



Year End
2009

Sage Technology Newsletter

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A Sneak Peek at Version 4.4

In November, Sage published a pre-release guide for Sage MAS 90 and 200 Version 4.4 that provides us with a sneak peek of the new features and enhancements. Let's take a closer look at Version 4.4 which is scheduled for release during the 1st quarter of next year.

Expanding the Business Framework™

The power of the Business Framework will be incorporated into Inventory Management, Purchase Order, Bill of Materials, and Bar Code. Originally introduced into the core modules (GL, AP, etc.) several versions ago, Business Framework enables features like dual grid entry, drag-and-drop personalization of screens and workflow, electronic Memo Manager, and extensive hyperlinks and right-click capability to reduce keystrokes and streamline transaction processing.

Better Inventory Management ... and More!

Version 4.4 introduces extensive new features for inventory control and related modules like Purchase Order, Bill of Material, and Bar Code. Starting with **Inventory Management**, you'll benefit from a streamlined physical count process, increased decimal precision, and flexible standard cost adjustments. In **Purchase Order**, new batch entry features will allow more than one user to enter purchase transactions at the same time. Plus, enhancements to the Material Requisition process, flexible label printing options, and improved reports will streamline purchasing tasks. The **Bar Code** module has been improved to process much larger amounts of data at greater speed and reliability. Finally, **Bill of Materials** includes new views and inquiries to see Single Level, Indented, or Summarized data in a list format with the ability to resize and sort.

Parallel Migration

Parallel Migration will provide the ability to migrate from previous versions of Sage MAS 90 or 200 (including version 3.71, 4.0, 4.05, 4.10, 4.2, or 4.3) to Version 4.4 with more freedom and control over the upgrade process. You can begin your upgrade by installing Version 4.4 in a separate (parallel) location on the same server (or on a different server) while you continue normal business operations on your current version.

Other Features and Usability Enhancements

New Information Center - from your business desktop, you can access the community forums, blogs, and other useful information posted on the Sage MAS 90 and 200 [Online Community](#).

"Tell Us What You Think" - submit enhancement requests directly from your business desktop.

Extended Customer and Item Numbers - the Customer Number field will be expanded to 20 characters and the Item Number field expanded to 30 characters.



Version 4.4 Pre-Release Guide

There are so many new features in Version 4.4, we can't possibly get them into a single article. But please feel free to [Contact Us](#) for a copy of the 40-Page pre-release guide that's packed with all the details!

5 Tips for a Successful Year End

1. Back Up Your Data - The first thing you should do before beginning *any* year end processing task is to execute a complete back up of your Sage MAS 90 or MAS 200 data. You should also **test the back up** to ensure it was successful and the data is readable. Without a reliable back up, there is no way to restore your system to its original state should you need to undo a significant year end processing mistake. It's also a good idea to make another back up **after** you successfully complete the year end close.

2. Payroll Planning - Since year end Payroll is typically a significant undertaking, it's a good idea to **begin reconciling** all of your payroll tax reports to the general ledger **in early December**. This gives you a chance to catch errors early and avoid filing an amended payroll tax return.

3. Download Tax Table Updates - Download and install any necessary tax table updates for your Sage MAS 90/200/500 system. Tax table updates are available at the Sage [online support center](#).

Important Note: do not install tax table updates until **after** you run W-2 forms and **before** the first payroll of the new year.

4. Review Module Options - Each module is a little different with respect to year end processing. Also, data may or may not be cleared out based on your system's set up options. It's a good idea to review module closing options and follow a module-by-module checklist of year end processing tasks to ensure that everything is performed in the proper sequence.

5. Gather Information Early - Minimize the last minute scramble and stress of meeting deadlines by gathering important information **before** the end of the year. This can include information from vendors, employee address updates, and other changes that may have occurred during the year.

Contact us if you'd like to work together and develop a **'Personalized Year End Processing Plan.'**

Review Your Reporting Needs

The challenging economy that prevailed in 2009 has forced some companies to look at their business in a different way. For Owners and Managers that are responsible for assessing the health of operations, year end can provide a great opportunity to review your reporting needs and determine whether you have the right tools to make timely & informed decisions as conditions change.

If you find that your current Sage MAS reports no longer meet your changing needs, let us know. We're experts at helping you make the most of the reporting tools you already own so you can enter 2010 armed with the knowledge, analytics, and detailed reports to make the right decisions and keep your business on course for success!

The following sections contain information and resources that should help make your year end closing procedures a little easier. As always, please be sure to contact us if you need assistance.

2009 Compatible Tax Forms

Sage Checks and Forms division offers a complete selection of tax forms that are 100% guaranteed compatible with your Sage MAS 90/200/500 ERP system. Your total satisfaction is guaranteed with a free reprint or full refund.

Visit <http://sage.checks-and-forms.com> for information and pricing or call (877) 580-9935.

Note: Sage MAS 90 and 200 v4.3 and higher offer enhanced tax reporting and **eFiling functionality** that offers additional options for printing on plain perforated paper. Contact us if you'd like more information about eFiling.

Sage MAS Online Community

The Sage MAS Online Community offers a wealth of information to help you make the most of Sage MAS 90 or MAS 500. You can Download User Guides and Technical Documents, stay current with product developments, watch training videos, get quick answers to common questions, and communicate with fellow Sage MAS users through the community forums and blogs. You can even post your year end processing questions to Sage support experts and other users.

Go to <http://community.sagemas.com> to sign up and participate in the conversation!

Online Support Center

The Sage Online Support Center is an extremely important resource for product support information, tax table updates, and other critical downloads. Access the support center at www.sagesoftwareonline.com (Login required).

Keeping Things in Order

The sequence in which you close your Sage MAS 90 or MAS 200 modules is extremely important in order to avoid the risk of damaging your data. Also, remember to **back up your data** before starting any module closing procedures.

1. Bill of Materials
2. Work Order Processing
3. Bar Code
4. Purchase Order Processing
5. Sales Order Processing
6. Inventory Management
7. Material Requirements Planning
8. Timecard
9. Electronic Reporting/Magnetic Data
10. Payroll (*Quarter-end processing*)
11. Accounts Receivable
12. Accounts Payable
13. Job Cost
14. General Ledger

Keep in mind this is just a general guideline. If you own modules that aren't listed above or have installed any Sage Extended Solutions, please contact us to discuss specific closing procedures for your company.

We're Here to Help

It's hard to believe that it's already time to put 2009 behind us. As you begin year end closing procedures and prepare to start fresh in 2010, make sure to contact us if you need assistance with your Sage MAS 90/200/500 system during this important time of year. As your software and technology partner, we're always here to help!



The Year In Review for Sage MAS 90

There were a lot of very exciting enhancements to your Sage MAS 90 and 200 system during the year. If you haven't had a chance to keep up with the changes, here's a quick summary to get you up to speed.

Extended Enterprise Suite Version 1.3

It seems like just yesterday Sage unveiled the new Extended Enterprise Suite for Sage MAS 90 and 200 which was originally introduced in 2008. But with Sage continuing to invest in your Sage MAS system, it's no surprise that we saw the roll out of Extended Enterprise Suite Version 1.3 during 2009. It's packed with new features for sales, order processing, fixed assets, and several customer-requested enhancements. Here's a summary of what Version 1.3 offers:

SALES "ON THE FLY" - The entire workflow for sales order processing has been streamlined in several ways, starting with the ability to create "on-the-fly" sales opportunities in **SageCRM**. Your sales staff can now enter a quote or order (from directly in SageCRM) without having to set up an opportunity first, providing a faster method of processing customer orders.

FIXED ASSETS - In addition to updates related to U.S. tax credits and depreciation rules, Extended Enterprise Suite Version 1.3 introduces a new **Fixed Asset SnapShot** dashboard that combines tables and charts to provide a visual, at-a-glance summary of important fixed asset information.

In addition to the sales order processing and fixed asset improvements, Version 1.3 also incorporates several customer-requested enhancements that make Extended Enterprise Suite better than ever. If you haven't had a chance to learn about the benefit of adding Extended Enterprise Suite to your Sage MAS 90 or MAS 200 system, visit:

www.sagemas.com/products/extended_enterprise_suite

SageCRM Version 6.2

Embedded as the cornerstone of Sage MAS 90 and 200 Extended Enterprise Suite, SageCRM bridges the gap between your sales and service department in the front office with your accounting and operations department in the back office. SageCRM Version 6.2 delivers a host of new features to manage sales opportunities and build stronger customer relationships. To learn more about the new features, download a copy of "[What's New in SageCRM Version 6.2.](#)"

Applianz - Turnkey Hardware Solution

Applianz is a revolutionary technology that delivers an entire small business network in one tiny box that sets up in minutes and includes all the technology and infrastructure you need to run your Sage MAS 90/200 system. With built-in remote access, automated system backups, and easy web-based set up, you'll never have to worry about hardware upgrades and maintenance or managing remote access solutions like Citrix or Terminal Services. For more information, visit www.applianz.com/SolutionsSage.html.

Sage Summit

Sage Summit is the annual conference that's designed for existing Sage customers to make the most of their software investment. This year's event was hosted in November at the Georgia World Conference Center in Atlanta. If you couldn't make it this year, now is a good time to start planning for next year. You can visit www.sagesummit.com and subscribe to email updates to learn about Sage Summit 2010.

As always, please be sure to contact us if you'd like to learn more about any of the new features discussed above or to schedule a personalized online demonstration.





SAGE MAS 90 & MAS 200 Extended Enterprise Suite Supplement

Year End - 2009

Exploring the Extended Enterprise



By now, you've probably heard all the buzz about the Sage MAS 90 and MAS 200 Extended Enterprise Suite. But you may be asking yourself "Why do I want to extend my Sage MAS 90 or MAS 200 system?" So we thought we'd help address that question by exploring the benefits of an integrated front- and back-office.

The Disconnected Enterprise

Small businesses today are faced with the same operational complexities as their larger counterparts. Unfortunately without an equally large technology budget, small businesses are often forced to rely on a patchwork of systems. One system for accounting, another system for sales, and maybe a third for operations. Sprinkle in a few spreadsheets and rogue databases across various departments and you've got the recipe for duplicate data entry, inaccurate reporting, inefficiency, and excessive IT support costs. That's where Sage MAS 90/200 Extended Enterprise Suite comes in.

The Extended Enterprise

At the heart of Extended Enterprise suite is the same Sage MAS 90 or MAS 200 software you're using today. Your core system is then extended by adding **SageCRM**, **FAS Fixed Assets**, and a variety of other tools that combine to create a completely integrated front- and back-office suite. Whether data is entered by sales, accounting, customer service, or someone on the shop floor, everything is captured in one integrated system. That means everyone in your company is working from the same data, following the same workflow, and breaking down departmental barriers to improve efficiency. It transforms your business from a **restricted**

enterprise with departmental bottlenecks to an integrated and free-flowing **extended** enterprise.

A Quick Look at SageCRM

SageCRM is one of the most important reasons you'd upgrade to Extended Enterprise Suite. If you're unfamiliar with CRM software, it's useful to think of it as technology that helps you manage sales and customer relationships. SageCRM provides tools for contact and lead management, sales pipeline reporting, task management, call center automation, and marketing campaign management.

Perhaps most important is that ALL customer and prospect interaction is entered into a single database that's part of your core Sage MAS 90 or MAS 200 system. Critical information about your customers is stored in one place and automatically synchronized regardless of whether you're updating SageCRM or Sage MAS 90. If your accounting department puts a customer on hold in MAS 90 because of past-due invoices, your salespeople will stay informed through SageCRM. Likewise, salespeople benefit from access to pricing, inventory, and customer history without having to fumble around in MAS 90 or interrupt your accounting staff with numerous inquiries.

The View From Here is Great

With Extended Enterprise Suite, all company transactions are unified into a single database - both front and back office. Integrated data translates into more accurate reports, better decisions, and a complete 360-degree view of your operations. Plus, you'll eliminate duplicate data entry, improve the accuracy of your data, and eliminate the costs associated with maintaining multiple systems and databases.

[Contact us](#) if you'd like to discuss the benefit of upgrading to Sage MAS 90/200 Extended Enterprise Suite.

New Credit Card Processing Module

New Credit Card Processing Module



There's an old adage that says "Cash is King." But if you run a business, you realize that cash was dethroned a long time ago and has been replaced by credit cards. In fact, annual credit card transactions are

expected to exceed \$4 trillion by the end of this year. There's no doubt that your customers prefer the convenience of using their credit cards to pay for goods and services. With the introduction of a new **Credit Card Processing Module** in Sage MAS 500 Version 7.3, processing credit card transactions has become easier than ever. Let's take a look.

Simplifying Transaction Processing

A common challenge in accepting credit card payments is the hassle of a labor-intensive transaction workflow. Without the right system in place, it can be difficult to capture credit card details without extensive manual data entry, duplicating that data entry into your accounting system, and spending countless hours each month reconciling transactions. But the new Credit Card Processing module in Sage MAS 500 Version 7.3 completely eliminates those hassles.

New! Credit Card Processing

The Sage MAS 500 Credit Card Processing Module allows you to initiate and manage credit card transactions from within Sales Order, Accounts Receivable, and Cash Management. You can set up multiple credit cards for each customer and, of course, powerful encryption protects confidential financial

information. Plus, address and card security code verification protect you from potential fraudulent transactions. Additional features will benefit your company in many areas including:

- **Sales** - Accept down payments, multiple authorizations per order, and multiple credit cards per order.
- **Shipping** - Capture funds during shipping, reauthorize partial shipments, and enjoy flexible error handling (including Stop Shipment and Invoice Balance).
- **Accounts Receivable** - Easily process cash receipts, invoice payments, and refunds.
- **Customer Service** - Store transaction history and card information for convenience.

You Have Options for Processing

The Credit Card Processing Module supports multiple processor types including PayFlow Pro by PayPal, **Sage Payment Solutions**, and many other processors through the use of an open-ended snap-in interface.

You can visit www.sagepayments.com if you'd like to learn more about Sage Payment Solutions, offering you a one-stop credit card transaction provider. Because transactions are processed in-house by Sage Payment Solutions Division rather than a 3rd party, transaction fees are significantly reduced and the savings are passed on to Sage customers. Even if you're already accepting credit card payments, you can switch to Sage Payment Solutions and save money.

Take a Closer Look

[Contact us](#) about the new Credit Card Processing Module if you want to get paid sooner, improve cash flow, make it easy for your customers to buy your products!

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