

Volume 5
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Headline News

In 2004, Best Software released more than 50 upgrades to its existing product lines and introduced new products during the year including comprehensive outsourced payroll services. The company also introduced Best Suites, a series of integrated product suites that enable businesses to easily select solutions designed to support the specific needs of their industry. Best Suites include Best Suite for Manufacturing, Best Suite for Distribution, Best Suite for Construction and Real Estate, and Best Suite for Non Profits.

best
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Authorized Partner

MAS 90 MAS 200 MIP
BUSINESSWORKS GOLD

Taking The Initiative

MAS 90 Tools Help You To Be More Proactive

Business challenges arise daily. Your businesses' success depends upon how well, and perhaps how quickly you are able to respond to those challenges. Rather than just reacting to problems as they arise, many successful companies look for ways to proactively head off problems before they emerge. Here we have assembled some of the ways to put MAS 90 to work for you.

Business Alerts

This product exemplifies the term proactive. Business Alerts monitors the activity of your company and automatically notifies you, your staff, your customers, and/or vendors when important events take place.

This state-of-the-art product utilizes your existing email system to notify you of significant events transpiring within your company's accounting database, effectively offering proactive communication to enable you and your staff to avoid missed deadlines and to capitalize on opportunities.

You can create new alerts or customize one of the many existing alerts to fit your company's needs. Alerts are possible within General Ledger, Accounts Payable, Accounts Receivable, Job Cost, Purchase Order, Inventory, and Sales Order.

Alerts can be both time and date sensitive and can be configured to include pertinent MAS 90 or MAS 200 data, such as names, amounts, dates, etc. Here are just a few examples to give you an idea of how Business Alerts can keep you thinking ahead.

► **Keep Your Cash Flowing.** Generate an email to the accounting department reminding them to take advantage of a discount before it expires. Never miss a payables discount again! Set it up so that you get an email if an Accounts Payable check

over a specified amount is created.

► **Keep In Touch.** Email customers and salespeople when there has been no activity on a customer's account for a specified time. Don't miss that big sale!

► **Improve Communication.** Notify buyers when a purchase order they're responsible for is approved.

► **Keep Internal Processes On Track.** Email sales and purchasing staff when an inventory item falls below your inventory reorder point, so you'll never run out of your best selling item again. Notify managers when a Job Cost project is approaching its estimate, or when a change order is created.



Plan for and avert future problems by putting your data and experience to work for you with MAS 90 tools.

Continued on Page 2

Compliments of:



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MAS 90 Tools Continued

Custom Office

The MS Office Link feature of Custom Office automatically merges accounting information with Microsoft Word, Excel, or Exchange to create custom documents, messages, and attachments. For example, in Customer Maintenance you can automatically create an email note to welcome new customers, a credit limit advisory letter, or a 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. Use it to attach a scanned image of a vendor's original invoice to the Vendor Masterfile record or a photograph of an inventory item to the Item Masterfile.

Paperless Office

Most offices have them—stacks of journals and registers waiting to be filed. Wouldn't it be simpler if they just filed themselves? Use Paperless Office and they almost do.

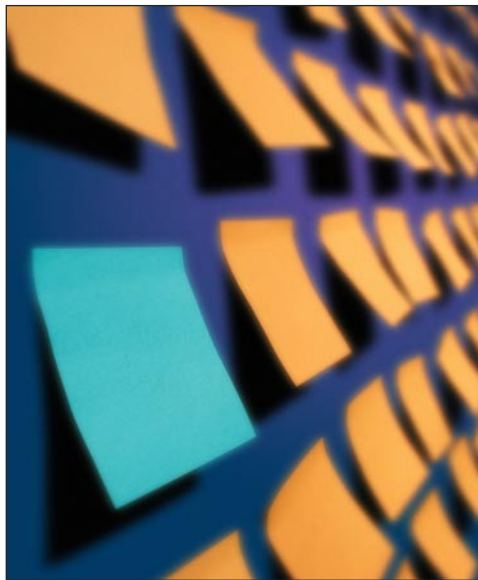
Paperless Office refers to a subset of the new Extended Solutions now available to MAS 90 users. The concept of Paperless Office is simple. Rather than printing your journals, registers, and documents to the office printer, Paperless Office creates a PDF file containing the entire contents of the document. The PDF file is named automatically and stored in a predetermined location on your hard drive. Whenever necessary, you can then view that PDF file, and print all or selected portions of it. Built-in security prevents unauthorized users from creating the files, viewing them, or deleting them.

Paperless Office is one of the most promising new tools available to MAS 90 users. Call us for pricing details.

Business Insights Dashboard

As a busy manager or business owner, you are constantly required to make decisions. Beyond the daily decisions demanded of any manager, you are often called on to plan for the future. To make the best business decisions you must constantly keep your finger on the pulse of your company's operations. Who's your biggest customer? What's the top selling item? What are current cash requirements? How are expenses doing compared to budget? To get this informa-

tion, you could rely on a series of reports—current as of the last time they were printed. Or, you could depend on updates from your staff—reliable as of the last time they checked. A better solution would be to have this information graphically displayed on your desktop, continuously updated, and presented in a concise, consolidated fashion. This is precisely what Business Insights Dashboard is designed to do. It is there to provide the busy executive instant access to important business information needed to make day-to-day and strategic decisions.



Why not trade-in your wall of notes and reminders for automated notes and reminders that pop-up on your screen only when you need them?

From the Dashboard you can view more than a dozen financial and operational reports and graphs. The Income and Balance Sheet is available, as are Cash Expectations, Top Vendors, Purchases, Sales By Product Line, and even Workforce Statistics. You will see a graphical display of the data combined with text, and often an option to print a full report or drill down into underlying details. For example, when viewing Top Customers, you see a colorful pie chart showing the top ranking customers' percent of sales. Beneath the graph is a listing of the top customers, in descending order, with period-to-date and year-to-date sales figures for each customer listed. By clicking on the hyperlinked customer name, the Dashboard

launches the Customer Inquiry screen to provide you with details. If you're still in need of more data, you can print the Customer Sales Analysis Report to your screen—right from the Dashboard. Once it is on screen you can search the report for specific information using the search button, or print the report to your printer.

How up-to-date are the numbers you are viewing? You can configure Business Insights to perform updates automatically, so what you are viewing is as current as you need it to be. You already own Business Insights; it's included with your current Library Master subscription. Business Insights Dashboard is the ideal tool for the proactive manager. It may well become a routine part of your day, giving you the critical information to successfully manage and operate your business.

Memos

If you have an important message to communicate to your staff about a customer, a vendor, an item, or an account—place that information in a memo, and indicate you want that memo displayed during data entry. When you do so, as soon as the corresponding record is recalled on a data entry screen, the memo or memos you designated are opened on screen in front of the user. Use these unlimited free form memo fields to store all kinds of information. Note the hierarchy of a customer's business, including who's authorized to place orders and individual purchasing limits. Keep a running commentary on the calls to your vendor while resolving a billing dispute. Use an item memo to prompt data entry personnel to suggestively sell companion items. These in-your-face memos are a highly effective way to communicate an important message. Memos are a standard part of MAS 90, you already have Memos available—are you making good use of them?

To be proactive is to use knowledge and experience to prevent problems or unwanted situations from reoccurring. These MAS 90 tools give you information you need to be proactive.

Give us a call to learn more about any of these MAS 90 tools. ★