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Headline News

Vertex Sales Tax RateLocator, a sales tax management subscription service, now is available for MAS 90 and MAS 200. RateLocator is desktop software that provides all U.S. and Canadian sales, use, and rental tax rates. Additionally, it includes taxability charts and non-standard and special tax rates. Vertex RateLocator offers an extremely intuitive interface so you can quickly find the information you need.



MAS 90 MAS 200 MIP
BUSINESSWORKS GOLD

Custom Office

Build Efficiency Into Your Workflow

When the business tools you rely on work together, your efficiency soars. You've come to expect that your word processor and spreadsheet software will integrate with your email program. Wouldn't it be great if your accounting software could join this integrated group?

The MAS 90 Custom Office module lets you achieve this integration. Custom Office leverages your familiar productivity tools, expands the power and functionality of MAS 90, and delivers effortless efficiency. Custom Office consists of three components: Customizer, Microsoft Office Link, and Visual PostMaster. Together they provide the ability to add, hide, relabel, and rearrange fields; create customized documents and screens; and perform mail merges.

Let's take a closer look at each component.

Customizer

Add Fields To Forms

Who is referring new customers to you? What catalog is this customer ordering from? With Customizer you can capture this data, and any other data you can imagine, with user-defined fields (UDFs). The UDFs are written to the MAS 90 history files,

so your custom reports can deliver insightful information on the data you're tracking.

Customizer enables you to add user-defined fields to virtually any entry screen. Add a field for *referral source* to the Customer Masterfile, or a field for *catalog code* to the Sales Order header. Build validation logic behind each UDF to maintain consistency of the data entered. Your user-defined fields can be printed on forms

and included on Crystal Reports. You can import into and export out of the UDFs. Their use is limited only by your imagination. Add a button to play back a sound annotation, such as the correct pronunciation of a difficult customer name. Think of including a photo of employees in their masterfile, accessed by a new button linked to

an image file. Scan contracts and other important documents and link them to the appropriate record through a new button. The new fields you add are automatically available for reports you generate using Business Insights Reporter.

Field Level Security

Create field level security by hiding particular fields from view or adding validation logic. Make other fields *view only*. Add data validation characteristics such as a range or list of allowed val-



Custom Office leverages your MAS 90 and Microsoft Office software to increase your efficiency.

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Custom Office Continued

ues. These characteristics can be assigned by user, so you could, for example, limit certain users to using a defined list of general ledger accounts or hide the item cost from another user group.

Rearrange Fields To Fit Workflow

Customizer allows you to change the layout of any screen by moving fields to suit your data entry process. You can ignore unused fields, designate a field as a tab stop, and define the initial value for a field. Consider setting the Credit Hold field in the Customer Masterfile to default to *Yes* when creating new customers, until you receive their credit application. Make an important field stand out with bold font or by causing it to display in red type.

Relabel Fields

Do you call your customers *patients*? Or call your item numbers *parts*? Customizer lets you relabel any field to suit the terminology of your business, or to enable the field to serve another purpose.

Add Text

Customizer allows you to add text to any screen for additional information for your users, reminders, or instructions. Add an on-screen message to Sales Order Entry operators reminding them to tell customers about an upcoming sale.

Launch Another Application

With Customizer you can add a button to any screen to launch another application. For example, you could add a button to launch the Windows Calculator, the UPS Web site, or your primary vendor's eCommerce site. Define a status message, a tool tip, and a help code for your new button.

Script Control

The **Windows Script Control** feature of Customizer allows you to execute an external script to perform calculations or to start up external applications from a button you create in MAS 90. You can select values from a MAS 90 screen to pass to the script and can designate values to be returned by the script after processing is complete. The script can be simple or complex, even containing a series of *if/then* statements and different levels of calculations using data within MAS 90 and from an external program. For example, the script could perform a custom discount calculation in Sales Order Entry, or insert values

into an Excel or Word document. Program logic that would normally be executed if you manually changed the field will be performed automatically, thereby protecting the integrity of your data.

Microsoft Office Link

The MS Office Link automatically merges accounting information with Microsoft Word, Excel, or Exchange to create custom documents, messages, and attachments quickly. Using dynamic data exchange (DDE) scripting, the MS Office Link provides a direct connection between a MAS 90 task or record and the appropriate Microsoft Office application.

To get you started, Custom Office includes a set of template documents, such as letters in Word and standard emails in Exchange software. The templates are accessible from the appropriate task. For example, in customer maintenance you can automatically create a welcome email note, credit limit advisory letter, and dunning letter. While in vendor maintenance you can create a letter asking for a price quotation. In addition, you'll have the ability to add and view attachments that are specific to the displayed data record. Now you can attach a scanned image of a vendor's original invoice to the Vendor Masterfile record or a photograph of the item to the Item Masterfile.

Visual Postmaster

Visual PostMaster uses open database connectivity (ODBC) to integrate MAS 90 directly with Microsoft Word, providing mail-merge functionality. Use Visual PostMaster as a powerful communications and prospecting tool to deliver your message to your customers, vendors, or employees effectively and efficiently. With Visual PostMaster, you can create batch mailing jobs and marketing campaigns using a friendly wizard-driven tool. Use familiar Microsoft Word to create and edit documents that can then be merged with the information from your MAS 90 database.

Send a personalized coupon for a discount on items or services to customers who have purchased that item or service before. Request a copy of the 1099 form from vendors whose Tax-

payer ID number is blank.

More than a simple addressing tool, Visual PostMaster allows you to pull data from multiple files, allowing you to add the business date and current period to the merge documents, useful when creating general ledger compilation reports, for example. Ensure the consistency of your data by using built-in tools to change names from all uppercase to title case, format numeric fields, and specify defaults for blank values.

Visual PostMaster makes a simple job of exporting information into an ASCII file. This file can be sent to a mailing house, printed directly onto label stock, or exported to an email address book.

Managing customer collections is time consuming. First, you must determine which customers are in need of a gentle reminder and which customers need a bit more encouragement. Next, you need to create the form letters, dropping the customer-specific data into each letter before printing and mailing.

Visual PostMaster can automate this process and save you valuable time. Simply create a template letter in Word, or modify one of the existing templates, and insert the mail-merge fields for variable data such as the customer name, address, balance, last payment date, and so on. Next, use Visual PostMaster to develop the selection criteria, such as customers with balance over 60 days past due. Then simply process the mail merge and all of your dunning letters are created automatically. You can even use Visual PostMaster to email the letters directly to your customers, saving the time and expense of mailing a paper copy.

Customize By Company And By User

Every change you make using Custom Office may be applied to one company or all companies, one user or all users, one user group or all user groups. Custom Office gives you complete and total control of the screens and functionality offered to each user of your system.

If you're not yet using Custom Office, or have it but have not explored the extent of its usefulness, give us a call. We'll be happy to show you how Custom Office helps MAS 90 do business your way. ★