

### *General Tips for all MAS 90/MAS 200 Users*

- Check Sage's web site frequently during this time of year for late-breaking news and tips regarding year-end processing. **Pay close attention to the instructions regarding IRDs and TTUs.**
- Backup your entire system (all programs and all data files) BEFORE closing the year and verify that you can restore from that backup.
- Create a new company in MAS 90/MAS 200 with your "pre-close" information.
- Check the built-in Help files for specific tasks and recommendations related to year-end processing for each module you will be closing.
- Close the modules in the following order. Some modules update others and closing them out of order can cause problems. The recommended module closing order is:
  - Bill of Materials\*
  - Work Order\*
  - Bar Code
  - Purchase Order
  - Sales Order
  - Inventory Management
  - MRP
  - TimeCard\*\*
  - Electronic Reporting\*\*
  - Payroll (*See the Special Tips regarding Payroll on page 4.*)
  - Accounts Receivable
  - Accounts Payable
  - Job Cost
  - General Ledger

If you are using modules not on this list (for example e-Business Manager, one or more Extended Solutions, or a third-party product) there may be special considerations involved in year-end closing. When in doubt, give us a call.

\*While there is no formal year-end processing procedure for these modules, all transactions should be entered and posted before proceeding with year-end processing in any other ***Distribution modules (PO, SO, IM, etc.)***.

\*\*While there is no formal year-end processing procedure in these modules, all transactions should be entered and posted before proceeding with year-end processing in ***Payroll***.

## PRODUCT UPDATES FOR VERSION 4.40

With the release of v4.40, Sage often includes enhancements to the core software that were previously only available with the purchase of an Extended Solution. In addition, Product Updates for v4.40 will sometimes include non-urgent program fixes. Some of the “biggies” by Product Update are:

### ***In Product Update 1:***

- For Accounts Receivable, you can locate an invoice with CUSTOMER information (phone number, ship-to info, etc.), pull up customer information by entering an INVOICE number in Cash Receipts Entry, search invoices by Lot or Serial Number, etc.
- You can now easily record wire transfers in AP.
- Payroll now includes automatic earnings for employees.
- In Sales Order, you can limit the items available for sale to a particular customer, print back ordered information on Picking Sheets, etc.
- In Inventory Management, you can easily search items by Lot or Serial Number.

### ***In Product Update 2:***

- PU2 has many new enhancements to Bank Reconciliation including Positive Pay Export, expanded comment field, etc.
- ACH Electronic Payment Processing is now included in Accounts Payable as well as Paperless Office support for AP checks, extended check stubs and electronic payment remittance advices.

### ***In Product Update 3:***

- More goodies for Bank Rec were added including the ability to post to GL from Bank Rec, as well as compliance with Microsoft Office 2010.
- Special Note re PU3: This update contains MANY fixes to the software, including fixes to previous Product Updates. **Be sure to also check the Sage Support site for any appropriate PU3 Hot Fixes that you may need.**

When in doubt, call us. For complete details on all three Product Updates, visit the “News & Tips” section of our updated web site at [www.MASConnect.com](http://www.MASConnect.com).

## SPECIAL TIPS FOR THOSE WHO HAVE PAYROLL

- Check Sage’s web site frequently during this time of year for late-breaking news and tips regarding year-end processing, *including information on updated Payroll Tax Tables, 941 updates, compliance matters and updates, Interim Release Downloads (IRDs), etc.*
- Backup your entire system (all programs and all data files) BEFORE closing the year or applying an IRD. Verify that you can restore from that backup.
- Create a new company in MAS 90/MAS 200 with your “pre-close” information.
  - Do this **after** your last payroll of this year but **before** the first payroll in the new year.
  - Give this new company a meaningful company ID, such as “P10” (for “**P**ayroll, **2010**”).
  - Enter your company name, address and Federal ID number in this new company.

*(Continued on page 5)*

## SAGE MAS INTELLIGENCE (SMI)

Microsoft retired FRx and Sage is offering SMI as its replacement. Unlike FRx, SMI has the ability to report on data across *all* modules—not just General Ledger. SMI consists of the following primary components:

- Report Manager—to create and modify reports and set user permissions
- Viewer—provides basic editing capabilities as well as drill-down functions
- Designer—allows “drag and drop” report creation and analysis functions
- Connector—to consolidate data from more than one company into a single report



**READ THIS!**

By now you should have received your serial number and instructions for down-loading SMI from Sage. Here are some important things to keep in mind about this new reporting tool:

- You must be on v4.40 to use SMI.
- The free download (which is very large) is for the Report Manager module only.
- If you would also like the Designer module, you need to contact us immediately because Sage is distributing Designer **free of charge only through January 31, 2011** (and you will only be charged the annual maintenance for it). After that date, the price will be \$1,000.
- All modules *except* Designer will work with Excel 2003. Designer requires Excel 2007.
- If you will be combining multiple companies you will also need the Connector module. This module is half price (\$1,000) until January 31, 2011. After that date it will be priced at \$2,000.

To learn more about what SMI can do for your organization, give us a call or attend one of Sage’s free webinars. They can be found on our web site under the “News & Tips” section at [www.MASConnect.com](http://www.MASConnect.com).

## SPECIAL TIPS FOR PAYROLL - CONTINUED

(Continued from page 4)

- The data in this “new” company will then be available to print W-2s for the prior year while allowing you to process Payroll in your “regular” company in the new year.
- Prior to processing Payroll in the new year, download and install the appropriate Tax Table Update (TTU).
  - These are available from Sage’s web site.
  - Remember that TTUs (and IRDs) must be installed from the computer on which MAS 90/MAS 200 was originally installed.
- When you are ready to process W-2s in Payroll:
  - Be sure to generate those in the *backup* company you made earlier (ie., the company that has “last year’s” unclosed Payroll data).
  - In the Federal Tax Table, set the FICA limit for employees and employer to what was in effect for the *prior* year before generating your W-2s.
  - After W-2 processing is completed and *before* continuing with Payroll processing for this year, reset the FICA limits for *this* year.



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6157 28th Street SE  
Suite 11  
Grand Rapids, MI 49546

Phone: 616-957-1101  
Toll Free: 800-8500-MAS  
Fax: 616-942-9329  
Email: Sales@MASConnect.com

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**\*\*\*FOR IMMEDIATE RELEASE\*\*\***

We are pleased to announce that several months ago, Doug Blazer of Management Advisory Services (MAS) completed all certification requirements for the latest edition of Sage MAS 90/MAS 200 manufacturing and distribution accounting software.

**Happy New Year!**