Version 4.40
Getting Started Guide

for

Sage MAS 90 ERP
Sage MAS 200 ERP

Rev 01

Contents

Chapter 1

Introducing Sage MAS 90 and 200 ERP

Sage, the recognized leader in accounting software for small- and mid-size businesses, welcomes you to Sage MAS 90 and 200 ERP. The product lines offer full-featured accounting, distribution, manufacturing, and industry-specific applications for virtually every business need.

About This Guide

The *Getting Started Guide* is for first-time users and users upgrading from previous versions of the software. This guide assumes you have a basic understanding of Microsoft Windows®. For more information, refer to Help from Microsoft. Before you begin using the software, read this guide for a general overview of system features, common procedures, and other important information. Screens used in this guide reflect the Sage MAS 200 product line; similar screens appear in the Sage MAS 90 product line.

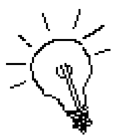
This guide contains the following information:

- An introduction to the software, including its toolbars, views, windows, and navigation tips
- How to get help while you work
- Hands-on lessons that demonstrate common system-wide procedures
- Troubleshooting information

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

The **NOTE** symbol is followed by additional information about a topic.



The **HELPFUL HINT** symbol is located in a grey text box and followed by additional information about an option.

The **WARNING** symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Menus	Menus are shown in this format: Select menu > menu task name. **Examples:** • Select File menu > Change Company. • Select General Ledger Budget menu > Budget Maintenance.
Bold font	Indicates text entered at a field or text selected at a field. **Examples:** • At the Value field, type a search value, such as **01**, for the lookup. • In the Filter window, to delete a filter, select **<none>** at a filter's Column field.
Italic font	Indicates references to other manuals. **Example:** • For more information about installing demo data, refer to your *Installation and System Administrator's Guide*.

Where to Find Information

Sage MAS 90 and 200 are powerful, flexible systems. The software provides several resources to help answer your questions. Sources of documentation include the Help system, the *Installation and System Administrator's Guide*, the tutorial, and additional documents. Customer Support is available as well.

Help System

Use the Help system when you want overview information, selective procedures for day-to-day processing, or detailed information and entry samples for a specific field. For more information, see How to Use the Help System on page 46.

Installation and System Administrator's Guide

An *Installation and System Administrator's Guide* is included in your software package. This guide provides the information necessary for installing the software, detailed system requirements, and troubleshooting tips on the configuration of the various operating systems and environments in which the software is supported. It is designed to function as a self-teaching guide.

Version 4.40 Customer Upgrade Guide

If you are upgrading from a previous version of the software, the *Version 4.40 Customer Upgrade Guide* is also included in your software package and provides information on the changes to expect after upgrading to a new version of Sage MAS 90 or 200. This guide lists changes to the software that may affect your daily business processes. For a complete list of enhancements, see the What's New page accessible from the Resources page of the Sage MAS 90 or 200 Desktop. For more information, see What's New on page 5.

Tutorial

Use the tutorial to take a guided tour through the software and learn basic features such as entering data and printing reports. The tutorial is installed with the software and is accessed from the Desktop's Help menu and Tutorials page. For more information, see Using the Tutorial on page 53.

What's New

From the Desktop's Resources page, click What's New to learn about the latest software enhancements. Also, on the Resources page, click Getting Started to access this guide in an online format. For more information, see About the Desktop Web Pages on page 15.

Additional Documents

Additional documents provided for your benefit include Release Notices, Supported Platform Matrices, and file layout and program information.

Use the Release Notices to learn about enhancements, features, and modifications for each module of the software release. The Release Notices are installed with your software. To view them, access the What's New page and click Release Notices.

Refer to the Supported Platform Matrices to learn detailed information about operating system compatibility with the software. To access the Supported Platform Matrices, log on to: www.sagesoftwareonline.com

From the Desktop's Resources page, click the File Layouts and Program Information link to view file layout and program information.

Customer Support

Sage ClientCare Support Plans provide you with the technical expertise you need to keep your accounting system running smoothly. Sage offers five annual ClientCare Support Plans, including the Basic Plan, Basic Plus Plan, Silver Plan, Silver Plus Plan, and Gold Support Plan. For more information, call 1-888-924-8989 or e-mail us at clientcare.na@sage.com. Technical support is also available on the Sage Online Web site at: www.sagesoftwareonline.com

Chapter 2

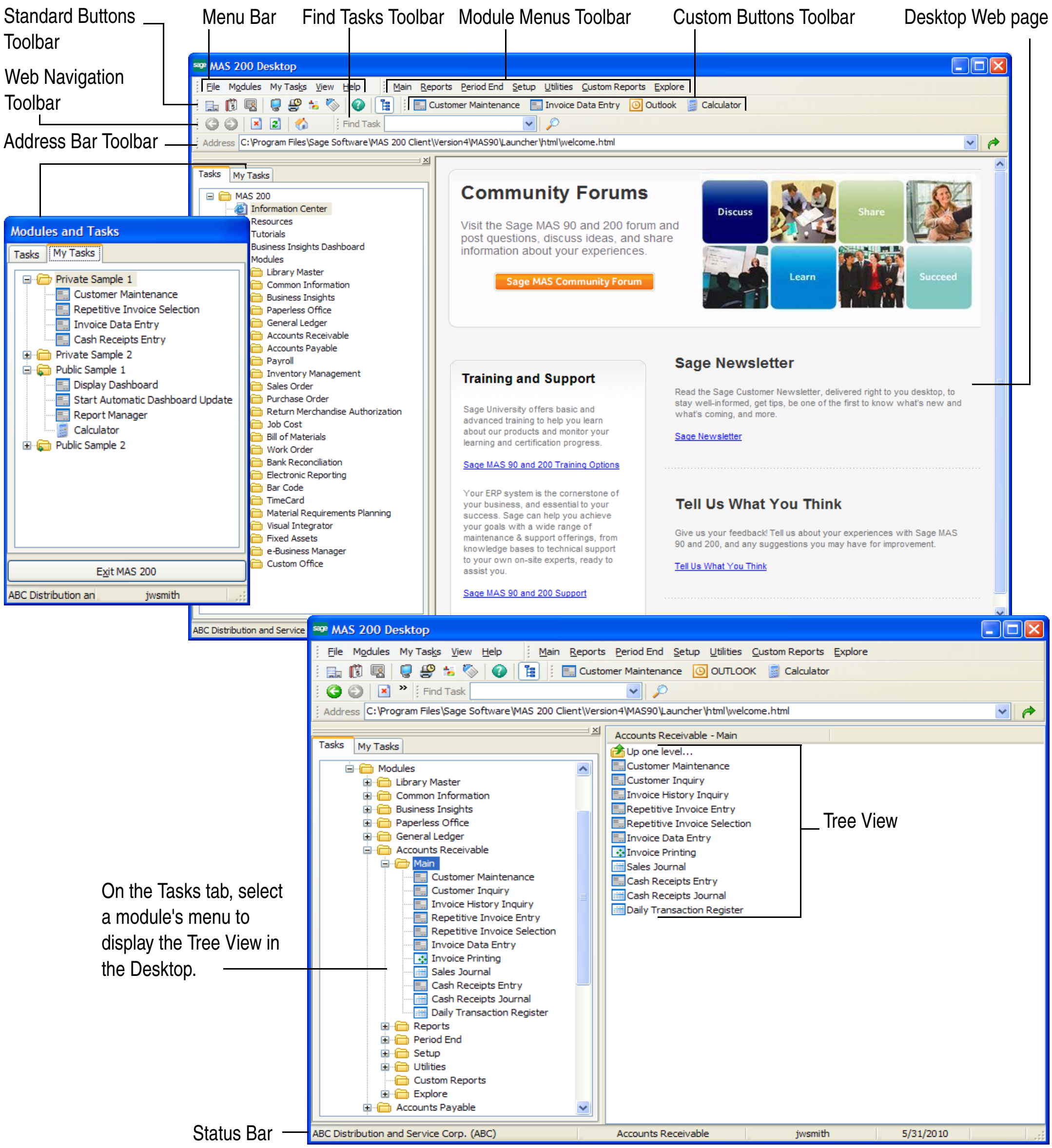
Touring the Software

This chapter is an introduction to the software, its common buttons and icons, different views, navigation tips, and common functionality available in maintenance and data entry windows. The screens in this chapter reflect the ABC company demonstration data, which can be installed with your software at any time. For information on how to install the demonstration data, refer to your *Installation and System Administrator's Guide*.

Getting to Know Your Desktop

The Desktop provides access to all installed modules and allows you to perform global functions, such as selecting a company, changing a module's accounting date, and searching for Help topics. In addition, the Desktop Web pages provide you with important information and resources. You can customize the Desktop to fit your needs by selecting different views, adding buttons to the Custom Buttons toolbar, and creating private tasks. Understanding the functions of the Desktop allows you to navigate throughout the software.

Each component of the Desktop is explained on the following pages.



- **Menu Bar** – The menu bar consists of the standard menus that provide access to module tasks and other features. You can use either the mouse or the keyboard to select the menus. For more information, see Using the Keyboard to Access Modules on page 27.

NOTE
You can undock the Tasks and My Tasks tabs from the Desktop as a stand-alone window. For more information, see Changing the Desktop's View on page 17.

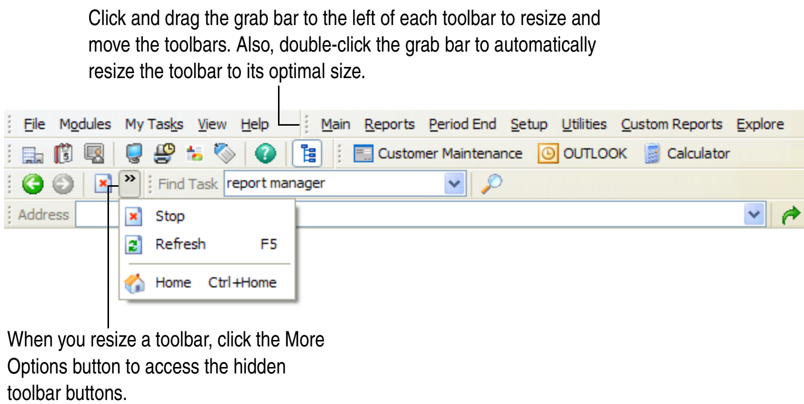
- **Toolbars** – The six toolbars that appear are the Standard Buttons toolbar, Web Navigation toolbar, Module Menus toolbar, Custom Buttons toolbar, Find Tasks toolbar, and Address Bar toolbar. For more information about each toolbar, see Using Toolbars on page 10.
- **Tasks Tab** – The Tasks tab provides a representation of the menu organization and the Desktop Web pages available.
- **My Tasks Tab** – The My Tasks tab allows you to add tasks and external programs you frequently use into private task folders for quick access. For more information, see My Tasks on page 25.

NOTE
You can hide the Desktop Web pages or Tree View by clicking the Detail View button on the Standard Buttons toolbar. For more information, see Changing the Desktop's View on page 17.

- **Desktop Web Pages** – The Web pages available are the Information Center page, Resources page, Tutorials page, and Business Insights Dashboard page. For more information, see About the Desktop Web Pages on page 15.
- **Tree View** – On the Tasks tab, select a module to display the Tree View. The Tree View provides a visual representation of module menus and tasks. For more information, see Tree View on page 24.
- **Status Bar** – The Status Bar displays the currently selected company name and code, active module, user logon, and the active module's accounting date. When you select a new task from the Desktop, the Status Bar updates to reflect the newly selected module, and the module's accounting date. If you previously accessed other modules, their existing company and accounting date do not change. You can click the company, module, user logon, or accounting date area on the Status Bar to make changes. For more information, see Learning Common Procedures on page 55.

Using Toolbars

The Desktop displays six toolbars that you can optionally show or hide. To toggle toolbars on and off, select View > Toolbars and select the toolbars to show or hide.



All toolbars display by default and are explained in the following pages:

- Module Menus Toolbar on page 11
- Standard Buttons Toolbar on page 12
- Custom Buttons Toolbar on page 13
- Web Navigation Toolbar on page 13
- Find Tasks Toolbar on page 14
- Address Bar Toolbar on page 14

Module Menus Toolbar

The Module Menus toolbar displays module-specific menus for the active module. Depending on which module is active, the toolbar updates to reflect the current module's menus.

NOTE
When the software is first started, the module-specific menus default to the Library Master menus.

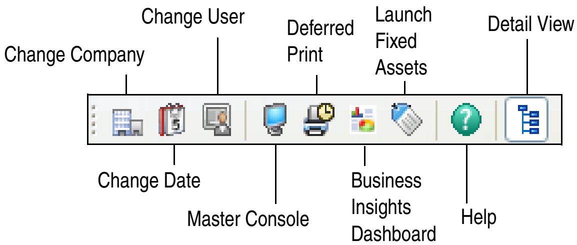
The following menus are accessible from this toolbar:

- The Main menu lists the primary functions for a specific module (for example, master file maintenance and data entry tasks).
- The Reports menu lists the standard reports available for the module.
- The Period End menu contains the period-end processing tasks appropriate for the module.
- The Setup menu contains the module's setup tasks and other maintenance tasks necessary to prepare a module for normal processing.
- The Utilities menu contains additional maintenance tasks for the module.
- The Custom Reports menu contains default Crystal Reports® and reports added using Report Manager and the Business Insights Reporter Wizard.
- For modules with Explore Views available, the Explore menu lists the views for the module.

In addition to these standard menus, each module may have one or more additional menus unique to that particular module.

Standard Buttons Toolbar

The Standard Buttons toolbar consists of buttons used to access common tasks.

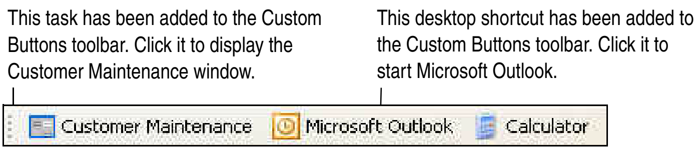


- Click the Change Company button to change companies. For instructions, see Lesson 1 - Changing a Company on page 56.
- Click the Change Date button to change the accounting date for the active module. For instructions, see Lesson 4 - Changing the Accounting Date on page 59.
- Click the Change User button to change the user logon. For instructions, see Lesson 2 - Changing a User on page 57.
- Click the Master Console button to monitor system activities. For more information, see Master Console in the Help system.
- Click the Deferred Print button to view deferred print jobs. For more information, see Using Deferred Printing on page 86.
- Click the Business Insights Dashboard button to launch Business Insights Dashboard reports. For more information, see Dashboard Overview in the Help system.
- Click the Help button to access the Help system. For more information, see How to Use the Help System on page 46.
- Click the Detail View button to turn the Desktop's Detail View on or off. For more information, see Detail View on page 18.

Custom Buttons Toolbar

The software also provides a task to customize your toolbar instead of using the drag and drop functionality. For instructions, see Lesson 7 - Customizing the Custom Buttons Toolbar on page 63.

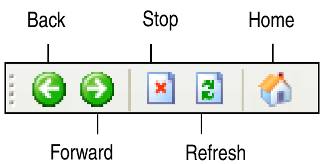
The Custom Buttons toolbar is just that – customizable. You can drag and drop any task from the Tree View onto the Custom Buttons toolbar for quick-and-easy access. You can also drag and drop external programs and shortcuts (for example, Outlook, Excel, or Calculator) from your desktop onto this toolbar to facilitate access to programs you commonly use. In addition, you can rename buttons or delete them at any time.



Web Navigation Toolbar

The Web Navigation toolbar is not available if the Collapsed View is displayed. For more information, see Collapsed View on page 19.

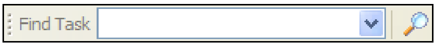
Use the Web Navigation toolbar to navigate through the Web pages in the Desktop, similar to navigating in a Web browser such as Internet Explorer.



- Click the Back button to return to the last Web page you viewed.
- Click the Forward button to view the Web page you viewed before clicking the Back button.
- Click the Stop button to halt the Web page that is loading.
- Click the Refresh button to make sure you are viewing the latest version of the Web page.
- Click the Home button to return to the Information Center page.

Find Tasks Toolbar

Use the Find Tasks toolbar to find tasks using keywords. At the Find Task field, enter a keyword such as "accounts" and click Find. A list of all tasks related to the keyword "accounts" displays in the Desktop.

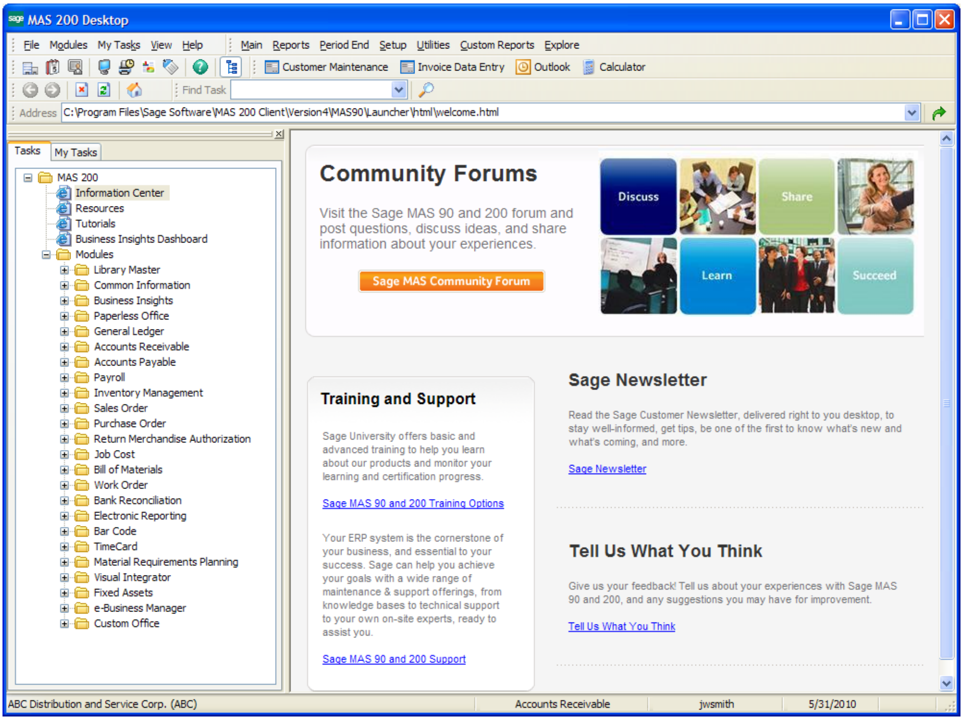


Address Bar Toolbar

Use the Address Bar Toolbar to browse to any Web site.

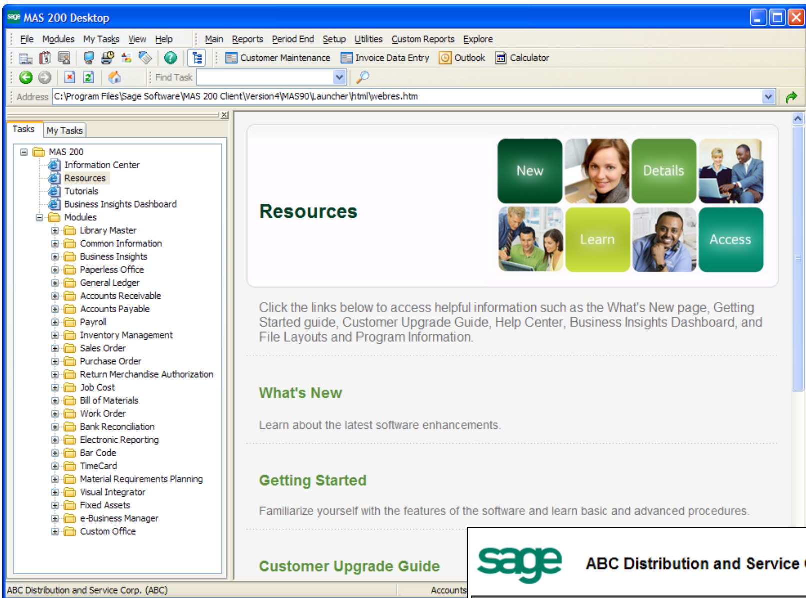
About the Desktop Web Pages

The Desktop Web pages available are the Information Center page, Resources page, Tutorials page, and Business Insights Dashboard page. To display a Web page, select the appropriate page on the Tasks tab.



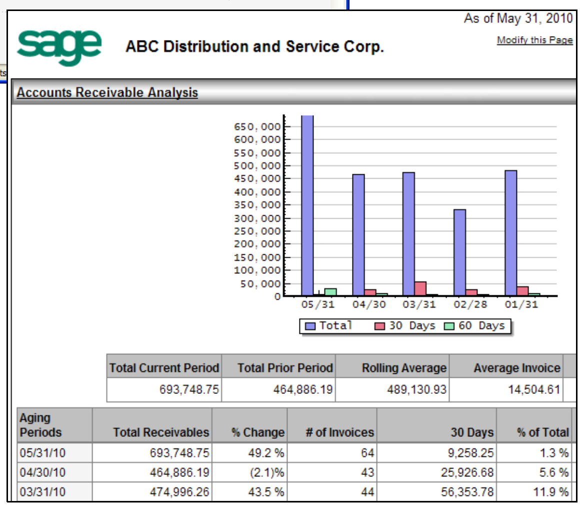
Information Center Page

From the Information Center page, you can access the Sage MAS 90 and 200 Community Forums, read the latest Sage Newsletter, and find information about Sage training and support. There is also a Tell Us What You Think link; click the link to provide your ideas and feedback directly to Sage.



Resources Page

From the Resources page, you can access the What's New page to learn about the latest software enhancements, view this *Getting Started Guide* and the *Customer Upgrade Guide*, access the Sage MAS 90 and 200 Help system, launch your Business Insights Dashboard home page, and view file layout and program information.



Business Insights Dashboard

The Business Insights Dashboard page provides a graphical summary of your company's financial data. To display this page, select the appropriate link on the Tasks tab or click Business Insights Dashboard on the Resources page.

Changing the Desktop's View

You can change the appearance of the software to fit your needs. The Desktop's four basic views are:

- Detail View on page 18
- Collapsed View on page 19
- Minimized View on page 20
- Modules and Tasks View on page 21

Detail View

When you exit the software, if the Detail View was the last view selected, the next time you launch the software the Detail View will display by default.

The Detail View displays the Desktop in its full view. In this view, you have the benefit of using the Tasks tab to navigate through the tasks and available Web pages, and the My Tasks tab to access public and private task folders.

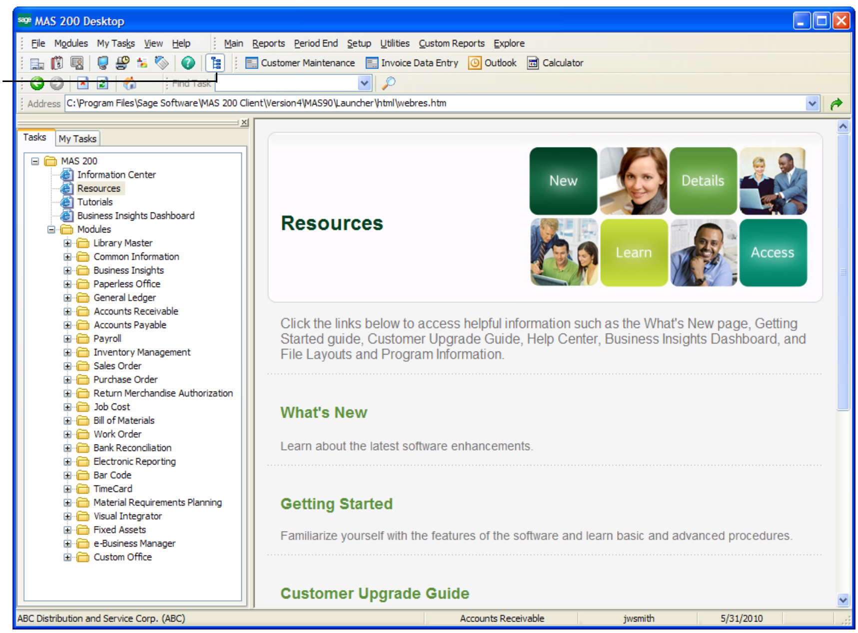
Use any of the following methods to display the Detail View:

- Select View menu > Detail View.

- On the Standard toolbar, click the Detail View button.

In the Detail View, you can hide the Status Bar by clearing the Status Bar selection on the View menu. You can also hide the Tasks and My Tasks tabs by selecting View menu > Auto Hide Tasks. To bypass the Information Center page the next time you start the software, select View menu > Skip Information Center Page. The Tree View appears instead.

When the Detail View is displayed, the Detail View button is selected.



When you exit the software, if the Collapsed View was the last view selected, the next time you launch the software the Collapsed View displays by default.

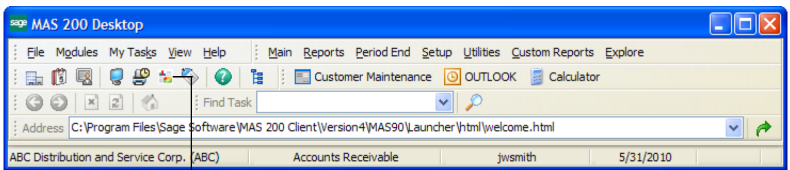
Collapsed View

The Collapsed View hides the Tasks and My Tasks tabs, Desktop Web pages, Tree View, and Web Navigation toolbar. Use this view if you prefer to use the Modules menu to select tasks instead of the Modules tab and Tree View. This view is also useful if you want more free space on your desktop. If the Status Bar is in view, you can select View menu > Status Bar to hide it.

Use any of the following methods to display the Collapsed View:

- Select View menu > Detail View.

- On the Standard toolbar, click the Detail View button.

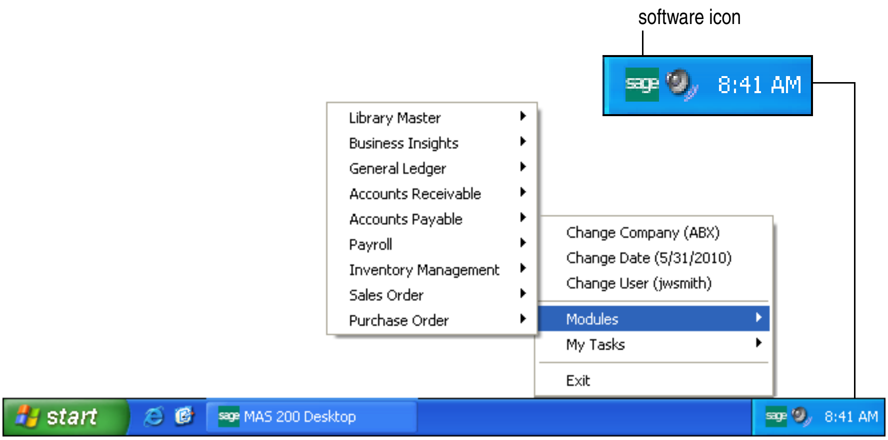


If you click the Business Insights Dashboard button in the Collapsed View, the Business Insights Dashboard page displays in your default Web browser, such as Internet Explorer.

Minimized View

Select View menu > Start Minimized to set the Minimized View as the default view when starting the software.

The Minimized View allows you to minimize the Desktop, yet still have access to most of the software's functionality. To view the Desktop in its minimized state, minimize the Desktop and right-click the software icon in the system tray. In the Minimized View, you can change the company, accounting date, and user, and access modules and tasks.

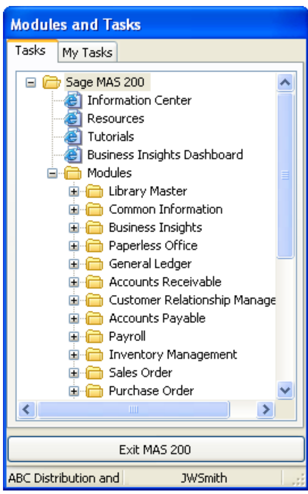


Modules and Tasks View

When you exit the software, if the Modules and Tasks View was the last view selected, the next time you launch the software the Modules and Tasks View will display by default.

The Modules and Tasks View allows you to undock the Tasks and My Tasks tabs from the Desktop as a stand-alone window. To view the Modules and Tasks View, position your pointer over the Tasks and My Tasks panel, and click and drag the panel to undock it from the Desktop. You can also double-click the Tasks and My Tasks panel title bar to undock the Tasks and My Tasks tabs from the Desktop. For more information, see the Tutorial available on the Desktop Resources page.

When the Tasks and My Tasks tabs are undocked as a stand-alone window, you can move the window anywhere on the screen and resize it. The Modules and Tasks View provides access to any module and task on the Tasks tab and any task stored on the My Tasks tab without having the full Desktop displayed.



To re-attach the Tasks and My Tasks tabs to the Desktop, double-click this title bar. The Desktop must be in Detail View.

Accessing Modules and Tasks

The software provides several ways to access modules and tasks. You can access modules from the:

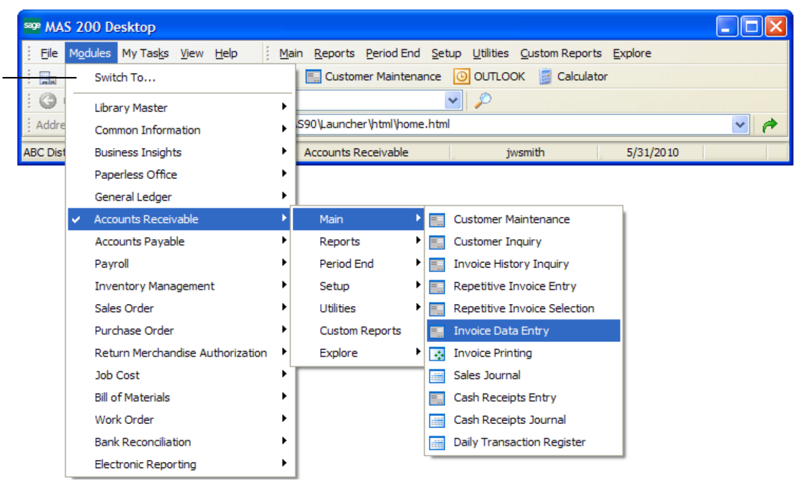
- Modules Menu on this page
- Module Menus Toolbar on page 23
- System Tray on page 23
- Tree View on page 24
- My Tasks on page 25
- Find Tasks Toolbar on page 26
- Using the Keyboard to Access Modules on page 27

Modules Menu

The Modules menu allows you to select any of the tasks that are installed on your system. You can use your mouse to select tasks from the Modules menu, or you can use the keyboard to select the Modules menu by pressing ALT+O, and typing the underscored letter of the module and task to access.

For information on this task, see Lesson 5 - Changing the Module on page 60.

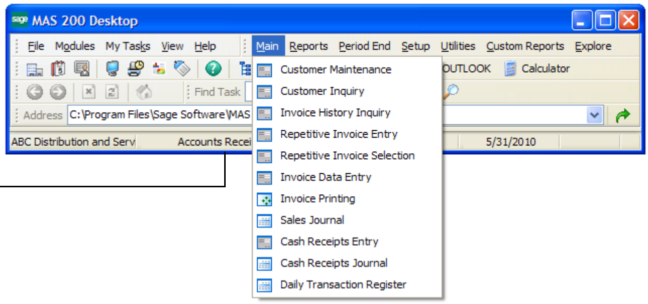
The current module is indicated by a check mark next to the module name.



Module Menus Toolbar

The Module Menus toolbar displays module-specific menus and tasks for the active module while the Modules menu is a cascading menu that displays menus and tasks for all modules. From any menu, select a task.

The current module appears on the Status Bar.

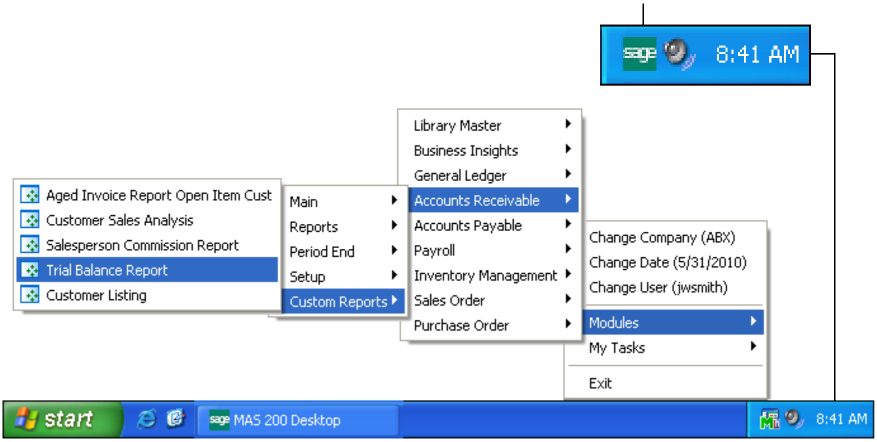


System Tray

For more information about the Minimized View, see Minimized View on page 20.

When the Desktop is minimized, you can right-click the software icon in the Windows system tray to access tasks.

software icon



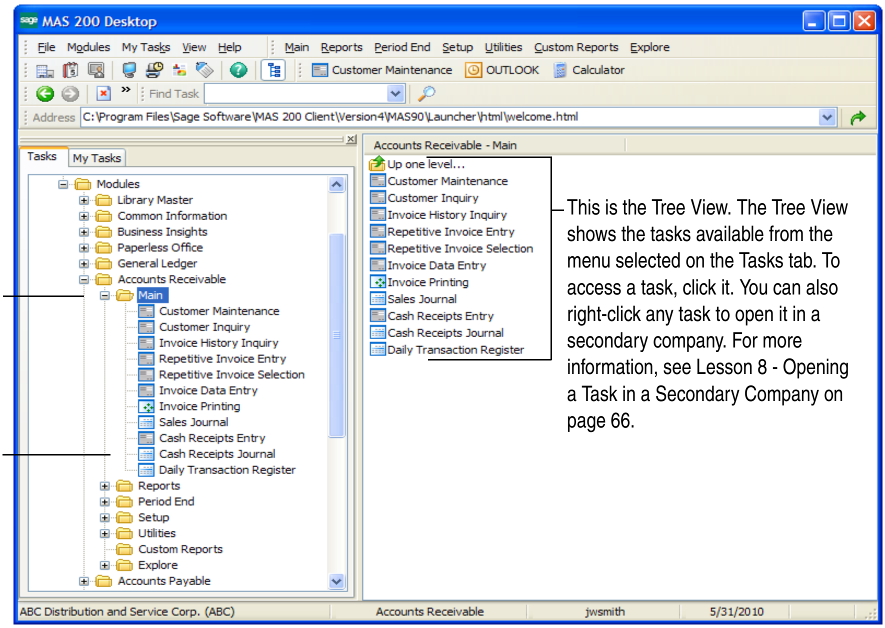
When you use the Tree View, the active module is not changed until you select a task in another module.

Tree View

The Tree View provides another alternative for selecting tasks by visually representing the menu organization in a tree-like structure in the Desktop. On the Tasks tab, select a module to display the Tree View.

You can expand or collapse each branch of the menu structure to show as much, or as little, detail as you want.

Click a task to access it, or right-click a task to open it in a secondary company.



This is the Tree View. The Tree View shows the tasks available from the menu selected on the Tasks tab. To access a task, click it. You can also right-click any task to open it in a secondary company. For more information, see Lesson 8 - Opening a Task in a Secondary Company on page 66.

NOTE
For instructions on how to customize My Tasks, see Lesson 6 - Creating Private Tasks on page 61.

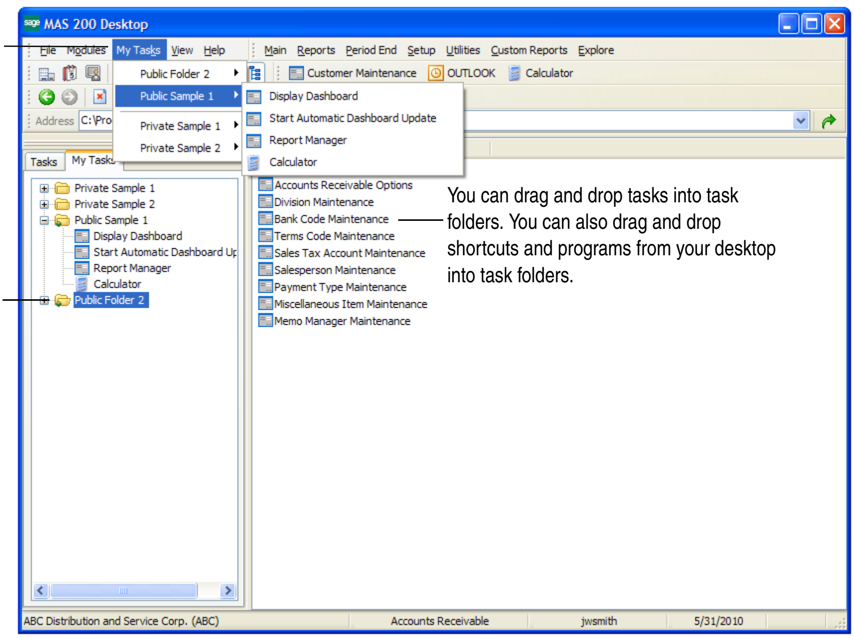
My Tasks

You can also access tasks by adding them to the My Tasks tab. The My Tasks tab is an area where frequently-used tasks, such as inquiry programs, desktop shortcuts, and external programs can be added to public or private task folders and stored for quick access. Instead of accessing commonly-used tasks from the Modules menu or leaving the software to start another program such as Microsoft Word, you can add the window or program to a task folder and click the task to launch it.

Public task folders, indicated by the Globe icon, are available to all users and are stored on the server. In contrast, private task folders are available to individual users and can only be accessed on the workstation from which they are created. Private task folders allow individual users to customize their own tasks on their workstation.

Select the My Tasks menu to select a task and display the same public and private task folders that appear on the My Tasks tab.

The Globe icon marks public task folders. Click a public or private task folder to display its contents, and click a task to open it.

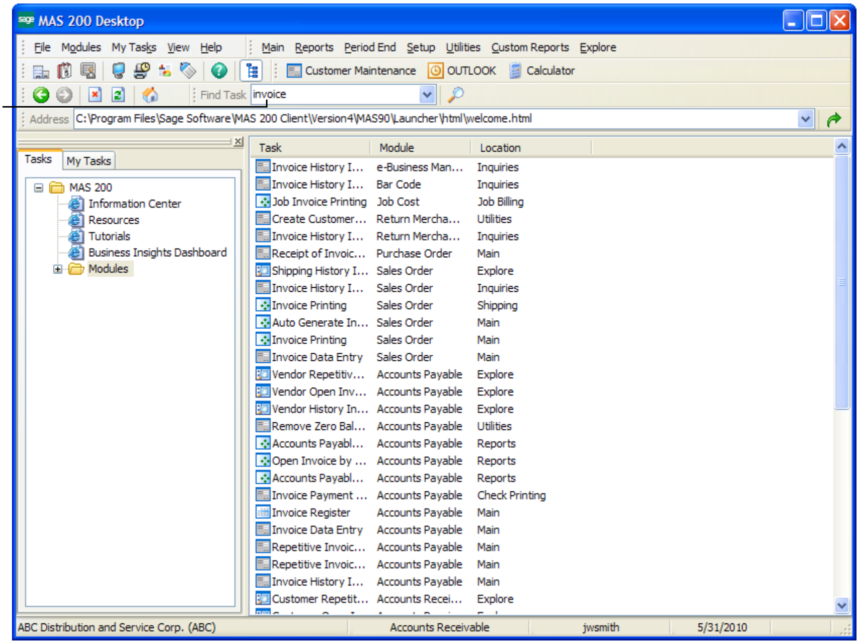


You can drag and drop tasks into task folders. You can also drag and drop shortcuts and programs from your desktop into task folders.

Find Tasks Toolbar

The Find Tasks toolbar allows you to find tasks using keywords. At the Find Task field, enter a keyword such as "invoice" and click the Lookup button. A list of all tasks related to the keyword "invoice" displays in the Desktop. You can then click a task from the list to access it.

Type a keyword and then click the Lookup button.



Using the Keyboard to Access Modules

You can use your mouse to display a menu from the menu bar or Module Menus toolbar, or you can use any of the following alternative keyboard methods:

- *Use the* ALT *key plus the underscored letter of the menu*: To directly select a menu. For example, to select the Main menu, press ALT+M.
- *Use the arrow keys:* To select a menu to the right of the one presently selected, press the RIGHT ARROW key. Each stroke of the key moves the selection one step to the right. To move to the left, press the LEFT ARROW key. As a different menu is selected, the menu title is highlighted to distinguish it from the other menus.

When the appropriate menu appears, select the task to access by using the following method:

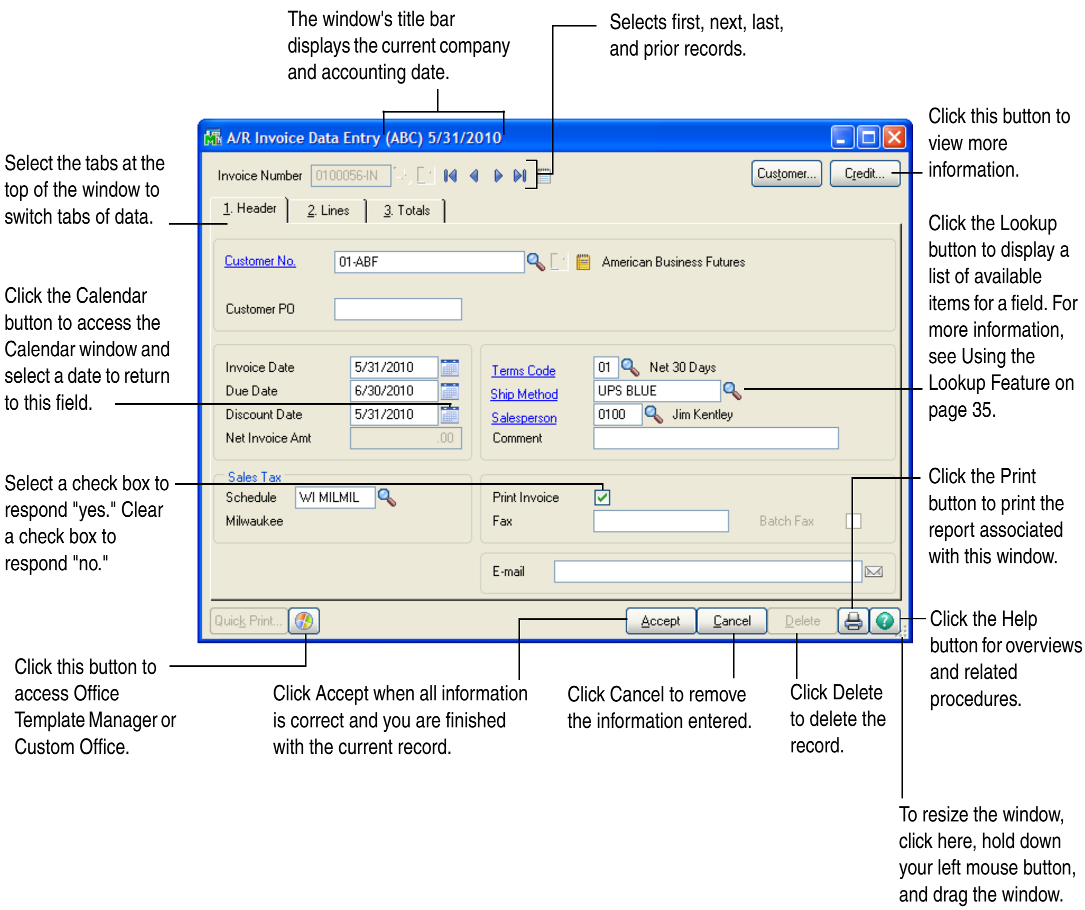
- *Use the arrow keys*: Use the UP ARROW and DOWN ARROW keys to highlight the desired task. When the menu first appears, the first task is highlighted. After you highlight a task, you can access that task by pressing ENTER.

Becoming Familiar with Maintenance and Data Entry Windows

Throughout the software, maintenance and data entry windows share a common set of controls which make learning the software quick and easy. Before you begin entering data and performing common tasks, let's look at examples of these windows.

Sample Maintenance and Data Entry Window

This sample window shows common data entry features shared by maintenance and data entry windows. Some features may not appear in all windows.



Sample Accounts Receivable Line Entry Window

NOTE
For more information about personalizing grids, see the Tutorial available on the Desktop Resources page.

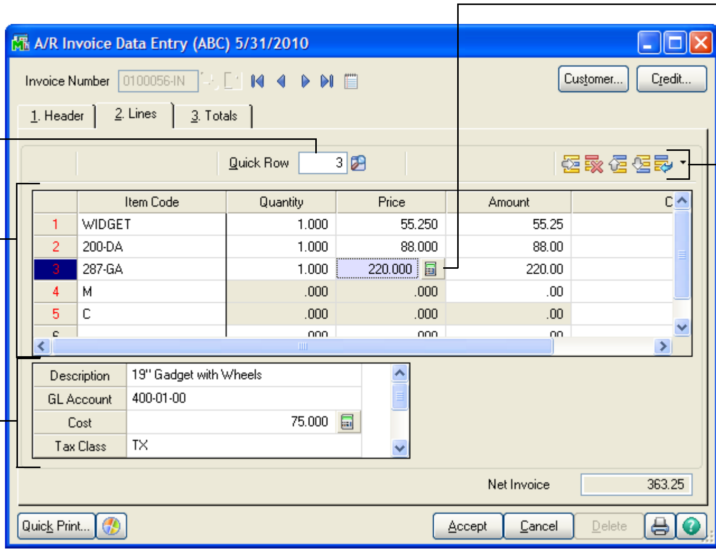
This sample Accounts Receivable Lines tab window shows common grid entry features shared by data entry windows in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order.

In addition to the features illustrated below, you can personalize a data entry grid to allow for fast and efficient entry of data. Most columns in a grid can be moved, resized, or hidden. You can also freeze a column of data so that a particular column remains in view during scrolling. You can resize the data entry window, and the Primary and Secondary grids as well. All personalizations to grids are saved for your future data entry sessions.

To locate a specific row, type the number of the row to view at this field. Click the Find Row button to use the Search Grid window for entering criteria to find rows that contain specific information.

This is the Primary grid. It contains the main data entry fields.

This is the Secondary grid. It contains information for the row selected in the Primary grid.



Click the Calculator button to access the Calculator window and calculate a value to return to this field.

Buttons in grids do not appear until focus is on the field.

Delete Row

Insert Row

Reset Row and Reset All Rows

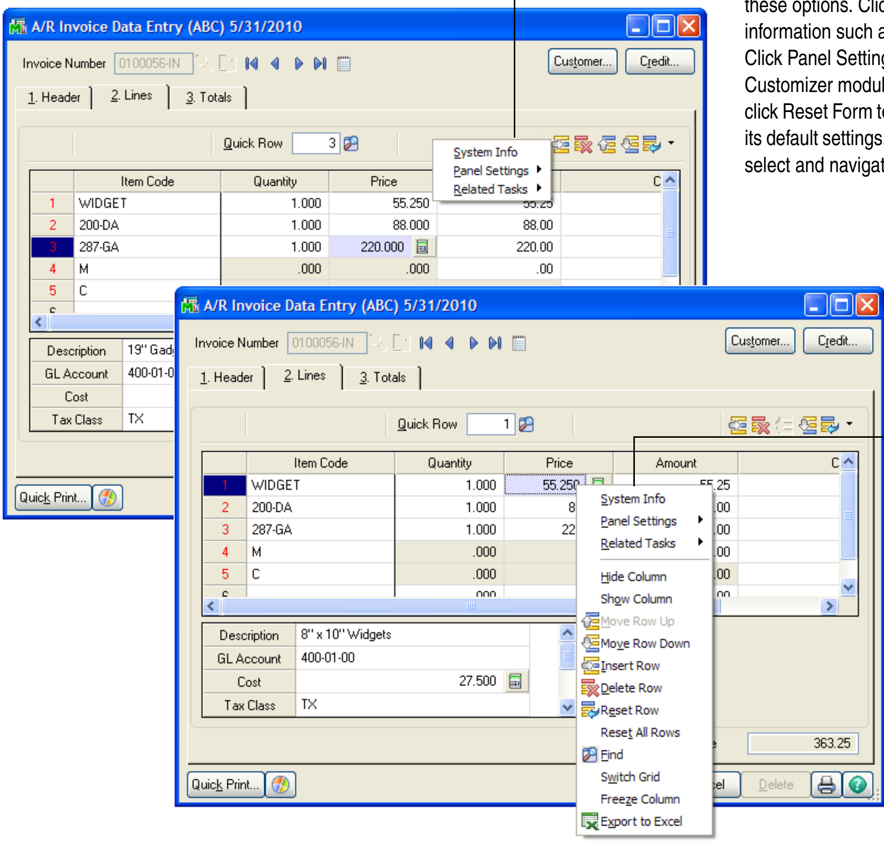
Move Row Up

Move Row Down

NOTE
For more information about the right-click menus, see the Tutorial available on the Desktop Tutorials page or the Help menu.

Another feature of data entry windows in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order is the right-click menu.

- You can right-click outside of a grid to access system information and other tasks.
- You can also right-click any field in a grid to access additional tasks related to the field.



Right-click outside of a grid to access these options. Click System Info to view information such as the current user. Click Panel Settings to launch the Customizer module if it is installed or to click Reset Form to reset the form back to its default settings. Click Related Tasks to select and navigate to a listed task.

Right-click any field inside a grid to access tasks and options related to the field.

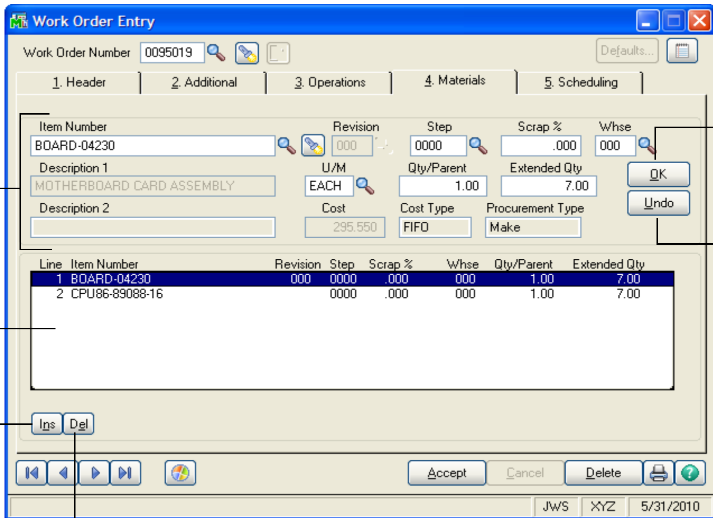
Sample Work Order Line Entry Window

This sample Work Order Entry window shows common line entry features shared by data entry windows in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules.

The data entry section is used to enter and edit data for each line.

The list box is used to display and select entries.

Click Ins to insert a new line.



Click OK to accept the data for a line.

Click Undo to cancel changes for a line.

Click Del to delete a line.

The Accept, Cancel, Delete, Print, and Browse buttons function the same way, regardless of which tab is being viewed.

Understanding Basic Types of Data

During data entry, you may need to enter the following basic types of data.

Text

Unformatted entries of alphabetical information (for example, names, addresses, and comments) are "text" entries.

NOTE
The M/d/yyyy format is the default date display format. The format of the date is set from the Windows Control Panel.

Dates

Enter a two-digit month (MM), followed by a two-digit day (DD), followed by either a two-digit (YY) or four-digit year (YYYY). Six or eight characters can be entered for the date. If a two-digit year is entered, the century is determined by the century preferences setting in the Windows Control Panel.

You do not need to put a hyphen (-) or slash (/) between the day, month, and year; punctuation is inserted automatically. For example, to enter May 31, 2010 at a data field, type . (Do not forget the leading zero.)

Numeric Data

Empty numeric fields (zero value) display a "mask" indicating the number of digits that can be entered to the right of the decimal point. For example, .00 appears if the numeric field accepts two-decimal precision.

Some numeric fields (for example, quantity and hour fields) do not assume the decimal point.

To enter negative numbers, type the negative sign (-) as either the first or the last character of the entry.

Account Numbers

General ledger account numbers are structured fields consisting of one or more segments separated by a hyphen (-) or other separator selected at the Account Number Separator field in the Account Structure Maintenance window.

You can enter the value for each segment separated by a hyphen (-). You can also zero, or blank fill, each segment to its maximum number of characters without using the hyphen (-).

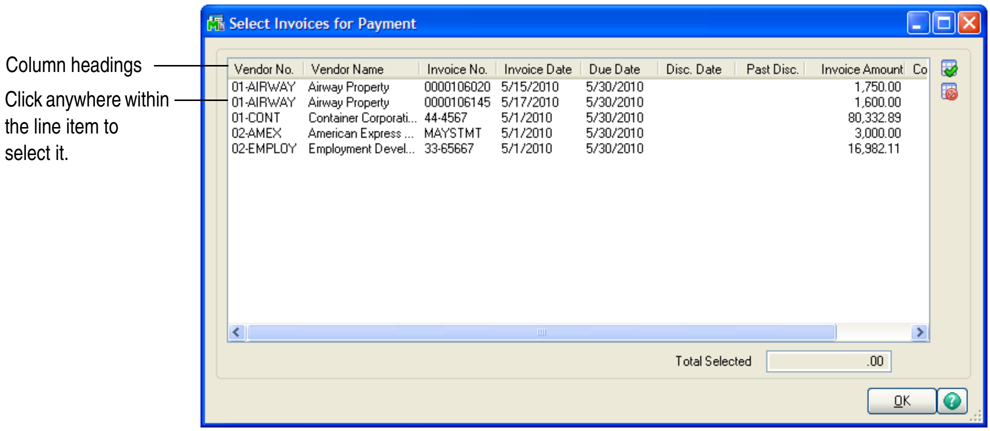
Example: An account field with a mask of #####-##-###-###-### processes your entry in the following manner.

Your Entry...	Displays As...
1-2-4-6-800	00001-02-004-006-800
1234567891234567	12345-67-891-234-567
010005	01000-05-000-000-000

Sorting and Selecting Dialog Box Data

You can sort data in columns in ascending or descending order by clicking the column heading. Click a column heading to sort the data in reverse order. In addition, resize the column headings by clicking and dragging between the columns.

Dialog Box Example



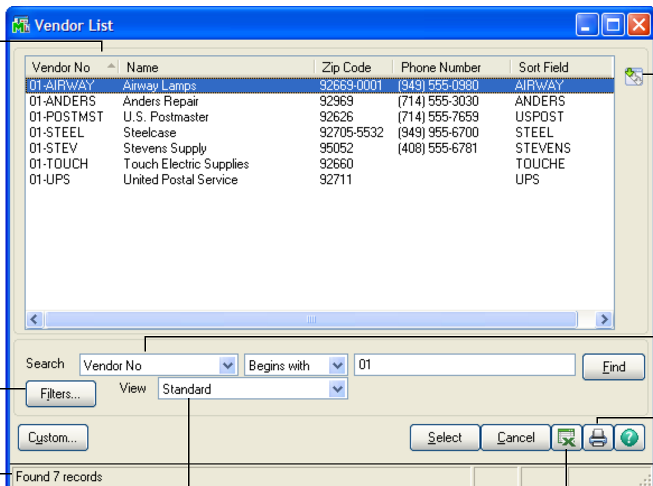
You can use the UP ARROW and DOWN ARROW keys to select line items. To select more than one line item, press the CTRL key and click the items. To select a range of items, press the SHIFT key, click the first item, and then click the last item in the range.

Using the Lookup Feature

When entering data in a maintenance or data entry window, you can click the Lookup button at certain fields to display a list of records. You can then select the appropriate record. The Lookup feature contains options that allow you to filter and customize the search criteria, and create up to 99 custom lookup views. In addition, you can print the list of records appearing in the lookup list box. The illustration below shows a lookup window.

NOTE
The title of the lookup window reflects the name of the field at which you clicked the Lookup button.

To learn basic features of the Lookup, see Lesson 10 - Using the Lookup's Basic Features on page 69. For instructions on how to use advanced features of the Lookup, see Lesson 11 - Using the Lookup's Advanced Features on page 74.



Click a column heading to sort the list by that criteria. An arrow next to the heading indicates the current sort order.

Click this button to drill down to Customer, Vendor, or Item Inquiry. This button is available only in the Customer, Item, or Vendor lookup window.

If filters are already defined, the text on this button is red.

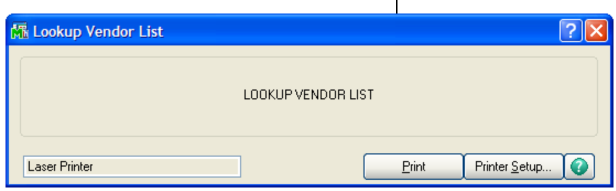
For some lookups, press the F3 and F4 keys to toggle between the key field and the Name field.

After the search is complete, the record count appears in the Status Bar.

This field appears only if you defined one or more custom lookup views. The Standard view is generated by the software.

Click this button to export data in the lookup window to Excel.

If you click Print while the Lookup list box is still loading, only the data that has loaded prints on the listing.



What if you clicked the Lookup button and no records appear in the lookup window? This occurs because:

- The number of records is over the limit set at the Lookup Limit for Initial Display field in the User Maintenance window.
- The Initial Display check box on the fifth User Lookup Wizard page is cleared. For more information, see User Lookup Wizard in the Help system.
- A custom filter which has no result set is in effect.

To display records, narrow down the information by using the Search, Operand, and Value fields, and then click Find.

NOTE
Pressing the ALT key plus the underscored letter or number functions as the hot key for any button or tab not mentioned here.

Navigating with Common Buttons, Icons, and Keystrokes

All maintenance and data entry windows share the same set of buttons and keystrokes to help you navigate through data and perform common tasks. If you prefer to use the keyboard while you work, use the following keyboard equivalents.

	Button	Keystroke(s)	Function
	**Lookup**	F2	Displays the Lookup window for the current field.
	**Flashlight**	F3 ALT+L	Displays an alternate lookup window for the current field.
	**Print**	F4	Prints the report or listing associated with the task.
	**Browse**	CTRL+F5	Selects the first record.
	**Browse**	CTRL+F6	Selects the prior record.
	**Browse**	CTRL+F7	Selects the next record.
	**Browse**	CTRL+F8	Selects the last record.
Accept	**Accept**	ALT+A	Saves the current record.
Cancel	**Cancel**	ALT+C	Cancels entry of the current record.
Delete	**Delete**	ALT+D	Deletes the current record.
Print	**Print**	ALT+P	Prints the current report.
Preview	**Preview**	ALT+V	Previews the current report.
Setup	**Setup**	ALT+S	Displays printer settings.

	Button	Keystroke(s)	Function
	**Help**	SHIFT+F1	Displays Help text for the window.
	**OK**	ALT+O	OK button for dialog boxes and line entry.
	**Undo**	ALT+U	Undo line changes.
	**Insert Line**	ALT+N	Inserts a line.
	**Copy From**	ALT+O	Opens the Copy From window.
	**Delete Line**	ALT+E	Deletes a line.
	**Batch**	ALT+B	Opens a Batch window where you can start a multiple data entry session.
	**E-mail**	ALT+E	Sends e-mail to the address entered at the E-mail Address field.
	**Comment button**	ALT+O	Displays extended comments.
	**Credit Checking**	ALT+K	Displays credit card information using the Internet.
	**Memo**	ALT+M	Opens the Memo Maintenance window where you can write a memo.

	Button	Keystroke(s)	Function
	**Map**	ALT+Q	Displays Web-based maps for locations of customers, customer contacts, ship-to addresses, vendors, vendor contacts, and purchase addresses.
	**Show Image**	ALT+S	Shows the image specified at the adjacent field.
	**Search**	ALT+S ALT+X (where X is unique)	Activates the Search feature for records at a field and displays the search options for the document.
	**Package Tracking**	ALT+T	Enters a tracking ID number for a shipment and accesses a Web service to check the status of the shipment.
	**Web**	ALT+U	Launches a Web site based on the URL entered at the URL Address field.
	**Next Number**	ALT+X	Selects the next number for the field.
	**Zoom**	ALT+Z ALT+X (where X is unique)	Drills down to detail information for the item selected.
	**Net Balance**	ALT+B	Calculates the net balance.
	**Calculator**	F2	Opens the calculator.
	**Calendar**	F2	Opens the calendar.

Button	Keystroke(s)	Function
Export to Excel		Exports data in the lookup window to Excel.
Add Items	ALT+I	Opens the Add Items to Physical Inventory window.
Add New Lot/Serial	ALT+L	Opens the Add New Lot/Serial Number.
Change Budget	ALT+B	Displays options for changing budget amounts.
Unselect All	ALT+U	Deselects all rows in grid.
Select All	ALT+S	Selects all rows in a grid.
Total Row		Selects the total row in a grid.
Insert Row	ALT+N	Inserts a row in a grid.
Move Up	ALT+U	Moves a row up in a grid.
Move Down	ALT+W	Moves a row down in a grid.
Preview		Preview button.
Delete Row	ALT+E	Deletes a row in a grid.
Reset Row	ALT+E	Resets a row in a grid.
Save		Saves.
Switch View	ALT+S	Switches between displaying the Net Balance view and the Debits and Credits view.

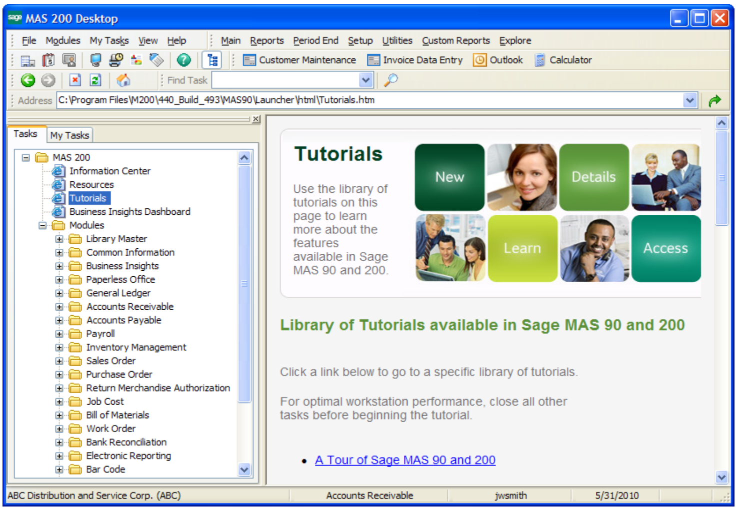
	Button	Keystroke(s)	Function
	**Folder**		Lists files in a directory.
	**MS Office Link Office Template Manager**		Accesses MS Office Link or Office Template Manager templates and attachments associated with the option.
	**Text**	ALT+I	Opens a Text Maintenance window where you can write an extended description.
		TAB	Moves to the next field. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing the TAB key moves to the next row.
		ENTER	Moves to the next logical field. In a grid, pressing the ENTER key moves focus from cell to cell if the [ENTER] Key like [TAB] Key for Grid check box is selected in the User Maintenance window.
		SPACEBAR	Selects or clears a check box or radio button.
		BACKSPACE	Deletes your entry at a field.
		ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.

Button	Keystroke(s)	Function
	HOME	Moves to the first page in a list box. In a grid, pressing the HOME key moves focus to the first cell of a row.
	END	Moves to the last page in a list box. In a grid, pressing the END key moves focus to the last cell of a row.
	PAGE UP	Moves to the previous page in a list box or grid.
	PAGE DOWN	Moves to the next page in a list box or grid.
	CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
	CTRL+END	In a grid, moves focus to the last row in the same cell position.
	CTRL+ENTER	In a grid, adds line feeds to comments.
	CTRL+INSERT	Inserts a line.
	CTRL+DELETE	Deletes the current line.
	ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.

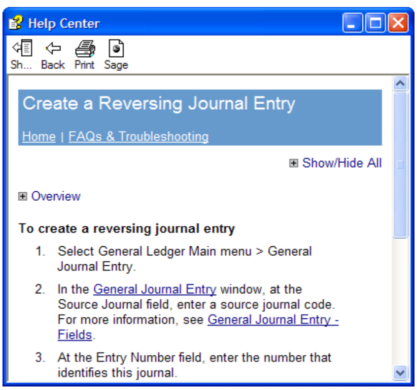
Button	Keystroke(s)	Function
	F1	Displays Help text for the current field.
	F5	In a grid, toggles between the Primary and Secondary grids.
	ALT+1, 2, 3...	In a data entry window, selects the first tab, second tab, third tab...

Getting Help While You Work

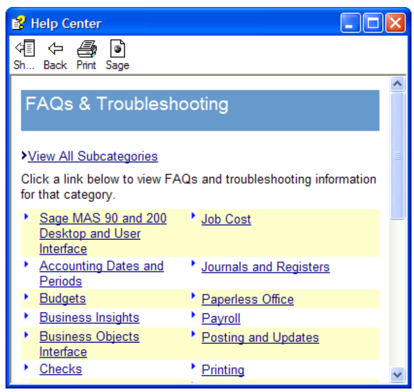
Several sources of information are available to you in the software. Use the following resources to find answers to your questions as you work.



Tutorial - A Tour of Sage MAS 90 and 200 and the Business Insights Explorer
Take quick tours through a variety of lessons and learn about the Business Insights Explorer. Tutorials are available on the Desktop Tutorials page.



Help System - Common Procedures
Quickly find procedures and answers for your "how do I" questions by selecting Help menu > Help Topics.



Help System - FAQs & Troubleshooting
Find answers to frequently asked questions, and view troubleshooting information.

How to Use the Help System

Use the Help system when you want procedures for day-to-day processing, detailed information and entry samples for fields, and FAQ and troubleshooting information. Overview information and flowcharts illustrating complex concepts are also available in Help. If you do not find what you need, access information from the additional resources provided on the Help menu.

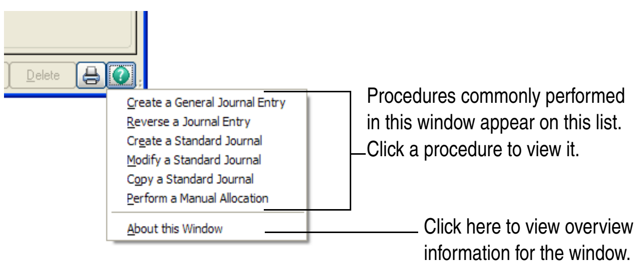
Accessing Help

You can access Help using any of the following methods:

- From the Desktop, select Help > Help Topics.
- Press F1 at any field in the software to access Help for that field.

- On the Standard Buttons toolbar, click the Help button to access global Help topics.

- In the bottom-right corner of any window, click the Help button. Help for the specific window appears.
- If you click the Help button and the window has corresponding How Do I procedures, a drop-down list of procedures appears. The following illustration shows the Help button clicked in the General Journal Entry window.



Using the Help System

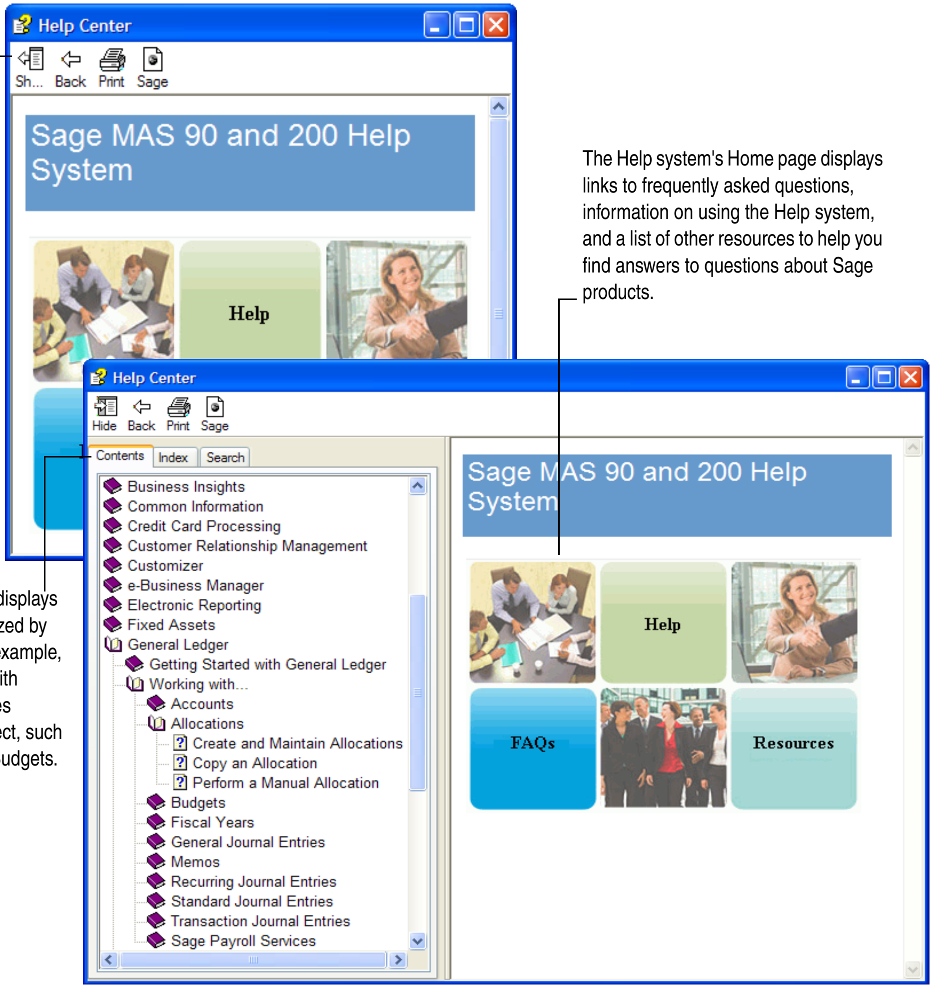
After you access the Help system, the following tools help you to locate information:

- Using the Contents Tab on page 48
- Viewing and Printing the Module PDFs on page 49
- Using the Index Tab on page 50

Using the Contents Tab

Use the Contents tab to access the table of contents for the Help system. The following illustration explains the common features of the Contents tab.

When you first access Help, the Contents tab is hidden. Click Show to use the Contents tab.



The Help system's Home page displays links to frequently asked questions, information on using the Help system, and a list of other resources to help you find answers to questions about Sage products.

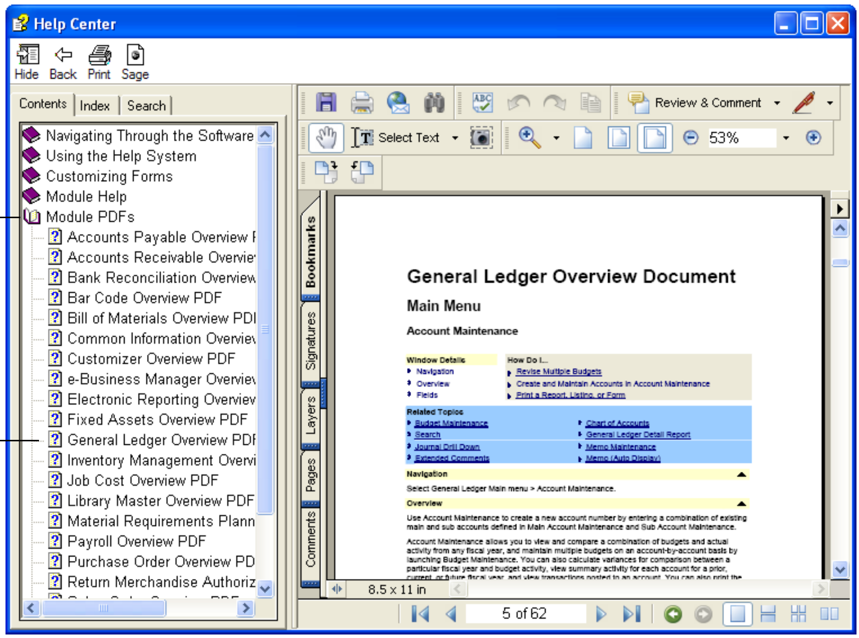
The Contents tab displays Help topics organized by key subjects. For example, clicking Working with displays procedures organized by subject, such as Allocations or Budgets.

Viewing and Printing the Module PDFs

You can view and print PDF documents from the Help system that contain task information for each module. Use the links located under the Module PDFs book on the Contents tab to access and print the PDF files for all modules.

Click on the Module PDFs book to display a list of overview PDFs for all modules.

Select a module PDF link to view the overview document.

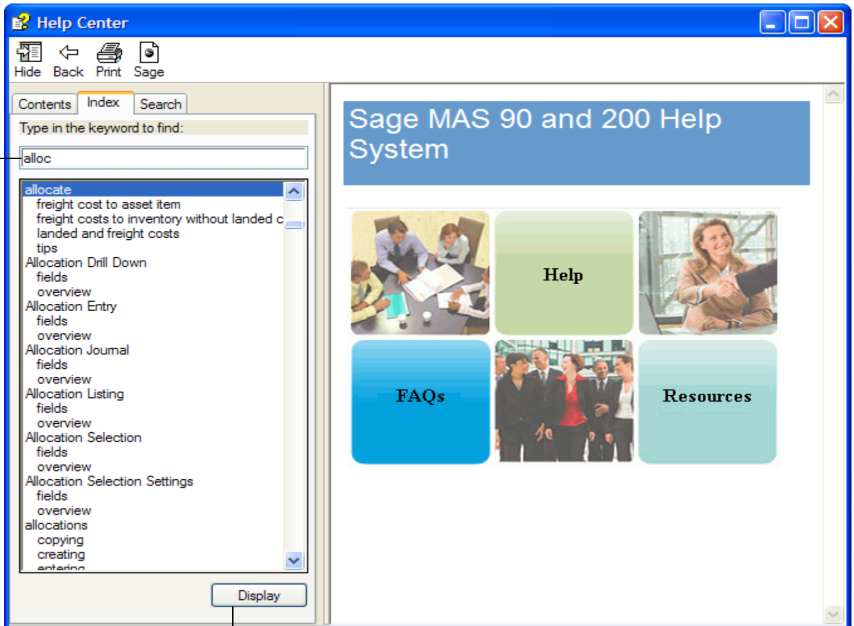


Using the Index Tab

NOTE
When you first access the Help system, the Index tab is hidden. Click Show to use the Index tab.

Use the Index tab to search for specific words or phrases. Each Help topic has keywords associated with it. You can search for a topic in the Index by entering keywords. The following illustration explains the common features of the Index tab.

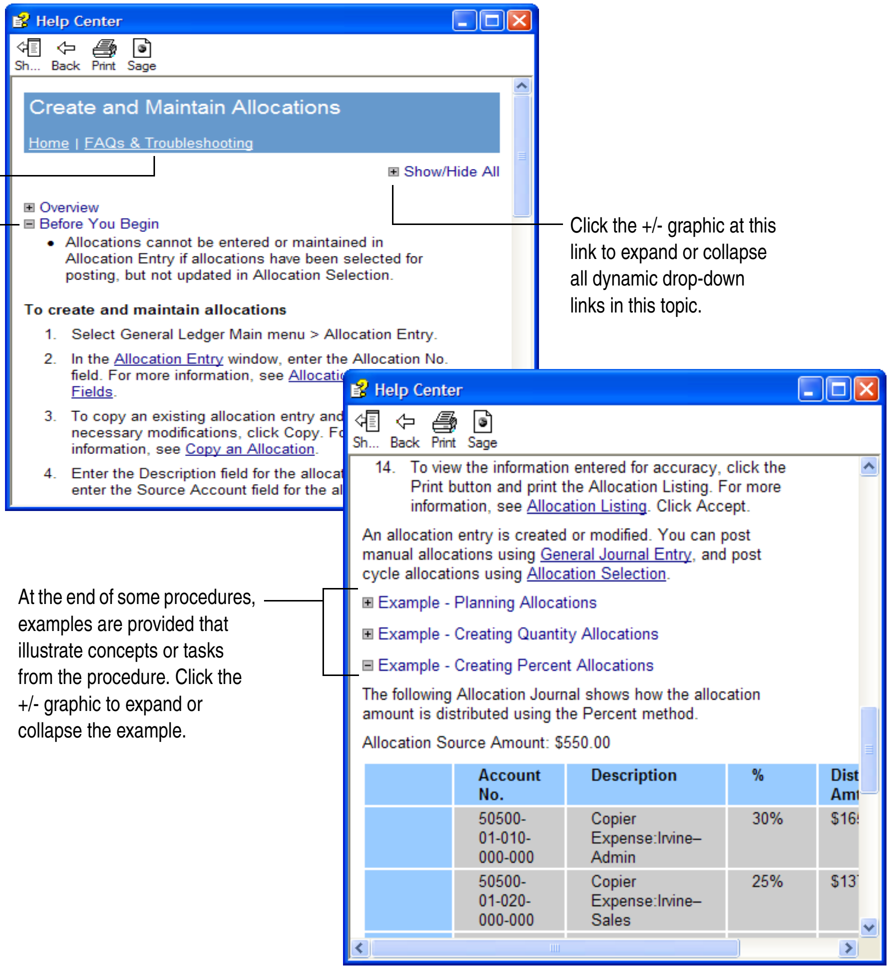
Type the first couple letters of the subject for which you are searching. If the topic you are searching for is not indexed, the closest word appears in the list box. You can access index entries for all modules on the Index tab.



Select a topic, and then click Display to view the topic. Or, double-click a topic from the list box to view it.

Understanding a Help Topic

A Help topic may contain procedural information, overview information, or information about a particular feature.



Click FAQs & Troubleshooting to view frequently asked questions grouped in common categories, such as Budgets or Reports.

This section lists items that must be accomplished before performing this procedure, or special conditions that may affect the result of this procedure.

Click the +/- graphic at this link to expand or collapse all dynamic drop-down links in this topic.

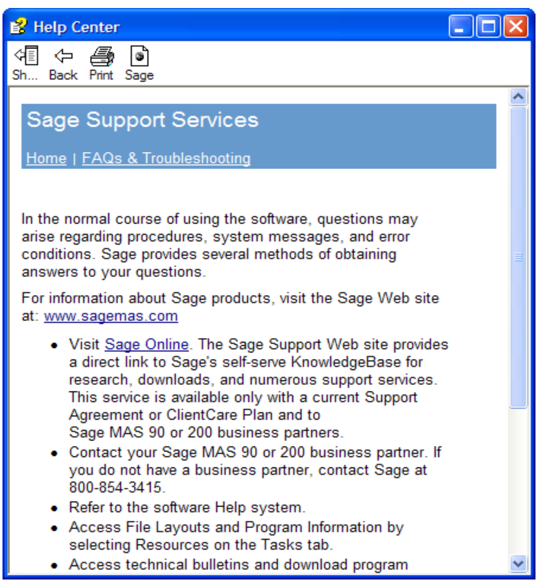
At the end of some procedures, examples are provided that illustrate concepts or tasks from the procedure. Click the +/- graphic to expand or collapse the example.

About Technical Support

There are several resources you can use for technical assistance before contacting your Sage business partner or Technical Support:

- Refer to the software's Help system.
- Refer to the *Installation and System Administrator's Guide* for information on detailed system requirements and troubleshooting tips on the configuration of the various operating systems and environments in which the software is supported.
- If you need access to file layout and program information, click the File Layouts and Program Information link on the Desktop's Resources page.
- Attempt to duplicate the issue in one of the sample companies provided with your software. This will help a technician identify the problem and speed up the process of obtaining a resolution.

After using the above options, if you require more assistance, select Help menu > Technical Support for information on how to contact Sage Customer Support.

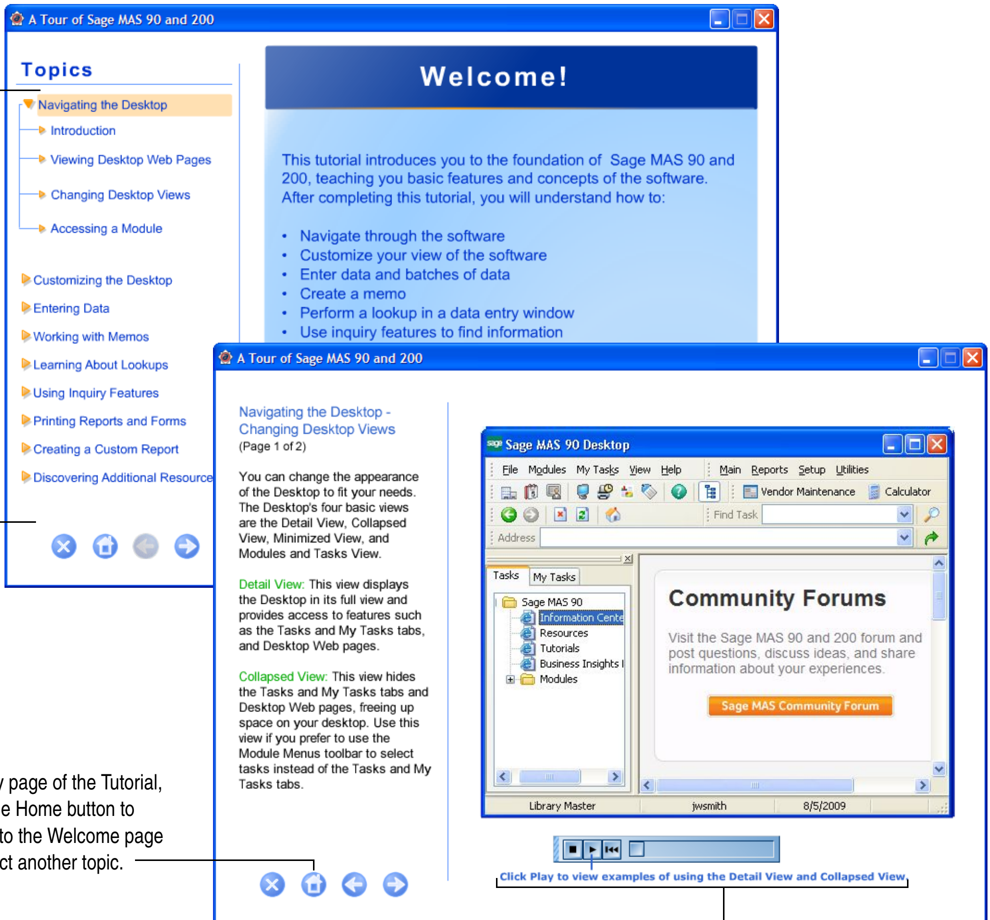


Using the Tutorial

NOTE
You can also access the tutorial from the Desktop Tutorials page.

Select Help menu > Tutorial to take a quick tour through the software. The tutorial is a multimedia introduction to the software's basic concepts and features. Use it to become familiar with basic concepts, such as navigating the software, customizing your Desktop, and printing reports.

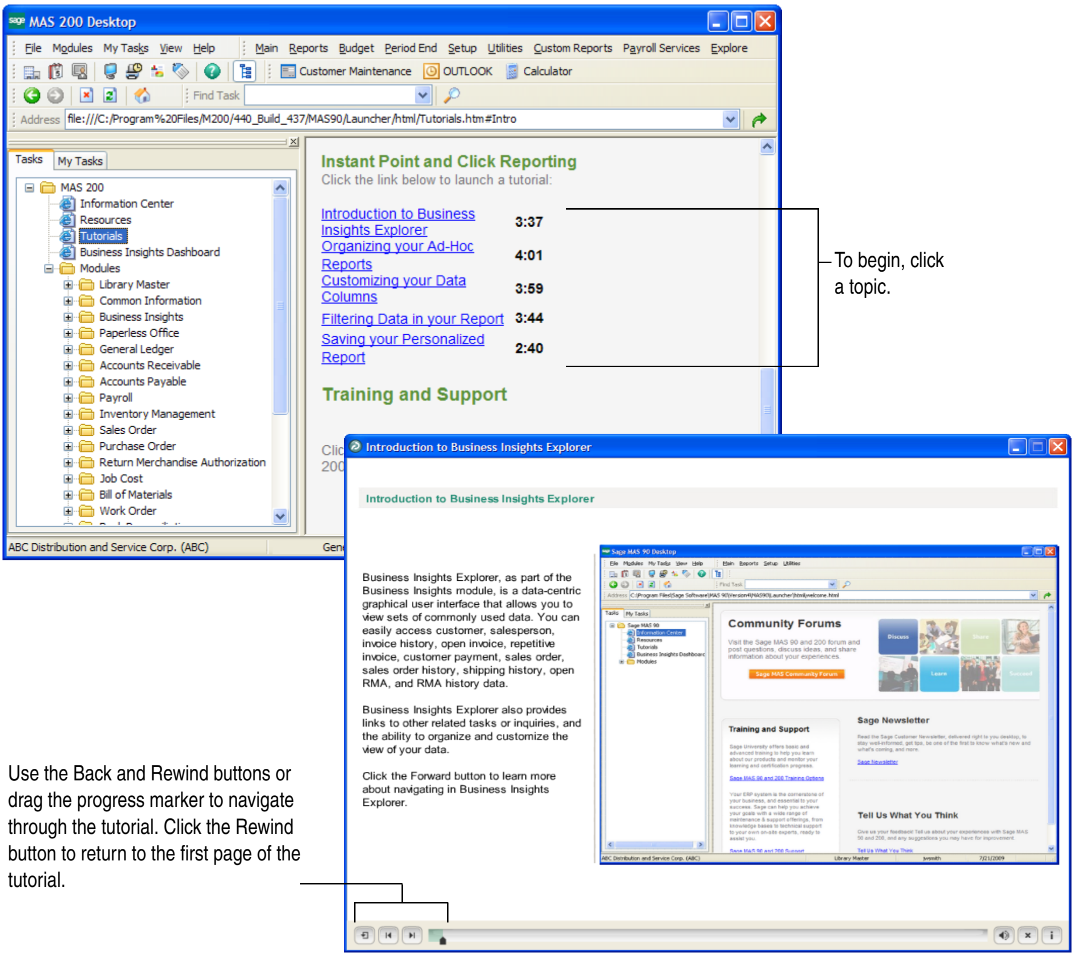
To begin, click a topic.



On any page of the Tutorial, click the Home button to return to the Welcome page to select another topic.

Some tutorial topics contain short movies that demonstrate visual tasks in the software. To play the movie, click the Play button. You can stop or rewind the movie at any time. You can also click and drag the bar that appears to the right of the Rewind button to view the movie forward or backward at your own pace.

On the Desktop Tutorials page, click one of the links under Instant Point and Click Reporting to learn how to use Business Insights Explorer to navigate, organize, customize, and filter data and save custom report settings.



Chapter 4

Learning Common Procedures

Whether you are new to Sage MAS 90 or 200, or an experienced user who wants to review basic and advanced concepts, this chapter gives you hands-on practice with common procedures.

Lesson Plan

This chapter contains the following lessons:

Lesson 1 - Changing a Company

Many systems are set up with multiple companies to keep financial records for individual companies separate, and to separate real company data from test company data. Each company is identified by a unique, three-character company code. You can process information for a specific company by selecting the appropriate company code.

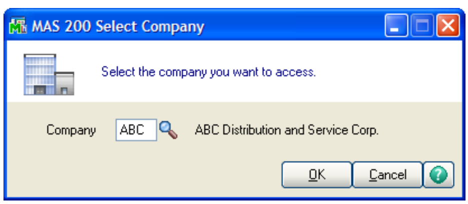
To change a company

1 Use any of the following methods to change a company from the Desktop:

- Select File menu > Change Company.

- Click the Change Company button on the Standard Buttons toolbar.
- On the Status Bar, click the current company area.

2 In the Select Company window, select a company.



3 Click OK. The selected company displays on the lower-left corner of the Status Bar.

Lesson 2 - Changing a User

If user logons for your system are defined, you must enter a valid user logon and type a password, if applicable, before you can access the software.

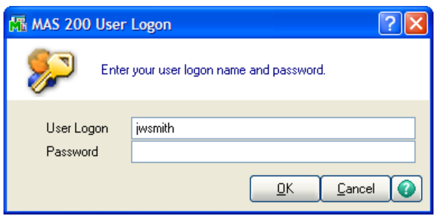
To change a user

1 Use any of the following methods to change a user from the Desktop:

- Select File menu > Change User.

- Click the Change User button on the Standard Buttons toolbar.
- Click the current user code on the Status Bar.

2 In the User Logon window, enter a user logon.



3 Type a password if necessary.

4 Click OK. The user logon displays on the Status Bar.

Lesson 3 - Changing a User Password

User passwords can be changed for any user currently logged onto the system.

To change a user password

1. Select File menu > Change User Password.
2. In the Change User Password window, at the Old Password field, type the current password for the user.
3. At the New Password field, type the new password for the user.
4. At the Confirm Password field, type the same password that was typed at the New Password field.

5. Click OK.

Lesson 4 - Changing the Accounting Date

NOTE
The M/d/yyyy format is the default date display format. The format of the accounting date is set from the Windows Control Panel.

The accounting date is printed on all reports, and represents the date to be used while posting transactions for the current module. The Library Master accounting date is set from the Windows system date and cannot be changed.

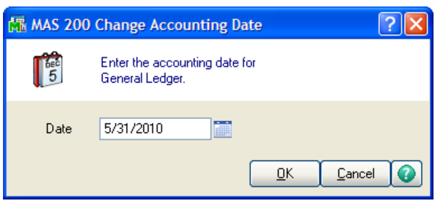
To change the accounting date

1 Use any of the following methods to change the accounting date from the Desktop:

- Select File menu > Change Date.

- Click the Change Date button on the Standard Buttons toolbar.
- Click the accounting date area of the Status Bar.

2 In the Change Accounting Date window, type the accounting date.



3 Click OK. The accounting date appears on the Status Bar.

Lesson 5 - Changing the Module

NOTE
Modules automatically change when you select a task from another module using the Module Menus toolbar, Tree View, or Modules menu.

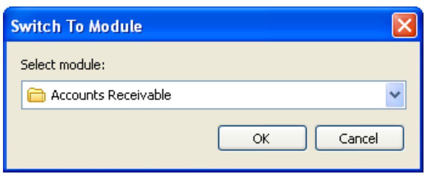
The active module always displays on the Status Bar.

To change the module

1 Use either of the following methods to change the module from the Desktop:

- Select Modules menu > Switch To.
- Click the module on the Status Bar.

2 In the Switch To Module window, select the module or type the first letter of the module to switch to.



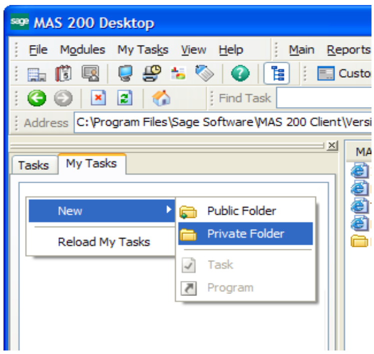
3 Click OK. The new module displays on the Status Bar and the menus on the Modules Menu toolbar change to reflect the new module.

Lesson 6 - Creating Private Tasks

To access tasks quickly, you can organize them into groups of private task folders that only you can access on your workstation. You can also add external programs (for example, Word, Excel, or Crystal Reports) to any private task folder you create.

To create private tasks

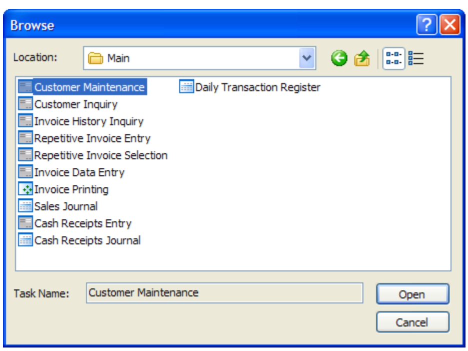
1 Right-click the My Task tab area, and select New > Private Folder.



2 Type a name for the new private task folder.

3 Right-click the folder, and select New > Task to add a task.

4 In the Browse window, select the task to add and click Open.

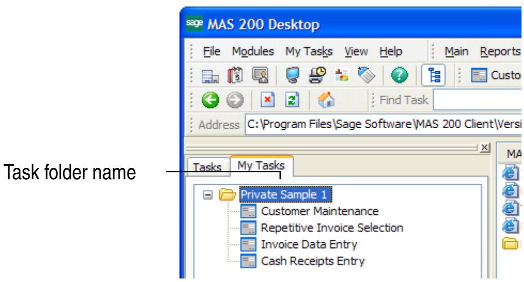


5 Right-click the folder, and select New > Program to add an external program.

6 In the Browse window, locate and select the external program to add and click Open.

7 Repeat steps 3-6 to add additional tasks or external programs.

8 Access the private task folder from the My Tasks tab or the My Tasks menu.



To create private tasks using the drag and drop method

1 In the Desktop's Tree View, click the task to add to the private task folder and hold down your left mouse button.

2 Drag the task from the Tree View to the private task folder on the My Tasks tab.

3 When the private task folder is highlighted, release the left mouse button to drop the task into the folder.

4 From your computer desktop, click the shortcut (for example, Word, Excel, or Crystal Reports) to add to the private task folder and hold down your left mouse button.

5 Drag the desktop shortcut to the private task folder on the My Tasks tab.

6 When the private task folder is highlighted, release the left mouse button to drop the desktop shortcut into the folder.

Lesson 7 - Customizing the Custom Buttons Toolbar

The Custom Buttons toolbar can be customized by adding or deleting buttons to fit your needs. You can create buttons to access tasks or external programs (for example, Word, Excel, or Calculator). There is no limit to the number of buttons that can be added to the Custom Buttons toolbar. When you resize the toolbar, click the More Options button to access the hidden toolbar buttons.

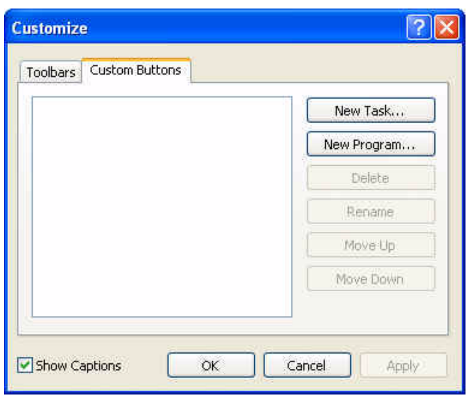
Adding Buttons

To add buttons

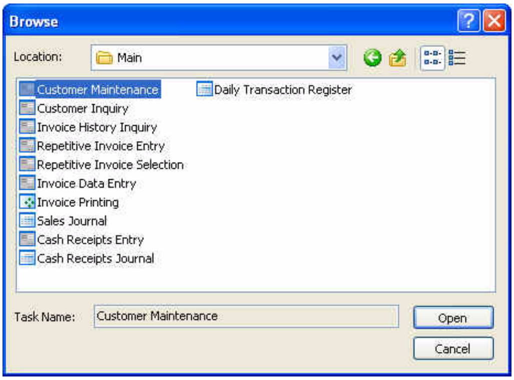
1 Use any of the following methods to add a button:

- Select View menu > Toolbars > Customize.
- Right-click any toolbar, and click Customize.
- Right-click the Custom Buttons toolbar, and select Add > Task or Add > Program and proceed to step 3 if you are adding a task or step 4 if you are adding an external program.

2 On the Customize Custom Buttons tab, click New Task to add a button for a task.

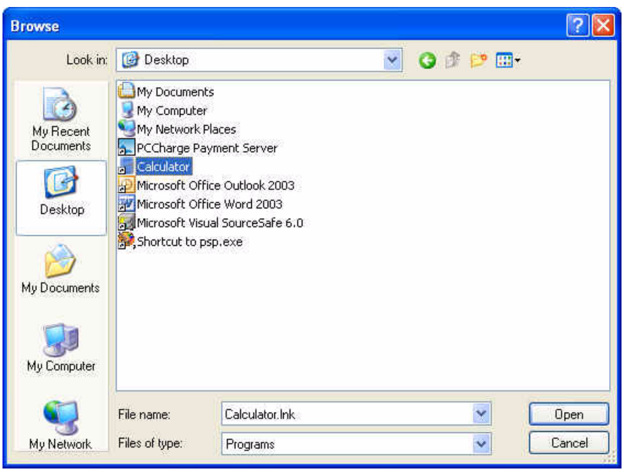


3 In the Browse window, locate the task to add and click Open.



4 To add an external program or desktop shortcut, in the Customize window, click New Program.

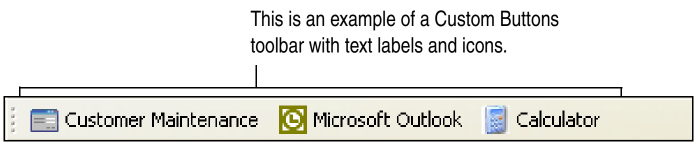
5 In the Browse window, locate the program to add and click Open.

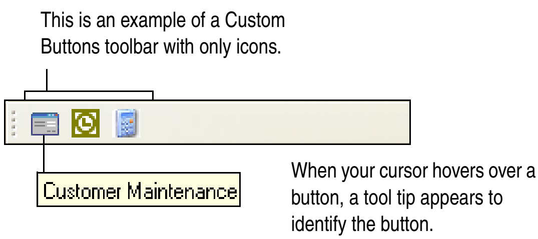


NOTE
If you clear the Show Captions check box, the tooltip that appears when your cursor hovers over the button identifies it.

6 To provide more space on your Custom Buttons toolbar, in the Customize window, clear the Show Captions check box to hide the text labels and display only icons for the buttons you added.

7 In the Customize window, click OK. The task and external program are added to the Custom Buttons toolbar.





Deleting Buttons

To delete buttons from the Custom Buttons toolbar

1 Right-click the button to delete.

2 Click Delete.

Renaming Buttons

To rename buttons on the Custom Buttons toolbar

1 Right-click the button to rename.

2 Click Rename.

3 In the Rename dialog box, type the button's new name and click OK.

Lesson 8 - Opening a Task in a Secondary Company

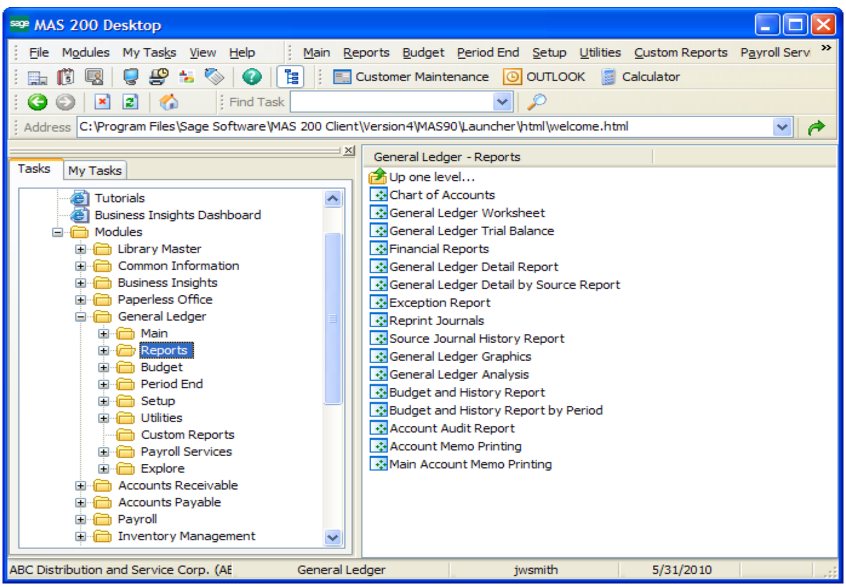
From the Desktop, you can open a task in a secondary company without changing the current company displayed on the Desktop Status Bar. You can define any company as the secondary company.

NOTE
To define a new secondary company without opening a task, select Change Secondary Company from the right-click menu.

To open a task in a secondary company

1 In the Desktop's Tree View, right-click a task and select one of the following options:

- Open in New Secondary Company: Select this option to define a new secondary company and to open the task in that secondary company, and then proceed to step 2.
- Open in Secondary Company (ABC): Select this option to open the task in the currently defined secondary company. In this example, the secondary company defined is ABC and the task opens in company ABC. You are finished.



2 In the Select New Secondary Company window, select the company to open the task in.

3 Click OK. The task opens in the selected secondary company.

Lesson 9 - Accessing Tasks from Your Desktop

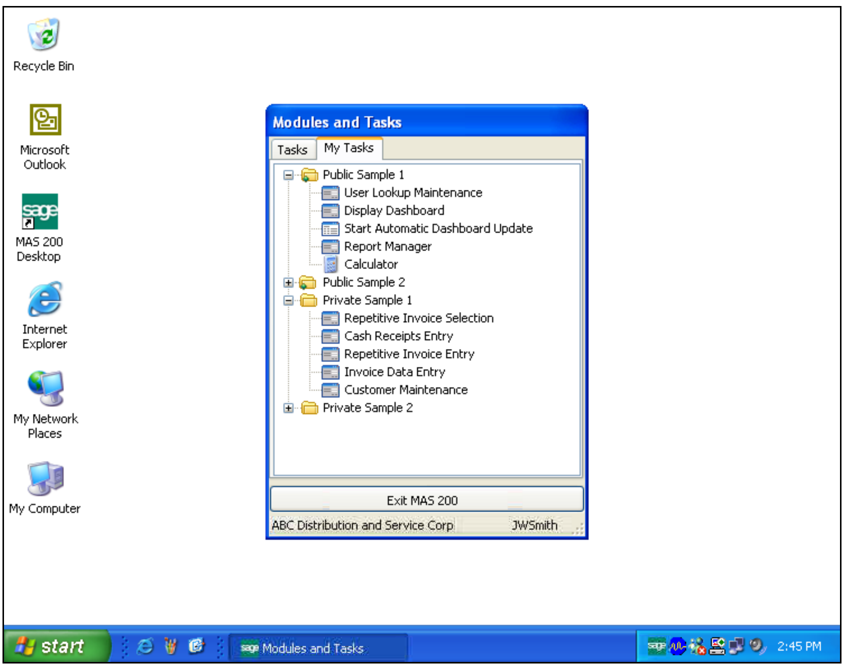
NOTE
Select View > Start Minimized to start the Desktop in the Minimized View and use the Tasks and My Tasks tabs the next time you access the software.

You can undock the Tasks and My Tasks tabs from the Desktop as a stand-alone window, minimize the Desktop, and then use the tabs to access the software.

To access tasks

1 In the Desktop's Detail View, double-click the Tasks and My Tasks tabs title bar to undock the tabs from the Desktop.

2 Minimize the Desktop by clicking the Minimize button in the upper-right corner of the Desktop. The Modules and Tasks window remains open on your desktop.



3 To display the Desktop, double-click the Modules and Tasks title bar.

Lesson 10 - Using the Lookup's Basic Features

When entering data in certain fields in a maintenance or data entry window, you can click the Lookup button to display a list of valid records. This lesson contains basic procedures on how to use the Lookup feature. To learn more advanced features, see Lesson 11 - Using the Lookup's Advanced Features on page 74.

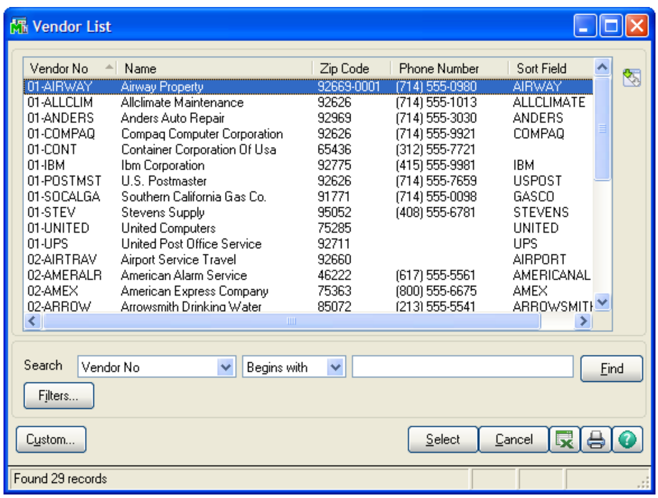
Using the Lookup to Select a Record

Use the Lookup feature to display a list of records and select the appropriate record.

To select a record using the lookup window

1 In a window, at a field, click the Lookup button. The lookup window appears displaying the available records.



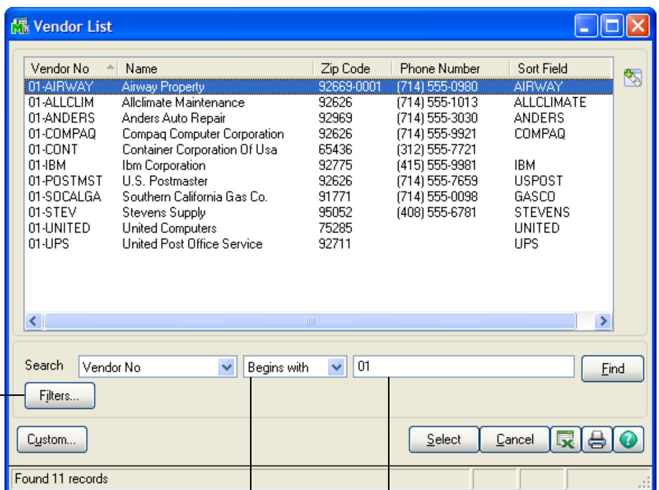
2 In the lookup window, select an item from the list box and click Select. The selected record is copied to the field.

Searching in the Lookup

The lookup window provides a Search field and a Find button to narrow your search for desired records. This feature is a convenient way to reduce the number of records displayed and helps you to focus on pertinent records.

To search in the lookup window

1. In the lookup window, at the Search field, select the field to search.
2. At the Operand field, select an operand. For information about available operands, see Filter the Lookup Criteria in the Help system.
3. At the Value field, type a search value for the lookup.
4. Click Find to execute the search. The lookup list box displays the search results. In this example, the lookup searches and returns all vendor numbers that begin with 01.



For instructions on this button, see Filtering the Lookup Criteria on page 71.

Operand field

Value field

5. Select an item from the list box and click Select. The selected record is copied to the field.

Filtering the Lookup Criteria

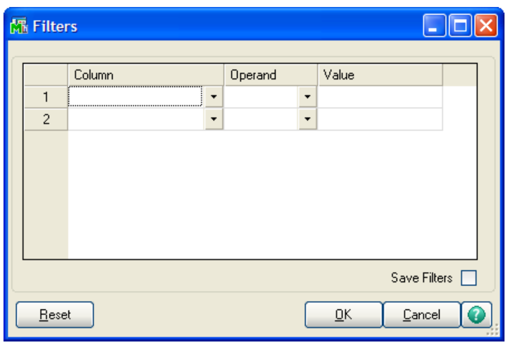
In any lookup window you can define additional criteria to filter the lookup and you can save these filters so that they apply to future lookups until they are manually removed. Filtering the lookup criteria helps you narrow your search on desired fields.

There are two differences between filtering the lookup criteria and searching in the lookup. When filtering, you can define an unlimited number of filters on multiple lookup fields and you can save these filters so that they always apply to the lookup. In contrast, when you perform a search in the lookup window you can only search on one lookup field and the search criteria cannot be saved.

To filter the lookup criteria

NOTE
Filters that are defined in the User Lookup Wizard and Lookup Customization Wizard also appear in this window. If the filter is locked, it cannot be changed. If the filter is not locked, it can be removed or modified.

1 In the lookup window, click Filters. In the Filters window, each line item is a filter consisting of a Column, Operand, and Value.



2 At the Column field, select the lookup column you want to filter. The Column field reflects all of the columns defined for the lookup.

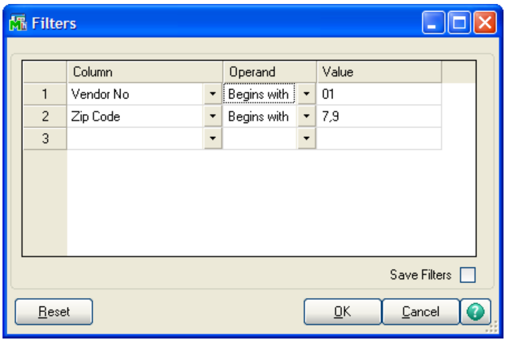
3 At the Operand field, select the appropriate operand. For information about available operands, see Filter the Lookup Criteria in the Help system.

4 At the Value field, type a value. If you enter multiple values separated by commas (,), they assume an "OR" condition.

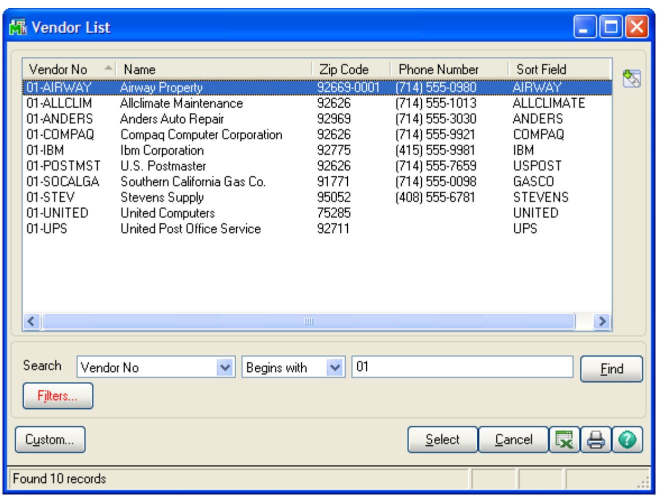
5 To add additional filters, repeat steps 2 through 4. You can define an unlimited number of filters; multiple filters assume an "AND" condition.

NOTE
If the Save Filters check box is cleared, the filters remain in the Filters window and remain in effect during the lookup; however, when you exit the lookup, these filters are removed.

6 To retain these filters for future lookups, select the Save Filters check box.



7 Click OK to apply the filters. In this example, the lookup returns all vendors beginning with 01 *and* ZIP Codes beginning with 7 *or* 9.



Deleting Filters

You can delete filters after they have been defined.

To delete and reset filters

1. In the lookup window, click Filters.
2. To delete a filter, in the Filters window, select **<none>** at a filter's Column field.
3. To delete all filters, click Reset. The filters are cleared, and any filters from the custom lookup, if one exists, are restored.
4. Click OK.

NOTE
Clicking Reset also clears the Save Filters check box.

Lesson 11 - Using the Lookup's Advanced Features

The Lookup has advanced features that allow you to create lookup views, create a numeric lookup field, modify a lookup field, and export lookup data to Excel. If you are new to the lookup, complete Lesson 10 - Using the Lookup's Basic Features on page 69 before starting these procedures.

NOTE
If another user is in the User Lookup Wizard and is creating or modifying a lookup code while you attempt to create or modify a lookup view, a message dialog box appears and prevents you both from continuing.

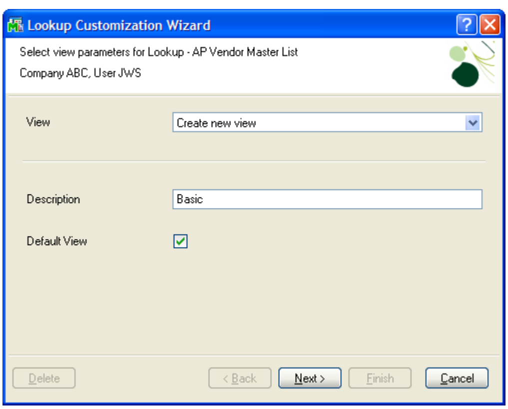
Creating a Lookup View

For each lookup by company and by user, you can create up to 99 unique views. When creating a lookup view, you can define your default view, add, remove, or modify fields in the lookup, add or remove filters, as well as define several other settings. After creating a lookup view, you can modify or delete the view at any time. Keep in mind that any search criteria or filters you previously defined will not apply to the new lookup view you create.

To create a lookup view

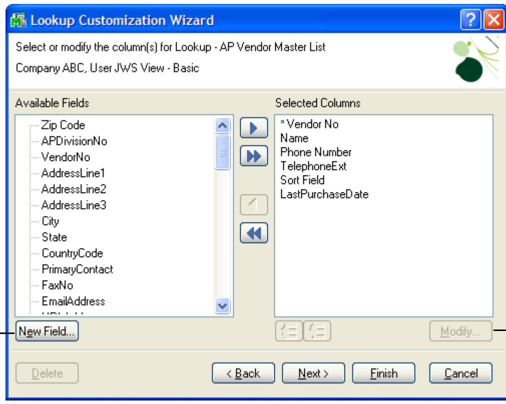
NOTE
The Custom button is not available if the Locked Customization check box is selected in the User Lookup Wizard.

1. In the lookup window, click Custom.
2. On the Lookup Customization Wizard page, at the View field, select **Create new view** and enter a description for the new view. Or, select an existing view to modify.
3. To set the new lookup view as the default view, select the Default View check box. Click Next.



NOTE
The first column indicated by an asterisk (*) in the Selected Columns list box cannot be removed; however, it can be modified. For instructions, see Modifying a Lookup Field on page 79.

4 In the second Lookup Customization Wizard page, add, remove, modify, or reorganize the fields for the lookup view in the Selected Columns list box. In this example, the TelephoneExt and LastPurchaseDate fields have been added to the Selected Columns list box, and the ZIP Code field has been moved to the Available Fields list box.



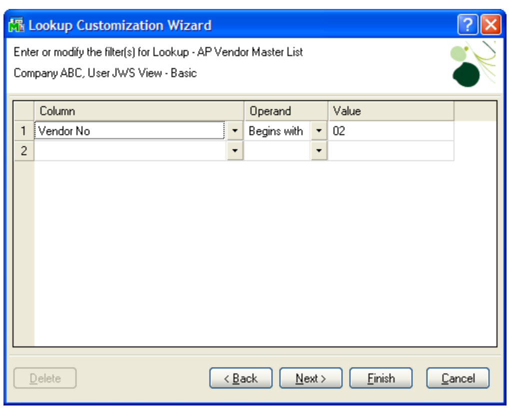
For more information about this button, see Creating a Numeric Lookup Field on page 78.

For more information about this button, see Modifying a Lookup Field on page 79.

5 Click Next to define additional settings, or click Finish if you have completed customizing the view.

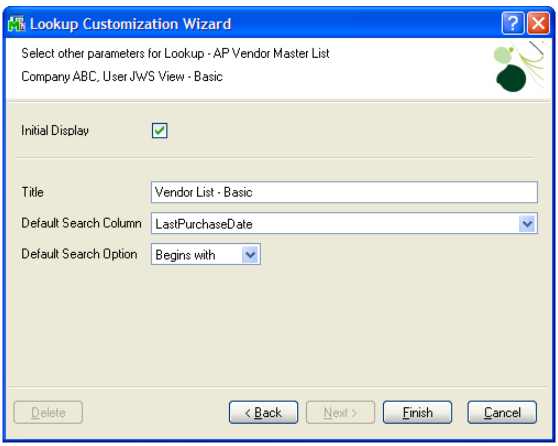
NOTE
For a review on how to create filters, see Filtering the Lookup Criteria on page 71.

6 Use the third Lookup Customization Wizard page to add, delete, or modify filters. To continue defining additional settings, click Next; otherwise, click Finish.



7 In the final Lookup Customization Wizard page, make any final changes to the lookup view.

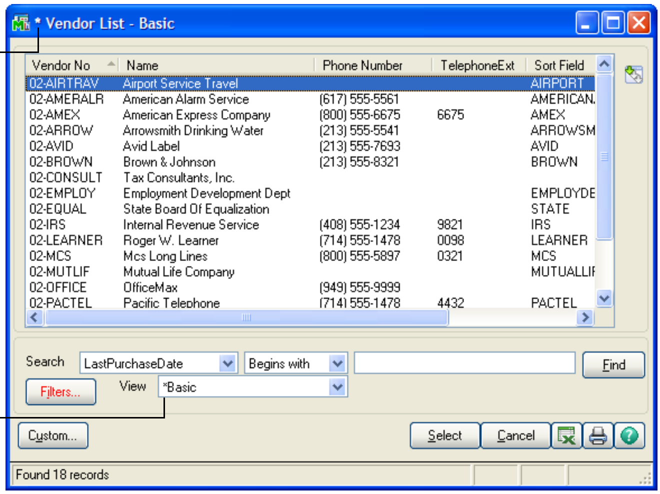
- Select the Initial Display check box to load data in the lookup at run time. If you do not want data initially loaded in the lookup at run time because you have a large number of records and want to perform a search before displaying records, clear this check box.
- At the Title field, type a new title that will display in the lookup window title bar.
- At the Default Search Column field, select a default field to appear at the Search field in the lookup window.
- At the Default Search Option field, select a default field to appear at the Operand field in the lookup window.



8 Click Finish to see your newly created lookup view.

The View field appears in the lookup window and the new view, Basic, displays the newly added fields. In the example below, the new fields are TelephoneExt and LastPurchaseDate, while the deleted field ZIP Code no longer displays. Also, the title bar displays Vendor List - Basic because this title was defined at the Title field in the last page of the wizard and was set as the default view.

An asterisk (*) appears in the title bar to indicate that this is a custom view, not the Standard view generated by the software.



The asterisk (*) next to the new view indicates that this is the default view.

Creating a Numeric Lookup Field

You can create numeric fields to add to the Selected Columns list box in the second Lookup Customization Wizard page. Numeric fields are created by combining two or more fields together using arithmetic operators.

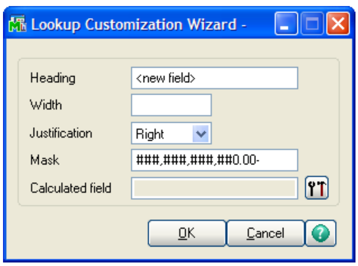
To create a numeric lookup field

1 In the second Lookup Customization Wizard page, click New Field to create a new numeric field using simple arithmetic functions.

2 In the Lookup Customization Wizard - New Field window, at the Heading field, type the name for the column/field.

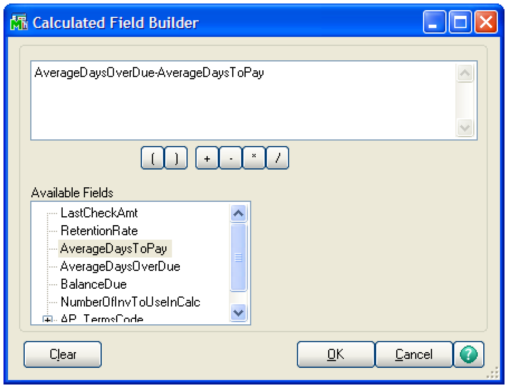
3 Type the width, and select the justification.

4 Type the mask.



5 Click the Calculated Field button to enter simple arithmetic calculations.

6 In the Calculated Field Builder window, double-click a field in the Available Fields list. This moves the field to the expression area. Select an operator, choose another field from the list, and click OK.

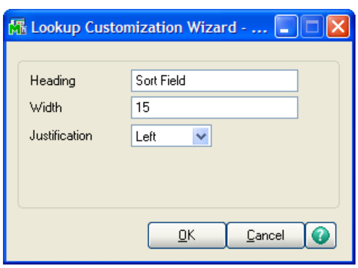


7 In the Lookup Customization Wizard - New Field window, click OK. The newly created field automatically appears as a column in the Selected Columns list box.

Modifying a Lookup Field

1 In the second Lookup Customization Wizard page, click Modify to alter the selected field in the Selected Columns list box.

2 In the Lookup Customization Wizard - Modify window, make the desired changes and click OK. For example, you can change the width of the key field to zero if you do not want to display it in the lookup.

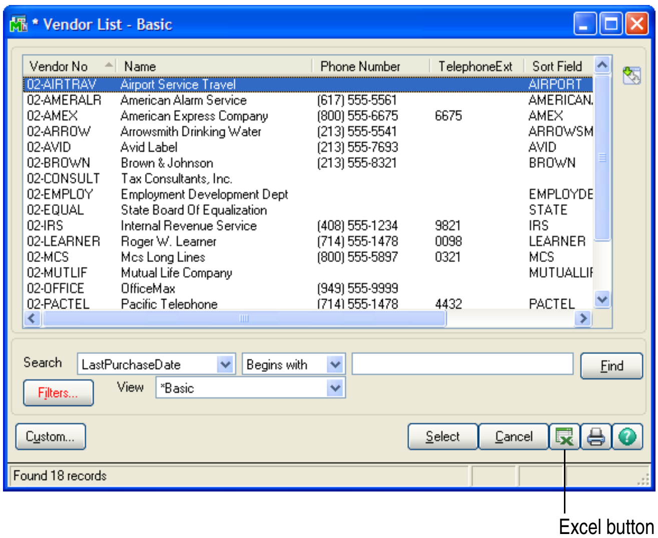


Exporting Lookup Data to Microsoft Excel

You can export the data displayed in a lookup window to Excel. For example, you can export all data that initially displays in the lookup window to Excel. You can also select a customized lookup view or perform a search in the lookup window to display specific records, and then export the data to Excel.

To export lookup data to Excel

1 In the lookup window, display the data to export to Excel.



2 Click the Excel button. The data in the lookup window is exported to Excel.

Lesson 12 - Printing Reports, Listings, or Forms

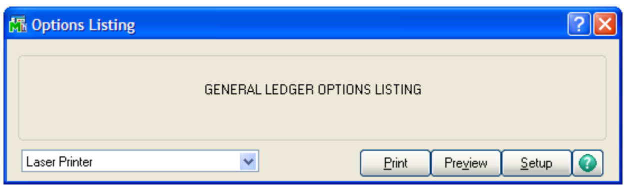
All reports can be printed, exported or written to a file, and stored for deferred printing. You can print a report to a variety of printers or output devices. Additionally, reports can be viewed before printing using the Preview feature.

Printing a Report, Listing, or Form

To print a listing in modules other than Job Cost, Material Requirements Planning, Payroll, or Work Order

1 In the task window that has the Listing feature available (for example, General Ledger Options window), make the needed selections to the criteria in the window and click Print.

2 In the listing window that appears, at the Printer field located in the lower-left corner of the window, select the printer.



You can also select alternative printing methods, which are available at the Printer field including:

- Export/E-mail: Reports can be exported to different file types, such as PDF or Excel, and saved to your hard drive or e-mailed. For more information, see Exporting or Printing to a File on page 90.
- Data Only Export: This options allows only the data portion of the report to be exported (header information is excluded). For more information, see Exporting or Printing to a File on page 90.
- Deferred: Report printing can be deferred allowing you to save reports on your hard drive for printing at a future time. For more information, see Using Deferred Printing on page 86.

NOTE
Click Preview to review the listing before printing.

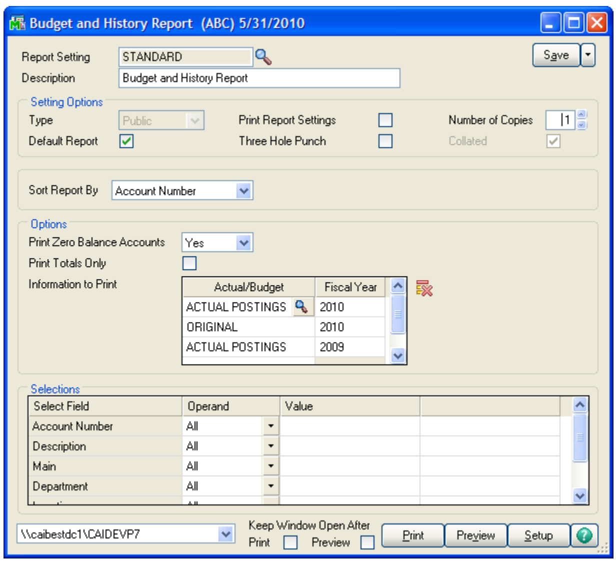
- Office Merge: If the Custom Office module is installed, you can merge your data into a template such as a Microsoft Word or Excel template before printing.

3 Click Print to print the listing.

NOTE
The standard set of reports and forms are assigned a report setting of Standard.

To print a report or form in a module other than Job Cost, Material Requirements Planning, Payroll, or Work Order

1 In the report or form window, select either a report setting or a form code.



2 You can either accept the default settings for the current report setting or form code, or create a new report setting or form code. For more information, see Lesson 15 - Creating a Report Setting on page 110.

NOTE
You do not need to save the report setting or form code setting to print the report or form.

3 At the Printer field located in the lower-left corner of the window, select the printer.

You can also select alternative printing methods, which are available at the Printer field including:

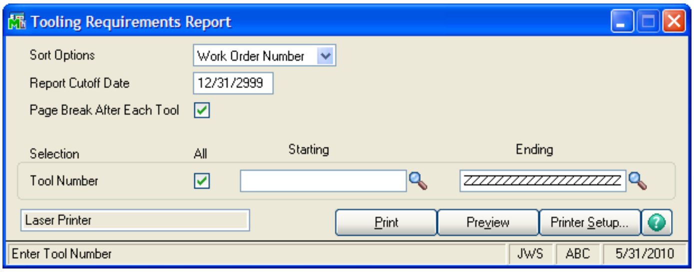
- Export/E-mail: Reports can be exported to different file types, such as PDF or Excel, and saved to your hard drive or e-mailed. For more information, see Exporting or Printing to a File on page 90.
- Data Only Export: This option allows only the data portion of the report to be exported (header information is excluded). For more information, see Exporting or Printing to a File on page 90.
- Deferred: Report printing can be deferred allowing you to save reports on your hard drive for printing at a future time. For more information, see Using Deferred Printing on page 86.
- Office Merge: If the Custom Office module is installed, you can merge your data into a template such as a Microsoft Word or Excel template before printing.

NOTE
Click Preview to review the report before printing.

After selecting or modifying the report setting or form code, click Print to print the report or form.

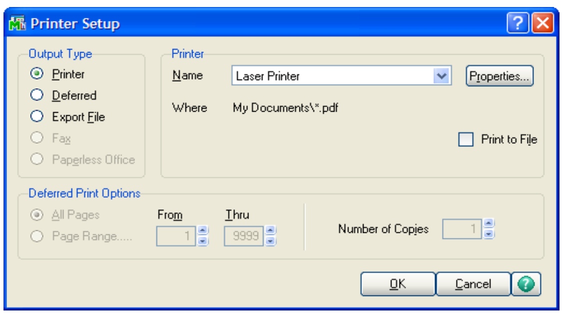
To print a report, listing, or form in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules

1 In the report, listing, or form window, the default printer is assigned automatically and displays at the bottom of the window.

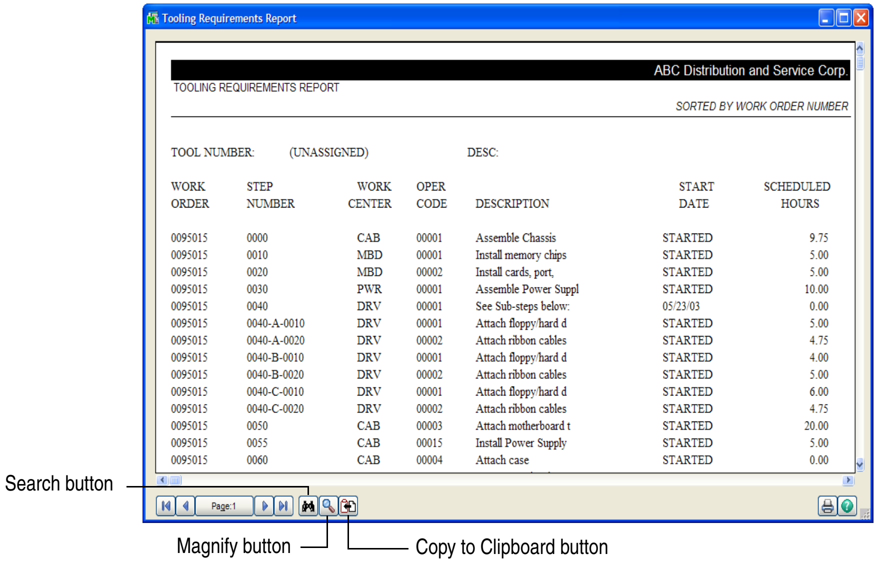


2 To select a different printer or output device, click Printer Setup.

3 In the Printer Setup window, at the Name field, select a printer and click OK.



4 To preview the report, in the report window, click Preview.



WORK ORDER	STEP NUMBER	WORK CENTER	OPER CODE	DESCRIPTION	START DATE	SCHEDULED HOURS
0095015	0000	CAB	00001	Assemble Chassis	STARTED	9.75
0095015	0010	MBD	00001	Install memory chips	STARTED	5.00
0095015	0020	MBD	00002	Install cards, port,	STARTED	5.00
0095015	0030	PWR	00001	Assemble Power Suppl	STARTED	10.00
0095015	0040	DRV	00001	See Sub-steps below:	05/23/03	0.00
0095015	0040-A-0010	DRV	00001	Attach floppy/hard d	STARTED	5.00
0095015	0040-A-0020	DRV	00002	Attach ribbon cables	STARTED	4.75
0095015	0040-B-0010	DRV	00001	Attach floppy/hard d	STARTED	4.00
0095015	0040-B-0020	DRV	00002	Attach ribbon cables	STARTED	5.00
0095015	0040-C-0010	DRV	00001	Attach floppy/hard d	STARTED	6.00
0095015	0040-C-0020	DRV	00002	Attach ribbon cables	STARTED	4.75
0095015	0050	CAB	00003	Attach motherboard t	STARTED	20.00
0095015	0055	CAB	00015	Install Power Supply	STARTED	5.00
0095015	0060	CAB	00004	Attach case	STARTED	0.00

The Preview feature allows you to view all reports, including 132-column reports. Use the Browse buttons to page through the report.

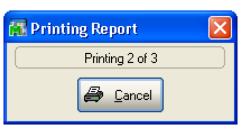
5 In the preview window, to copy the current page to the clipboard, click the Copy to Clipboard button. Only text is copied; the header, footer, underlines, and graphics are not copied.

6 To magnify the report, click the Magnify button. The zoom setting is retained when you close the preview window.

7 To search for specific information in the report, click the Search button.

NOTE
You can also print the report by clicking Print in the report window.

8 Click the Print button. A dialog box similar to the following appears and the report prints.



Using Deferred Printing

Deferred printing allows you to save reports on your hard drive for printing at a future time. You can batch print multiple reports at one time without operator intervention between reports. You can also specify the number of copies to print for each report, as well as whether to retain the deferred report information for future use after printing. In a multi-user environment, this feature can postpone the report printing process if printers are not currently available or it can speed up the posting process.

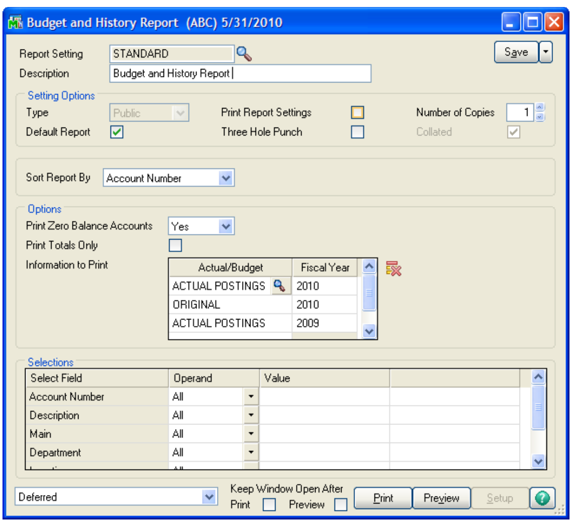
Deferring a Report

You must first set up reports to be deferred for future printing.

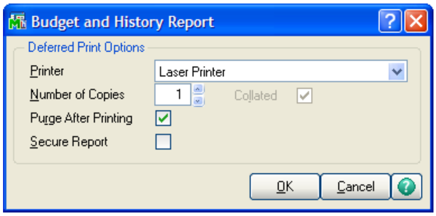
To defer the printing of a report in a module other than Job Cost, Material Requirements Planning, Payroll, or Work Order

1 Access the report to defer (for example, Budget and History Report in the General Ledger module) and select the report options.

2 At the Printer field, select Deferred and click Print.



3 In the Deferred Print Options dialog box, at the Number of Copies field, type the number of copies to print.



4 Select or clear the Purge After Printing check box to either purge or retain the report after printing. If user logons are defined, select the Secure Report check box to restrict other users from printing the report.

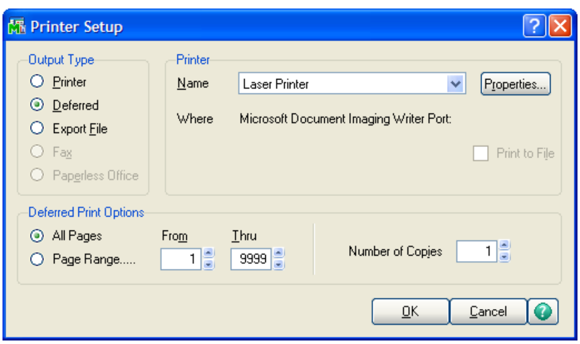
5 Click OK. The report generates to a deferred print file, which can be accessed and printed at a later time.

To defer the printing of a report in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules

1 Access the report to defer (for example, Open Work Order Report in the Work Order module) and set the report options.

2 Click Printer Setup.

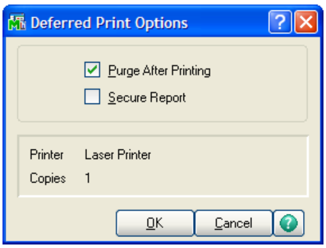
3 In the Printer Setup dialog box, click the Deferred option.



NOTE
In the Printer Setup dialog box, you can also specify all report pages to print or a page range.

4 At the Number of Copies field, enter the number of copies to print and click OK. This field can also be modified before printing the deferred report.

5 In the Deferred Print Options dialog box, select or clear the Purge After Printing check box to either purge or retain the report after printing. If user logons are defined, select the Secure Report check box to restrict other users from printing the report. Click OK.



6 In the report window, click Print. The report generates to a deferred print file, which can be accessed and printed at a later time.

Printing Deferred Reports

You can print one page of a deferred report or a range of pages. In addition, you can print several copies of a report and more than one report at a time. If a report is secured, only the user who initially deferred the report can print it.

To print deferred reports

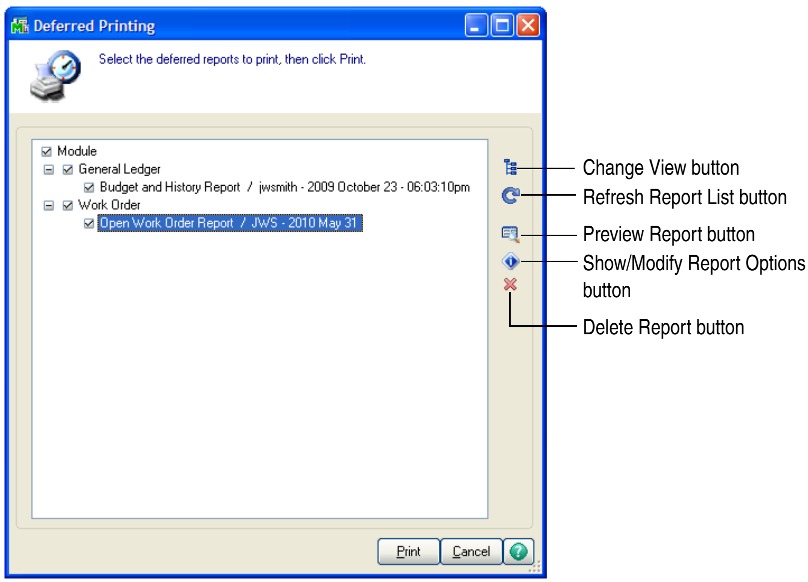
1 To access and print deferred reports from the Desktop, use either of the following methods:

- Click the Deferred Print button on the Standard Buttons toolbar.
- Select File > Deferred Printing.

NOTE
Click the Change View button to view reports in the Deferred Printing window sorted by module, user, or date. Initially, the reports are sorted by module.

2 In the Deferred Printing window, select the report(s) to print.

- To print all deferred reports, select the Module check box.
- To print deferred reports for a specific module, select the module's check box. For example, select the General Ledger check box to print all deferred reports in the General Ledger module.
- To print only selected reports, select each report check box individually.

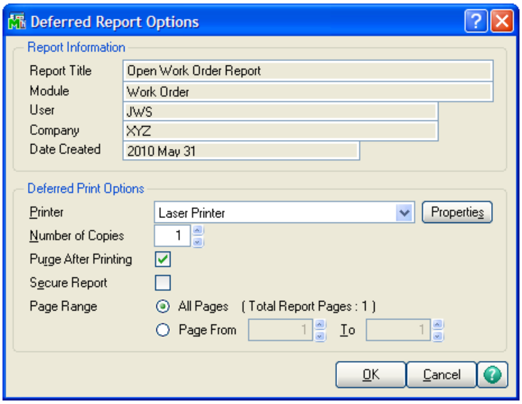


3 To preview a report, select the report and click the Preview Report button.

4 To export the report to a different file type (available only for reports in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order), click the Export Report button in the report preview window.

5 To change printing options for a specific report, select the report and click the Show/Modify Report Options button.

6 In the Deferred Report Options window, change the information at the Printer, Number of Copies, Collated, Purge After Printing, Secure Report, and Page Range fields. Click OK.



7 In the Deferred Printing window, click Print to print the selected reports to their assigned printers.

Exporting or Printing to a File

You can send the output of a report to another type of file, such as ASCII, delimited, Excel, or dBASE III PLUS. These files can be used by spreadsheets, word processing, or other applications and include the printer driver information.

Reports in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order can be exported to additional files types, such as PDF or HTML, and can be saved to your hard drive or e-mailed. You can also select to export only the data portion of reports (header information is excluded) in these modules.

To export a report in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order

1 Access the report to export and select the report options.

2 At the Printer field, select one of the following options:

- Export/E-mail: Select this option to export the entire report.
- Data Only Export: Select this option to export only the data portion of the report (header information is excluded).

3 Click Print.

4 In the Export dialog box, at the Format field, select the file type for exporting. Do not select Lotus 1-2-3 (WK3) or Lotus 1-2-3 (WKS) at the Format field; those formats are not supported by Crystal. Instead, use the Excel format.

5 At the Destination field, select the location you are exporting to. For example, you can export the report to your hard drive or to an application such as Excel. Click OK.

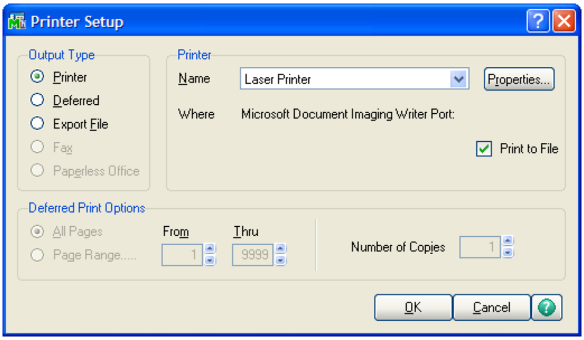
NOTE
To e-mail the report, select Microsoft Mail (MAPI) at the Destination field.

To export or print to a file in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules

1 Access the report to print to a file and set the report options.

2 Click Printer Setup.

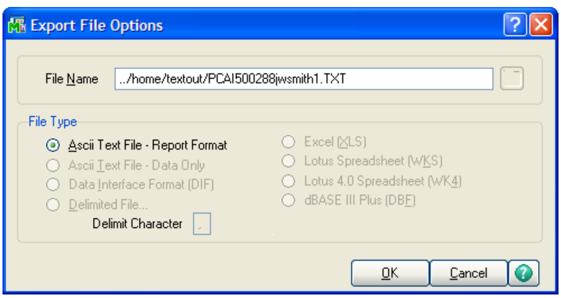
3 In the Printer Setup dialog box, select the Print to File check box to send the output of the report to a different file type.



4 Select the Export File option and click OK.

NOTE
All reports can be sent to an ASCII file, but not all reports can be printed to other file types.

5 In the Export File Options window, select the file type. The type of report selected determines the File Type options available.



NOTE
If you modify the default path, the subdirectory specified must exist on the designated disk.

6 At the File Name field, accept the default path and file name or modify the path and file name.

7 Click OK.

8 In the report window, click Print to print the report to a file.

Sending Faxes

To send a fax from the software, a fax driver must be loaded in the Windows workstation environment. The fax driver acts as a printer driver in the software.

To send a fax in a module other than Job Cost, Material Requirements Planning, Payroll, or Work Order

1. Access the report and set the report options.
2. At the Printer field, select the fax driver.
3. Click Preview.
4. In the report preview window, click the Print Report button.
5. In the Print window, click OK.
6. A wizard or window applicable to your fax software appears. Enter the necessary information, such as the recipient's fax number, and send the fax.

To send a fax in the Job Cost, Material Requirements Planning, Payroll, or Work Order module

1. Access the report and set the report options.
2. Click Printer Setup.
3. In the Printer Setup dialog box, at the Name field, select the fax driver and click OK.
4. In the report window, click Print.
5. A wizard or window applicable to your fax software appears. Enter the necessary information, such as the recipient's fax number, and send the fax.

Paperless Office

You can use the Paperless Office module to fax, e-mail, and store forms in PDF format. The Paperless Office module allows you to set up PDF storage and electronic delivery options for documents in all Sage MAS 90 and 200 companies. You can specify separate settings for journals and registers, reports, period-end reports, and forms.

This module also contains viewers in which you can view, move, delete, and electronically deliver PDFs of customer forms, vendor forms, journals and registers, standard reports, and period-end reports.

Purge utilities are also included which allow you to purge PDF documents as needed.

You do not need to enable this module in Company Maintenance; however, you must enable Paperless Office functionality for each type of document you would like to store and electronically deliver. For more information, see Set Up Paperless Office in the Help system.

Batch Faxing

Batch faxing allows you to fax multiple forms in batches. During the faxing process, forms addressed to the same fax number are collected and sent as a group with one cover letter. Batch faxing is set up using Batch Fax Options or Fax Form Definition, and requires either the Microsoft Fax Services or WinFax 10 fax driver.

The following forms are supported for batch faxing: Statement Printing, Accounts Receivable, Invoice Printing, Customer RMA Printing, RMA Receiver Printing, Sales Order Printing, Picking Sheet Printing, Sales Order Invoice Printing, and Purchase Order Printing. For more information, see Fax Multiple Forms in Batches in the Help system.

Lesson 13 - Defining Formats for Standard Reports

NOTE
This lesson applies only to reports in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules.

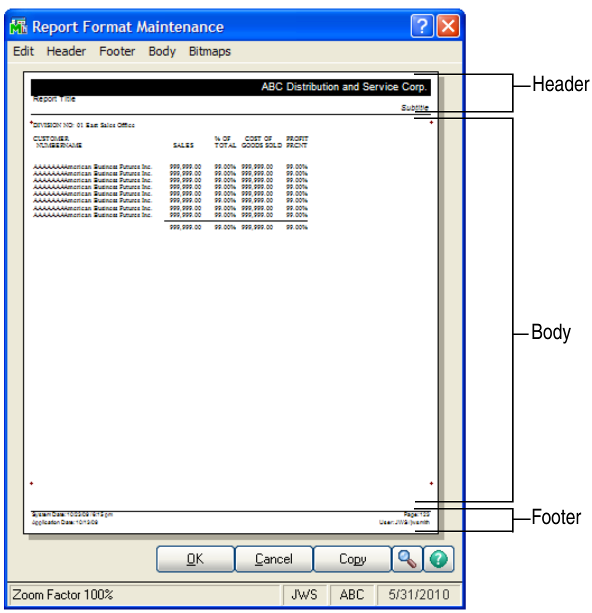
You can specify the fonts, style, and data elements to print on the header and footer sections of standard reports using Report Format Maintenance. You can also define the font and style for the body of the report, and add bitmaps to the header or background of the standard report. The settings that you define establish a report format.

You can define one report format per company code; a report format is not specific to a user logon, workstation ID, or to the report. The only exception to this rule is the ability to override the font in the body of the report in the Printer Preferences window; this override is specific to workstation ID.

To define a report format in the Job Cost, Material Requirements Planning, Payroll, or Work Order module

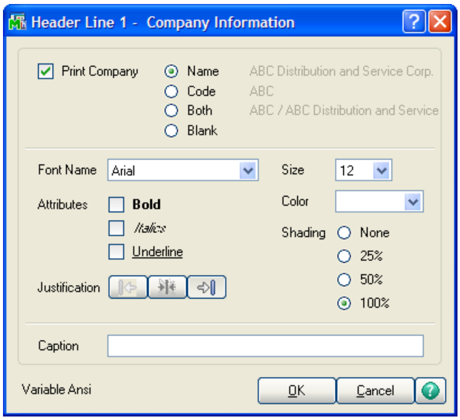
NOTE
Dot matrix printers are not designed to print graphical reports and should not be used with this feature.

1 Select Library Master Setup menu > Report Format Maintenance. Every report is divided into three sections: Header, Body, and Footer. By default, the header and footer use the Arial 12 point font and the body uses a variable size Times New Roman font.



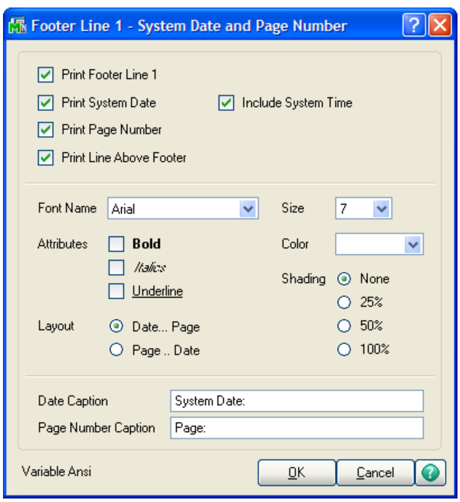
NOTE
The other windows accessed from the Report Format Maintenance Header menu are similar in format to this window.

2 In the Report Format Maintenance window, select Header > Company, Report Title, or Subtitles and select settings in each window for the header. The following is an example of the Company Information window. Access the additional windows from the Report Format Maintenance Header menu to select settings for the report header.

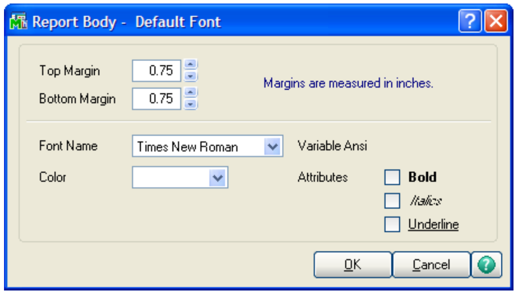


NOTE
The other window accessed from the Report Format Maintenance Footer menu is similar in format to this window.

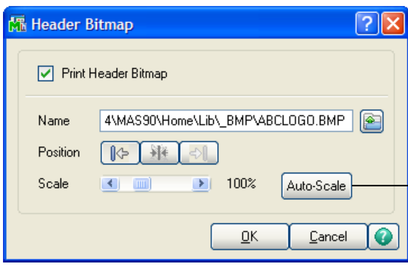
3 Select Footer > Sys Date and Page or App Date and User, and select settings in each window for the footer. The following is an example of the System Date and Page Number window.



4 Select Body > Font to define font, size and style settings for the body of the report.



5 Select Bitmaps > Header or Background to add a bitmap. Bitmaps can be printed in the report header area and in the report background area.



Click Auto-Scale to use the automatic scaling feature. For more information, see Background (Bitmap) in the Help system.

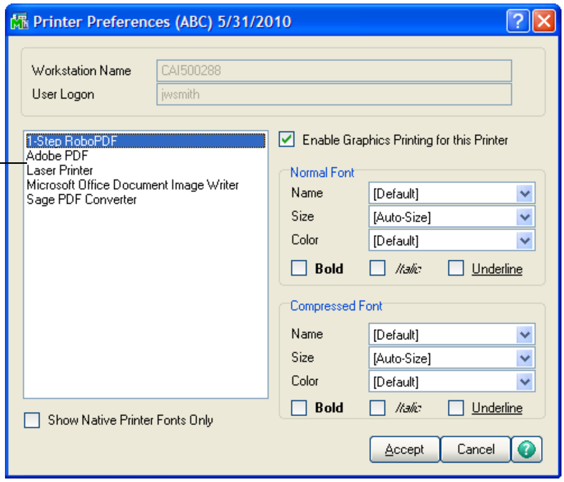
6 In the Report Format Maintenance window, click OK to save your report settings.

7 Select Library Master Setup menu > Printer Preferences.

NOTE
The properties defined for each printer affect only standard reports and forms. These properties do not affect reports or forms created using Crystal Reports.

8 In the Printer Preferences window, select the Enable Graphics Printing for this Printer check box to print reports according to the format defined in Report Format Maintenance. The Use Graphic Report Format check box must also be selected on the User Maintenance Preferences tab.

Only printers available to the workstation appear in this list box.



NOTE
The body settings you define at the Normal Font and Compressed Font fields override the body settings defined in Report Format Maintenance.

9 In the Printer Preferences window, define the appropriate settings at the Normal Font and Compressed Font fields for the report body.

10 Click Accept to print reports for the selected printer in the printer list box according to the format defined in Report Format Maintenance.

Setting Printing Preferences for Dot-Matrix Printers

To achieve optimum printing speed for dot-matrix printers, native fonts can be selected through the Windows driver to increase print speed.

Some printer drivers may only have the Default selection available for the font. If this is the case, you must download an updated driver for your printer from the printer manufacturer's Web site or select another compatible driver emulation (refer to your printer manual or consult a printer manufacturer for details). Each printer has unique font options available. Most native font selections will print faster than the Default font selection.

NOTE
When printing picking sheets, Sales Order invoices, sales orders, Accounts Receivable invoices, RMAs, or Accounts Receivable statements, select the form code for printing to a dot-matrix printer. For more information, see Lesson 15 - Creating a Report Setting on page 110.

To set printer preferences for dot-matrix printers

1 Select Library Master Setup menu > Printer Preferences.

2 In the Printer Preferences window, select the dot-matrix printer from the printer list.

3 Clear the Enable Graphics Printing for this Printer check box. This setting is specific to the printer and overrides the global setting.

4 Select the Show Native Printer Fonts Only check box. This is a temporary filter and must be selected each time you access this window to change a font.

5 At the Normal Font Name field, select 10 CPI Draft, 10 CPI Courier (not Courier New), or any font other than Default.

6 At the Normal Font Size field (to match the font selected at the Normal Font Name field), select 10.

7 At the Compressed Font Name field, select a font based on the following information.

- If you are using 8.5- x 11-inch paper on a standard-carriage printer, or 8.5- x 11-inch paper on a wide-carriage printer, select 17 CPI Draft, 17 CPI Courier (not Courier New), or any font other than Default.
- If you are using 11- x 14-inch paper, select a value between 10 and 15 (this setting may vary, depending on which printer driver you are using).

8 Click Accept.

Lesson 14 - Customizing Forms

NOTE
This lesson applies only to the Job Cost, Material Requirements Planning, Payroll, and Work Order modules.

There are two types of forms: graphical and nongraphical. Graphical forms use the Crystal Reports writer to print, while nongraphical forms are generated directly by the software and are not Crystal Reports-related. All form printing tasks allow you to customize the printing of forms and save the forms to the Forms file. The Forms file contains a set of default formats for printing forms. You can modify the default print formats or create new formats.

Use graphical forms when you want to have optimum control over the font, color, and overall presentation quality of the form. You can also customize the graphical form by adding bitmaps and company logos to it. These forms are designed for you to send to your customers. For an example of a graphical form, see page 105.

Use nongraphical forms when you are concerned with the speed of printing rather than the overall presentation quality of the form. Nongraphical forms print faster because they do not have bitmaps or custom fonts on them. Also, use nongraphical forms if you are printing to a dot matrix printer. For an example of a nongraphical form, see page 109.

Customizing Graphical Forms

NOTE
This feature is available only if the applicable graphical forms check box is selected on the Forms tab in the module's setup Options window.

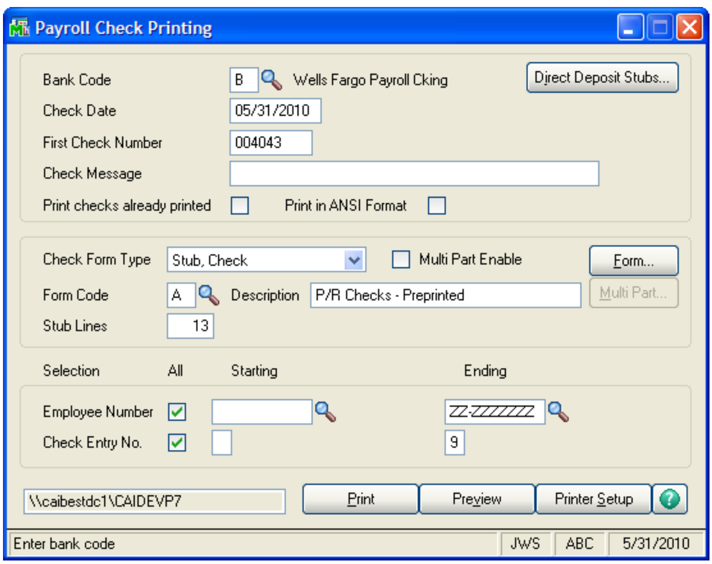
You can customize graphical forms, as well as create graphical forms, for all form printing tasks using the Forms Customization feature. All graphical forms can be printed using a Windows printer; however, you can only customize or create forms if the Crystal Reports software is available on your workstation. Only managers or experienced Crystal Report users should have Crystal Reports installed.

If a form is modified using the Forms Customization feature, the form will be modified for all users and the current company. If you require more control of your form customizations, use Library Master Report Manager to create forms for a specific user and/or company.

To customize graphical forms in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules

NOTE
If this is the first time you are selecting the form printing task, the Form Template Selection window appears instead of the form printing task. Select a form template.

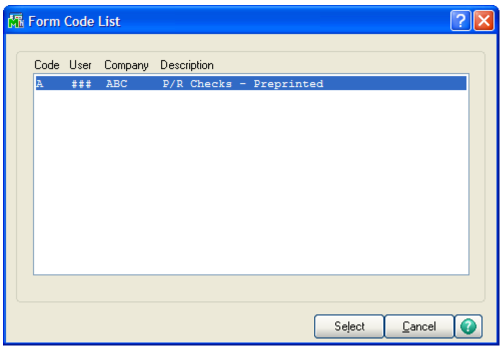
1 Access the form printing task to customize.



2 At the Form Code field, click the Lookup button and in the Form Template Selection window, select a form code and click OK. Several forms have three default templates:

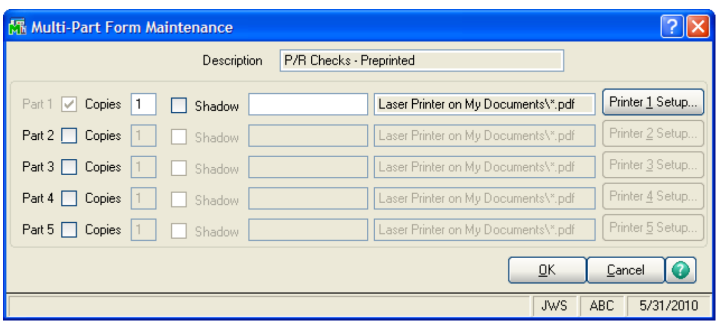
- A template for printing on a preprinted form
- A template for printing on plain paper
- A template for printing on plain paper in a graphical format with a marbled background

The preprinted form prints only data. The graphical form prints data, titles, and graphical elements.



NOTE
The Multi-Part feature is available only if the Multi Part Enable check box is selected in the form printing task window.

3 To print forms to multiple locations, in the form printing task window, click Multi Part Enable to specify the printers to use for a multi-part form and click OK.



For example, using the multi-part feature you can print the following copies of a sales order:

- A file copy to your draft printer
- A warehouse copy to the printer located in your warehouse
- An original copy to your high-quality laser printer

4 In the form printing task window, click Form to modify a form using the Crystal Reports software. The Crystal Reports software launches with the form in view.

If you do not have access to the Crystal Reports software on your workstation, a dialog box prompts you to install Crystal Reports.

5 In Crystal Reports, make the customizations to the form, as needed, and save the form.

6 After you have made modifications to your graphical forms using Crystal Reports, in the form printing task, click Print.

7 In the dialog box that appears, click Align to print an alignment pattern using the software to verify your new form layout. Because this is special logic built into the software for graphical forms, printing or previewing your customized forms from Crystal Reports may not provide you with an accurate presentation of your final form layout. Printing an alignment pattern is very important when making modifications to your graphical forms, such as checks or invoices.

The following is an example of a graphical marbled form created using Crystal Reports.

DISTRIBUTION COMPANY

ABC Distribution and Service Corp.

THIRD NATIONAL BANK OF NOWHERE

P.O. Box 1213

004043

No.

004043

*THREE HUNDRED AND 13 / 100

DATE 5/31/2010

AMOUNT *******300.13*

Pay to the order of

JERRY A. THOMAS
4121 W. 35th Street
Apartment 201
MILWAUKEE, WI 53151

004043

EMPLOYEE	SOCIAL SEC. NO.	PAY RATE	PERIOD END	CHECK NO.
11-0000100 THOMAS, J	986-53-1239	13.850 HW	5/31/2010	004043

EARNINGS	HOURS	AMOUNT	YTD	DEDUCTION	AMOUNT	YTD
Regular	40.00	554.00	8,199.20	Federal W/H	1.28	1,019.68
Overtime	0.00	0.00	290.85	FICA	32.63	456.19
Holiday	0.00	0.00	271.60	E.I.C.	0.00	3.05
Sick Pay	0.00	0.00	110.80	Medicare	7.63	133.07
Bonus	0.00	0.00	249.32	WI State W/H	24.63	516.06
Vacation Pay	0.00	0.00	110.80	Health Insur	60.00	540.00
				Credit Union	100.00	1,600.00
				401k Plan	27.70	55.40
GROSS EARNINGS:		554.00	9,232.57	TOTAL DEDUCT:	253.87	4,323.45
NET EARNINGS:		300.13				

EMPLOYEE	SOCIAL SEC. NO.	PAY RATE	PERIOD END	CHECK NO.
11-0000100 THOMAS, J	986-53-1239	13.850 HW	5/31/2010	004043

EARNINGS	HOURS	AMOUNT	YTD	DEDUCTION	AMOUNT	YTD
Regular	40.00	554.00	8,199.20	Federal W/H	1.28	1,019.68
Overtime	0.00	0.00	290.85	FICA	32.63	456.19
Holiday	0.00	0.00	271.60	E.I.C.	0.00	3.05
Sick Pay	0.00	0.00	110.80	Medicare	7.63	133.07
Bonus	0.00	0.00	249.32	WI State W/H	24.63	516.06
Vacation Pay	0.00	0.00	110.80	Health Insur	60.00	540.00
				Credit Union	100.00	1,600.00
				401k Plan	27.70	55.40
GROSS EARNINGS:		554.00	9,232.57	TOTAL DEDUCT:	253.87	4,323.45
NET EARNINGS:		300.13				

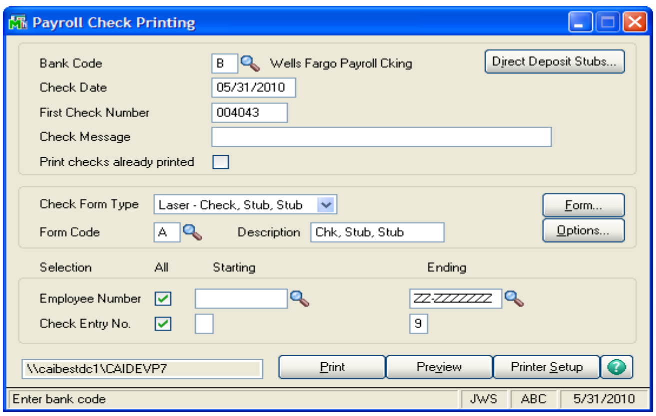
Customizing Nongraphical Forms

NOTE
To customize nongraphical forms, the applicable graphical forms check box must be cleared in the module's setup options window.

You can customize the size and alignment of nongraphical forms, as well as specify the print position for each data field on form printing tasks. You can also customize the heading and titles, and add or delete fields on the form. As you customize a nongraphical form, you can save the settings using a single-character form code, which allows you to create and save multiple formats.

To customize nongraphical forms in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules

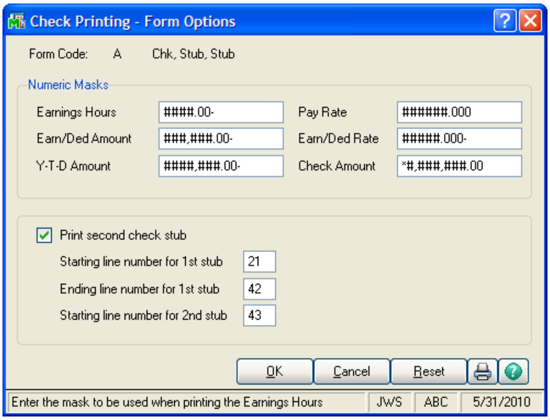
1 Access the form printing task to customize.



2 In the form printing window, select a form code.

3 To specify the numeric masks and other options for the form, click Options.

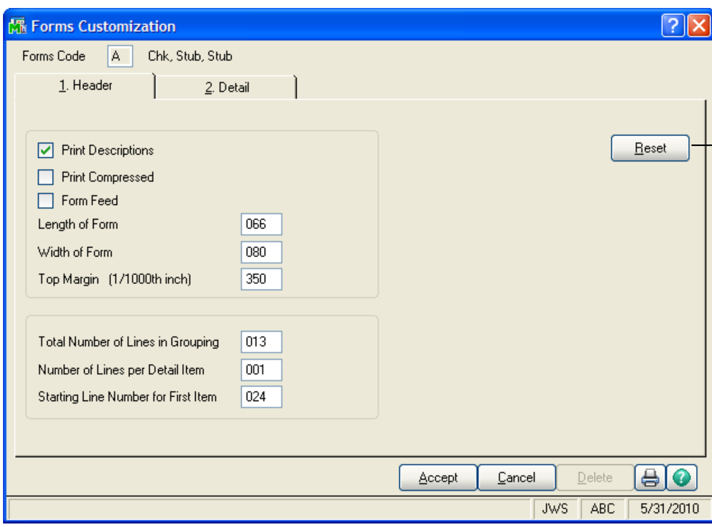
4 In the Form Options window, customize the numeric masks that determine how dollar amounts print and other information is used for the form, then click OK.



5 In the form printing window, click Form.

NOTE
The form code selected in the form printing task window appears but cannot be changed.

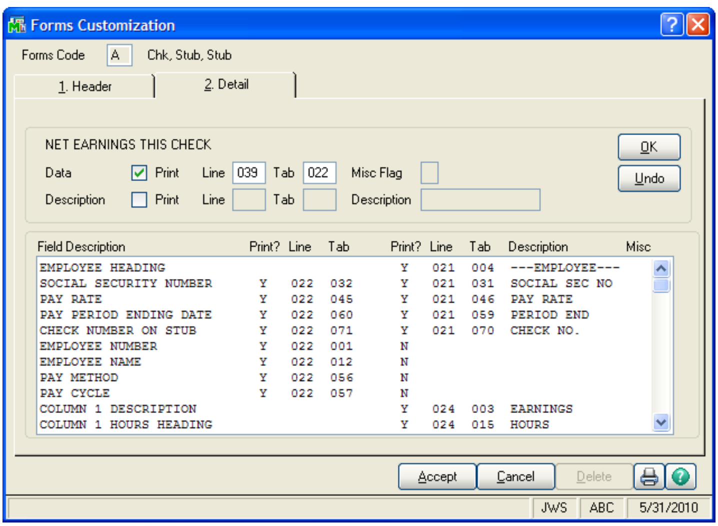
6 On the Forms Customization Header tab, customize the general form alignment information to suit your needs.



Click Reset to reset the information to the original default values if you have made changes.

- Select the Print Descriptions check box to print headers individually for each field. If this check box is cleared, all header printing is suppressed and cannot be changed.
- Select the Form Feed check box to force a form feed at the end of each form to prevent creeping on subsequent pages. This makes setting the length of the form unnecessary.
- At the Length of Form field, set the length to 63 or 64 for Laser and Desk Jet Windows printers. If you are printing to a dot matrix printer or a Device Configurator Physical device, set the length to 66. An incorrect setting may cause the form to creep if the Form Feed check box is not selected.
- The Top Margin field setting is used only for forms printed using Windows printer drivers. Changing the top margin moves the entire form up or down vertically.

7 On the Forms Customization Detail tab, specify the data to print and the print positions of each available data field for the form.



8 Click Accept to save the formats defined.

The following is an example of a nongraphical form.

```
                                                                                004082
       *THREE HUNDRED DOLLARS AND 13 CENTS


                                                                05/31/10      *******300.13*
        JERRY A. THOMAS
        4121 W. 35th Street
        Apartment 201
        MILWAUKEE            WI 53151






   ---EMPLOYEE---             SOCIAL SEC NO  PAY RATE     PERIOD END CHECK NO.
11-0000100 THOMAS,J            986-53-1239      13.850 HW  05/31/10   004082

  EARNINGS     HOURS    AMOUNT       YTD      DEDUCTION     AMOUNT       YTD
Regular        40.00    554.00    8,199.20 Federal W/H        1.28    1,019.68
Overtime         .00       .00      290.85 FICA              32.63      456.19
Holiday          .00       .00      271.60 E.I.C.              .00        3.05
Sick Pay         .00       .00      110.80 Medicare           7.63      133.07
Bonus            .00       .00      249.32 WI State W/H      24.63      516.06
Vacation Pay     .00       .00      110.80 Health Insur      60.00      540.00
                                           Credit Union     100.00    1,600.00
                                           401k Plan         27.70       55.40




     GROSS EARNINGS:      554.00    9,232.57 TOTAL DEDUCT:     253.87    4,323.45
       NET EARNINGS:      300.13

   ---EMPLOYEE---             SOCIAL SEC NO  PAY RATE     PERIOD END CHECK NO.
11-0000100 THOMAS,J            986-53-1239      13.850 HW  05/31/10   004082

  EARNINGS     HOURS    AMOUNT       YTD      DEDUCTION     AMOUNT       YTD
Regular        40.00    554.00    8,199.20 Federal W/H        1.28    1,019.68
Overtime         .00       .00      290.85 FICA              32.63      456.19
Holiday          .00       .00      271.60 E.I.C.              .00        3.05
Sick Pay         .00       .00      110.80 Medicare           7.63      133.07
Bonus            .00       .00      249.32 WI State W/H      24.63      516.06
Vacation Pay     .00       .00      110.80 Health Insur      60.00      540.00
                                           Credit Union     100.00    1,600.00
                                           401k Plan         27.70       55.40




     GROSS EARNINGS:      554.00    9,232.57 TOTAL DEDUCT:     253.87    4,323.45
```

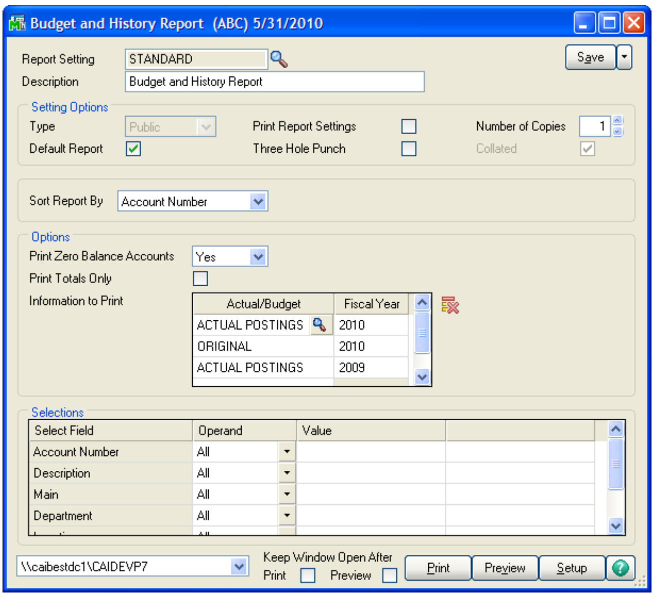
Lesson 15 - Creating a Report Setting

NOTE
This lesson applies only to reports in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order.

After selecting the options and selection criteria for a report, you can save these selections for future use by using a unique report setting. You can create and save any number of customized report settings per report and company. Use this procedure to save a report setting based on an existing report setting.

To create a report setting

1 In the report window, at the Report Setting field, select the setting to use as the basis for your new setting.

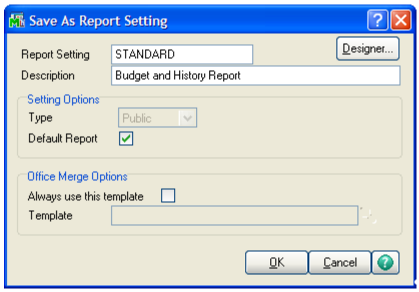


2 To save the report setting based on another report setting, modify the settings in the report window, and then at the Save button click the drop-down arrow and select Save As. You can also save the current report setting by clicking Save.

NOTE
The standard set of reports for modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order are assigned a report setting of Standard.

If Standard is selected at the Report Setting field in the report window, you cannot save selections made on the Main or Select tabs in the report window to the Standard report setting. The settings made in the report window will revert back to the previous Standard report settings. When you click Save, the Save As Report Setting window appears allowing you to save the changes to another report setting name.

3 In the Save As Report Setting window, at the Description field, type the description for the report setting you are saving.



4 At the Type field, select the report type option.

5 To save the report setting as your default report setting, select the Default Report check box.

6 To set advanced settings for the report setting, perform the following steps:

a Click Advanced. In the Advanced Setting dialog box, select either the Standard or Custom option to use a standard or custom report when printing the report.

b If you selected the Custom option, enter the path to the custom report and click OK.

7 In the Save As Report Setting window, click OK to save the report setting. Changes made to an existing report setting are saved to a new report setting name or to the current report setting name. The report setting that you created will be available at the Report Setting field in the report window for future use.

Lesson 16 - Setting Up Sales Tax Information

Depending on the states in which you conduct business and the type of business you have, you may be required to calculate sales tax on items sold and items purchased. The software allows you to calculate, track, and report sales tax information. To calculate sales tax, you must define information in Sales Tax Class Maintenance, Sales Tax Code Maintenance, and Sales Tax Schedule Maintenance. Sales tax information defined in these tasks is available to all companies.

The setup of sales tax information consists of the following four-part process:

1. **Defining Sales Tax Classes:** The tax class is used to define tax classifications. These tax classes are then assigned to each sales code, inventory item and miscellaneous charge code.

2. **Defining Sales Tax Codes:** The tax code is used to define whether a tax class is taxable. It is also used to define a tax rate, if applicable.

3. **Defining Sales Tax Schedules**: A tax schedule groups individual tax codes.

4. **Assigning Sales Tax Schedules**: Tax schedules are assigned to each vendor and customer, based on the vendor's location or purchase address and the customer's location or ship-to address.

Defining a Sales Tax Class

NOTE
The TF (Taxable Freight) tax class is used to calculate sales tax on freight amounts.

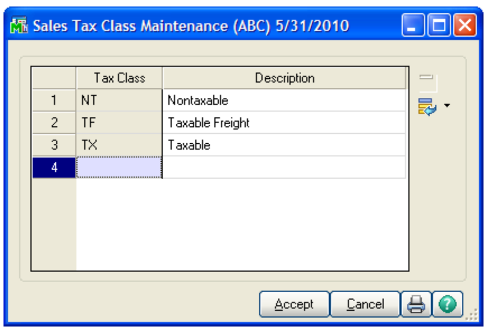
The first step in defining sales tax information is to define different types of tax classifications in Sales Tax Class Maintenance. The following three tax classes are defined automatically by the system and cannot be deleted: Nontaxable (NT), Taxable (TX), and Taxable Freight (TF). A tax class must be defined for each classification of goods and services that are taxed at different rates.

To define a sales tax class

1 Select Library Master Setup menu > Sales Tax Class Maintenance.

2 In the Sales Tax Class Maintenance window, enter a class at the Tax Class field.

3 At the Description field, type a description for the tax class and click Accept. Repeat steps 2 and 3 for each tax class you need to define.



After defining sales tax classes, assign the tax classes to sales codes, inventory items and miscellaneous charges.

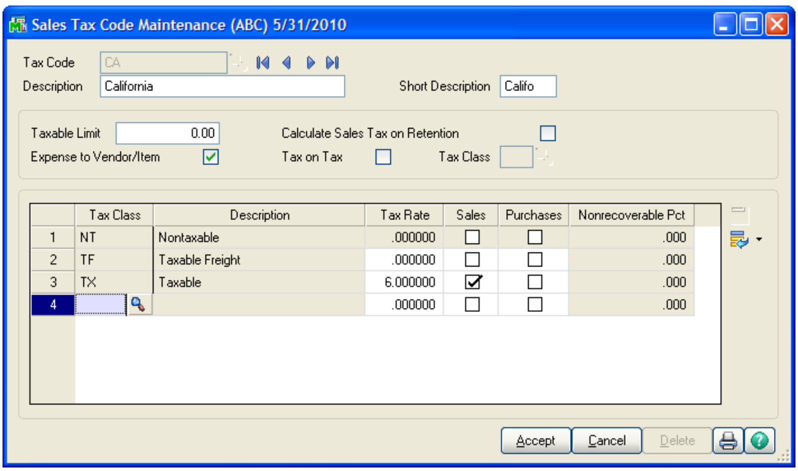
Defining a Sales Tax Code

After defining tax classes, you must define sales tax codes in Sales Code Maintenance. You must set up a tax code for each tax jurisdiction (such as state, county, local or province) to which your business reports sales tax information. The sales tax codes defined determine the rate to calculate for each tax class defined in Sales Tax Class Maintenance and are used to determine if sales tax is calculated on both items sold and purchased.

To define a sales tax code

1 Select Library Master Setup menu > Sales Tax Code Maintenance.

2 In the Sales Tax Code Maintenance window, enter a code at the Tax Code field and type a description at the Description field.



3 If the tax code you are defining has a limit, enter the Taxable Limit field. For example, some tax jurisdictions have a limit for the amount of sales tax that can be defined on an invoice, sales order, or receipt.

4 At the Short Description field, type a short description. This description will be used when printing tax detail on forms.

NOTE
The Calculate Sales Tax on Retention check box is available only if the Job Cost module is installed.

5 Complete one of the following options:

- Select the Calculate Sales Tax on Retention check box to calculate sales tax on the invoice amount less retention.
- Clear the Calculate Sales Tax on Retention check box to calculate the sales tax on the full invoice amount, regardless of retention. For more information, see Sales Tax Code Maintenance - Fields in the Help system.

6 Complete one of the following options:

- Select the Expense to Vendor/Item check box to allocate the non-recoverable portion of purchase's sales tax to the vendor's Expense account in Accounts Payable or to the Inventory account in Purchase Order.
- Clear the Expense to Vendor/Item check box if the non-recoverable portion is not to be allocated. For more information, see Sales Tax Code Maintenance - Fields in the Help system.

7 Complete one of the following options:

- Select the Tax on Tax check box if this tax code is subject to taxation by other tax jurisdictions, and proceed to step 8.
- Clear the Tax on Tax check box if the tax code is not subject to tax on tax, and proceed to step 9. For more information, see Sales Tax Code Maintenance - Fields in the Help system.

NOTE
The Tax Class field next to the Tax on Tax check box is the only place you can enter a "tax on tax" tax class; you cannot enter this in Sales Tax Class Maintenance.

8 If you selected the Tax on Tax check box, enter a class to be used for Tax on Tax calculations at the Tax Class field (next to the Tax on Tax check box).

9 For each tax class defined (except for tax class NT which cannot be maintained or deleted), complete the following fields:

a Select the Sales check box to calculate sales tax for this code, or clear the Sales check box if sales tax should not be calculated.

> **NOTE**
> If your tax jurisdiction charges tax on freight, you must set up a tax rate for the TF tax class in each applicable tax code.

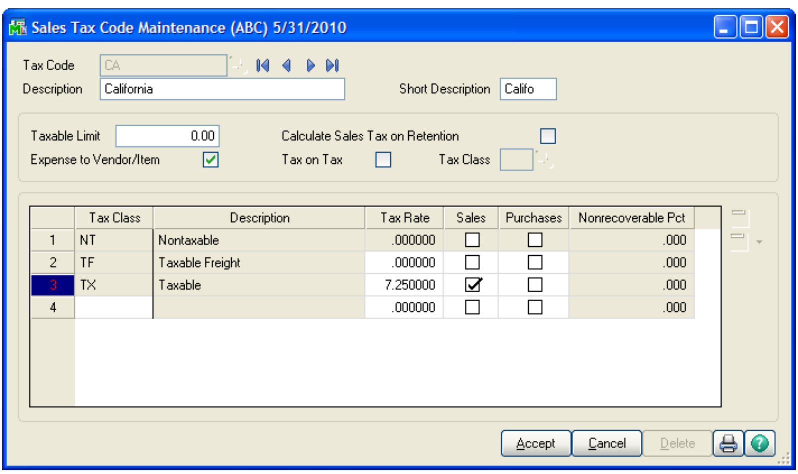
b At the Tax Rate field, type the tax rate percentage to use for calculating taxes.

c Select the Purchases check box if purchases are taxable for the tax class entered and proceed to step d. Clear the Purchases check box if the purchases are not taxable and proceed to step e.

d If the Purchases check box is selected, type the percentage of the purchase tax that cannot be recovered at the Non-Recoverable % field. Enter **0** (zero) at this field if all purchases sales tax is to be posted to the Accounts Payable Sales account. Enter **100** at this field to post all of the purchases sales tax to the Non-Recoverable account.

e Click OK.

10 Click Accept. The following example shows a rate of 7.25 will be calculated for items assigned to the Taxable (TX) tax class for items sold.



Defining a Sales Tax Schedule

After defining sales tax codes, use Sales Tax Schedule Maintenance to group tax codes that make up a total sales tax rate for assignment to customers and vendors, and to establish whether tax detail will print on sales orders and invoices. For example, if a specific county requires that you calculate both state and county tax, create a sales tax schedule that groups the state and county tax together.

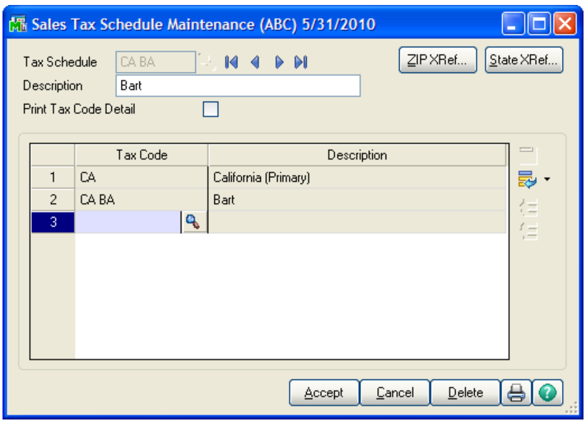
To define a sales tax schedule

1 Select Library Master Setup menu > Sales Tax Schedule Maintenance.

2 In the Sales Tax Schedule Maintenance window, enter a schedule at the Tax Schedule field and type a description at the Description field.

3 At the Tax Code field, enter a tax code to add to this tax schedule and click OK. Repeat this step for each tax code you want to add to the tax schedule.

The sequence in which the tax codes are entered is very important because of "tax on tax" calculations and the establishment of the primary tax code. If a tax code is taxable by another tax code, it must be calculated first. For example, if tax code CA is taxable by tax code OR, CA would have to be calculated first to get an accurate calculation for the OR tax code. The first tax code entered will become the primary tax code. The primary tax code is used during the calculation of taxable and nontaxable amounts on each invoice and printing/updating of sales tax history.



4 Click Accept.

Assigning a Sales Tax Schedule

After sales tax schedules are defined, use Customer Ship To Address Maintenance and Purchase Address Maintenance to assign each customer and vendor address to a default tax schedule. Default tax schedules can be changed when entering transactions.

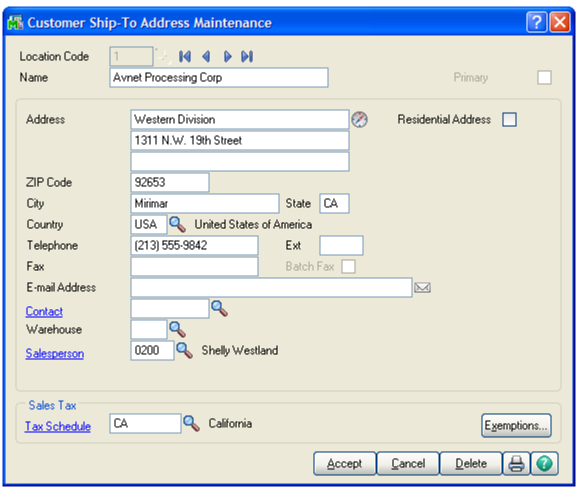
To assign a sales tax schedule to a customer address

1 Select Accounts Receivable Main menu > Customer Maintenance.

2 In the Customer Maintenance window, enter the Customer Number field. At the drop-down button, click Ship To Address.

3 In the Customer Ship To Address Maintenance window, enter the Location Code field.

4 At the Tax Schedule field, enter a sales tax schedule and click Accept.



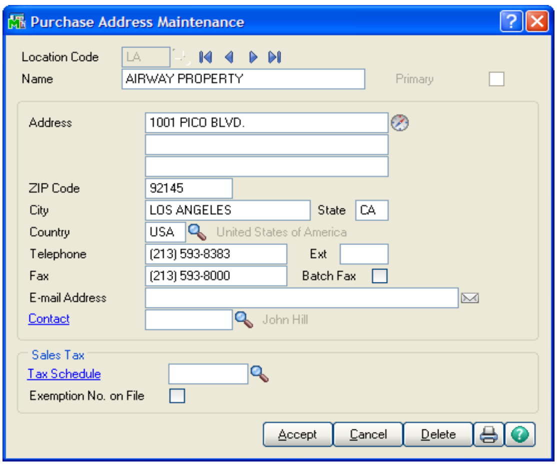
To assign a sales tax schedule to a vendor address

1 Select Accounts Payable Main menu > Vendor Maintenance.

2 In the Vendor Maintenance window, enter the Vendor No. field and click Purchase Address at the drop-down button.

3 In the Purchase Address Maintenance window, enter the Location Code field.

4 At the Tax Schedule field, enter a sales tax schedule and click Accept.

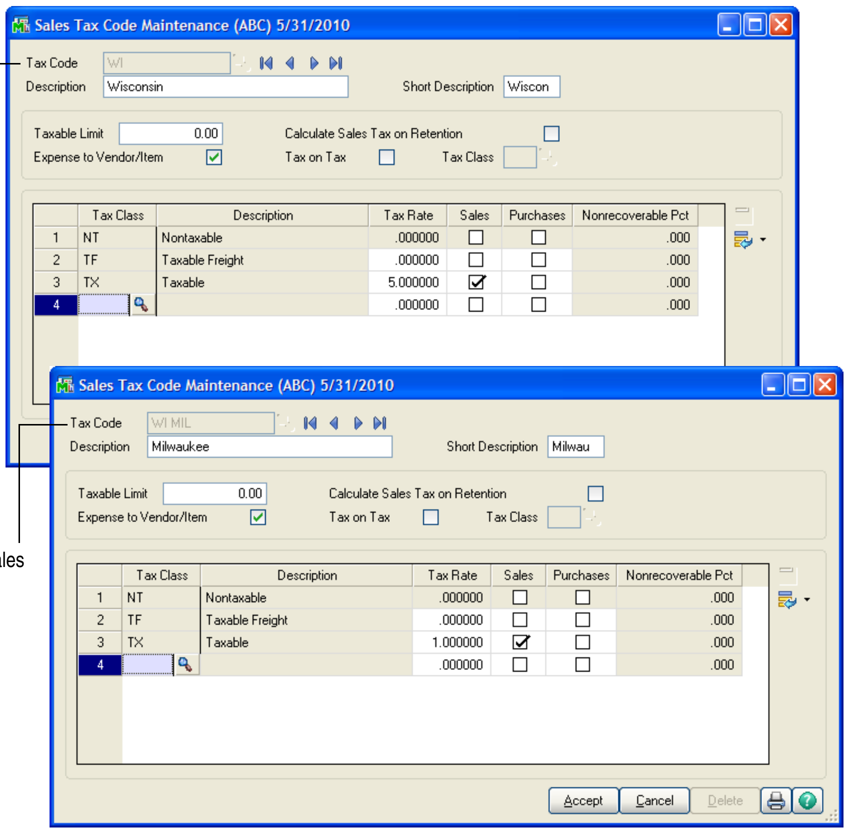


Lesson 17 - Understanding How Sales Tax is Calculated

This lesson provides examples of how sales tax is calculated. These examples use the WI (Wisconsin) and WI MIL (Milwaukee) sales tax codes:

- The WI (Wisconsin state tax) sales tax code is set up to calculate sales tax at a rate of 5% on all sales and purchases for items assigned to the Taxable tax class. It will not calculate sales tax on other tax classes.
- The WI MIL (Milwaukee city tax) sales tax code is set up to calculate sales tax at a rate of 1% percent on all sales for items assigned to the Taxable tax class. It will not calculate sales tax on purchases or items assigned to other tax classes.

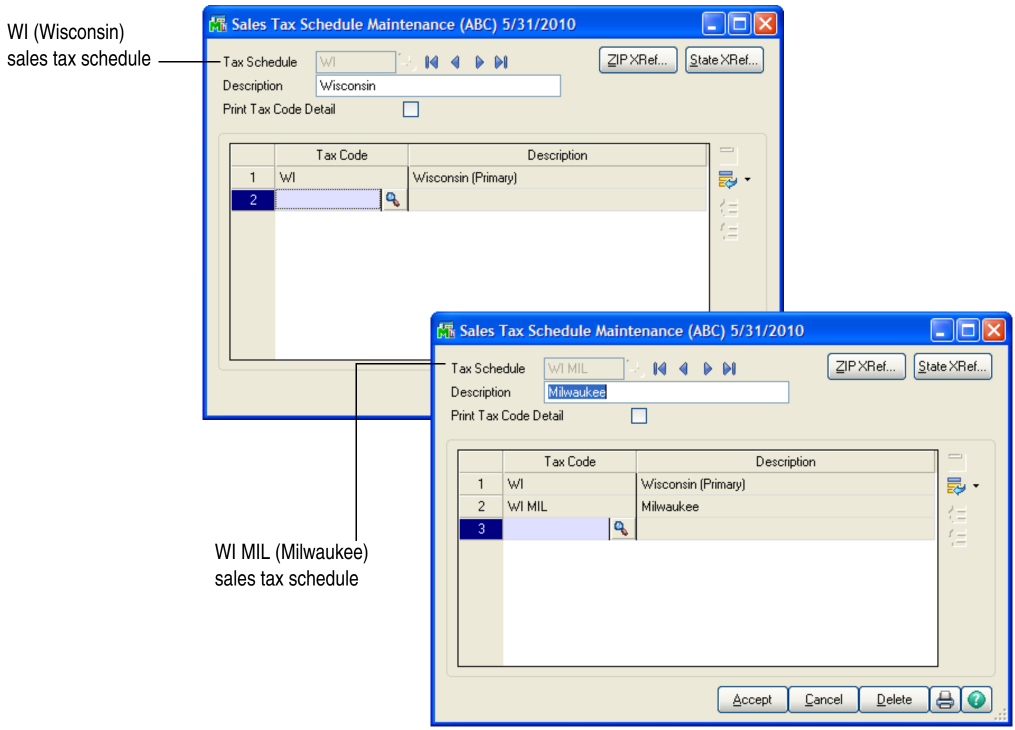
WI (Wisconsin) sales tax code



WI MIL (Milwaukee) sales tax code

These examples also use the WI (Wisconsin) and WI MIL (Milwaukee) sales tax schedules:

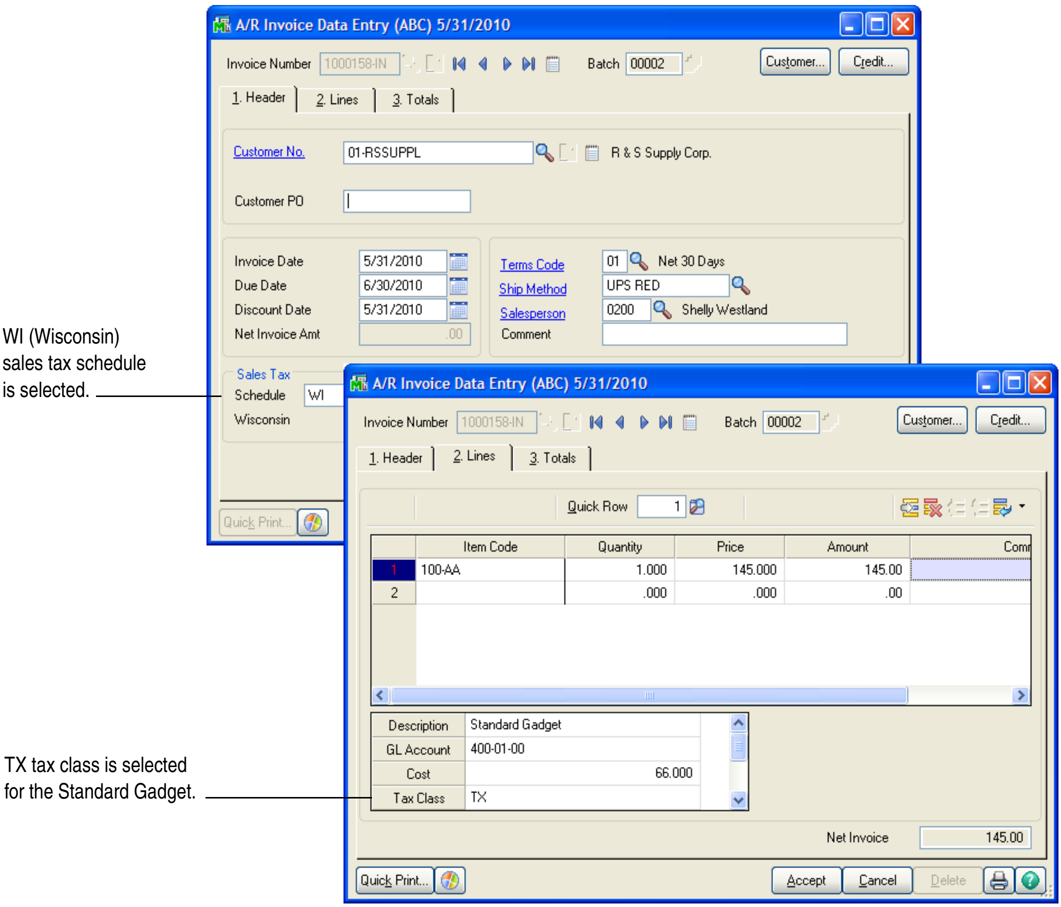
- The WI (Wisconsin) sales tax schedule has the WI sales tax code assigned to it.
- The WI MIL (Milwaukee) sales tax schedule has both the WI sales tax code and the WI MIL sales tax code assigned to it because Milwaukee city requires that both state and city tax be calculated for taxable items.



Example 1 - How Sales Tax is Calculated in Accounts Receivable

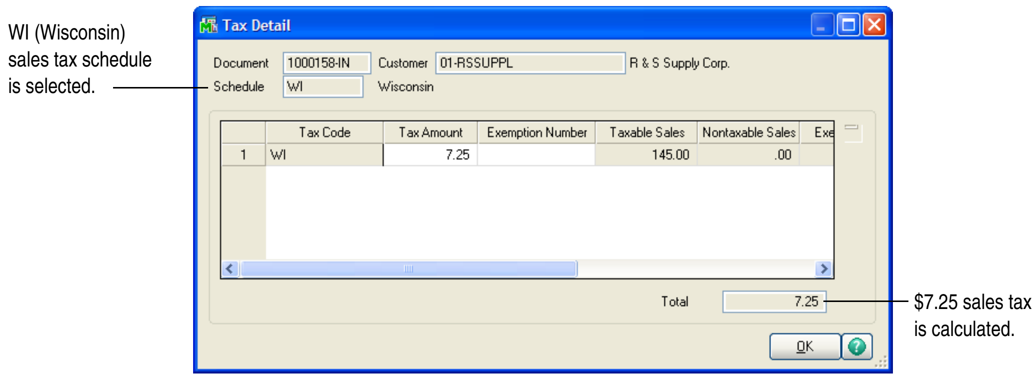
This example shows how sales tax is calculated on Accounts Receivable invoice 1000158-IN. Invoice 1000158-IN has the following settings:

- On the Invoice Data Entry Header tab, the WI tax schedule is selected.
- On the Invoice Data Entry Lines tab, line item 1 (Standard Gadget) is $145 and is assigned to the TX tax class, indicating that this item is taxable.



Tax Calculated Using the WI (Wisconsin) Sales Tax Schedule

To view how tax is calculated for invoice 1000158-IN, on the Invoice Data Entry Totals tab, click Tax Detail. In the Tax Detail window, you can see that $7.25 (100 x 7.25%) in sales tax has been calculated for the WI (Wisconsin) sales tax schedule.

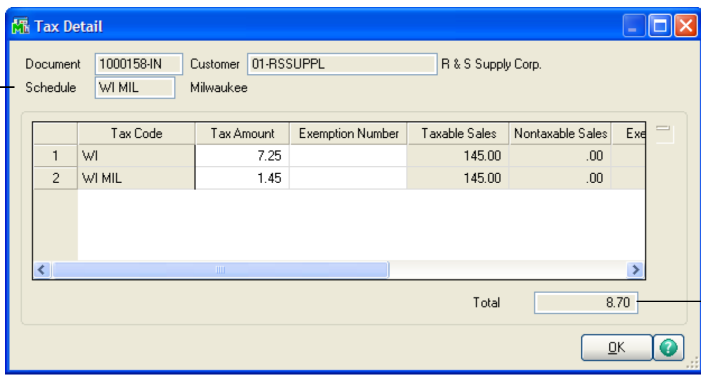


Tax Calculated Using the WI MIL (Milwaukee) Sales Tax Schedule

For invoice 1000158-IN, if the tax schedule on the Invoice Data Entry Header tab is changed from WI tax schedule to WI MIL tax schedule, sales tax is calculated for both the Wisconsin state (WI) and Milwaukee city (WI MIL) sales tax codes because both of theses sales tax codes are included in the WI MIL tax schedule.

The following Tax Detail window shows how tax is calculated when the WI MIL tax schedule is used. You can see that $7.25 (100 x 7.25%) in sales tax is calculated for the (WI) Wisconsin sales tax code, and $1.45 is calculated for the (WI MIL) Milwaukee city sales tax code. The total tax amount is now $8.70 for the invoice.

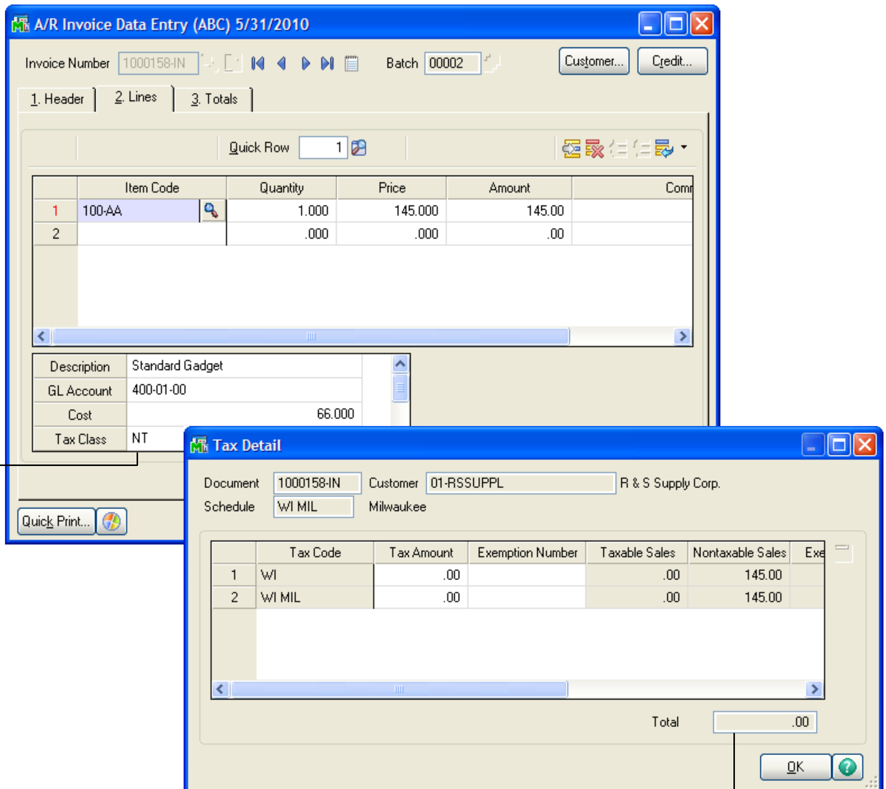
WI MIL (Milwaukee) sales tax schedule is selected.



$8.70 sales tax is calculated.

For invoice 1000158-IN, let's say the same tax schedule of WI MIL is used; however, the tax class for the Standard Gadget item on the Invoice Data Entry Lines tab has been changed from TX (Taxable) to NT (Non Taxable).

The following Tax Detail window shows how tax is calculated when the NT tax class is assigned to the Standard Gadget item. Notice that sales tax is not calculated and the entire invoice displays as a nontaxable sale.



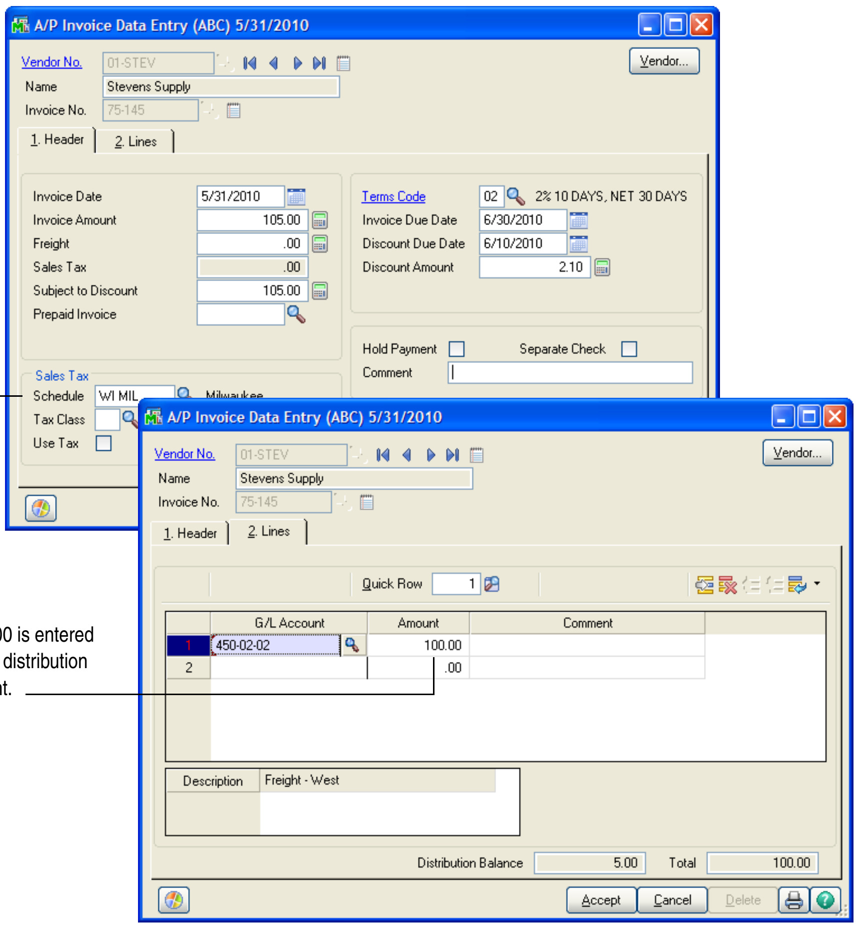
NT tax class is selected for the Standard Gadget.

No sales tax is calculated.

Example 2 - How Sales Tax is Calculated in Accounts Payable

This example shows how sales tax is calculated on Accounts Payable invoice 75-145. Invoice 75-145 has the following settings:

- On the Invoice Data Entry Header tab, the WI MIL tax schedule is selected.
- On the Invoice Data Entry Lines tab, the total distribution amount for this invoice is $100.00. This is the total purchase amount that is taxable.



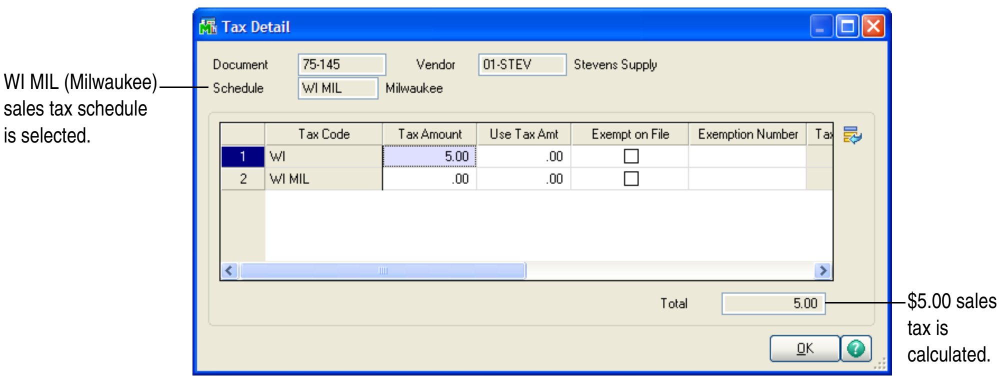
WI MIL (Milwaukee) sales tax schedule is selected.

$100.00 is entered for the distribution amount.

Tax Calculated Using the WI MIL (Milwaukee) Sales Tax Schedule

To view how tax is calculated for invoice 75-145, on the Invoice Data Entry Header tab, click Tax Detail. In the Tax Detail window, you can see that $5.00 (100 x 5%) in sales tax has been calculated for the WI MIL (Wisconsin) sales tax schedule.

Remember that the WI MIL tax schedule calculates tax for both WI (Wisconsin state) and WI MIL (Milwaukee city) sales tax codes. Also, keep in mind that the WI sales tax code is set up to calculate sales tax on items which are purchased (Purchases check box is selected in the Sales Tax Code Maintenance window) but the WI MIL tax code is not set up to calculate sales tax on items which are purchased (Purchases check box is cleared in the Sales Tax Code Maintenance window). Therefore, sales tax on purchased items is calculated only for the WI (Wisconsin) state tax code even though both tax codes (WI and WI MIL) are included in the WI MIL tax schedule.



Lesson 18 - Changing Sales Tax Information

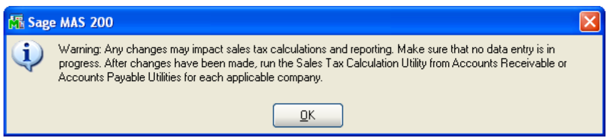
NOTE
This lesson assumes that sales tax information has been set up and sales tax has already been calculated on transactions.

After setting up sales tax information, you may need to modify the sales tax information defined in Sales Tax Class Maintenance, Sales Tax Code Maintenance, or Sales Tax Schedule Maintenance. For example, the sales tax rate for a tax jurisdiction changed.

To change sales tax information

1 Select Library Master Setup menu > Sales Tax Class Maintenance, Sales Tax Code Maintenance, or Sales Tax Schedule Maintenance.

2 The following warning appears informing you that changes you make may impact sales tax calculations and reporting. Click OK.



3 Make the necessary changes in Sales Tax Class Maintenance, Sales Tax Code Maintenance, or Sales Tax Schedule Maintenance and click Accept.

WARNING
Before recalculating sales tax, back up all data files.

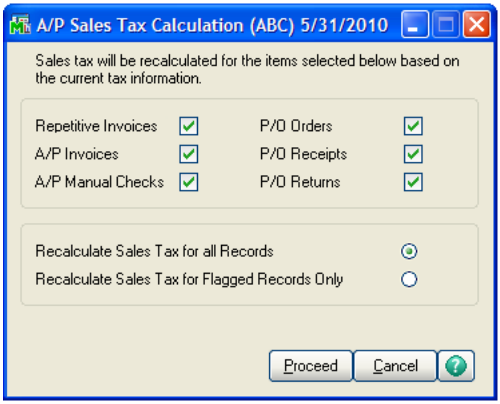
4 You must recalculate the sales tax previously calculated on unposted invoices, sales orders, purchase orders, manual checks, returns, and so on. To do this, select either Accounts Payable Utilities menu > Sales Tax Calculation or Accounts Receivable Utilities menu > Sales Tax Calculation.

5 In the Sales Tax Calculation Utility window, select one of the following options:

- Select the Recalculate Sales Tax for all Records option to recalculate taxes for all records.

NOTE
Records that have a status of "invalid tax calculation" display the Recalc Tax button in data entry.

- Select the Recalculate Sales Tax for Flagged Records Only option to recalculate taxes for only those records that are flagged as invalid tax calculation.



6 Click Proceed to recalculate the sales tax.

When sales tax is recalculated, the following occurs:

- Only unposted transactions are affected. This includes sales orders, purchase orders, and unposted invoices.
- Posted transactions are not modified. If the amount of sales tax calculated was incorrect, you must manually adjust the invoice through a credit memo or debit memo.
- Recurring invoices are updated if they contain sales tax information.

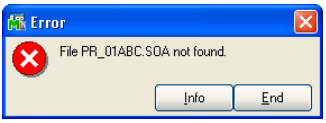
Appendix A

Troubleshooting

What are System Messages?

When the computer system encounters a condition requiring your attention, a System Message dialog box appears.

System Message Dialog Box Example

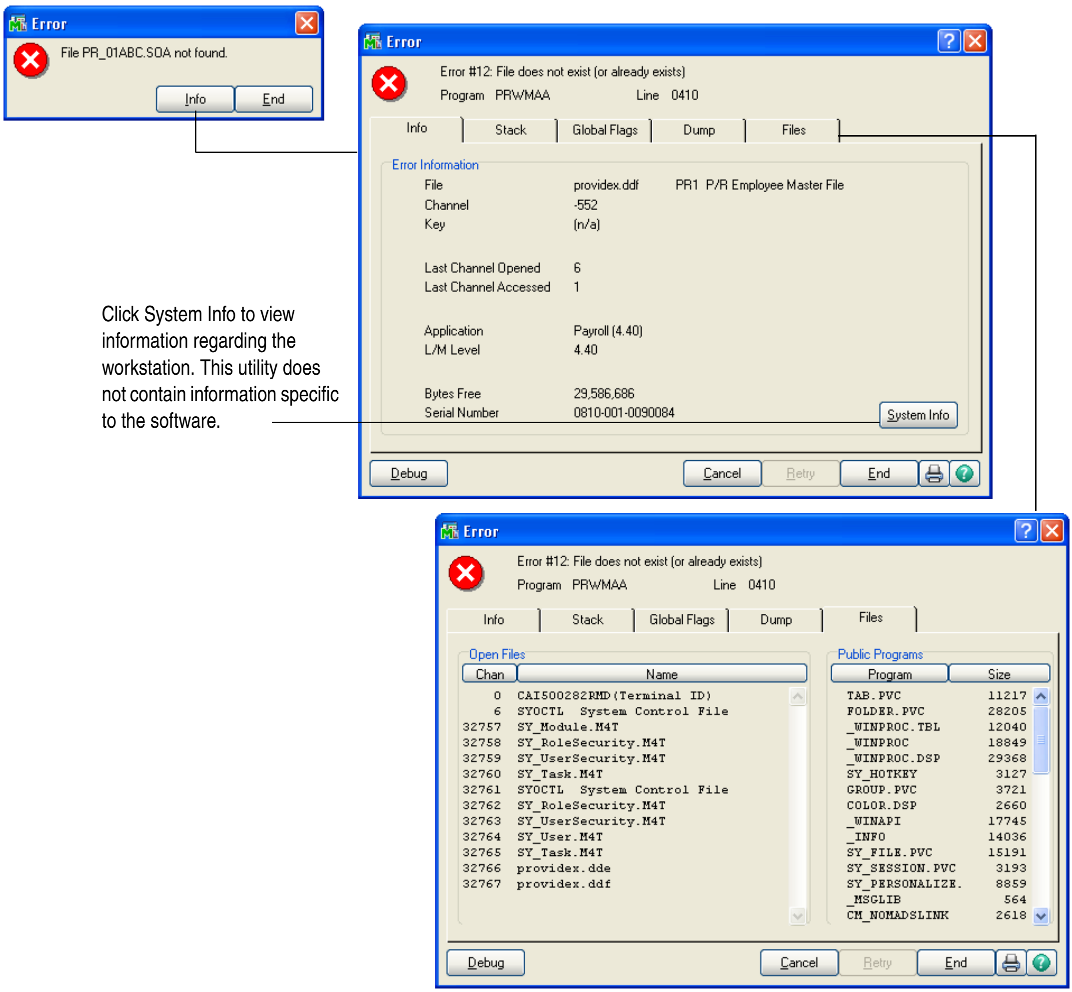


Some messages reflect a normal operational situation, such as the printer being off-line. Usually, the resolution is simple, and you can proceed without difficulty.

Other messages can indicate a problem with the hardware or with the data files. A problem of this nature may require help from your Sage business partner.

Obtaining Additional Information

If a message dialog box appears, click Info in the Error window to obtain additional information about the message.



Before contacting a Sage business partner, write down any system messages appearing on your monitor. Copy the message and indicate the program and function being performed when the message occurred. Click the Print button to print the error information.

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