Volume 48 September 2010

psi INNOVATIONS

INSIDE

iPads Are Here, But Are They Right for Your Business?

By John Douglass

Everyone's seen the sleek new slate device from Apple and you're probably wondering, "How does this fit into my business?" There are a number of apps available that allow a user to work on documents and even use Remote Desktop or Terminal Services. This can be handy and efficient for supervisors and management staff to be able to roam through your facility and still keep up to the minute records as they make the rounds to different departments.

I have been able to make use of our digitized records by copying them to my iPad and taking them onsite to our customers instead of carrying a notepad and a thick book of documentation. I can take notes on the iPad and access all the information that is needed for my day-to-day IT support. I have been able to use the Wyse remote desktop app (available through the iTunes App store) to remotely access servers and workstations when a laptop or other devices were not available. This gives the user the ability to run MAS 90, Microsoft Office products or any other program that is installed on the server or workstation that you are controlling. A connection is created and given a name. Once in the app you can click on the connection name and connect. If you have a model with 3G you can connect anywhere there is AT&T 3G coverage. Otherwise a wireless access

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How to Eliminate Duplicate Social Security Numbers

payroll tip

Since version 4.05 MAS 90 and MAS 200, the Payroll module has a setup option that allows the user to be notified if a duplicate Social Security number is keyed in for a new employee. Unfortunately, the default setting for this option is "Yes" (which allows the duplicate number). To change this option, go to Payroll/Setup/Payroll Options/Integrate and change the setting on "Allow Entry of Duplicate Social Security No." to either No or Prompt. If the setting is "No," when you key in an existing Social Security number, you'll get a message that states that the Social Security number is already on file for another employee along with the existing employee number. If the setting is "Prompt," and a new employee is entered with a Social Security number that is already assigned to an existing employee, the system will give you the same message, but will then allow you to continue. Changing this setting can eliminate returning employees or employees with name changes from being set up twice in Payroll. psi

QUICK BYTES

- Dell Small Business segment has announced that Oct. 1, 2010 is the last date to purchase systems with Windows XP pre-installed.

- Our Sage Customer Loyalty surveys were emailed out mid-August. If you haven't received yours, please let us know. If you haven't completed the survey, please do so. If you have completed the survey, we thank you.

Email Blasts

We have recently started using mass email communications and would like to ensure that you always receive these emails from Professional Software. We have discovered that some of our emails are going to Junk Mail folders, so please add us to your Safe Senders list. If you use Microsoft Outlook, go to Actions, Junk E-Mail, Junk E-Mail Options, Safe Senders and choose ADD, then type in: @pskansas.com. If you use another email management software and need help with this, please call.

Purchase Agent Lowers Inventory Costs and Saves You Money

By Gil Ponte

For most distributors and manufacturers, inventory represents one of their most capital-intensive investments, so effectively managing this asset is vital to running a profitable operation.

Your Sage MAS 90 or MAS 200 solution provides strong inventory controls and a powerful purchase order module that helps automate many processes, but for many distributors and manufacturers, its functionality stops shy of serving as a comprehensive purchase management tool. Maintaining the right product mix on hand is a balancing act. Too much is expensive and wastes capital, too little and you risk losing orders or alienating customers. How can you maintain the right balance?

Purchase Agent from JobOps can help. This is an advanced purchasing tool from the publishers of JobOps that is built as an integrated add-on module to your Sage MAS 90 or 200 System. The JobOps module is not required in order to run the Purchase Agent module. Let's learn more about it.

Lower Inventory Costs

Purchase Agent works within your Sage MAS 90 or MAS 200 application, analyzing orders, minimum stock requirements, current supply, quantities on purchase order, and optional MRP projections, and then creates a to-do list of the materials that need to be purchased. The on-screen list is an easy-to-read graphical table format ready for your buyer to review, edit, and act upon. Purchase Agent will even generate the Purchase Orders for you with the click of a button.

Efficiencies like this can save money by lowering your inventory costs because it:

- Streamlines the purchasing process, **saving time and labor**.
- Boosts purchasing power by **consolidating items and orders**.
- **Eliminates expediting fees** by ordering just in time.
- Avoids **shipment delays** caused by material shortages.
- **Minimizes carrying costs** by ordering only what's needed – when it's needed.

Save Money by Making the Right Decisions at the Right Time

Keeping inventory costs low and inventory turns high can help your business save money. Accurate and timely purchasing helps ensure you have the right product mix on hand at the right time to meet customer demand – without overstocking. Getting it right is a critical - and often difficult task.

Purchase Agent can help your company save money by leveraging the data within your Sage MAS 90 or MAS 200 accounting system and help you make more accurate and timely purchasing decisions. Here are five ways Purchase Agent can help you save money:

- **Optimize cash flow** by ordering only what's needed – when it's needed.
- Avoid **material shortages** that result in **missed promise dates**.
- Consolidate items and orders to **leverage your purchasing power**.
- One-button **purchase order generation** with accurate costing.
- Boost efficiency and productivity of staff by **doing the homework for them**.

When you can maintain the right quantity and mix of products on hand to satisfy customer orders and production requirements, without overstocking, you've reached a balance that promotes efficiency, lowers overhead, and maximizes profitability. We'd like to show you more about how Purchase Agent can help. Just give us a call. psi

iPad

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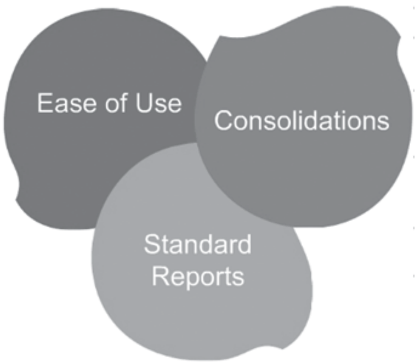
point or wireless internet is needed at the facility you are connecting from.

There are a number of other components that can be added, such as a keyboard dock solution, VGA connector (which only works from certain apps), and a media card reader, which allows you to import/view pictures. So, would an iPad be a good fit for your organization? The answer would probably be, "There's an app for that." In my testing I see a lot of promise in the iPad. If you would like to explore the possibilities in your office, give John or Mary a call.

Sage MAS Intelligence to Replace FRx



Email notifications will be sent to end-users in September announcing the availability of Sage's new Business Intelligence product, MAS Intelligence. This FRx Financial Reporting replacement product will be available as a download to all MAS 90 and MAS 200 users on current subscription plans, even to those users who currently don't own FRx.

Keep in mind that even though Microsoft is dropping support for the FRx product, it will still be supported by Sage through Dec. 31, 2012. MAS Intelligence will only be available for MAS 90 and MAS 200 versions 4.4 and beyond.

MAS Intelligence is available at different user levels and for multiple databases. Since all reports are actually created in Excel, Sage end users will need Excel 2003 or Excel 2007. If you are using the Report Designer piece then Excel 2007 is required. The Report Manager licenses are tied to a User Name and Workstation, so the licensing is not "concurrent" as is the case with most other Sage modules. Each end user will receive a single user license of the Report Manager free of charge, but if you require more than one user or workstation to have access to the Report Manager, then additional licenses will need to be purchased.

This product consists of several modules, including Report Manager, Report Designer, Security Manager, Report Viewer and Connector modules. The Report Manager allows users to run the 10 standard out-of-the-box reports, to copy these report templates and modify the copies. There is a limited capability to create new reports as long as these new reports utilize the pre-defined links to certain MAS 90 or MAS 200 data files. The Report Manager comes with some pre-defined financial statements, multi-company financial statements, GL transactions, sales history, PO information and inventory information. The Report Manager also supports the auto-emailing of reports and publishing reports to html for Intranet/Internet.

The additional modules (Viewer, Designer, Connector and Security) are available for purchase.

- The Report Designer allows users to create financial reports using a "drag and drop" feature.
- The Connector module allows access to information in multiple databases or for more than one Sage MAS company database at a time.
- The Report Viewer is similar to the FRx Viewer, allowing users to run reports but not modify them.
- The Security Manager allows for an extra level of security by report.

As of this date, a process to allow for the conversion of existing FRx reports to the MAS Intelligence product is still being researched. Our staff has attended several classes on this new product. We recognize that this is a complex product, which in turn will make the transition from current FRx reports to MAS Intelligence a complex process. Since Sage will continue to support FRx to the end of 2012, we have quite a bit of lead time to get existing FRx reports converted to MAS Intelligence product. psi

MAS 90 4.40 CD Shipment

The auto-shipment of CDs for version 4.4 to end-users on current Subscription Plans was sent via UPS in March 2010. We want to make sure you've received your shipment and if not, we can have Sage track the delivery. If Sage tracks it and finds that it was not delivered or was returned to them, they will replace the CDs at no charge. If you received the CDs and have misplaced them, there is a $25 replacement charge + shipping.

We recommend that you keep your MAS 90 or MAS 200 CDs in a safe place since you never know when you might need them. We also recommend that more than one person knows where these CDs are kept. If the Crystal Reports version does not change between MAS versions, Sage does not send out a new Crystal Reports CD, so it's a good idea to keep the CD packets for at least a couple of prior versions.

It has been our practice to wait a few months after a new version is released to start installing upgrades. We have been using 4.4 internally since May and have upgraded a number of clients and we think this version is very stable. If you are ready to schedule your upgrade, please call us. If you have modifications or custom reports they may need to be re-written, so extra time will need to be allotted for that. Depending on what version you are upgrading from, it will also be necessary to create new Crystal forms, such as the Purchase Order form, check forms, etc. psi

New Features and Value Added with Sage MAS 90 and MAS 200 Product 2 Update

Product Update 2 for MAS 90 and MAS 200 4.40 was released mid-July. In response to customer enhancement requests, a number of additional features and functionality for Bank Reconciliation, Accounts Payable and Paperless Office are included in this update as part of your subscription plan benefits.

BANK RECONCILIATION

Automatically Reconcile Checks

This feature allows the user to automatically reconcile check information you download from your financial institution. A new Auto Check Reconciliation Wizard lets you create the proper check setting format for your financial institution per their specifications.

Enter Checks, Deposit, and Adjustments On-the-Fly

In Reconcile Bank, you now have instant access to enter check, deposit, and adjustments through a quick link button that brings you directly to Check or Deposit and Adjustment Entry without the need to go out of the Reconcile Bank screen or go back to the main menu.

Positive Pay Export

Deter check fraud by creating and submitting a file of your check activity to your financial institution. This file can be used for comparison and verification to monitor against suspicious check activity. The Positive Pay file contains key information, such as check numbers and dollar amounts, to identify checks you have issued and authorized for payment. Checks sent to the bank using Positive Pay are identified with an Exported check box in the Check, Deposit, and Adjustment Entry.

Positive Pay Export Wizard

Use this feature to create the proper export file format to your bank's specifications. A reference document is included that outlines the most commonly used field formatting and export details required. Keep in mind that each bank has its own specific format requirements.

Expanded Comment Field

In the Check, Deposit, and Adjustment entry the Comment Field has been expanded to 2048 characters to allow the addition of more information to track why an adjustment was made.

ACCOUNTS PAYABLE

ACH Electronic Payments

This enhancement replaces the Extended Solution AP-1063. Using electronic ACH payments to pay your vendors can increase your efficiencies, improve your cash management, reduce operating costs and lessen the risk of lost or stolen checks. This feature works basically the same as the Payroll Direct Deposit module with pre-note functionality and flexibility in the electronic distribution, including options to allocate amounts between one or more accounts.

Paperless Office – Accounts Payable Checks, Extended Stubs, and Electronic Payment Remittance Advices

Save time, money and the environment by utilizing Paperless Office to process, send, and retain electronic copies of Accounts Payable checks and extended stubs, and remittance advices created for ACH Electronic Payments in PDF format. Electronic remittances can be emailed or faxed to your vendors. Easily access the PDFs using the Vendor Viewer from Paperless Office or in the Checks panel in Vendor Maintenance Inquiry.

New Hire Act and the 941 Form Changes

In order to correctly track the taxability of the wages for the New Hire Employees on the new 941 form, Sage has issued directives to either create a new earnings code or codes that are exempt from Employer's FICA and use these codes just for the New Hire eligible employees or to edit the 941 form to adjust for the liabilities change on the 941 Schedule B.

If an exempt earnings code is used, then the Fractions of Cents filed on the 941 form will need to be adjusted. Since many of you autopay employees, using a specific earnings code for a small group of employees is not a workable solution.

If a non-exempt FICA earnings code, such as the standard 01 Regular Earnings, is used then the liabilities for each pay period on the Schedule B must be adjusted using the PRZDRR utility to match line 10 to line 17 of the 941 prior to printing and filing your 941. This is the process that we would recommend.

Give us a call and we can help you with this adjustment.

If you don't have the new 941 form installed, let us know so we can install the new form before you print and file your 3rd quarter 941 form. psi

Payroll Yearend W-2 Changes

The New Hire Act will require some reporting changes on the 2010 W-2 form, which will require a Yearend Update to the Payroll and Electronic Reporting modules. HIRE wages paid to qualified employees must be reported on the W-2 form in Box 12 with the new Box 12 code of CC. The total of code CC will be reported in a new box 12a on Form W-3. The total of deferred compensation amounts, previously reported in box 12a on the W-3 form, will now be reported in box 12b.

In anticipation of these yearend changes, Sage incorporated a new payroll file to track these qualified new hire wages with the last 941 update. This means that the installation of the 2010 Q2 Payroll update will be required prior to the Yearend Payroll update installation.

There are no form changes to the 2010 1099 form, so we don't anticipate any Yearend Updates for Accounts Payable or for the 1099 form. There will, of course, be a 2011 Tax Table Update and since the New Hire Credit will expire at the end of 2010, there should also be a new 2011 Q1 Payroll and 941 Update to address that.

We'll publish more information on these changes in our December newsletter, as well as review all of this and much more at our yearend classes in December. psi

Sage MAS 90 and MAS 200 Support Timeline

Sage MAS 90 version 3.71 will be retired as of September 30, 2010. After this date, product updates (including yearend) and telephone support will no longer be provided by Sage. However, customers who stay with a maintenance plan will continue to have access to the knowledgebase with articles about the retired versions. Professional Software will continue supporting all versions of MAS 90 and 200 regardless of when Sage stops their support. We just won't be able to get any support or updates from Sage for issues on these retired versions. Please reference this timeline as to when Sage will be discontinuing support and updates on specific MAS 90 and 200 versions.

Sage MAS 90 and 200	4.40	4.30	4.20	4.10	4.05	4.00	3.71
Release Date	Feb. 2010	June 2008	March 2007	Oct. 2005	Nov. 2004	March 2004	Nov. 2002
Phone or Email Support - Retirement End Dates	Yes	Yes	Yes	9/30/11	9/30/11	9/30/11	9/30/10
Quarterly & Year End Updates	Yes	Yes	Yes	12/31/10	12/31/10	12/31/10	12/31/09
Tax Table Updates	Yes	Yes	Yes	9/30/11	9/30/11	9/30/11	9/30/10
Product Updates	Yes	Yes	No	No	No	No	No
Hot Fixes	Yes	Yes	Yes	9/30/11	9/30/11	9/30/11	9/30/10
Online Support Knowledgebase	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Congratulations to John Douglass from our IT department, who recently became a Certified SonicWALL Security Administrator! SonicWALL provides Internet security solutions to the network resources of branch offices and small businesses by providing secure data communications and protecting online transactions.

Professional Software Incorporated
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Wichita, KS 67202

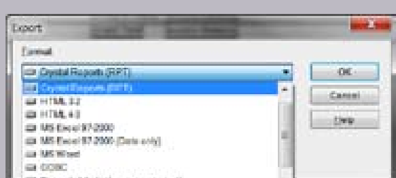
Exporting a Report to a Spreadsheet

By Tom McElroy

You can export any crystal report to a spreadsheet with these easy steps.

1. Print the Crystal Report with the Preview option.

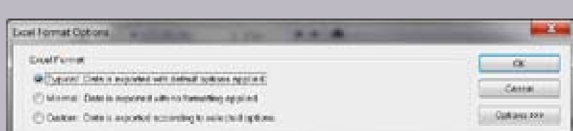
2. Click the Export button at the top left of the report display. The Export dialog box appears.



3. Select the export format type from the **Format** drop-down list.
In this case, choose MS Excel 97-2000 (Data only).

4. Select **Application** from the **Destination** drop-down list.

5. Click **OK**.
The Excel Format Options dialog box appears. It is usually acceptable to use the Typical Excel Format option. For more information refer to Crystal Reports, Help and search for "Format Options."



6. Click **OK**.
The report will open Excel and display the report as a spreadsheet.