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Headline News

MAS 90 Version 4.0

MAS 90 4.0 begins shipping in March. If you do not have a current maintenance agreement, contact us right away to avoid delay in receiving your copy.

Product Of The Year

MAS 90 was named 2003 Product of the Year by CMP Media's CRN Test Center, in the December 22 issue of CRN. MAS 90 came out on top of all tested vendors in its category. Its user-friendly interface and wealth of features made it the clear frontrunner and earned it the title of 2003 Product of the Year.



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Achieve More Efficiency With Paperless Office Document Management System For MAS 90

Early in 2004, Best Software announced the acquisition of the development division of The Macabe Associates, a Seattle-based developer of add-on solutions for MAS 90. Included in the acquisition was Macabe's extensive library of Extended Solutions for MAS 90 and MAS 200.

*Extended Solutions is a selection of over 1,500 new features and functions not found in the core modules. There are Extended Solutions for every module—with 250 for the Sales Order module alone. Think of them as customized applications you buy off-the-shelf to enhance the core modules. Companies that need specific features and functionality may now buy those features and functions with the confidence that they are sold and supported by Best Software. If you shied away from custom programming for fear of complicating support or upgrade issues, the fact that these applications are now part of the Best Software family should ease your concerns. Extended Solutions provide capabilities such as Direct Deposit for Payroll, Multiple Company Journal Entries, and our featured selection in this issue of *info for MAS 90—Paperless Office. You may view the full catalog of Extended Solutions at: www.best-software.com/mas90/extendedsolutions.*

Our offices are not likely to be entirely paperless in our lifetimes. However, there is a new tool available from Best Software that has the potential for eliminating some of those reams of paper that now cover our desks and fill our file cabinets.

One of the major strengths of MAS 90 is its stalwart audit trail, and journals and registers pro-

vide the foundation for that trail. You cannot do without them, nor would you want to. In many offices, there are entire storage rooms dedicated to storing these documents on the chance they may be needed to support an audit or resolve a posting error. What if you could reliably store these documents in a manner where they could be easily retrieved, take up little space, require no hole punching and filing—and have the luxury of searching the document electronically to find the precise detail you're looking for? Enter Paperless Office, an Extended Solution providing an effective, secure document storage management system for MAS 90. Let's look at the merits of electronic document handling in general and specifically at what Paperless Office has to offer.

PDF—The Gold Standard

The Adobe Portable Document Format (PDF) is a document standard adopted by governments and enterprises worldwide. Adobe has distributed more than 500 million copies of its free viewer software. InfoWorld refers to PDF as the gold standard for electronic documents. Adobe PDF is a reliable format for electronic document exchange that preserves document integrity, enabling files to be viewed and printed on various platforms. There is simply no other tool available in such wide use with such trouble-free functionality. PDF files can be emailed with ease, faxed with great clarity, and printed on all printers. With features such as password protection, clear readability across platforms, and search tools, PDF is an ideal format for archiving or distributing important business documents.



Cost-Effective

Shifting from paper documents to portable electronic files (e.g. PDF files) significantly reduces the overall costs associated with copying, transferring, filing, finding, and recreating lost office documents. Paper documents converted into searchable electronic files also increase office efficiencies and help reduce your overall administrative labor costs.

Electronic storage continues to drop in price while increasing in capacity. The price of file cabinets, storage space, and labor to maintain them continues to rise. In addition, paper documents are susceptible to all forms of loss or destruction such as fire, flood, or theft. When combined with a conscientiously applied backup routine, you can rest assured that your company's vital electronic records are secure and accessible for as long as necessary.

in a predetermined location on your hard drive. Whenever necessary, you can view that PDF file and print all or selected portions of it. Built-in security prevents unauthorized users from creating the files, viewing them, and deleting them.

Accessible, Yet Secure

All your registers and journals are available for electronic retrieval with the PDF Viewer Utility. This viewer installs itself on each workstation where such functionality is needed. The Viewer allows you to specify any combination of company code, module, and document to view, so you view only the documents you want. Through a setup question, you can restrict the listing in the PDF Viewer by User ID, so a user (who is not a supervisor) can only see the journals and registers they printed. The PDF Viewer respects standard MAS 90 menu security and

ate recipients automatically, while preserving your own electronic copy. Save the postage, letterhead, envelopes, and labor required to fold, stuff, and mail these routine documents. Configuring Paperless Office for electronic document delivery is straightforward; here's an overview of the functionality it adds to statement, invoice, and purchase order documents.

Statements And Invoices

Paperless Office adds a new option to the customer masterfile enabling you to define electronic delivery options for both the invoice and statement form. You can decide to print, email, and/or fax each form. For both the email and fax choices, you can elect to use the masterfile address and fax number as well as three more customer contacts and their contact information. Does your customer still want a paper copy of their statement? No problem. Print your statements in PDF format, then print

out a copy to send to your customer, and save an electronic copy, all in one step. You will benefit by having your copy in an easily accessible format, with an identical appearance to the copy your customer receives.

Purchase Orders

It is likely you already fax most purchase orders off to your vendors. Perhaps more and more of them accept email orders. Paperless Office automates either or both of these activities, saving you time and effort.

From the vendor masterfile,

you specify the electronic delivery options for the purchase order, indicating whether you wish to print, fax, and/or email the document. For both the email and fax options, you can elect to use the masterfile address and fax number as well as three additional contacts and their contact information. You can choose to specify one of the contacts as your own purchasing agent, ensuring he or she is emailed a copy of each purchase order printed.

While we're not likely to end up with a truly paperless office anytime soon, we can arrive at a less-paper office right now. Call us for more information about Paperless Office and other Extended Solutions. ★

Create MAS 90 PDF Documents Automatically With The Paperless Office Products From Extended Solutions

	G/L	A/R	A/P	S/O	P/O	P/R	J/C	General
Journals/Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoices		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Statements		<input checked="" type="checkbox"/>						
Orders				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Direct Deposit Stubs			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
Period-End Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email/FAX Capability ¹	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

¹ Any PDF file can be emailed, but options are available to automatically deliver certain documents to the intended recipients.

Just What Is Paperless Office?

Paperless Office refers to a subset of the new Extended Solutions now available to MAS 90 users. There are several Paperless Office solutions, each adding its own functionality, and sold individually. The ability to create PDFs of journals and registers is one Extended Solution, period-end reporting is another, while the ability to create PDFs of Purchase Orders is a separate solution, and so on. 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

will not allow any user to view a journal or register that they are not authorized to create. A document can be further secured by using the password protection option in Adobe Acrobat software. The PDF Viewer even displays whether a journal or a register has been updated.

Electronic Document Delivery

Paperless Office solutions incorporate automatic electronic document delivery into several locations such as: Accounts Receivable Statements, Payroll Direct Deposit Stubs, Sales Orders and Invoices, Purchase Orders, Job Cost Invoices, and Accounts Receivable Invoices. This allows you to create PDFs of these popular documents and then fax or email them to the appropri-