

# Sage MAS 90 ERP

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## Installation and System Administrator's Guide

*This version of the software has been retired*

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## Introduction

### How to Use This Manual

This manual provides the information necessary for installing Sage MAS 90 ERP. This manual also contains information and troubleshooting tips on the configuration of the various operating systems and environments in which the Sage MAS 90 software is supported. It is designed to function as a self-teaching guide. The instructions contain detailed technical information on the configuration of operating systems and environments.

For a complete listing of operating system requirements, see the Supported Platform Matrix in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)

### 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 **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	<p>Menus are shown in this format: Select menu &gt; menu task name.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Select File menu &gt; Change Company.</li><li>• Select General Ledger Budget menu &gt; Budget Maintenance.</li></ul>
<b>Bold font</b>	<p>Indicates text entered at a field or text selected at a field.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• At the Value field, type a search value, such as <b>01</b>, for the lookup.</li><li>• In the Filter window, to delete a filter, select <b>&lt;none&gt;</b> at a filter's Column field.</li></ul>
<i>Italic font</i>	<p>Indicates references to other manuals.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"><li>• For more information, refer to your <i>Getting Started Guide</i>.</li></ul>

## Getting Started

### Overview of System Startup

Before you can install Sage MAS 90, your hardware must be properly configured, and the appropriate operating system software must be fully installed and operational. In addition, you should also calculate the total disk storage requirements for each module to be installed.

### Installing in the Windows Environment

**NOTE**

Prior to beginning the installation process, see Pre-Installation Checklist on page 107.

The following installation procedures address the Windows® environments. For information on the specific operating system requirements, see the Supported Platform Matrix in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)

After you have verified the compatibility of your hardware and operating system software, you must verify the available hard disk storage space before proceeding with the installation process. To do this, calculate the total disk storage requirements for each module to be installed. This calculation ensures that your hard disk contains adequate space to accommodate your processing requirements. System Setup and Library Master require approximately 150 MB of hard disk space. Each module occupies approximately 15 to 25 MB of hard disk space. An additional 400 MB of disk space is required to install the Crystal Reports Designer. You will need approximately 1 GB of hard drive space before beginning the installation.

## Installation Process

Read this guide completely before installing and setting up a new installation of Sage MAS 90. Each module has a setup options window that allows you to customize Sage MAS 90 for your specific needs. Taking the time to understand all the options available before you install and set up your modules allows you to use your accounting software to its fullest potential.

You must run the Sage MAS 90 Setup program to perform a new Sage MAS 90 installation or to upgrade your system from a prior version. The InstallShield wizard guides you through the installation. The options on the wizard may vary depending on your installation option.

A series of procedures must be completed for new installations. If you are upgrading your system, you must follow additional procedures after installing Sage MAS 90 to migrate your existing data and convert it to the current version.

Follow these procedures to perform a new installation or to upgrade your system.

- 1 Run the Sage MAS 90 Setup program (see *Installing Sage MAS 90* on page 5).
- 2 If you are upgrading your system, review the following:
  - Pre-Migration on page 51
  - Parallel Migration on page 53
- 3 Install Crystal Reports; this is optional (see *Installing Crystal Reports* on page 29).
- 4 Set up and activate the module files for your companies, create roles, create user codes, and set up system preferences (see *Performing System Startup* on page 41).
- 5 If you are converting your existing business management system to Sage MAS 90, assemble the data you need to set up each module (see *Overview of Module Startup* on page 121).



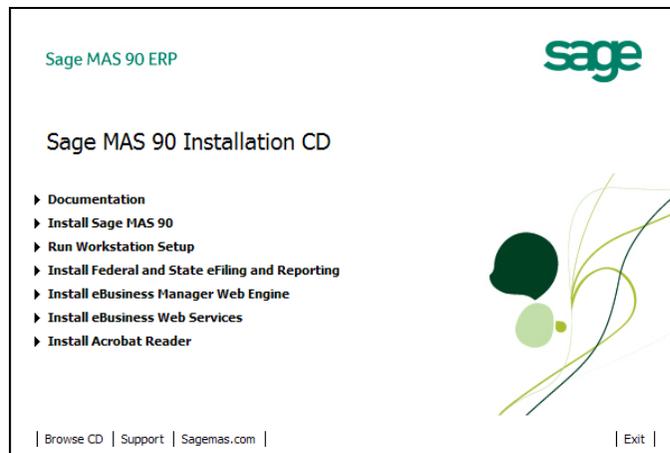
**NOTE**

If you do not install Crystal Reports, you cannot create new reports or modify existing reports and forms.

## Installing Sage MAS 90

### To begin the Sage MAS 90 installation

- 1 Start Windows; if you are installing to a Windows server, run the Setup program from the Windows server, not from a workstation connected to the server.
- 2 Close all other programs before beginning the installation process. In addition, temporarily shut down antivirus, antispyware, and script blocking applications.
- 3 Place the Sage MAS 90 CD-ROM in the CD-ROM drive of the server to which you are installing Sage MAS 90.
- 4 If Autorun is enabled on the server, the Sage MAS 90 Autorun page appears; otherwise, select Windows Start menu > Run and type D:\AUTORUN.EXE, where D:\ is the CD-ROM drive.



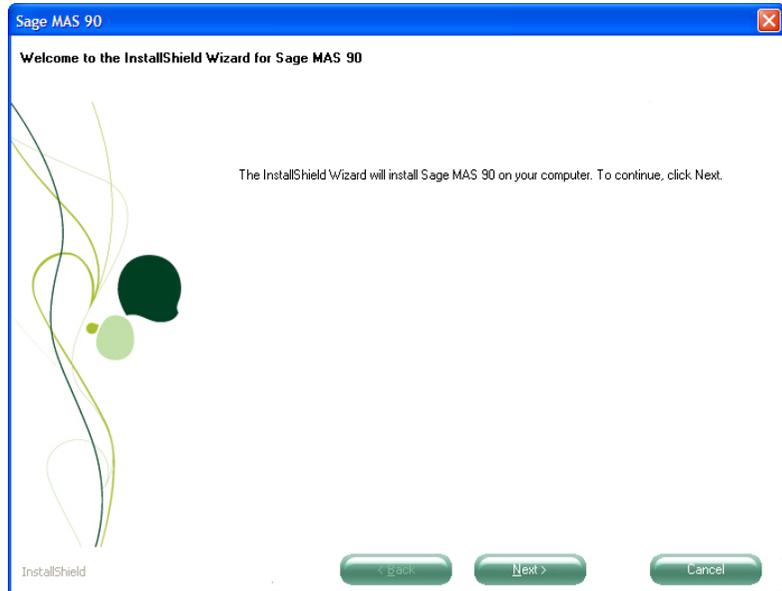
There are several options available on the Sage MAS 90 Autorun page for installing Sage MAS 90 components.

- **Documentation:** Select this option to access installation guides, the *Getting Started Guide*, and the *Customer Upgrade Guide* in PDF format.
- **Install MAS 90:** Select this option to install the Sage MAS 90 Setup program. This option is required.
- **Run Workstation Setup:** Select this option to install the Workstation Setup program to local workstations. Workstation Setup can also be run from the Sage MAS 90 installation. This option is required for all workstations. For more information, see Workstation Setup on page 19.
- **Install Federal and State eFiling and Reporting:** Select this option to install Federal and State eFiling and Reporting, which allows you to print and electronically file your payroll tax forms, as well as your 1099 forms using signature-ready plain paper tax forms. This option requires the Accounts Payable and/or Payroll modules. For more information, see Installing Federal and State eFiling and Reporting on page 33.
- **Install eBusiness Manager Web Engine:** Select this option to install the Web Engine. This option requires the eBusiness Manager module. For information on installing the Web Engine, refer to your *e-Business Manager Installation Guide*.
- **Install eBusiness Web Services:** Select this option to install eBusiness Web Services. This option requires the eBusiness Web Services module. For information on installing the Web Engine, refer to your *eBusiness Web Services Installation and Reference Guide*.
- **Install Acrobat Reader:** Select this option to install Adobe Acrobat Reader. Acrobat Reader is required to view the online *Getting Started Guide*, module report samples, and module overview PDFs in the Help system.

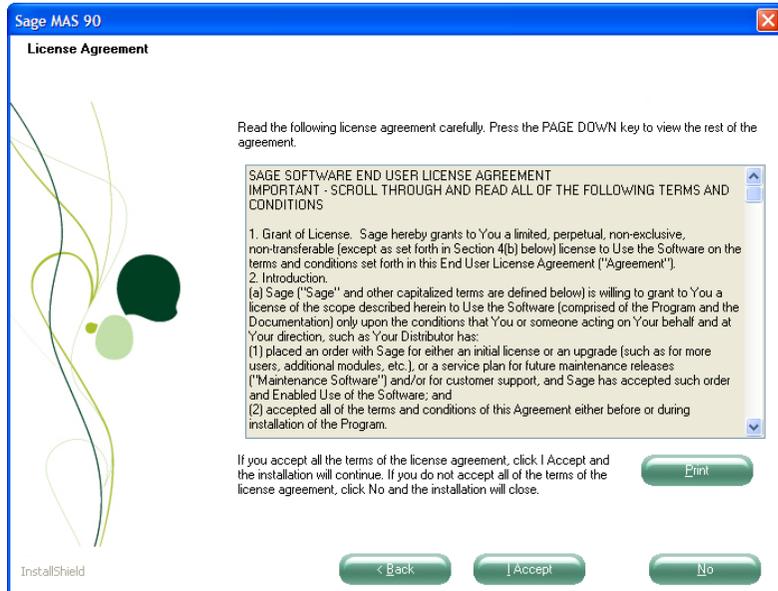
## Running the Sage MAS 90 Setup Program

### To run the Sage MAS 90 Setup program

- 1 On the Sage MAS 90 Autorun page, click Install MAS 90. The Setup program may take a few seconds to launch. Click Next.



- 2 Click I Accept to accept the terms of the license agreement. You must accept the agreement to continue with the installation.

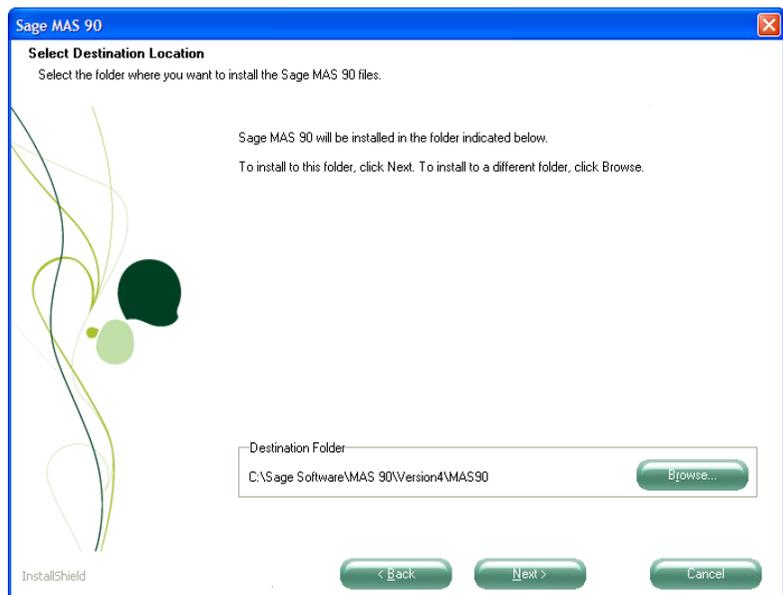


- 3 The Setup program requires you to specify where to install Sage MAS 90. Click Browse to view a listing of all drives and folders available on the server. You are prompted to create the path if the path you enter does not exist.

**⚠ WARNING**  
Data must be migrated from its 3.x or 4.x location to the 4.40 location.

If you are upgrading your system, you can only perform a parallel installation. You must first install the version 4.40 software to a new location and then migrate and convert your Level 3.x or 4.x data to version 4.40.

After selecting a path, click Next.





**NOTE**

If your serial number includes leading zeros, make sure to enter all zeros.

- 4 Type the company and registration information found on your packing list to register your software.

You can access most modules for 45 days before you must register them; however, the e-Business Manager, Custom Office, Electronic Reporting, and Visual Integrator modules must be registered before they can be accessed.

The serial number, user key, customer number, and product key are required.

Sage MAS 90

**Enter Company Information**  
Enter your company and registration information.

Type your company name and registration information.

Company Name	Reseller Name			
<input type="text" value="Sage"/>	<input type="text" value="John Smith"/>			
Serial Number	Customer Number			
<input type="text" value="1234567"/>	<input type="text" value="654321"/>			
User Key				
<input type="text" value="ABC12345DEFGH67890CD"/>				
Product Key				
<input type="text" value="NL5DF"/>	<input type="text" value="S5SD5"/>	<input type="text" value="G5SG5"/>	<input type="text" value="S4E66"/>	<input type="text" value="D5SG6"/>

InstallShield

< Back    Next >    Cancel



**NOTE**

After security is enabled, it cannot be disabled.

5 Select a security model for your system.

- If you select No Security, all users will be able to access all modules and menu tasks until security is enabled at a later time.
- If you select Standard Security, you will set up companies, roles, user information, and system configuration after installing the software. Standard Security requires users to log on to the system.

If you select Standard Security, create an administrator password. You will need this password to enter the system, create companies, and set up roles, users, and system preferences.

Sage MAS 90

**Select Security Model**  
Select the security model for your Sage MAS 90 system.

Security is used to prevent unauthorized access to your Sage MAS 90 system. If you are migrating from an existing system, you must select Standard Security to migrate users. Select a security model below.

No Security  
Security will not be configured. Security can be enabled at any time using Role Maintenance and User Maintenance.

Standard Security  
Select this option to restrict access to specific users. Individual roles can be configured to refine access to modules and tasks in the system. Selecting Standard Security creates an Administrator logon. Type a password for the Administrator logon below. The Administrator logon only has access to certain Library Master tasks and cannot be used to run other modules. After security is enabled, it cannot be disabled.

The Administrator password must be at least eight characters long.

Administrator Password

Confirm Password

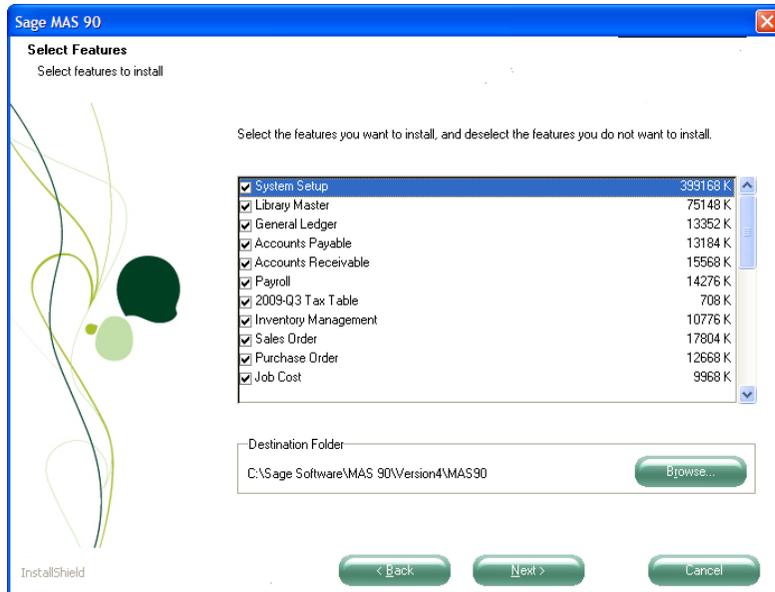
InstallShield

< Back    Next >    Cancel

**NOTE**

If you are upgrading, all modules installed on your source system must be installed on the new installation. After you have upgraded to the current version, you can then delete modules that are no longer needed from your upgraded installation.

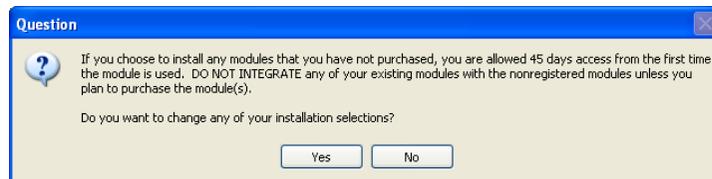
- 6 Modules that have been purchased are automatically selected. Clear the check box of each module that you do not want to install. The time required for installing depends on the number of modules selected. If several modules are installed, this process may take several minutes.



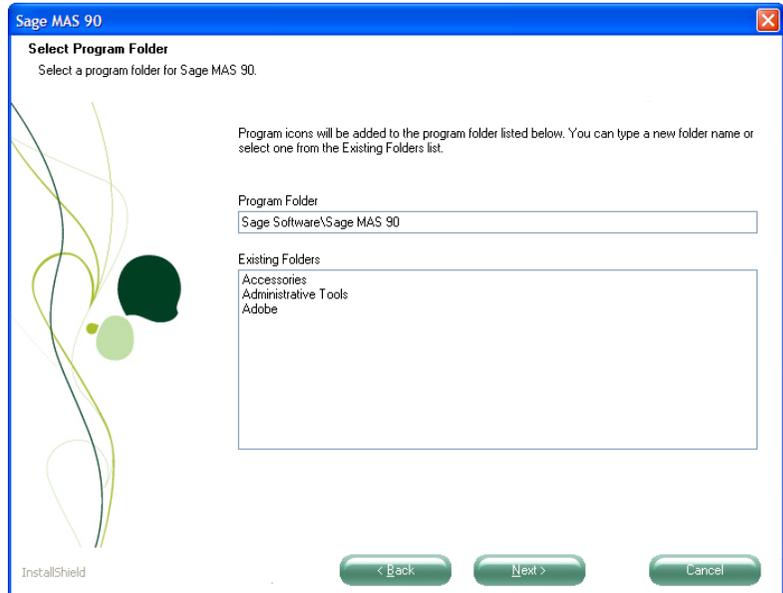
**WARNING**

Do not integrate your existing modules with nonregistered modules unless you plan to purchase those modules.

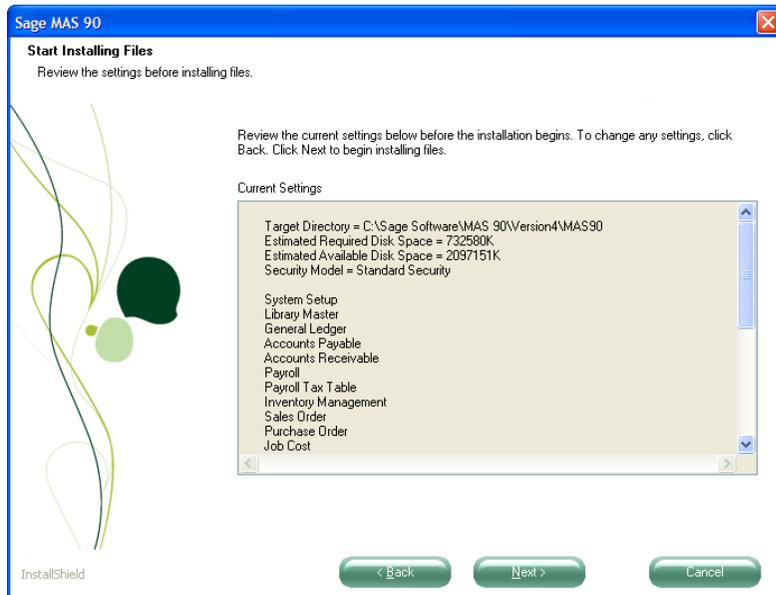
- 7 You can install modules that you have not purchased; however, you are required to purchase and unlock these modules after 45 days. The e-Business Manager, Custom Office, Electronic Reporting, and Visual Integrator modules must be registered before they can be accessed. The 45-day trial period does not begin until the first time a module is accessed. Click Yes to change any of your module selections. Click No to continue with the installation process.



- 8 A program group and icon are established in the Start menu to run Sage MAS 90. Modify this folder, if needed, and click Next.



9 Review your settings and click Next to begin the installation.



The Setup program verifies that no other programs are running that may be using files to be installed by the Setup program. If you receive a message (after clicking Next) stating that Setup cannot copy files because they are currently in use, close all programs and select Continue, and then click Next. To exit the Setup program, select Exit, and click Next.

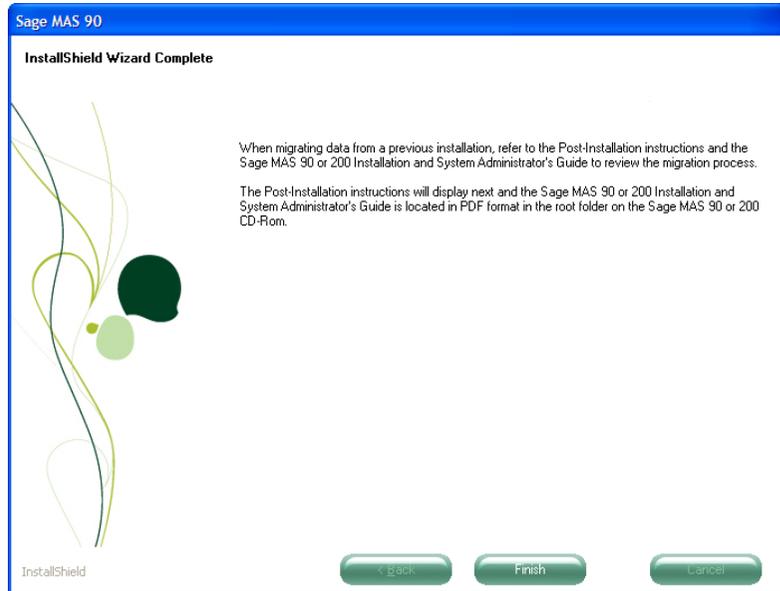
- 10 If you are performing a new installation, your installation is complete. Click Finish.

If you have Level 3.x or 4.x data to migrate to this installation, use the Pre-Migration task on the Library Master Utilities menu. For more information, see Pre-Migration on page 51.



**NOTE**

After installing Sage MAS 90, apply any available Service Packs and Service Updates for version 4.40. Service Packs and Service Updates are available on the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)



The Setup program determines if Adobe Acrobat Reader is installed on this server. If this prerequisite is not installed, the following appears:

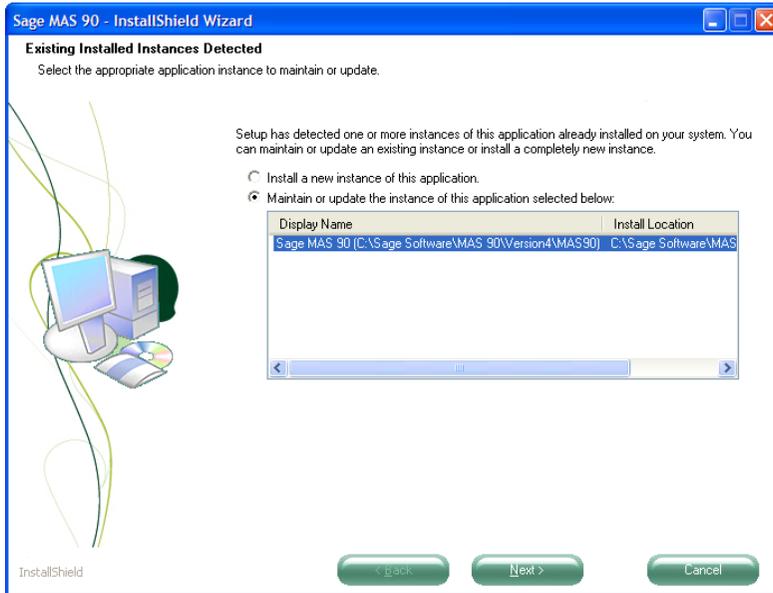


Click OK in the Adobe Reader Installation message dialog box to return to the Autorun page, where you can install the needed prerequisite.

- 11 The Migration Checklist appears, which contains instructions for preparing your data for migration to version 4.40. This also contains information you need to verify after you migrate your data. Print this document before proceeding with the migration process.

## Reinstalling

If you previously installed the 4.40 version of the software, the following window appears after the Welcome page. You can install over an existing version 4.40 installation or install a new copy of the software. Installing over an existing 4.40 version of the software streamlines the installation process.



## Selecting Installation Options

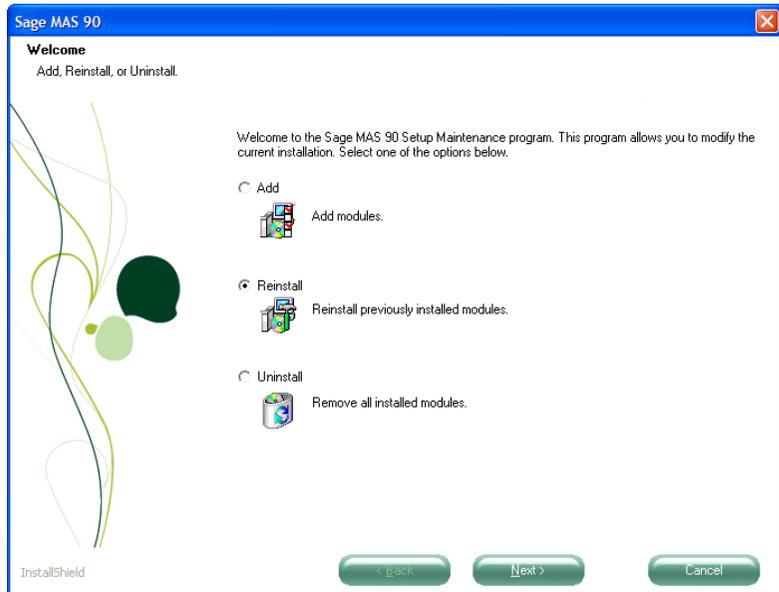
- 1 Select an installation option:
  - If you are installing over an existing version 4.40 installation, select Maintain or update the instance of this application selected below, and then select the previously installed version of the software that you will install over and click Next. Proceed to step 2 on this page.
  - If you are installing a new copy of the software, select Install a new instance of this application, and then click Next. Proceed to step 1 on page 7.
- 2 After selecting an existing version 4.40 installation to install over, you are asked to add, reinstall, or uninstall all modules.
  - Select Add if you purchased additional modules and are adding them. You will be required to enter a new product key.
  - Select Reinstall to reinstall previously installed modules. The product key information from the selected installation is used unless the information is invalid or has expired. You will not be able to enter new product key information using this option.
  - Select Uninstall to completely uninstall Sage MAS 90. To uninstall modules individually, use the System Configuration task on the Library Master Setup menu.



**NOTE**

If Sage MAS 90 is uninstalled and then reinstalled, Paperless Office must be set up again.

- To reinstall over an existing version 4.40 installation, select Reinstall, and then click Next. Proceed to step 6 on page 12.



## Workstation Setup



### NOTE

Sage does not support running Sage MAS 90 through a shared network installation of Windows.

The Workstation Setup program is used specifically for Windows workstations attached to a Windows network. This program must be run in order to use Sage MAS 90 software on any workstation. The workstation from which the Sage MAS 90 software was originally installed does not need to run this Setup. The Workstation Setup program copies all the necessary Dynamic Link Libraries and programs to the Windows\System folder and also sets up the initialization files for this particular workstation.

For workstation operating system requirements, see the Supported Platform Matrix in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)

## Running Workstation Setup



### WARNING

The Workstation Setup program will not run if it is not executed from a mapped drive letter. Do not run the Workstation Setup program from a UNC path or through Network Neighborhood.

The Workstation Setup program can be run from the Sage MAS 90 CD-ROM or from the server where Sage MAS 90 is installed.

### To run Workstation Setup

- 1 Close all other programs before beginning the installation process. In addition, temporarily shut down antivirus, antispysware, and script blocking applications before running Workstation Setup.
- 2 To begin the installation process from your server installation of Sage MAS 90, map a drive letter to the share point above the MAS90 folder. In the MAS90\Wksetup folder, double-click AUTORUN.EXE to begin the installation.

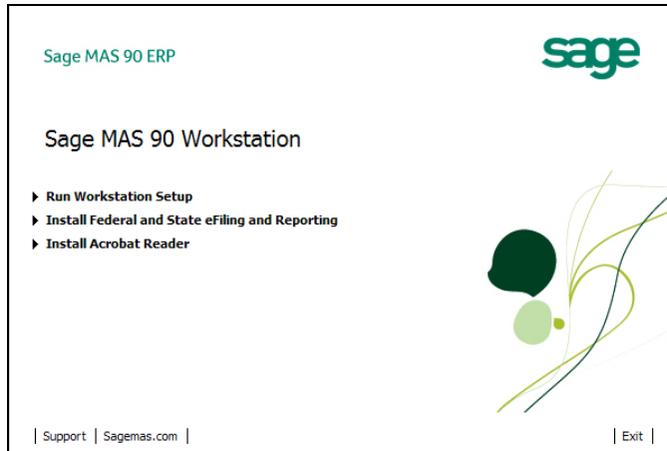
To begin the installation process from the CD-ROM, map a drive letter to the share point above the MAS90 folder on the server on which Sage MAS 90 is installed. Place the Sage MAS 90 CD-ROM in the CD-ROM drive of your workstation.



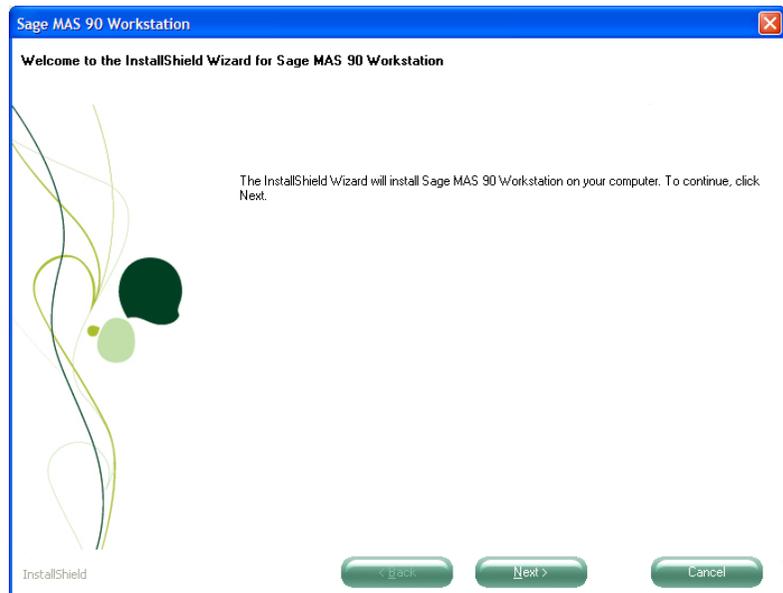
**NOTE**

Run the Workstation Setup program after every Sage MAS 90 software upgrade.

- 3 If Autorun is enabled on the workstation, the Sage MAS 90 Autorun page appears; otherwise, select Windows Start menu > Run, and type **D:\AUTORUN.EXE**, where D:\ is the CD-ROM drive. On the Sage MAS 90 Autorun page, click Run Workstation Setup. The Workstation Setup program takes a few seconds to launch.

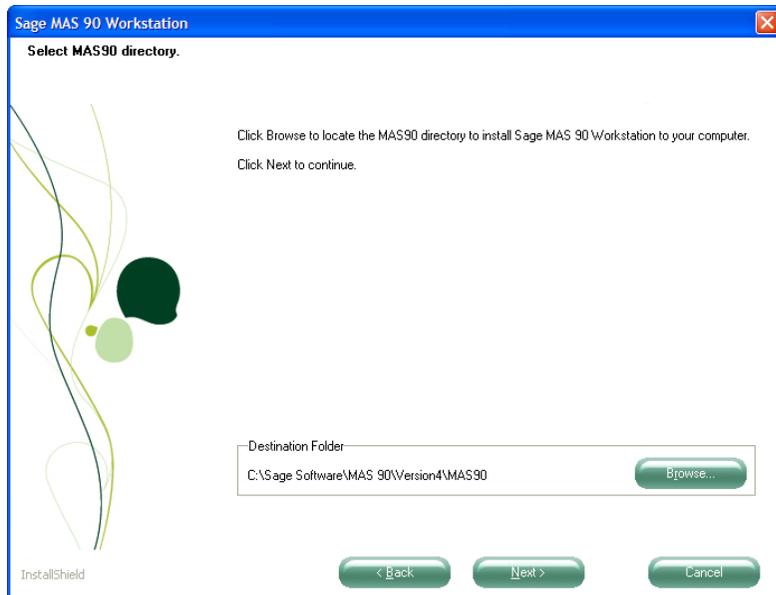


- 4 Click Next to proceed with the installation.

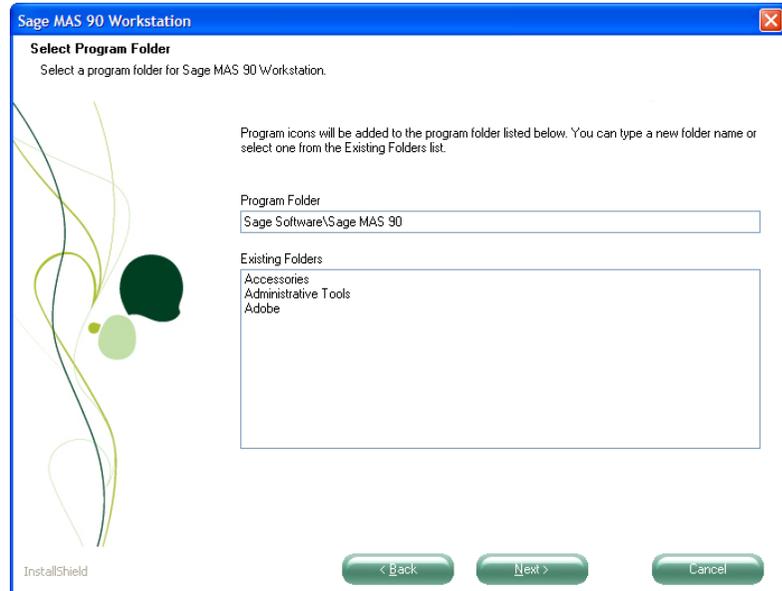


- 5 Select the folder where Sage MAS 90 is installed. Click Browse to select the MAS90 folder. After selecting a path, click Next.

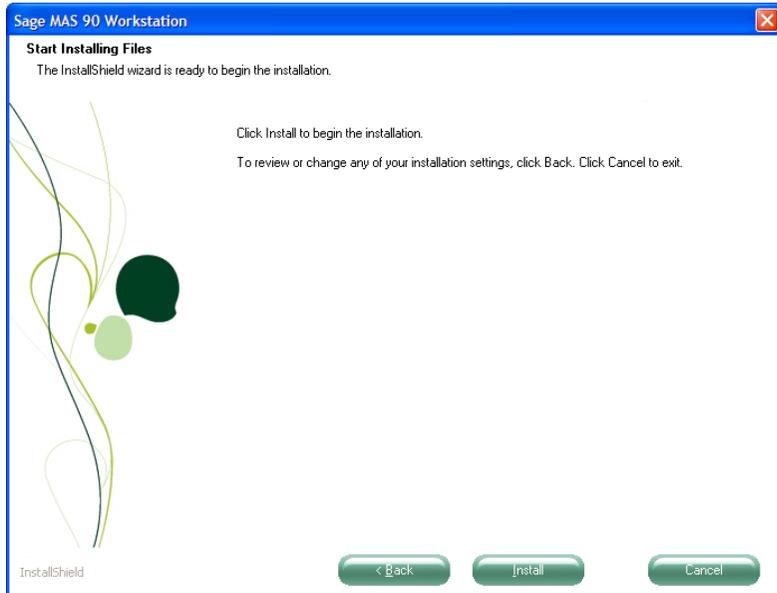
If you are running the Workstation Setup program from the MAS90\Wksetup folder, this page does not appear.



- 6 A program group and icon are established in the Start menu to run Sage MAS 90. Modify this folder, if needed, and click Next.



7 Click Install to begin the installation.



- Workstation Setup determines if Adobe Acrobat Reader is installed on this workstation. If this prerequisite is not installed, the following appears:



- Click OK in the Adobe Reader Installation message dialog box to return to the Autorun page, where you can install the needed prerequisite.

After the Workstation Setup program has copied the necessary files to your workstation, a program group is created and an icon is added to the Start menu to run Sage MAS 90.

## Considerations for Installing on a Windows Server



### NOTE

Prior to beginning the installation process, see Pre-Installation Checklist on page 107.

The following are special considerations to be aware of before installing or upgrading Sage MAS 90 on a Windows network.

For the hardware and service pack requirements for both the workstations and server, see the Supported Platform Matrix located in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)

- Perform the CD installation on Sage MAS 90 directly at the server.
- When installing, close down all other visible desktop applications (for example, Microsoft Office applications). You should also shutdown applications running in the system tray; however, you should not shutdown antivirus software unless it is actually interfering with the installation.
- At the server, create a share at a parent folder above the MAS90 folder. Do not create the share directly at the MAS90 folder. Every workstation will be required to map a drive to this share point.
- Each workstation must recognize the network drive on which Sage MAS 90 is loaded using a mapped drive letter. Using Universal Naming Convention (UNC) paths is not supported.



### NOTE

For more information about setting security permissions on operating systems, see Sage MAS 90 Security Permissions on page 111.

Example:

*Correct*

F:\Mas90\Home\Pvxwin32.exe

*Incorrect*

\\Servername\Sharename\Mas90\Home\Pvxwin32.exe

If company data is moved to a different data location using Library Master Company Maintenance, the same drive letter must be used from all workstations to point to the alternate folders, including the server if it is used as a workstation.

Make sure the drive mapping is created so it remains persistent after restarting the workstation. Generally this is accomplished either through a logon script or by selecting the Reconnect at Logon check box in the Map Network Drive window at the workstation.

## Considerations for Installing on a Windows Peer-to-Peer Network



### NOTE

Prior to beginning the installation process, see Pre-Installation Checklist on page 107.

The following are special considerations to be aware of before installing or upgrading Sage MAS 90 on a Windows peer-to-peer network.

For the hardware and service pack requirements for both the workstations and server, see the Supported Platform Matrix located in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)

- The server and all workstations must be using the same operating system. For example, if the server and three workstations use Windows XP Professional Edition but one additional workstation is running Windows 2000 Professional, this configuration is not supported.
- When running with more than two users, the workstation acting as the server should be dedicated. Running Sage MAS 90 on the server concurrently while other users are accessing Sage MAS 90 from their own workstations may result in instability and performance issues.
- A maximum of five users is supported when running in the peer-to-peer environment.
- At the server, create a share at a parent folder above the MAS90 folder. Do not create the share directly at the MAS90 folder. Every workstation will be required to map a drive to this share point.



### NOTE

For information about setting security permissions on operating systems, see Sage MAS 90 Security Permissions on page 111.

If the server is running Windows XP Professional Edition and has Simple File Sharing enabled, when creating the share, select the Allow Network Users to Change My Files check box. To verify if Simple File Sharing is enabled, select Windows Start menu > My Computer. Then select Tools menu > Folder Options. Click the View tab and scroll to the bottom. Verify that the Use Simple File Sharing (Recommended) check box is selected.



**NOTE**

Make sure the drive mapping is created so it remains persistent after restarting the workstation. Generally this is accomplished by selecting the Reconnect at Logon check box in the Map Network Drive window at the workstation.

- Each workstation must recognize the network drive on which Sage MAS 90 is loaded using a mapped drive letter. Using Universal Naming Convention (UNC) paths is not supported.

Example:

*Correct*

F:\Mas90\Home\Pvxwin32.exe

*Incorrect*

\\Servername\Sharename\Mas90\Home\Pvxwin32.exe

If company data is moved to a different data location using Library Master Company Maintenance, the same drive letter must be used from all workstations to point to the alternate folders, including the server if it is used as a workstation.

If you need to use the same drive letter on the server as on the workstation because you have moved company data to an alternate location, create a drive mapping to the share point at the server. Do not use the SUBST command.

## ***Installing Crystal Reports***

### **Crystal Reports Overview**

Crystal Reports is a powerful, graphics-oriented reporting program that allows users to customize their graphical forms. Crystal Reports is fully integrated with Sage MAS 90. Sage MAS 90 provides a number of customizable Crystal Reports forms as part of the standard installation. The Workstation Setup program for Sage MAS 90 installs the standard Crystal Reports Run-Time Engine on each workstation allowing all users to view and print reports created through Crystal; however, to modify or customize the standard forms included with Sage MAS 90, or to create your own reports, you must install the Crystal Reports Design Environment. This is provided on a separate Crystal Reports CD-ROM.

### **Installing the Design Environment**

You can install Crystal Reports in a number of different configurations. For information on the various options and configurations available, refer to the Crystal Reports user's manual and online documentation. This chapter discusses the relevant options required to run in the Sage MAS 90 environment.

Each user that will be designing, customizing, or modifying Crystal Reports will need to install Crystal Reports on their local system.

*If you are installing to the workstation for the purpose of modifying or creating Crystal reports, you will need to install Crystal Reports and perform a Typical installation. The Typical installation uses pre-assigned settings. For more information, see Installing Crystal Reports to the Workstation on page 30.*

*If you are installing Crystal Reports to a network server, refer to the Install PDF file located at the root Crystal Reports CD-ROM.*

## Installing Crystal Reports to the Workstation

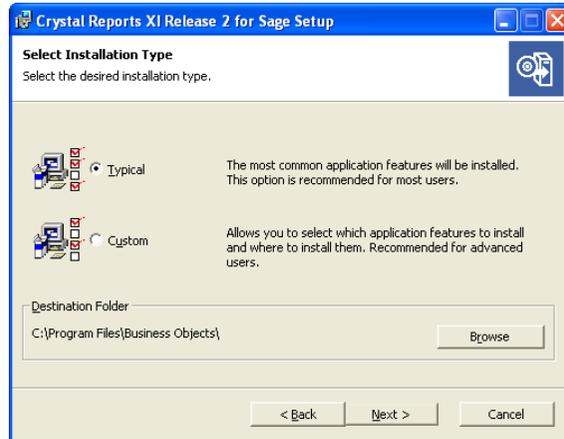
### To install Crystal Reports to the workstation

- 1 Place the Crystal Reports for Sage CD-ROM in the CD-ROM drive.
- 2 If Autorun is enabled on the workstation, the Autorun page appears; otherwise, on the Start menu, click Run and type **D:\Setup.exe**, where D:\ is the CD-ROM drive. Click Install Crystal Reports.
- 3 The Crystal Reports XI Release 2 for Sage Setup page appears. Click Next.

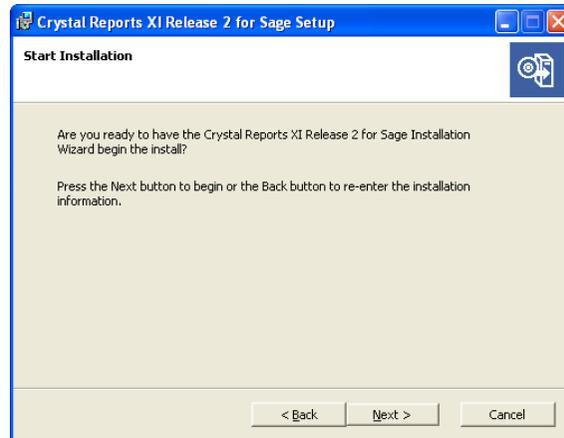


- 4 In the License Agreement page, select I accept the License Agreement, and then click Next.

- 5 Click Browse to change the installation path. Select Typical, and then click Next.



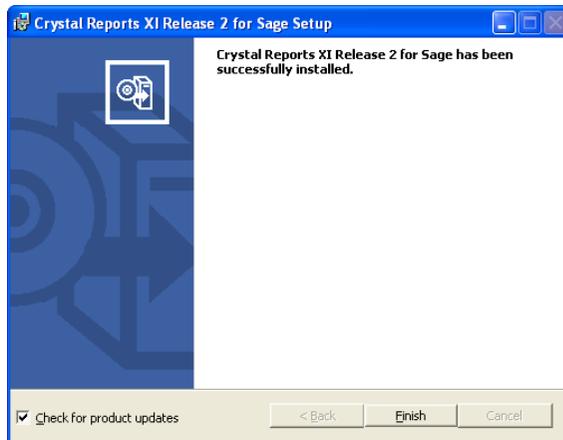
- 6 Click Next to begin the installation process.



- 7 You may need to restart your system in order to continue with the installation process.



- 8 A progress meter appears while the installation is in progress. When the installation is complete, the following page appears. Click Finish to exit.



## ***Installing Federal and State eFiling and Reporting***

### **Federal and State eFiling and Reporting Overview**

Federal and State eFiling and Reporting allows you to print and electronically file your payroll tax forms, as well as your 1099 forms using signature-ready plain paper tax forms. Every report is saved in its own history or draft file for easy retrieval.

#### **Installation Considerations**

The following are special considerations to be aware of before installing Federal and State eFiling and Reporting.

- To use Federal and State eFiling and Reporting with data created in Sage MAS 90 version 4.20 or prior or from another business management system, perform the conversion to version 4.40 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some eFiling and Reporting forms will require editing.
- If you are upgrading from version 4.20 or prior, and a tax limit type other than Annual is selected in Payroll Tax Table Maintenance, your limit values will not be calculated correctly on eFiling and Reporting forms until the first payroll run after conversion to version 4.40.

## Installing to a Workstation

You must install Federal and State eFiling and Reporting separately on each Sage MAS 90 workstation.

### To install Federal and State eFiling and Reporting to a workstation

- 1 Place the Sage MAS 90 CD-ROM in the CD-ROM drive.
- 2 If Autorun is enabled on the workstation, the Autorun page appears; otherwise, select Windows Start menu > Run, and type **D:\AUTORUN.EXE**, where D:\ is the CD-ROM drive.

To begin the installation process from a server installation of Sage MAS 90, map a drive letter to the share point above the MAS90 folder. In the MAS90\Wksetup folder, double-click AUTORUN.EXE to begin the installation.

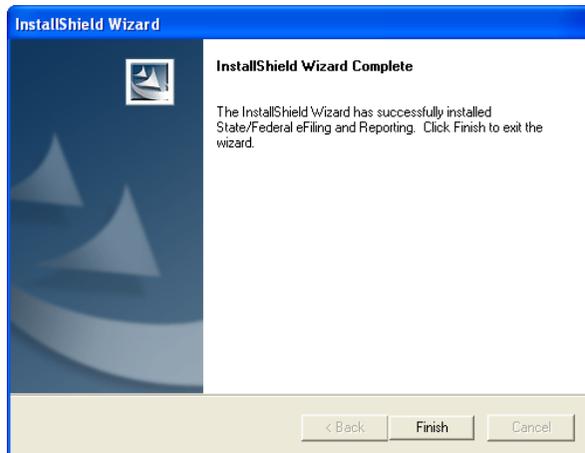
- 3 On the Sage MAS 90 Autorun page, click Install Federal and State eFiling and Reporting.
- 4 The InstallShield Wizard for the Federal and State eFiling and Reporting option appears. Click Next to begin the installation.



- 5 Click Accept to accept the terms of the license agreement. You must accept the agreement to continue with the installation.



- 6 A progress meter appears while the installation is in progress. When the installation is complete, the following page appears. Click Finish to exit.



---

**Chapter 6** *Installing Federal and State eFiling and Reporting*

## **Setting Up Credit Card Processing**

### **Overview of Credit Card Processing**

You can use the Credit Card Processing module powered by either Sage Payment Solutions or PCCharge Payment Server for validation and authorization of credit cards through modules such as Accounts Receivable, Sales Order, and e-Business Manager. Both Sage Payment Solutions and PCCharge Payment Server work with a number of popular merchant accounts.

### **Sage Payment Solutions**

The Credit Card Processing module powered by Sage Payment Solutions is installed with Sage MAS 90 and requires the Accounts Receivable and Sales Order modules to be installed. For more information, see Set Up the Credit Card Processing Module for Sage Payment Solutions in the Help system.

### **PCCharge Payment Server**

The Credit Card Processing module powered by PCCharge Payment Server is installed with Sage MAS 90 and requires the PCCharge Payment Server and the Accounts Receivable and Sales Order modules to be installed.

## Installing the PCCharge Payment Server

Installation of the PCCharge Payment Server is a multi-phase process.

### To install the PCCharge Payment Server

- 1 Make sure you have all the information required to configure your PCCharge Payment Server before running the installation. Follow the instructions included in the PCCharge Payment Server online documentation.
- 2 Review the *PCCharge Payment Server* manual available on the PCCharge Payment Server CD-ROM. The manual is provided as a PDF file.
- 3 Install the PCCharge Payment Server. Select a server on your network that has a modem connection or access to the Internet. You will need to determine your hardware requirements based on which merchant you are using.
- 4 Contact VeriFone Technical Support to activate your PCCharge Payment Server software. This information is also included in the PCCharge Payment Server online documentation.
- 5 Sage MAS 90 communicates with the PCCharge Payment Server using TCP/IP. This is not the default configuration. If you did not configure TCP/IP, perform steps 6 through 7. If TCP/IP is configured, proceed to step 8.
- 6 To enable this configuration, you must enable TCP/IP support and establish a port on which the PCCharge Payment Server will be listening. Start the PCCharge Payment Server and select Setup menu > Preferences. In the Preferences window, click Advanced.



#### NOTE

Most merchant accounts support modem connections but only a few support SSL through the Internet.

- 7 The Advanced Configuration Setup window appears. Select the Use TCP/IP Connection check box in the TCP/IP Communications section.

The Local Port Number defaults to 31419. You can change this to any port number that is not currently in use on this workstation by another application. Do not use ports under 1024. These ports are reserved for common services (such as HTTP, SSL, and SMTP).

Consult your system administrator to verify there are no port conflicts occurring on the machine to which you are installing the PCCharge Payment Server. Write down the port number if you change it so that it can be recorded in Sage MAS 90.

- 8 Configure the Sage MAS 90 component so the applications can communicate with the PCCharge Payment Server.
- 9 The PCCharge Payment Server is not accessible from within Sage MAS 90 until the Credit Card Processing module is registered. To enable the Credit Card Processing module for PCCharge Payment Server, perform the following:

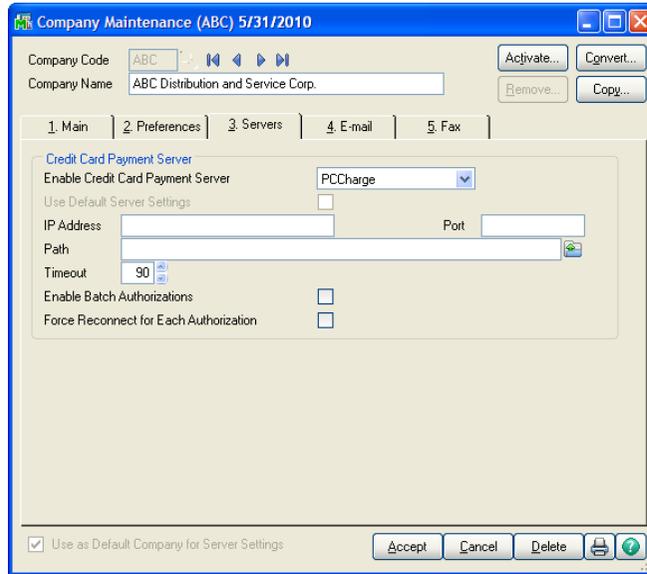


**NOTE**

If the Credit Card Processing module is not registered, the fields on the Servers tab are not available.

- a Select Library Master Main menu > Company Maintenance.
- b Click the Servers tab. At the Enable Credit Card Payment Server field, select PCCharge.

- c Complete the remaining fields.



## Accessing the Payment Server Manual

The *PCCharge Payment Server* manual is available on the PCCharge Payment Server CD-ROM as a PDF file. If you do not have Adobe Acrobat Reader installed on your workstation, you will need to install it before accessing the documentation.

To view the *PCCharge Payment Server* manual, open Windows Explorer and browse to the CD-ROM drive where the PCCharge Payment Server CD-ROM is located and double-click the DOCUMENTATION.PDF file.

## Support and Upgrades

VeriFone provides support for the PCCharge Payment Server product and can assist you with troubleshooting the setup, configuration, and continuing maintenance of the server. Contact VeriFone if you are having problems receiving authorizations. For contact information, refer to the PCCharge Payment Server online documentation.

## **Performing System Startup**

After installing Sage MAS 90, you are ready to set up companies, security, and system preferences. Enabling security is not required; however, one company must be created before anyone can access the system.

Sage MAS 90 offers a flexible security system that can be used to provide appropriate access to the system and to meet your company's specific requirements. The security system can be simple or it can be elaborate, protecting various combinations of companies, modules, menus, tasks, and security permissions by creating multiple roles, and assigning these roles to users. Roles are assigned to users to restrict their access to the tasks associated with their assigned roles. If the user attempts to access a secured area, access is denied.

When you installed the software, you either selected a standard security model for your system or no security. The standard security model requires users to log on to the software and allows you to define user roles that allow or restrict access to modules, tasks, and security events (such as creating a one-sided journal entry).

If you elected not to enable security during installation, you can do so at any time after installing the software. After security is enabled it cannot be disabled, although you can modify security preferences at any time from the Library Master module.

After installing the software, a program group is created (or a Start menu item is added under the Programs submenu). Click the Sage MAS 90 Desktop icon in this program group to start the software.

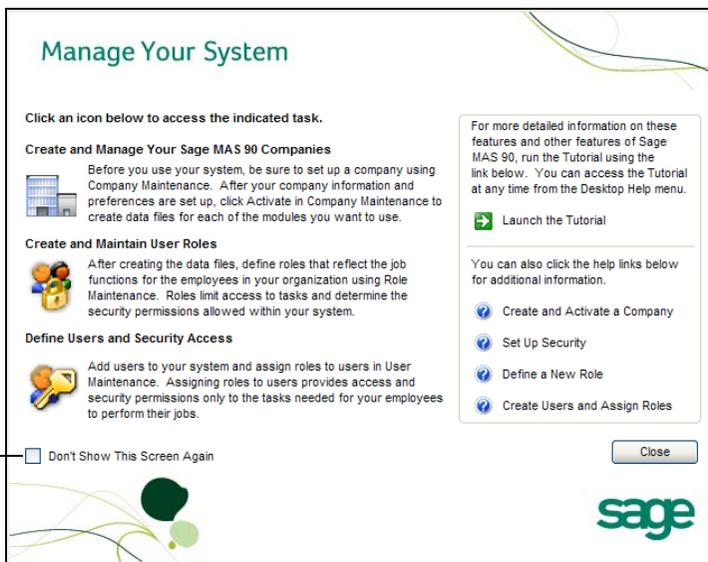
## Starting the Software with No Security

If you selected No Security during installation, after starting the software, the Manage Your System window appears. Although you currently do not have security enabled, you can enable security by performing tasks from the Manage Your System window.

If security is not enabled, users are not required to log on to the system, and all users in your system are assigned a default user and role. Default users have access to all modules and tasks except security events. If you elect not to enable security, you can modify the default user preferences, which apply to all users in your system. For more information, see Edit Default User Settings on page 43.

Security is not required, but you must create and activate at least one company before you can access any module.

If security is not enabled, the Manage Your System window appears for all users until the Don't Show This Screen Again check box is selected.



You can perform the following tasks from the Manage Your System window:

**NOTE**  
You must create and activate at least one company before you can access any modules.

- Create and activate companies (see Creating and Activating Companies on page 46)
- Enable security by defining roles for your users, creating users, and assigning users to roles (see Setting Up Roles and Users for Security on page 78)

## Edit Default User Settings

If you do not have security enabled, all users are assigned the Default user and role. You can edit the preferences for the Default user and role.

### To edit the default user settings

- 1 Select Library Master Setup menu > System Configuration.
- 2 In the System Configuration window, click Dflt User. The User Maintenance window appears with the Preferences tab in view.

**NOTE**  
The Preferences tab is the only tab you can access in User Maintenance if you do not have security enabled.

- 3 Modify the fields on the Preferences tab as needed and click Accept.

## Starting the Software with Standard Security

If you selected Standard Security when installing the software, you are prompted to enter the Administrator password that you entered during the installation.



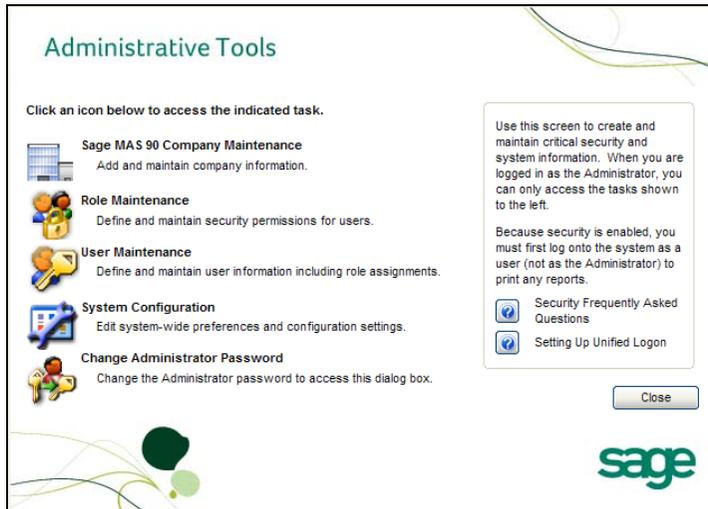
After entering your Administrator password, the Administrative Tools window appears.



### NOTE

When logged on as Administrator, you cannot access the Sage MAS 90 Desktop and cannot print.

Logging on as Administrator does not automatically log you on to the software. Only certain Library Master tasks that must be performed from the Administrative Tools window are accessible. To access the software, you must set up a user logon (other than the Administrator logon) and password in User Maintenance.



## Performing Administrative Tasks

You can perform the following tasks from the Administrative Tools window:

**NOTE**

You must create and activate companies and then create roles for users before creating users.

- Create and activate companies for new installations (see *Creating and Activating Companies* on page 46)
- Enable security by defining roles for your users, creating users, and assigning roles to users (see *Setting Up Roles and Users for Security* on page 78)
- Set up system preferences (see *Setting System Preferences* on page 92)
- Change your Administrator password (see *Changing Your Administrator Password* on page 105)

If security is enabled, at least one company and one user must be created before you can access the system.

## **Creating and Activating Companies**

You must create and activate the companies for which data will be processed. 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 using a three-character company code. Within the modules, you can set up data files for each company.

If you are creating companies that contain similar information, you can create companies from an existing company by copying information from the source company. For more information, see *Copying a Company* on page 49.

### **Company Activation**

**To create and activate a company**

- 1 Use any of the following methods to open the Company Maintenance window:
  - In the Administrative Tools window, click Sage MAS 90 Company Maintenance.
  - In the Manage Your System window, click Create and Manage Your Sage MAS 90 Companies.
  - Select Library Master Main menu > Company Maintenance.

- 2 In the Company Maintenance window, enter a company code and company name.
- 3 Enter the fields appropriate to your company, including the Federal ID No. field.

Company Maintenance ( ) 5/31/2010

Company Code: ABC

Company Name: ABC Distribution and Service Corp.

1. Main | 2. Preferences | 3. Servers | 4. E-mail | 5. Fax

Company Information

Address: 1101 S. Main Street  
Suite 500  
Orange, CA 92669

Telephone: (949) 555-1212  
Fax: (949) 555-1213  
Federal ID No.: 95-123456789012  
State ID No.:

URL Address: www.abcdist.com

E-mail Address: john.smith@abcdist.com

Trade Name:

Activated Modules

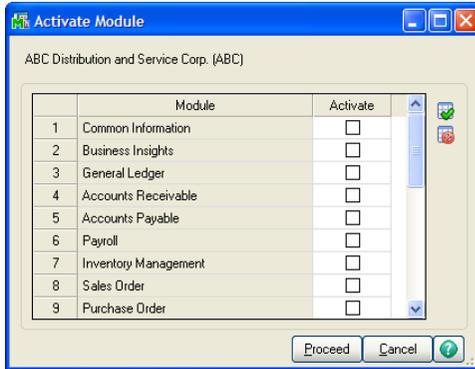
Module	Data Level
--------	------------

Use as Default Company for Server Settings

Accept Cancel Delete

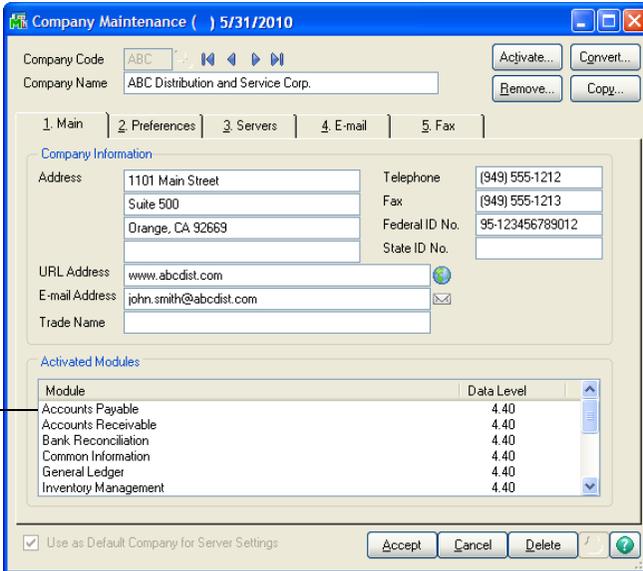
- 4 Click Activate to activate one or more modules.
- 5 You are prompted to save the new company first. Click Yes.

- In the Activate Module window, select the module(s) to activate and click Proceed. This process creates data files for each selected module for the company.



**NOTE**  
The demo data company codes are automatically created and activated if they were selected during the installation process.

- The Company Maintenance window appears again after the activation process is complete. Verify that the modules you selected to activate appear in the Activated Modules section of the window.



Activated modules appear in the Activated Modules section of the window.

## Copying a Company

You can create a new company from an existing company. You will have the option to copy the company data only, the company forms only, or both company data and forms from the source company.

### To copy a company

- 1 Use any of the following methods to open the Company Maintenance window:
  - In the Administrative Tools window, click Sage MAS 90 Company Maintenance.
  - In the Manage Your System window, click Create and Manage Your Sage MAS 90 Companies.
  - Select Library Master Main menu > Company Maintenance.
- 2 In the Company Maintenance window, enter a company code and company name.

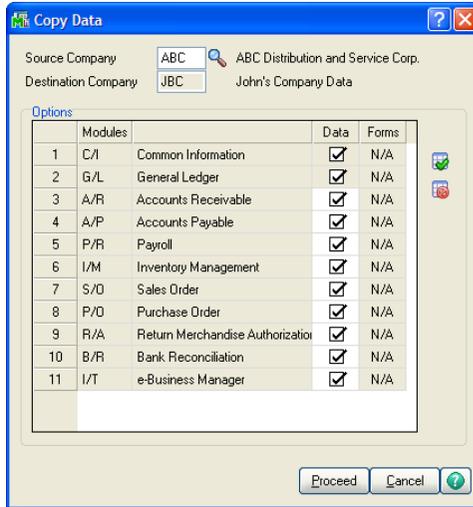


#### NOTE

Although you can define multiple company codes, you must define at least one company code before activating any modules.

The screenshot shows the 'Company Maintenance' window for company 'ABC' on '5/31/2010'. The 'Company Code' is 'JBC' and the 'Company Name' is 'John's Company Data'. The window has several tabs: '1. Main', '2. Preferences', '3. Servers', '4. E-mail', and '5. Fax'. The 'Company Information' section includes fields for Address, Telephone, Fax, Federal ID No., State ID No., URL Address, E-mail Address, and Trade Name. The 'Activated Modules' section is currently empty. At the bottom, there is a checkbox for 'Use as Default Company for Server Settings' and buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

- 3 Click Copy.
- 4 In the Copy Data window, at the Source Company field, enter the company you are copying from.

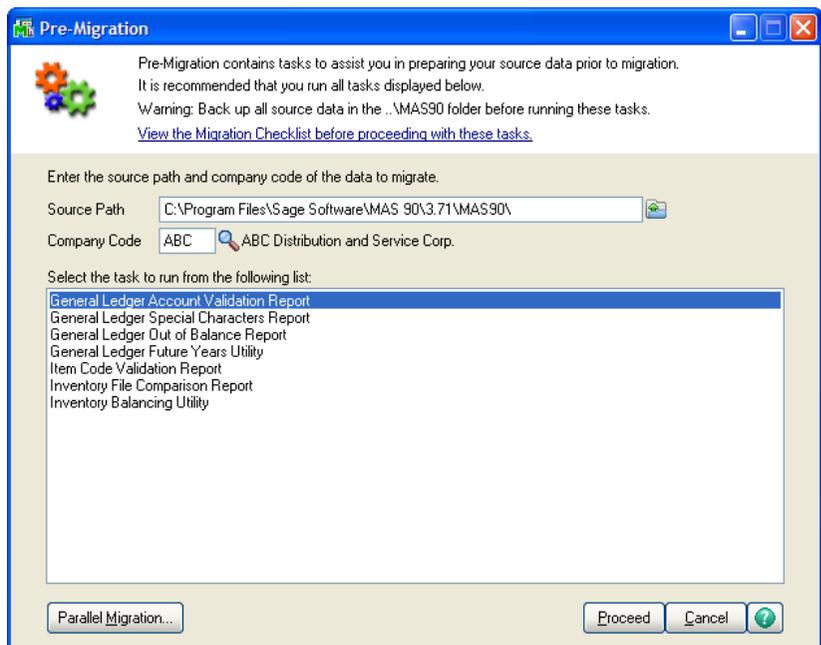


- 5 Select whether you are copying all company information including company data and forms, only data, or only forms. The Common Information and General Ledger modules are automatically selected. Click Proceed.

## Pre-Migration

Before you migrate your data to a new installation, use the Pre-Migration tasks to prepare the data on your source installation. Company data files cannot be converted to version 4.40 until you have completed the Pre-Migration. You should perform each task in the order that they appear in the Task List. After you have completed all the Pre-Migration tasks, you can proceed with Parallel Migration. For more information, see Parallel Migration on page 53 and Migration Checklist in the Help system.

 **NOTE**  
The tasks that appear are based on the version of your source data.



## Verifying and Correcting General Ledger Data

The General Ledger module does not allow special characters to be entered as part of an account number or as part of main accounts or segments. Special characters are defined as any value other than 0-9 and A-Z. This does not include the separator value.



**NOTE**

The General Ledger tasks are available only if your source data is version 3.x.

Use the following tasks to prepare your General Ledger source data:

- The General Ledger Account Validation Report and General Ledger Special Characters Report identify if there are missing records in Account Maintenance or special characters in general ledger accounts.
- The General Ledger Out of Balance Report prints a report of out of balance source journals.
- The General Ledger Future Years Utility deletes detail transactions, periodic summary totals, and future fiscal years.

For more information on how to prepare your data prior to migrating, see Migration Checklist in the Help system.

## **Balancing Inventory Data**

The quantities in your warehouse, tier, and transaction inventory data files must be balanced before you can migrate your data. From Library Master Utilities menu > Pre Migration task, print the Inventory File Comparison Report, then use the Inventory Balancing Utility task to correct out-of-balance quantities in your inventory files.

Use the Inventory Item Code Report to display missing item codes from your Warehouse Detail, Item Costing, and Transaction Detail files.

## Parallel Migration



**NOTE**  
Prior to beginning the installation process, see Pre-Installation Checklist on page 107.

If you are upgrading your system, after you install the Sage MAS 90 Setup program, you must migrate your source data to the location of your version 4.40 installation before it can be converted and ready to use.

### Migrating Level 3.x Data

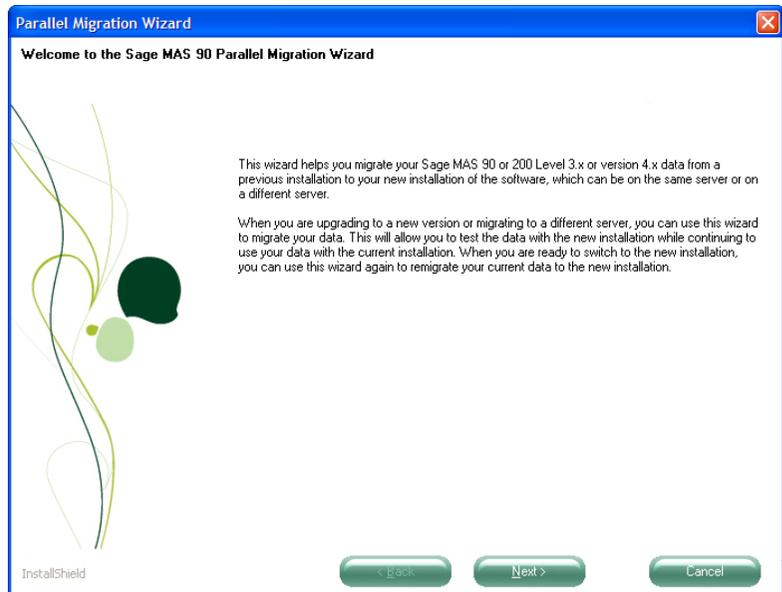
To migrate your Level 3.x user logons, before running the Parallel Migration wizard, you must have security enabled with one user set up. If security is enabled, you must have security access to the File Utilities security event in order to run the Parallel Migration Wizard.



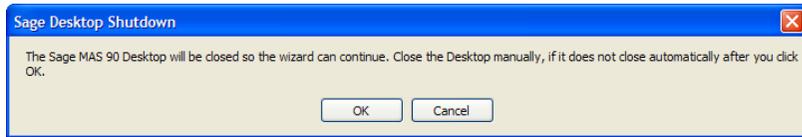
**NOTE**  
Contact your Development Partner if you have segmented files prior to version 4.40. Sage does not support the conversion of those segmented files.

### To perform a parallel migration

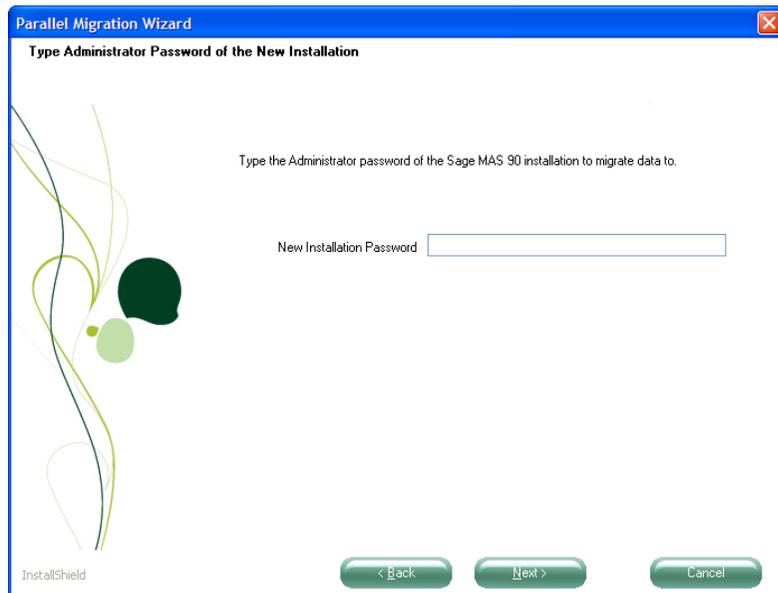
- 1 Select Library Master Utilities menu > Parallel Migration.
- 2 In the Parallel Migration Wizard Welcome window, click Next.



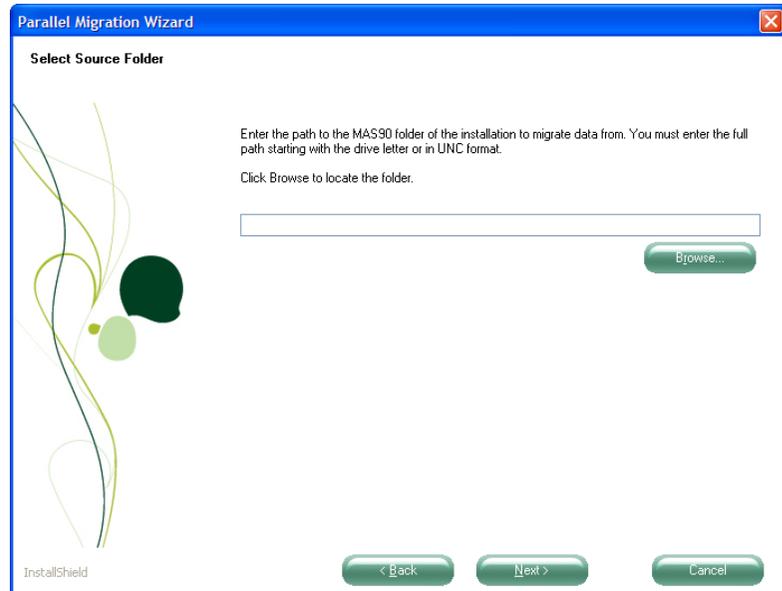
You will be prompted to close the Sage MAS 90 Desktop. Click OK.



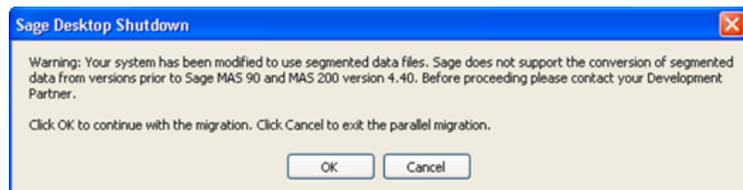
- 3 If you selected Standard Security during your version 4.40 installation, type the Administrator password for your 4.40 system. This page does not appear if security is not enabled. Click Next.



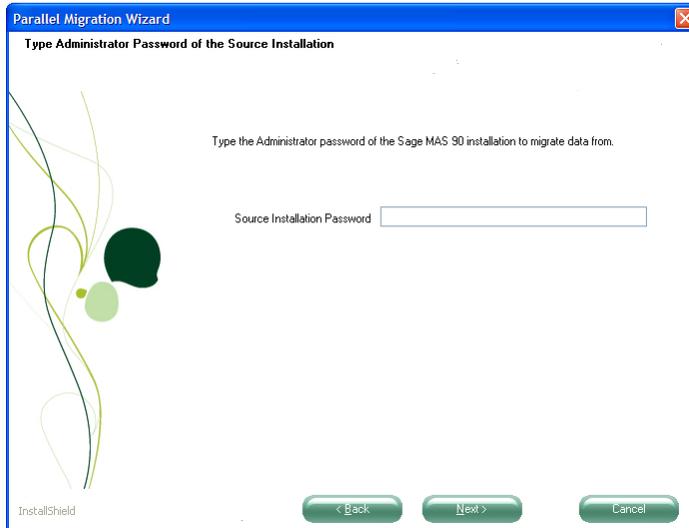
- 4 Enter the source folder of your level 3.x source system. The MAS90 folder must be included in the path. Click Next.



If you have modified your system to use segmented files prior to version 4.40, you will be prompted with the following warning message dialog box to contact your development partner. Sage does not support the conversion of those segmented files. Click Cancel.

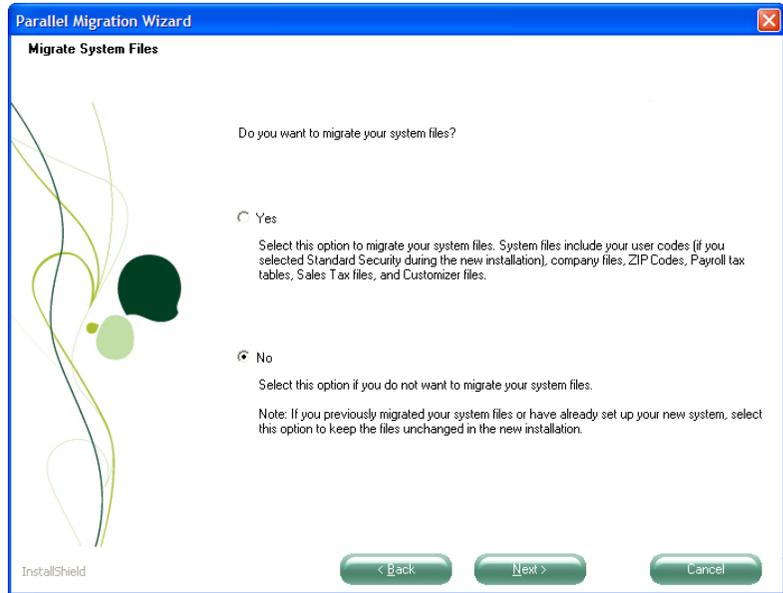


- 5 If you have an Administrator password for your level 3.x source system, type the Administrator password of the source installation.

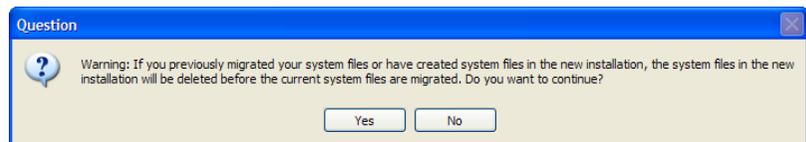


 **NOTE**  
Migrating system files does not migrate system menu security. You will need to enable security for your system after you migrate and convert your data.

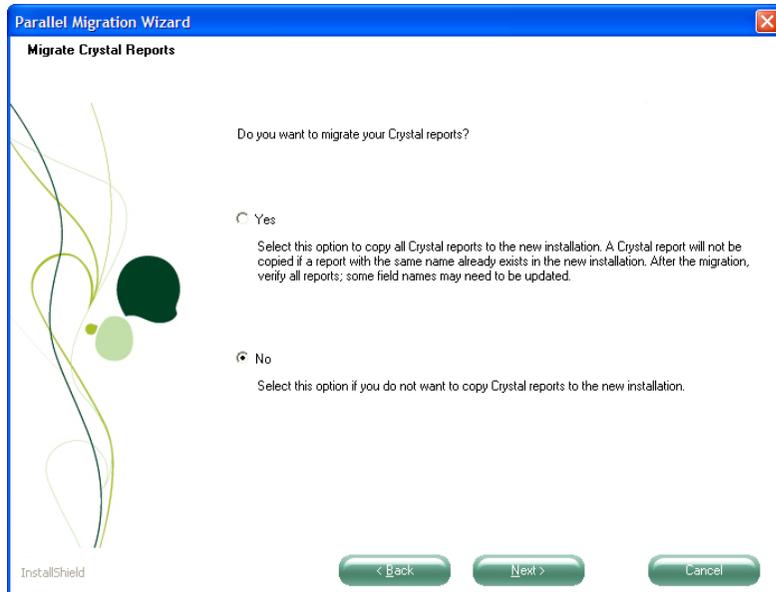
- 6 In the Migrate System Files page, select Yes to migrate your system files. System files include user logons, company information, ZIP Codes, payroll tax tables, sales tax files, and Customizer files. Click Next.



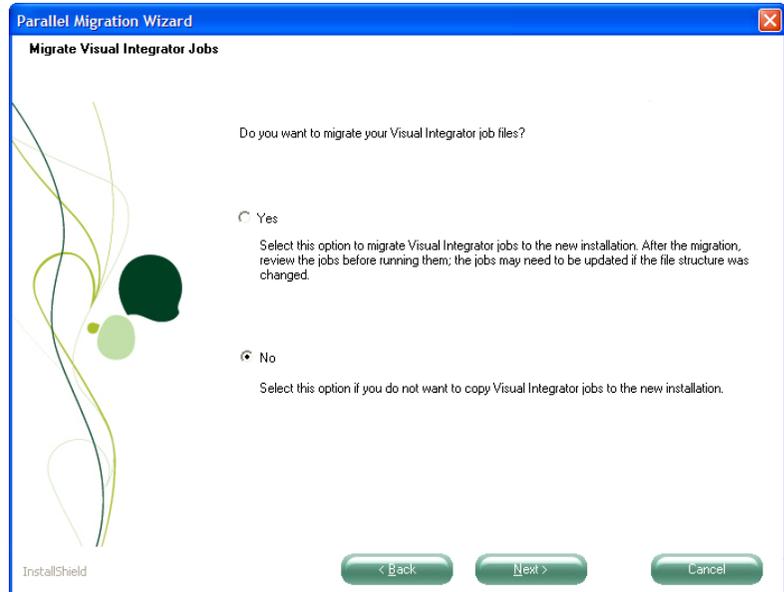
If you are remigrating data, remigrating system files will delete most existing system files and remigrate them from your Level 3.x system. Click Yes to remigrate the files.



- 7 In the Migrate Crystal Reports page, decide if you want to migrate existing Crystal reports. If you migrate custom Crystal reports, they will need to be added to the Custom Reports menu using Library Master Report Manager.



- 8 If Visual Integrator jobs exist in your level 3.x source system, the Migrate Visual Integrator Jobs page appears. Select Yes to migrate your Visual Integrator jobs.

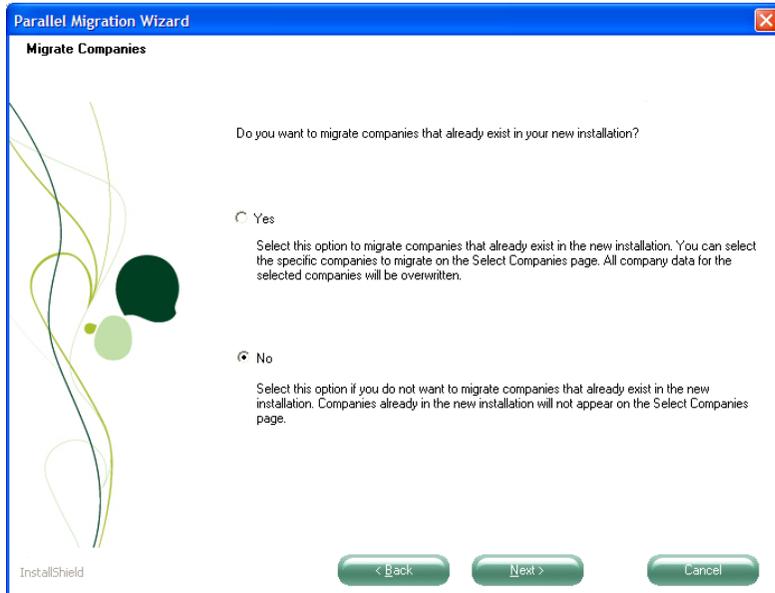




**WARNING**

Previously migrated files and existing version 4.40 files will be deleted if you migrate existing companies.

- 9 In the Migrate Companies page, decide if you want to migrate companies that already exist in your new installation.

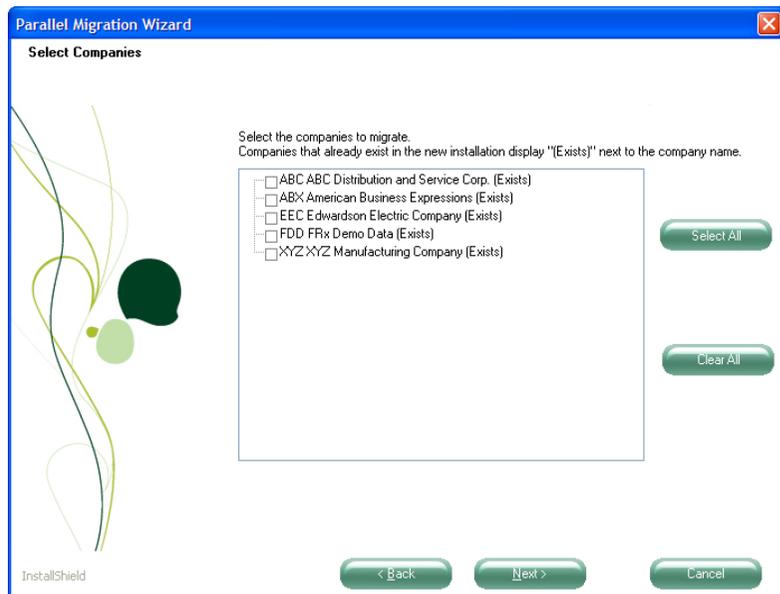


 **NOTE**  
You can migrate other companies at a later time by rerunning the Parallel Migration wizard.

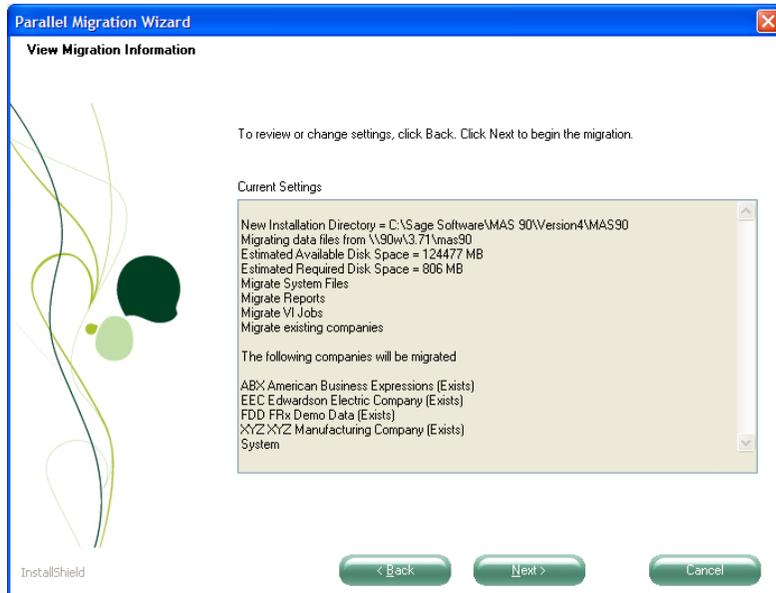
- 10** In the Select Companies page, select one or more companies to migrate. If you selected No on the Migrate Companies page, only companies that exist in Level 3.x but do not exist in version 4.40 appear.

Verify that you have available disk space for the migration and click Next. If errors are detected in your company data files, use Pre-Migration to correct errors in your source data, and then rerun the Parallel Migration wizard. For more information, see Pre-Migration on page 51.

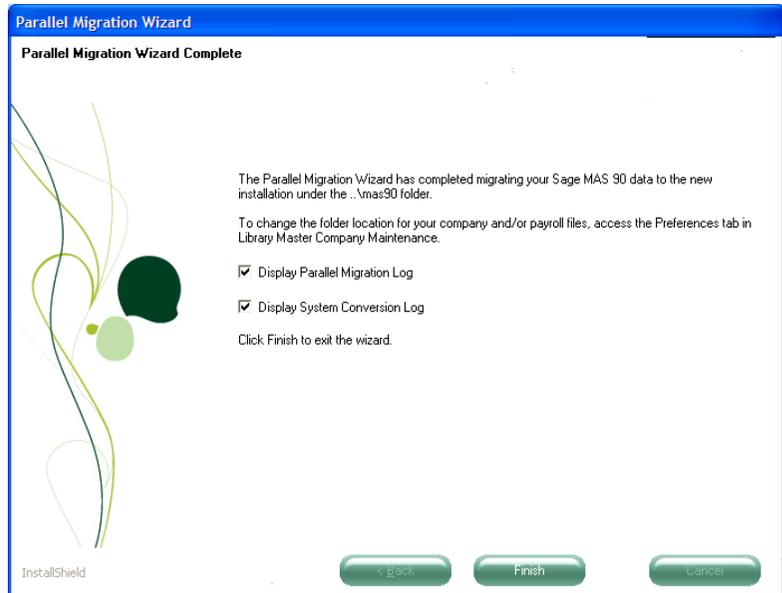
 **WARNING**  
Remigrating an existing company will delete the existing company in version 4.40 and migrate the company from your Level 3.x system.



- 11 In the View Migration Information page, verify all your migration settings and click Next to begin the migration process.



- 12 Select the Display Parallel Migration Log and Display System Conversion Log check boxes to display a log of the files that are migrated. The logs appear in your default text editor (such as Notepad) after clicking Finish. The Parallel Migration Log is located in the Migration folder under the MAS90 folder. Click Finish.



**NOTE**

For security purposes, you can move your Payroll folder after you convert your data files to the current level.

The Parallel Migration wizard has copied your source data to your version 4.40 installation folder. Now you must convert your data to the current level. For more information, see [Converting Data Files to the Current Level](#) on page 75.

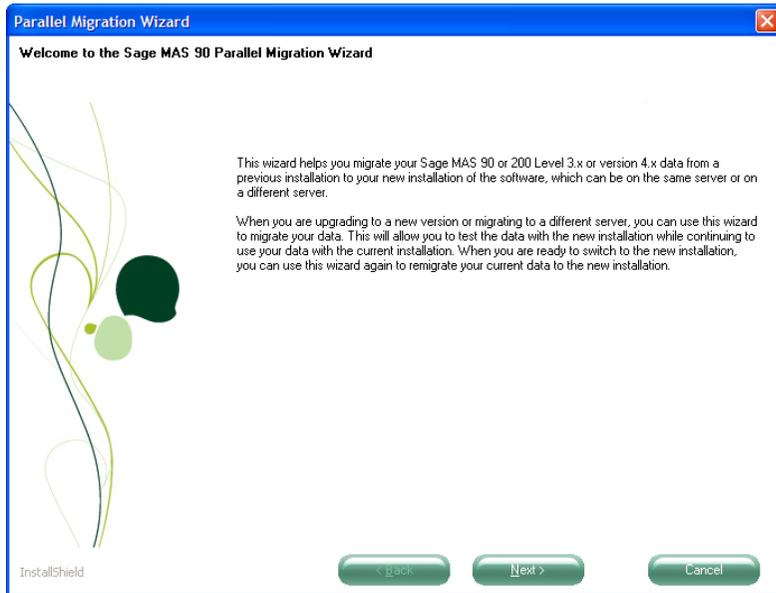
## Migrating Version 4.x Data

To migrate your Level 4.x user logons, before running the Parallel Migration wizard, you must have security enabled with one user set up. If security is enabled, you must have security access to the File Utilities security event in order to run the Parallel Migration Wizard.

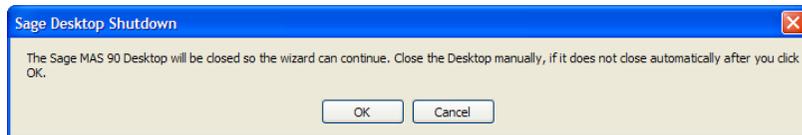
### To perform a parallel migration

 **NOTE**  
Contact your Development Partner if you have segmented files prior to version 4.40. Sage does not support the conversion of those segmented files.

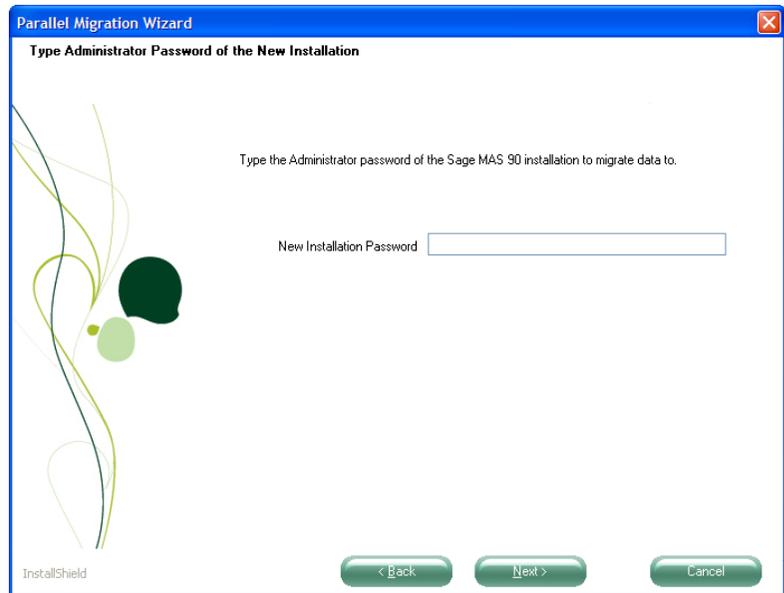
- 1 Select Library Master Utilities menu > Parallel Migration.
- 2 In the Parallel Migration Wizard Welcome window, click Next.



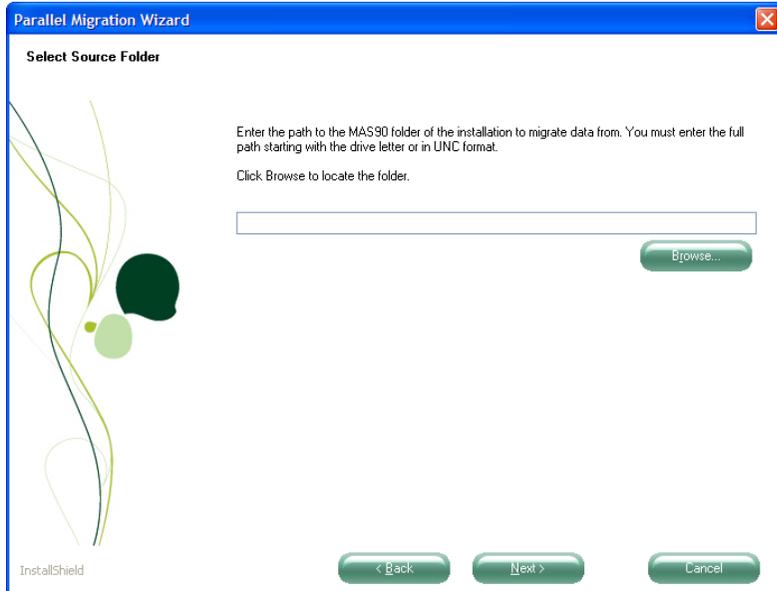
You will be prompted to close the Sage MAS 90 Desktop. Click OK.



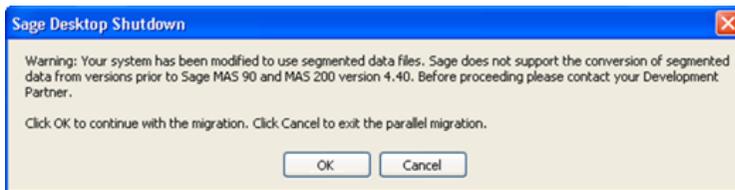
- 3 If you selected Standard Security during your version 4.40 installation, type the Administrator password for your 4.40 system. This page does not appear if security is not enabled. Click Next.



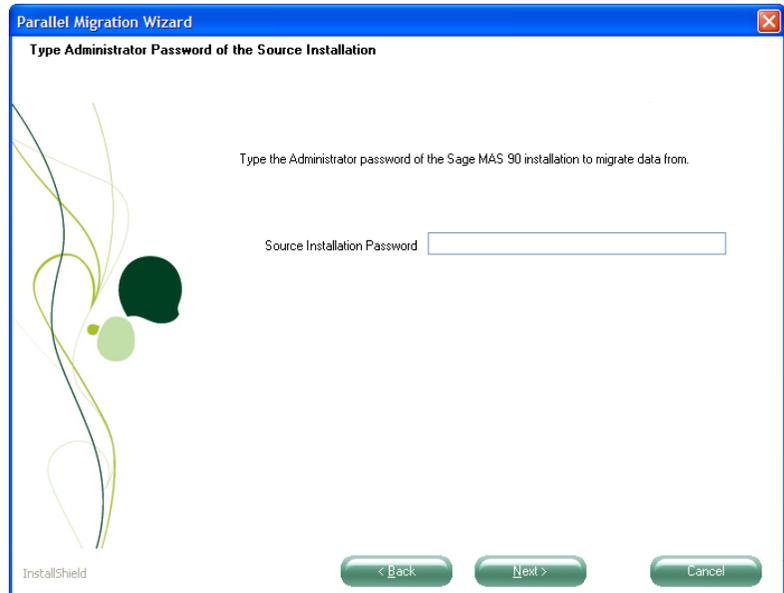
- 4 Enter the source folder of your version 4.x source system. The MAS90 folder must be included in the path. Click Next.



If you have modified your system to use segmented files prior to version 4.40, you will be prompted with the following warning message dialog box to contact your development partner. Sage does not support the conversion of those segmented files. Click Cancel.

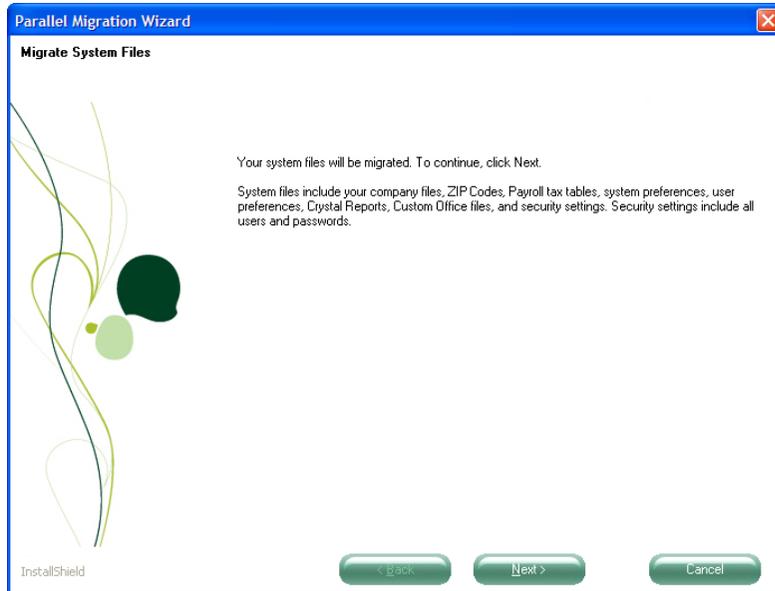


- 5 If you have an Administrator password for your version 4.x source system, type the Administrator password of the source installation.

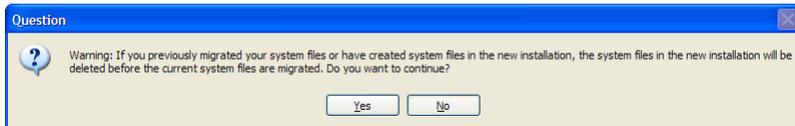


**NOTE**  
Migrating system files, does not migrate system menu security. You will need to enable security for your system after you migrate and convert your data.

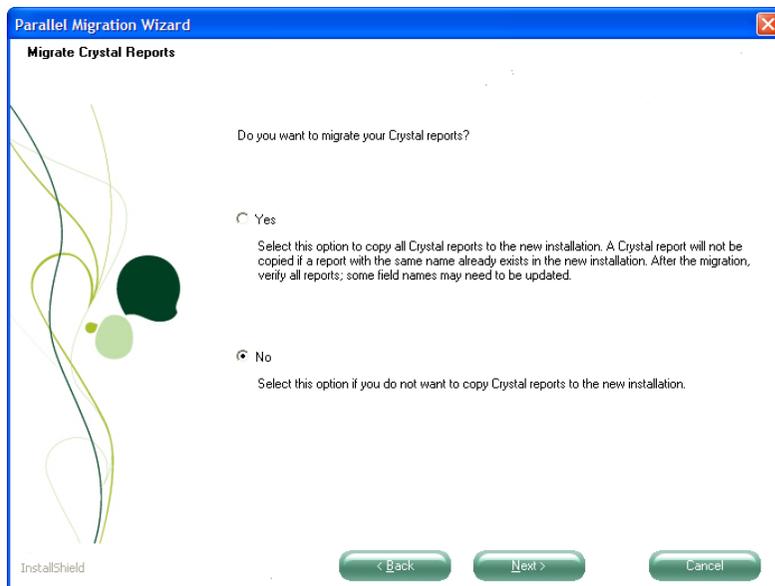
- 6 In the Migrate System Files page, click Next to migrate your system files. System files include your company files, ZIP Codes, payroll tax tables, system preferences, user preferences, Crystal Reports, Custom Office files, and security settings.



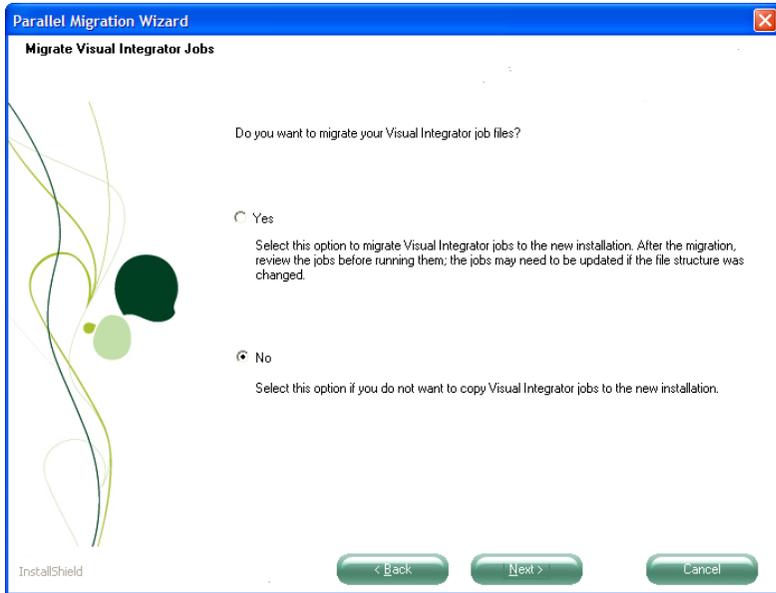
If you are remigrating data, remigrating system files will delete most existing system files and remigrate them from your Level 4.x system. Click Yes to remigrate the files.



- 7 In the Migrate Crystal Reports page, decide if you want to migrate existing Crystal reports. If you migrate custom Crystal reports, they will need to be added to the Custom Reports menu using Library Master Report Manager.

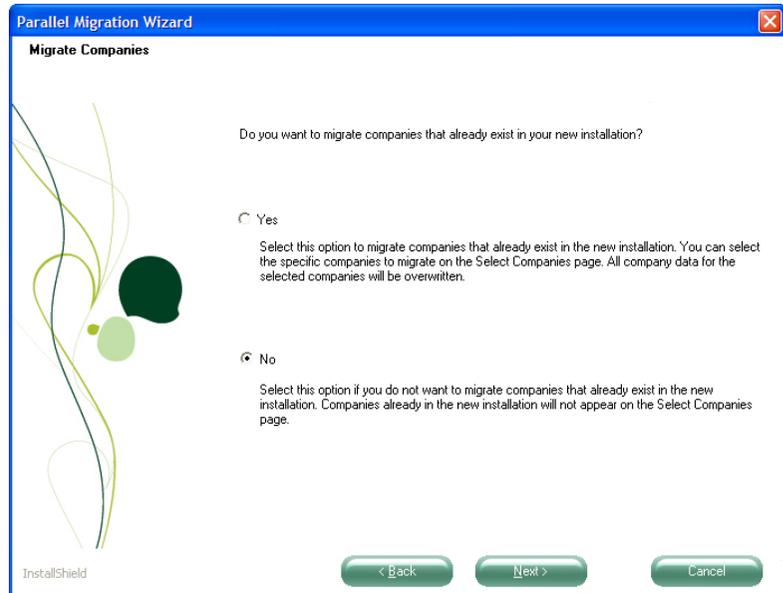


- 8 If Visual Integrator jobs exist in your version 4.x source system, the Migrate Visual Integrator Jobs page appears. Select Yes to migrate your Visual Integrator jobs.



**⚠ WARNING**  
Previously migrated files and existing version 4.40 files will be deleted if you migrate existing companies.

- 9 In the Migrate Companies page, decide if you want to migrate companies that already exist in your new installation.

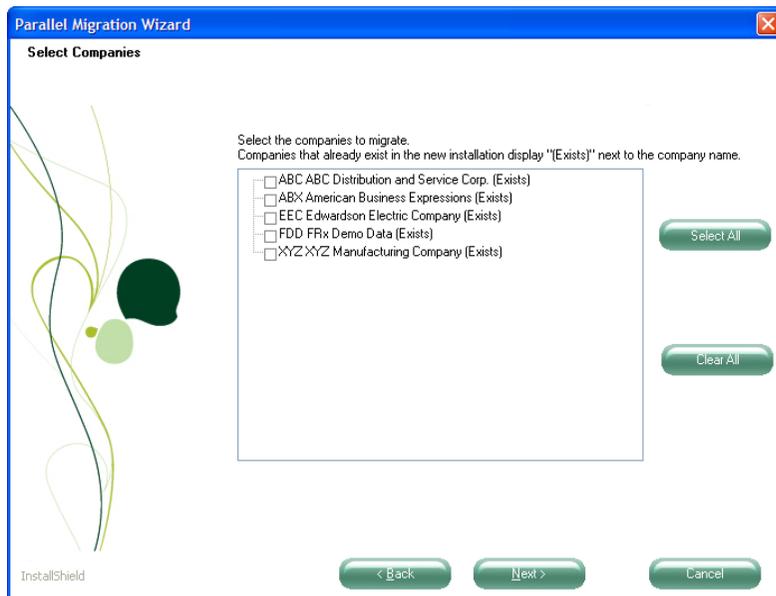


**NOTE**  
You can migrate other companies at a later time by rerunning the Parallel Migration wizard.

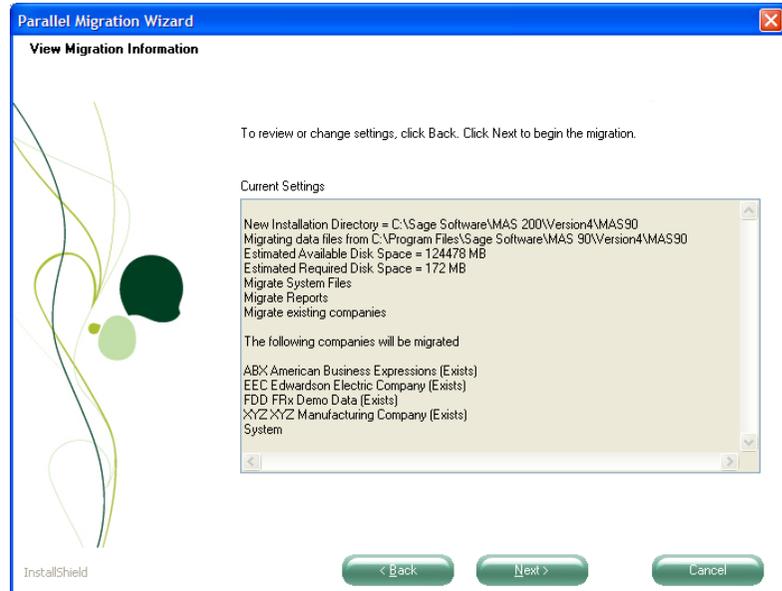
- 10 In the Select Companies page, select one or more companies to migrate. If you selected No on the Migrate Companies page, only companies that exist in Level 4.x but do not exist in version 4.40 appear.

Verify that you have available disk space for the migration and click Next. If errors are detected in your company data files, use Pre-Migration to correct errors in your source data, and then rerun the Parallel Migration wizard. For more information, see Pre-Migration on page 51.

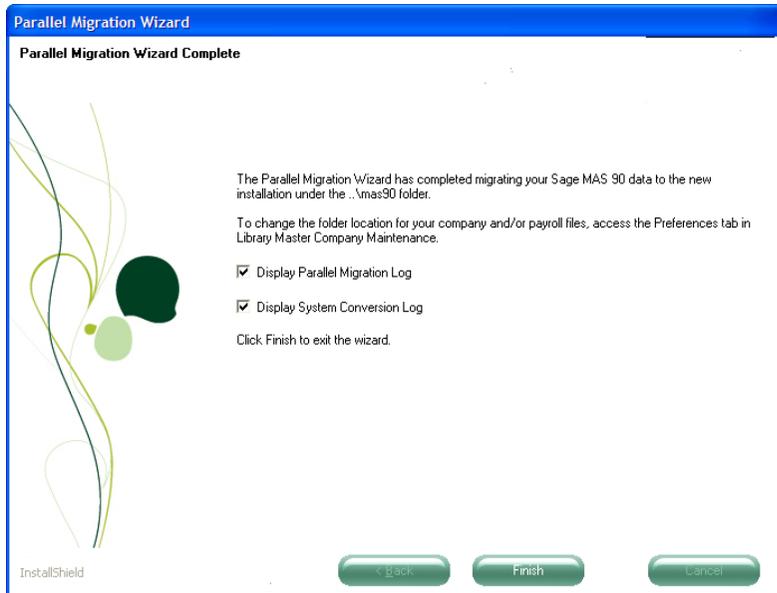
**WARNING**  
Remigrating an existing company will delete the existing company in version 4.40 and migrate the company from your Level 4.x system.



- 11 In the View Migration Information page, verify all your migration settings and click Next to begin the migration process.



- 12 Select the Display Parallel Migration Log and Display System Conversion Log check boxes to display a log of the files that are migrated. The logs appear in your default text editor (such as Notepad) after clicking Finish. The Parallel Migration Log is located in the Migration folder under the MAS90 folder. Click Finish.



**NOTE**

For security purposes, you can move your Payroll folder after you convert your data files to the current level.

The Parallel Migration wizard has copied your source data to your version 4.40 installation folder. Now you must convert your data to the current level. For more information, see *Converting Data Files to the Current Level* on page 75.

## Converting Data Files to the Current Level

If you are upgrading your system from source installation and have migrated your system files using the Parallel Migration wizard, you must convert the migrated data to the current level using Library Master Company Maintenance.

**NOTE**

You can include Payroll files in a separate folder for security. For more information, see Modifying Company Preferences on page 102.

Data files for all modules are converted for the selected company and are placed in the following folder:

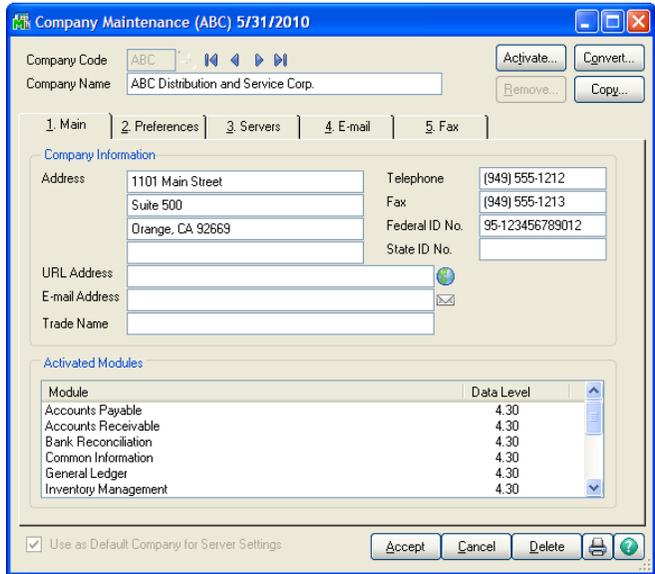
F:\Sage Software\MAS 90\Version4\MAS90\MAS\_XXX  
(where XXX is the company code)

### Converting Data Files

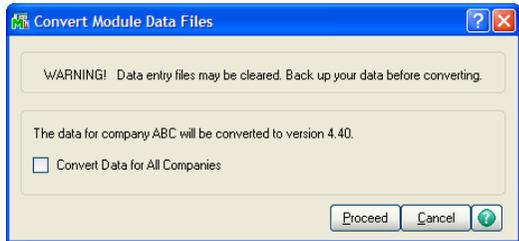
#### To convert data files to the current level

- 1 Use any of the following methods to open the Company Maintenance window:
  - In the Administrative Tools window, click Sage MAS 90 Company Maintenance.
  - In the Manage Your System window, click Create and Manage Your Sage MAS 90 Companies.
  - Select Library Master Main menu > Company Maintenance.
- 2 In the Company Maintenance window, at the Company Code field, enter a company code, or click the Lookup button to select a company for data file conversion. Only companies that have been migrated appear in the Company List window.

3 Click Convert.



4 In the Convert Module Data Files window, click Proceed.

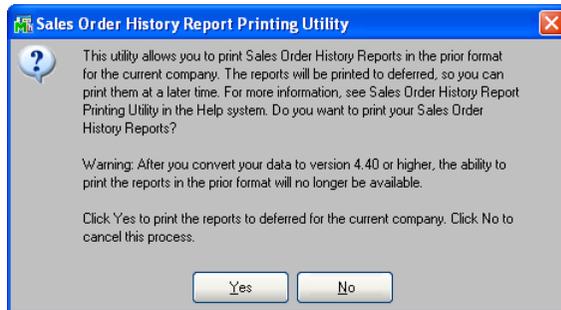


5 The data conversion complete message dialog box appears. Click OK.

Data for the selected company has been converted to the current level. Repeat this procedure to convert data for other companies.

## Sales Order Report History Printing Utility

Before conversion begins, a warning message dialog box appears prompting you to print final copies of your Sales Order history reports in their pre-version 4.10 formats. The Sales Order History Report Printing Utility is available only if data has not been converted to version 4.40 or higher. The warning message dialog box does not appear if you were a first time user on version 4.10 or higher.



The utility prints the following Sales Order history reports:

- Customer Sales History Report
- Monthly Recap by Product Line Report
- Monthly Recap by Warehouse/Product Line Report
- Monthly Recap by Warehouse Report
- Monthly Recap by Division Report

For more information, refer to Sales Order History Report Printing Utility in the Help system.

## Setting Up Roles and Users for Security



**NOTE**

If you upgraded your system from Level 3.x, previous security is not migrated.

To implement effective security, you must define roles for your system, and then create user codes and assign users to specific roles.

The security for Sage MAS 90 is role-based. Roles should be set up to reflect the functional roles of your organization. You should define roles with access to certain modules, tasks, and security events that allow users to perform tasks related to their jobs. Roles are company independent, though you can assign roles to users who are restricted from entering certain companies.



**NOTE**

After security is enabled, it cannot be disabled.

Security is not required; however, a Default role is included in Sage MAS 90 for all users. Users assigned to the Default role have access to all modules except security events. The Default role cannot be modified.

When establishing your system's security, use the concept of roles to identify the specific tasks and options you want users to be able to access. Users can be assigned to multiple roles so design your roles to be as granular as you like. Role permissions are cumulative, which means if a user is assigned to two roles where one role gives the user access to a program while another role does not, the user will be granted access to this program.

You must determine the requirements for your security system. In most cases, it is better to start with a simple arrangement. As more sophistication is needed, this flexible system can be refined easily.

## Defining Roles



### NOTE

To access Role Maintenance, you must be logged on as Administrator, or have a role assigned to you that allows access to Role Maintenance.

Roles are set up to reflect the functional roles within an organization. These roles are global to the software and are company independent. Permissions assigned to roles allow assigned users access to the areas of the software they need to perform their job functions.

For modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order, security can be further refined by assigning Create, Modify, Remove, or View permissions to maintenance tasks, or by setting Update or Print Only permissions to update tasks. For setup tasks, permissions can be set to Modify or View. Additionally, some module options, such as allowing batches to be merged, can be allowed or restricted.

Defining roles is considered the first step in enabling security for your system. Before you define roles in your system, determine the functional roles needed for your organization.

### To define roles

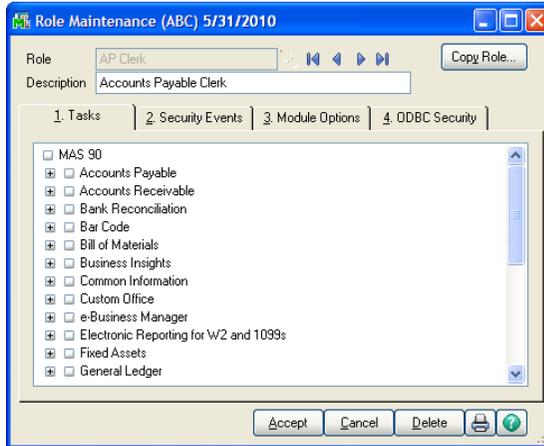


### NOTE

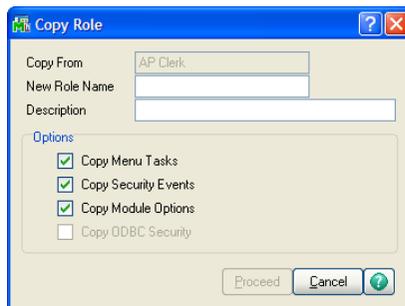
Library Master tasks are not company-specific.

- 1 Use any of the following methods to open the Role Maintenance window:
  - In the Administrative Tools window, click Role Maintenance.
  - In the Manage Your System window, click Create and Maintain User Roles.
  - Select Library Master Main menu > Role Maintenance.
- 2 In the Role Maintenance window, at the Role field, type the name of the role (for example, AP Clerk) and press ENTER or TAB.

- 3 At the Description field, type a description for the role (for example, Accounts Payable Clerk).



- 4 If you are creating a role from an existing role, click Copy Role; otherwise, skip to step 7.
- 5 In the Copy Role window, enter the name and description of the new role.



- 6 Select the check boxes for copying menu tasks, security events, and module options permissions, and then click Proceed.

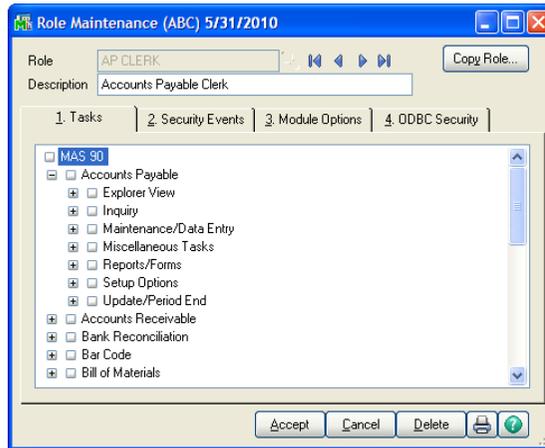
7 On the Tasks tab, you can restrict access to modules, tasks, or security permissions within tasks.

- To expand each level, click the + graphic. To select all items in a level, select the check box next to the option.
- To refine the level of security to individual modules, select the check box next to the individual modules to allow access to.
- You can further allow or restrict the level of access to tasks within a module by selecting or clearing the check boxes for tasks within modules.



**NOTE**

To allow access to all modules and all security permissions, for the role, select the MAS 90 check box.



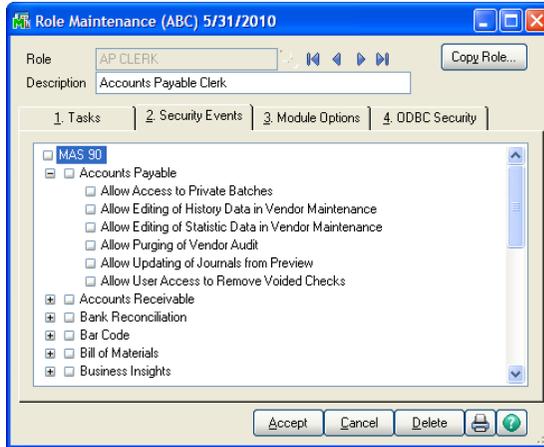
- Within each task for all modules except Job Cost, Material Requirements Planning, Payroll, and Work Order, you can further allow or restrict the levels of security for the role.



**NOTE**

Security events must be granted to each module; these are not global user options.

- 8 On the Security Events tab, select the check boxes next to the module and security events that you want to assign to the role. For more information, see Role Maintenance in the Help system.



- 9 On the Module Options tab, select the check boxes next to the options to which you are allowing access to.
- 10 Click Accept and repeat this procedure for each role you want to define.

After defining all roles for the system, you can create users, and then assign these roles to users. For more information, see Creating Users and Assigning Roles on page 83.

## Creating Users and Assigning Roles

Defining a user includes setting up a logon and password, assigning access to specific companies, and assigning a role or multiple roles to the user. Creating the first user logon and password restricts the entire system to only that individual who has a user logon and password.

A user account can be defined with an expiration date to lock the user out of the system after a certain amount of time. You can also define start and end dates for any role assigned to the user. This feature allows a user access to certain areas of the system and security events for the limited period of time.

Before you create user logons and passwords, decide whether your system will require a unified logon, or a Sage MAS 90 logon for all users. For more information, see *Requiring a Logon and Password* on page 92.



### NOTE

You can only access User Maintenance if you are logged on as Administrator, or if you have a role assigned to you that allows access to User Maintenance.

### To create a user and assign a role

- 1 Use any of the following methods to open the User Maintenance window:
  - In the Administrative Tools window, click User Maintenance.
  - In the Manage Your System window, click Define Users and Security Access.
  - Select Library Master Main menu > User Maintenance.

- 2 In the User Maintenance window, enter the user logon. If you selected the Use Unified Logon check box in the System Configuration window, this field must match the Windows logon name for the user. For more information, see Requiring a Logon and Password on page 92.

The screenshot shows the 'User Maintenance (ABC) 5/31/2010' window. It contains several input fields: 'User Logon' (maj), 'First Name' (Mary), 'Last Name' (Jones), 'User Code' (MAJ), 'Password', 'Confirm Password', 'Customization Group', and 'Expires'. Below these fields are two tabs: '1. Maintenance' and '2. Preferences'. The 'Maintenance' tab is active and displays a table with the following columns: 'Company', 'Role', 'Start Date', and 'Expiration Date'. The table has one row with the number '1' in the first column. At the bottom of the window, there is a checkbox for 'User Account Locked' and buttons for 'Accept', 'Cancel', and 'Delete'.

- 3 Enter the first name, last name, and user code. The user code is only referenced in the software and is not used for logon purposes.
- 4 If the selected user will be performing group customizations in the Customizer module, enter the customization group.
- 5 Enter the expire date to lock the user account after a certain date. A user will not be able to access the system after the date entered.
- 6 If you selected the Require all Users to Enter a Password check box in the System Configuration window, enter a password and confirm the password. For more information, see Requiring a Logon and Password on page 92.



**NOTE**

If you do not enter a password and have selected the Require all Users to Enter a Password check box, when logging on to the software, the user will be prompted to enter a password.

- 7 Select the company and role to assign to the user. You can assign multiple companies and roles to the user.

The screenshot shows the 'User Maintenance (ABC) 5/31/2010' window. At the top, there are fields for 'User Logon' (maj), 'First Name' (Mary), 'Last Name' (Jones), and 'User Code' (MAJ). Below these are fields for 'Password', 'Confirm Password', 'Customization Group', and 'Expires'. The window has two tabs: '1. Maintenance' and '2. Preferences', with 'Preferences' selected. A table is displayed with the following data:

	Company	Role	Start Date	Expiration Date
1	ABC (ABC Distribution and Service Cor)	AP Clerk		
2				

At the bottom of the window, there is a checkbox for 'User Account Locked' and buttons for 'Accept', 'Cancel', and 'Delete'.

- 8 Enter a start date and expiration date for each role to start and end for the selected company, if required.



**NOTE**

If you have multiple roles assigned to a user, the role with the most access takes precedence.

- 9 Click the Preferences tab and select user-specific preferences for the user, and then click Accept. For more information, see Setting Additional User Preferences for Security on page 88.

## Copying a User

You can create a new user from an existing user. You can copy information including roles and preferences.

### To copy a user

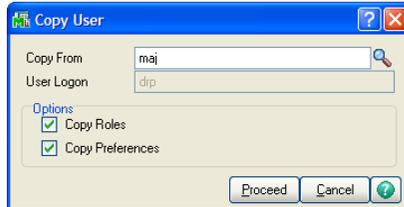
- 1 Use any of the following methods to open the User Maintenance window:
  - In the Administrative Tools window, click User Maintenance.
  - In the Manage Your System window, click Define Users and Security Access.
  - Select Library Master Main menu > User Maintenance.
- 2 In the User Maintenance window, enter a new user logon.

The screenshot shows the 'User Maintenance (ABC) 5/31/2010' window. It features a form with fields for 'User Logon' (containing 'dip'), 'First Name', 'Last Name', 'User Code', 'Password', 'Confirm Password', 'Customization Group', and 'Expires'. There are 'Copy...' and 'Rename...' buttons. Below the form is a table with columns 'Company', 'Role', 'Start Date', and 'Expiration Date'. The table contains one row with the number '1' in the first column. At the bottom, there is a 'User Account Locked' checkbox and 'Accept', 'Cancel', 'Delete', and a help icon button.

	Company	Role	Start Date	Expiration Date
1				

- 3 Click Copy.

- 4 In the Copy User window, at the Copy From field, enter the user you are copying from.



- 5 Select whether you are copying all user information including roles and preferences, and then click Proceed.

## Setting Additional User Preferences for Security



### NOTE

To access the User Maintenance Preferences tab, you must have the correct security permissions set up for your role. For more information, see *Setting Up Roles and Users for Security* on page 78.

User preferences are preferences that apply to each user. You can set up additional security measures for individual users such as setting a workstation to automatically log off, and manually locking certain users out of the system.

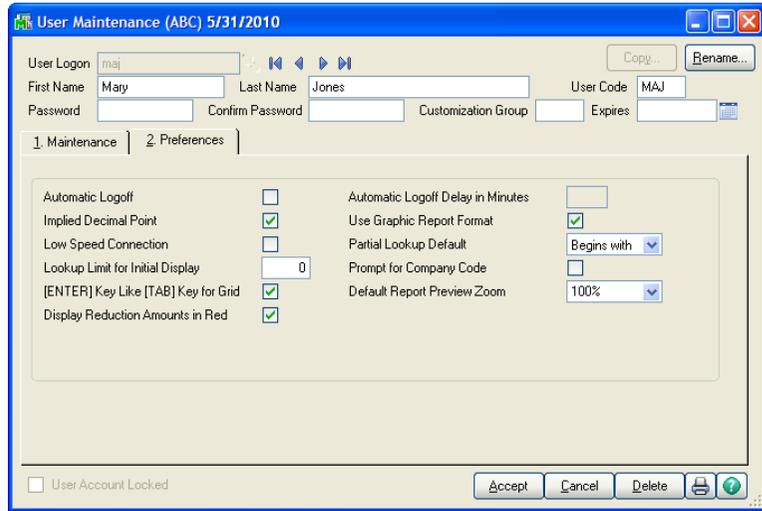
For security purposes, a workstation can automatically log off if it is left unattended for a specified period of time. This feature ensures that workstations are not accidentally left with the software running, allowing unauthorized users access to sensitive information.

### Setting a Workstation to Automatically Log Off

#### To automatically log off a workstation

- 1 Use any of the following methods to open the User Maintenance window:
  - In the Administrative Tools window, click User Maintenance.
  - In the Manage Your System window, click Define Users and Security Access.
  - Select Library Master Main menu > User Maintenance.
- 2 Select a user at the User Logon field.

- 3 Click the Preferences tab and select the Automatic Logoff check box.



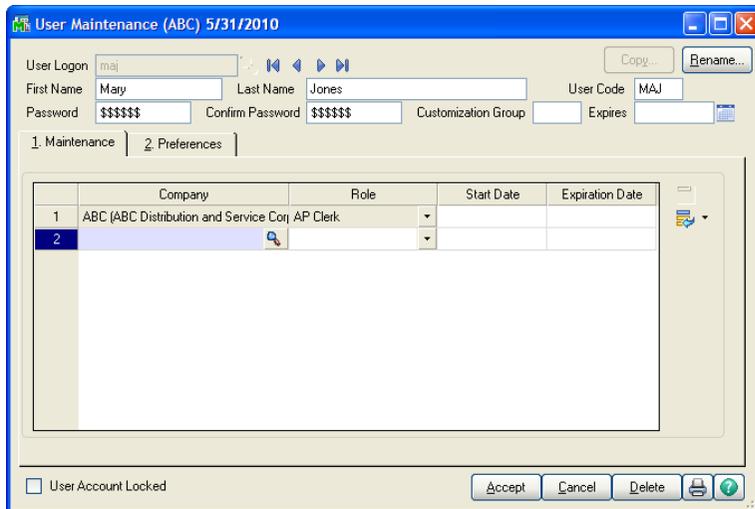
- 4 At the Automatic Logoff Delay in Minutes field, type the number of minutes that the system is to remain active before automatically logging off this workstation. The maximum amount of time that can be specified is 999 minutes.
- 5 Click Accept. After you save a user record, the dollar signs (\$) in the Confirm Password field disappear.

## Locking Users Out

Another security feature is the option to lock users out of the system. Users can also be locked out of the system if a number of incorrect logon attempts occur, or if the expiration date for all users' roles has expired.

### To lock users out of the system

- 1 Use any of the following methods to open the User Maintenance window:
  - In the Administrative Tools window, click User Maintenance.
  - In the Manage Your System window, click Define Users and Security Access.
  - Select Library Master Main menu > User Maintenance.
- 2 Select a user at the User Logon field.

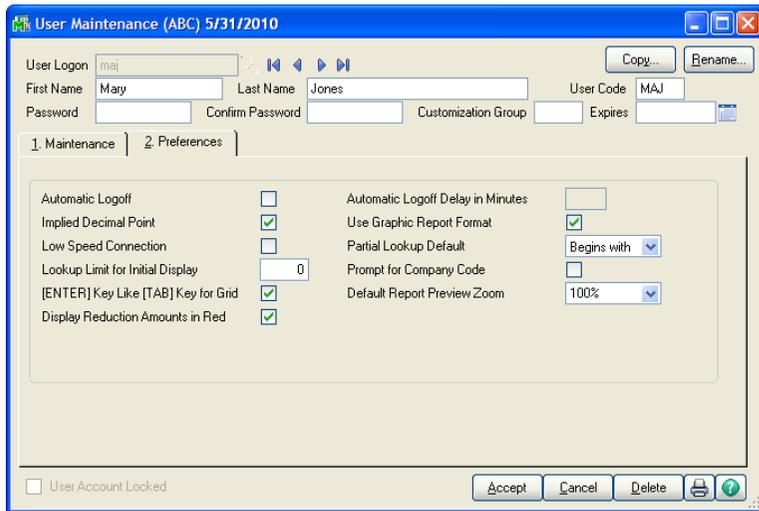


- 3 Select the User Account Locked check box and click Accept.

## Setting the Default Report Preview Zoom

You can set the default zoom setting for a user when previewing reports, listings, and forms. These settings apply to reports, forms, and listings in all modules except Job Cost, Material Requirements Planning, Payroll, and Work Order.

- 1 Select Library Master Main menu > User Maintenance.
- 2 Select a user at the User Logon field.
- 3 Click the Preferences tab.



- 4 At the Default Report Preview Zoom field, select the default zoom setting to use when previewing reports, listings, and forms.
- 5 Click Accept.

## Setting System Preferences

The software is equipped with a number of features that can effectively keep unauthorized users from accessing programs and files. In addition to basic security features, additional measures can be taken to further secure your data. These additional measures include requiring a logon and password, enabling intruder detection, and specifying lockout duration.

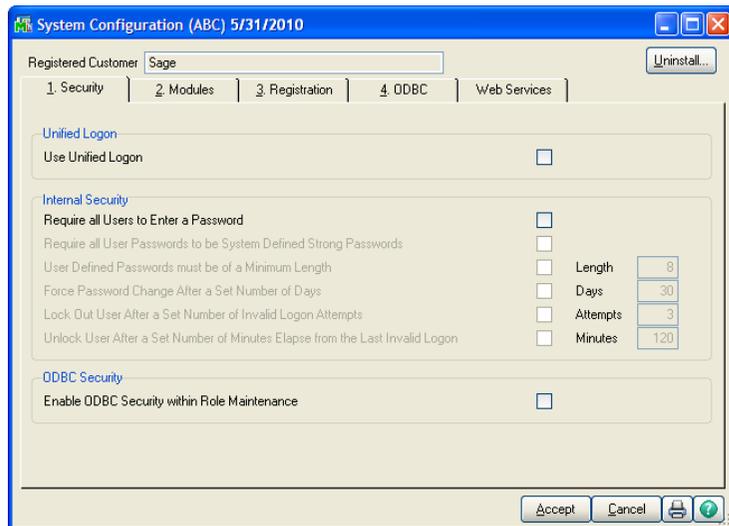
### Requiring a Logon and Password

To further protect your system, you can require all users to have a logon and password. First decide if you will set up your users with a unified logon, or a Sage MAS 90 logon. A unified logon allows Sage MAS 90 to authenticate and use the Windows logon. If you implement a unified logon, users do not need to reenter a logon and password when accessing the software. You can, however, require that users enter their password before accessing the software. A Sage MAS 90 logon is independent of the Windows logon, and will be required to enter the software.

When you set up a Sage MAS 90 logon, you can enable intruder detection. Intruder detection locks a user out of the system when a certain number of logon attempts fail. This prevents unauthorized users from trying numerous passwords while attempting to access your system.

## To require a unified logon

- 1 Use any of the following methods to open the System Configuration window:
  - In the Administrative Tools window, click System Configuration.
  - Select Library Master Setup menu > System Configuration.
- 2 In the System Configuration window, select the Use Unified Logon check box to enable a unified logon for each user.

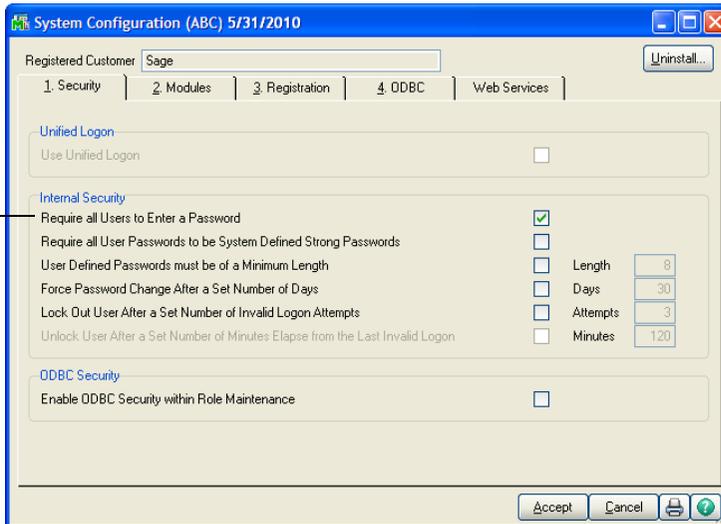


- 3 Click Accept.

### To require a Sage MAS 90 password

- 1 Use any of the following methods to open the System Configuration window:
  - In the Administrative Tools window, click System Configuration.
  - Select Library Master Setup menu > System Configuration.
- 2 In the System Configuration window, select the Require all Users to Enter a Password check box.

If this check box is selected after user codes are set up without passwords, when a user accesses the software, a dialog box will prompt the user to define a password.



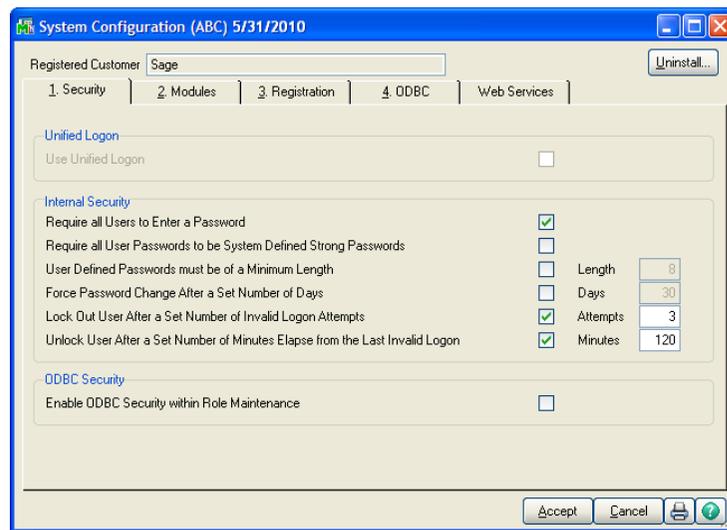
- 3 To require passwords that are at least eight characters in length, include both letters and numbers, and do not include repeating characters, select the Require all User Passwords to be System Defined Strong Passwords check box.
- 4 To include a minimum length on passwords, select the User Defined Passwords must be of a Minimum Length check box, and type a minimum number of characters needed for passwords.
- 5 To require all users to change their password after a number of days, select the Force Password Change After a Set Number of Days check box, and type a number of days.

- 6 To enable intruder detection, select the Lock Out User After a Set Number of Invalid Logon Attempts check box, and then type the number of attempts you will allow before a user is locked out of the system (cannot attempt to log on anymore).

**NOTE**

If you do not specify a lockout duration, a user locked out by intruder detection can attempt to log back onto the system only if the User Account Locked check box is cleared in the User Maintenance window.

- 7 To specify an optional lockout duration, select the Unlock User After a Set Number of Minutes Elapse from the Last Invalid Logon check box, and type the amount of time you want the lockout to be in effect. After the amount of time has passed, the user can attempt to access the system.



- 8 Click Accept.

## Setting Accounting Date Preferences

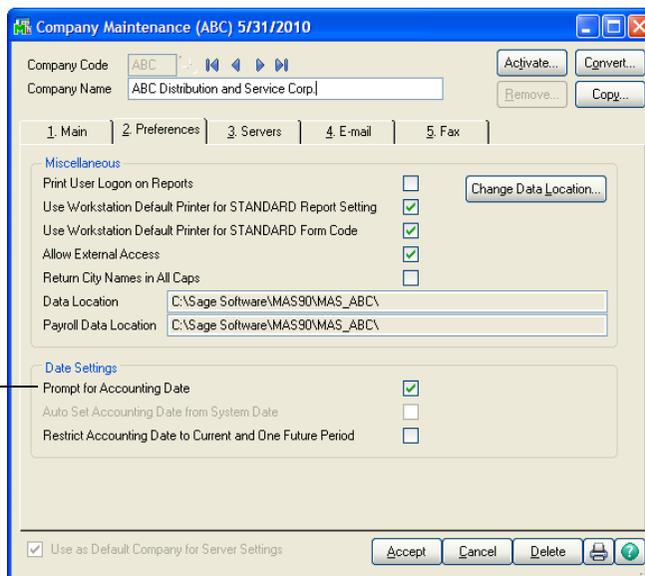
### Setting a Prompt for the Accounting Date

The software maintains personal preferences for each workstation. One of these preferences is to prompt for the accounting date the first time a user accesses a module for that day.

#### To set a prompt for the accounting date

- 1 Select Library Master Main menu > Company Maintenance.
- 2 On the Preferences tab, select the Prompt for Accounting Date check box.

Select this check box to set a prompt for the accounting date. The default date is the system date.



- 3 Click Accept.

If a prompt for the accounting date is not set in Company Maintenance, the module defaults to the accounting date last used on that workstation, unless the Auto Set Accounting Date from System Date check box is selected.

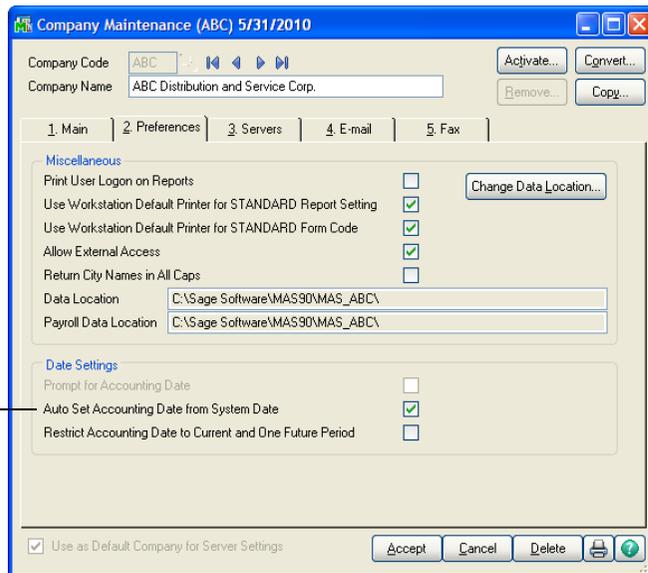
## Setting the Accounting Date from the System Date

The accounting date for all modules can be set from the workstation's system date for convenience and to ensure that users do not accidentally use an old accounting date.

### To set the accounting date from the system date

- 1 Select Library Master Main menu > Company Maintenance.
- 2 On the Preferences tab, select the Auto Set Accounting Date from System Date check box.

Select this check box to automatically set the accounting date from the system date.



- 3 Click Accept.

## Restricting the Accounting Date to Current and One Future Period

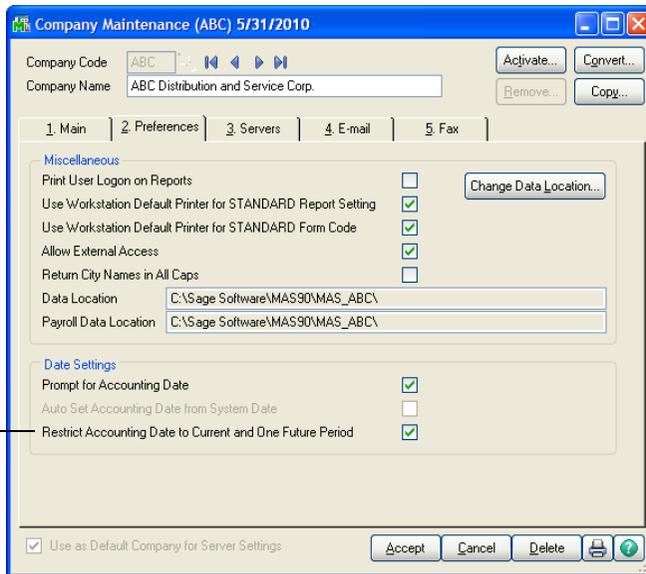
When performing certain data entry and register printing functions, the accounting date is used as the default. When the posting date used for updates does not fall within the current and one future period for the module, the summarized totals for the current or future period will not match the transaction detail reports.

To prevent this problem, you can restrict the accounting date to the current and one future period for the Accounts Payable, Accounts Receivable, Inventory Management, Job Cost, Purchase Order, and Sales Order modules.

### To restrict the accounting date

- 1 Select Library Master Main menu > Company Maintenance.
- 2 On the Preferences tab, select the Restrict Accounting Date to Current and One Future Period check box.

Select this check box to restrict the accounting date to the current and one future period.



- 3 Click Accept.

## System Administrator Tasks

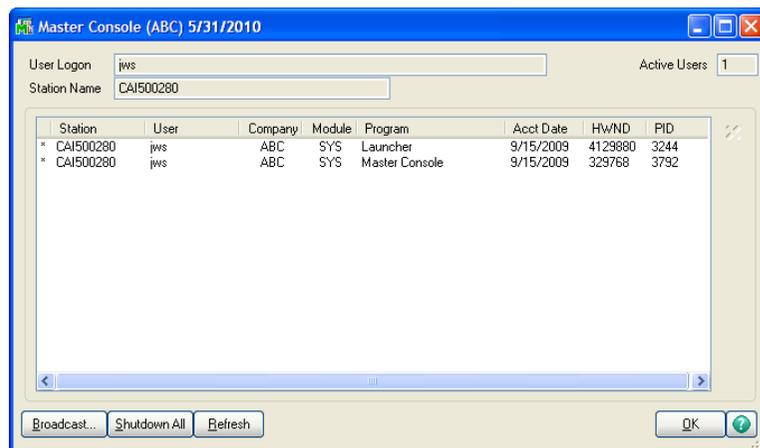
This chapter provides procedures for maintaining certain tasks that are performed by a system administrator.

### Determining Who is Accessing the System/Modules

Use Master Console to display all currently logged on users. Master Console includes data on each workstation, the module and task being accessed, and the accounting date for each user.

#### To determine who is accessing the system/modules

- 1 Use either of the following methods to open the Master Console window:
  - Select Library Master Main menu > Master Console.
  - Select File > Master Console.
  - On the Standard toolbar, click the Master Console button.
- 2 In the Master Console window, determine the module and task being accessed by viewing the Module column and the Program column.



## Creating Public Tasks

To access tasks quickly, you can organize them into groups in public task folders that all users can access. In addition to tasks, you can also add desktop shortcuts and external programs, such as Microsoft Word or Excel, into a public task folder so that users can select and launch one of these programs without leaving the software.



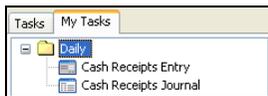
### NOTE

To create public tasks, the role assigned to your user code must have the Allow public tasks for editing security event turned on.

Even though public task folders are accessible to all users, individual menu tasks within a task folder are still subject to the standard menu security system (if one has been set up). All company, module, menu, and task restrictions assigned to users override all task folder assignments.

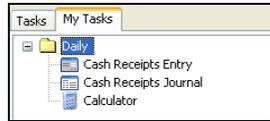
### To create a public task folder and public tasks

- 1 On the Sage MAS 90 Desktop, click the My Tasks tab. Right-click the My Task area and select New > Public Folder.
- 2 Right-click the folder and select Rename. Type a name for the public task folder and press ENTER.
- 3 Right-click the folder and select New > Task.
- 4 In the Browse dialog box, select the module, the menu, and then the menu task to add to the folder and click Open. The task is added to the public tasks folder.



- 5 To add more public tasks to this folder, repeat steps 3 and 4, as necessary.
- 6 To add an external program to the public tasks folder, right-click the public task folder and select New > Program.

- 7 In the Browse dialog box, click the Folder button and select the external program, and then click Open. The external program is added to the public task folder.



- 8 To add more external programs to this folder, repeat steps 6 and 7, as necessary.



**NOTE**

All users must exit the software and log back on before they can see the new public task folder.

- 9 You must exit the software and log back on for the new public folder to be accessible. You can access the public task folder from the My Tasks menu on the Modules Menu toolbar, or the My Tasks tab.

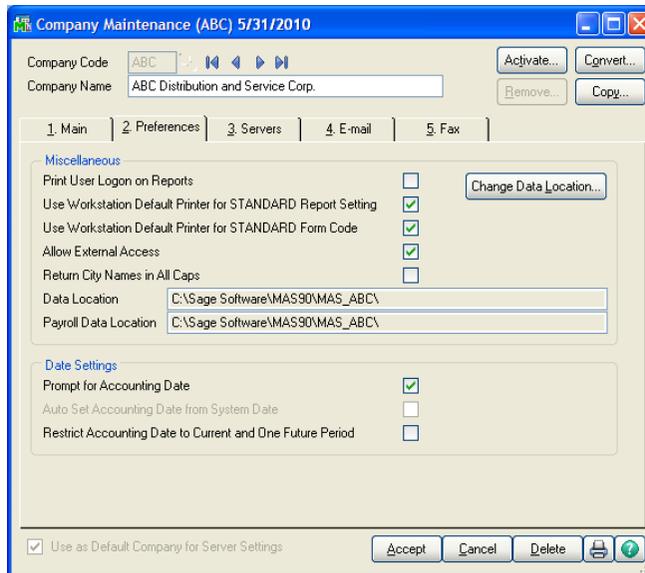
You can also delete existing public task folders, and modify existing tasks or program titles. You can create an unlimited number of public task folders, and each folder can contain any number of tasks and programs.

## Modifying Company Preferences

For each company, you can set a preference to print a user logon on all reports, allow the company to be accessed externally, and change the location of the Payroll folder.

### To modify company preferences

- 1 Use any of the following methods to open the Company Maintenance window:
  - In the Administrative Tools window, click Sage MAS 90 Company Maintenance.
  - In the Manage Your System window, click Create and Manage Your Sage MAS 90 Companies.
  - Select Library Master Main menu > Company Maintenance.
- 2 In the Company Maintenance window, click the Preferences tab.



- 3 To display the user logon of the user generating a report or listing on all reports, select the Print User Logon on Reports check box.
- 4 To default to the workstation's default printer when printing reports (such as the General Ledger Detail Report) with the STANDARD report setting, select the Use Workstation Default Printer for STANDARD Report Setting check box. Clear this check box to save a specific printer as the default for the STANDARD report setting in the report windows.
- 5 To default to the workstation's default printer when printing forms (such as sales orders) with the STANDARD form code, select the Use Workstation Default Printer for STANDARD Form Code check box. Clear this check box to save a specific printer as the default for the STANDARD form code in the form windows.
- 6 To allow the company to be accessed externally through the company's objects, such as VBScript, JavaScript, or other programs that are not based on Sage MAS 90, select the Allow External Access check box.
- 7 To change the location of the Payroll folder for security reasons, click Change Data Location, and type the path of the new location. The data location is company-specific and not module-specific. The path must be appended with MAS\_XXX, where XXX represents the company code.
- 8 Click Accept.

## Uninstalling Modules

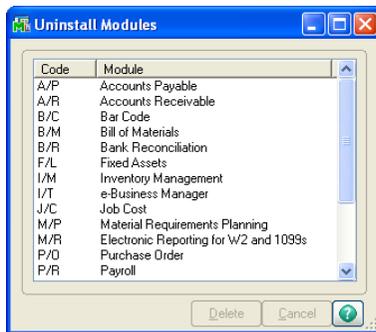
You can remove menu records and programs from the software for a specific module. Prior to removing modules, the system will check to ensure there are no data files for that module. If data files exist, they can be deleted using the Delete feature in Company Maintenance.

The Custom Office module cannot be removed using Uninstall Modules. Removing this module will impact access to customized forms and user-defined fields (UDFs).

Removing the Visual Integrator (VI) module will remove the module from the Modules menu; however, the VI folder and two associated files, VIOPER and VI0XRF, will remain in the file structure. The VI0XRF file contains the definitions for the default VI perform logic and is a cross-referenced file that provides shared UDF access between Visual Integrator and Custom Office.

### To uninstall a module

- 1 Use either of the following methods to open the System Configuration window:
  - In the Administrator Tools window, click System Configuration.
  - Select Library Master Setup menu > System Configuration.
- 2 In the System Configuration window, click Uninstall.
- 3 In the Uninstall Modules window, select the module to uninstall and click Delete.



## Changing Your Administrator Password

Changing your administrator password on a frequent basis is a good idea to protect your system from unauthorized users.

### To change your administrator password

- 1 In the Administrative Tools window, click Change Administrator Password.



- 2 In the Sage MAS 90 Security Password window, enter the Password and Confirm Password fields and click OK.



## Checklists

Before beginning the installation, test and validate all the hardware and network configurations using the following:

- The Supported Platform Matrix, which can be found in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)
- The current support library for any pertinent information, particularly the Hot Pre-Installation Issues page in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)
- The Integrated Solutions Compatibility Matrix, which can be found in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)

## Pre-Installation Checklist



### NOTE

If you are upgrading, read the *Customer Upgrade Guide* before installing.

- 1\_\_\_ Read this document in its entirety.
- 2\_\_\_ Verify you have the serial number, customer number, user key, and product key information that may be required to install Sage MAS 90 for the correct number of users and to register any newly purchased modules. This information is available from:
  - The System Configuration Listing, accessed from Library Master Setup menu > System Configuration.
  - The Sage Online Web site ([www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)) under Profiles Mgmnt > Products.
- 3\_\_\_ Verify that you have the required hardware configuration. For more information, see the Supported Platform Matrix in the Support area of the Sage Online Web site at: [www.sagesoftwareonline.com](http://www.sagesoftwareonline.com)

- 4\_\_\_ Verify you have 150 MB of disk space available for System Setup and Library Master, plus an additional 15 to 25 MB for each module. An additional 400 MB of disk space is required to install the Crystal Reports Designer. You will need approximately 1 GB of hard drive space before beginning the installation.
- 5\_\_\_ You must install from the same workstation or server that you originally installed version 4.x.
- 6\_\_\_ If the Web Engine is installed for the e-Business Manager module, back up any customized templates in the IW folder to another location, and then uninstall the Web Engine. After the 4.40 Web Engine is installed, place the backed up templates back in the IW folder.
- 7\_\_\_ If you are installing the StarShip Link module, refer to the following PDF documents on the StarShip CD-ROM: MAS90\_200.pdf and User's\_Guide.pdf, for detailed instructions including how to set up the StarShip Server.
- 8\_\_\_ Crystal Reports must be installed on the computer from which modifications to forms and reports will be made. You can install Crystal Reports on up to two workstations. Review the Install.pdf document, which can be found on the Crystal Reports CD-ROM, prior to installing the software.
- 9\_\_\_ When installing the Payroll module, you must also install the Tax Table Update (TTU). Failure to install the TTU will cause a FILE PRU.SOA NOT FOUND message to appear when Payroll is first set up for a company. If this condition is encountered, you must install the TTU.

## Post-Installation Checklist

- 1\_\_\_ If you are installing the software on a network, you must run the Workstation Setup program on each workstation.
- 2\_\_\_ To run MS Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the MS Windows Script Host processor, refer to the Microsoft Download Center Web site.
- 3\_\_\_ If security is enabled, do not modify or enhance your security model until after you have migrated your system files to your new installation.
- 4\_\_\_ After migrating your system files, if security is enabled, you should create a role for all tasks you would like to secure (for example, Master Console and the Library Master Utilities menu).
- 5\_\_\_ If you are installing Federal and State eFiling and Reporting, you must install it on each Sage MAS 90 workstation. For more information, see Installing Federal and State eFiling and Reporting on page 33.

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**Appendix A** *Checklists*

## **Sage MAS 90 Security Permissions**

The information in this appendix provides the minimum Share and NT File System (NTFS) permission settings for servers and workstations to work properly with Sage MAS 90. This appendix also provides procedures for setting permissions.

### **Setting NTFS and Share Permissions**

There are two methods mentioned in this appendix for applying permission settings in an operating system: the Share (share point) method and the NTFS method. The following procedures describe how to set permissions using each method.

#### **To set permissions using the Share method**

- 1 In Windows Explorer, right-click the share point folder and select Properties. The Properties window appears.
- 2 Click the Sharing tab, and then select Share this folder.
- 3 Click Permissions. The Permissions window appears.
- 4 In the Group or user names section, select the group or user.
- 5 In the Permissions section, select the applicable permission (for example, Full Control, Change, or Read).

#### **To set permissions using the NTFS method**

- 1 In Windows Explorer, right-click the folder and select Properties. The Properties window appears.
- 2 Click the Security tab.
- 3 In the Group or user names section, select the group or user.
- 4 In the Permissions section, select the applicable permission (for example, Full Control, Change, or Read).

## Sage MAS 90 User Settings

The following information provides the minimum permission settings for user accounts performing Sage MAS 90 tasks on the server.

Task	Minimum Share Setting	Minimum NTFS Setting	Folder
All Tasks	Change	Write	...\MAS90
Application Utilities	Change	Write	...\MAS90
Business Insights Explorer	Change	Write	...\MAS90
Business Insights Reporter	Change	Write	...\MAS90
Change Data Location	Change	Write	...\MAS90
Custom Office	Change	Write	...\MAS90
Office Template Manager	Change	Write	...\MAS90
Modifying Forms and Reports from within Modules	Change	Write	...\MAS90
Library Master Utilities	Change	Modify	...\MAS90
Printing Tasks	Change	Write	...\MAS90
Report Manager (for modifying forms)	Change	Write	...\MAS90

Task	Minimum Share Setting	Minimum NTFS Setting	Folder
Updates for Level 3.x Modules	Change	Modify	...\MAS90
Updates for Version 4.x Modules	Change	Read	...\MAS90

## Sage MAS 90 Workstation Permission Settings

Administrator rights must be set at the local workstation to install the workstation software and to run the Parallel Migration wizard.

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**Appendix B** *Sage MAS 90 Security Permissions*

## Converting Sage MAS 90 Crystal Reports from a Prior Version

### Using the Crystal Report Conversion Wizard

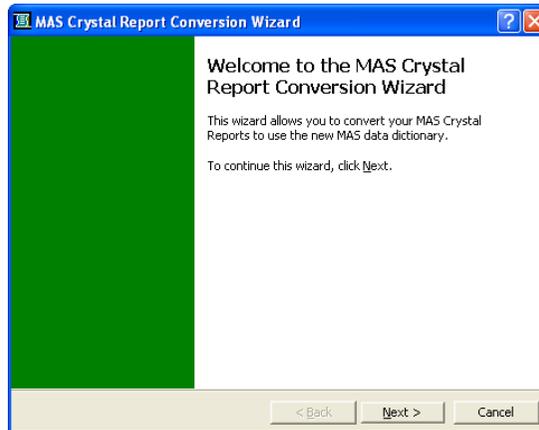
The MAS Crystal Report Conversion Wizard converts prior versions of Sage MAS 90 Crystal Reports to the latest data dictionary revisions and Crystal Reports format.



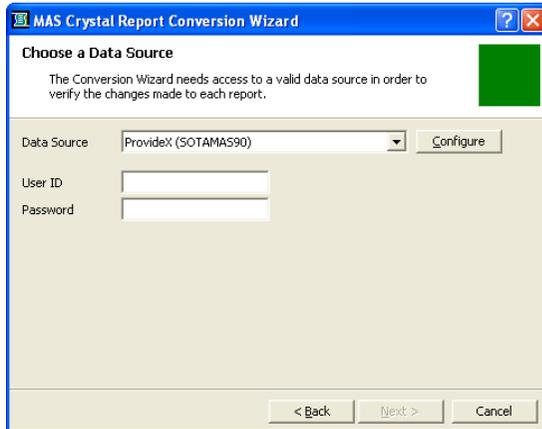
**NOTE**

This wizard runs the first time you access a Crystal Report created using a level of Sage MAS 90 prior to version 4.40.

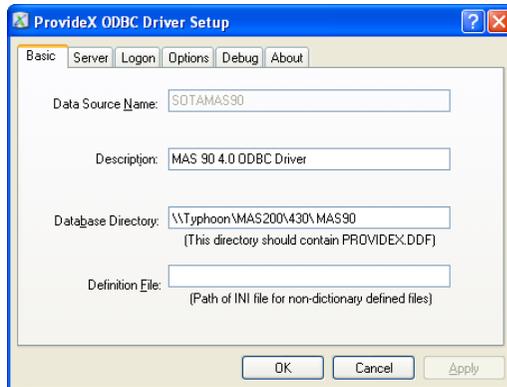
- 1 From the MAS90\Home folder, locate and double-click mascrcw.exe. Click Next. The MAS Crystal Report Conversion Wizard appears.



- 2 In the Choose a Data Source page, click Configure.

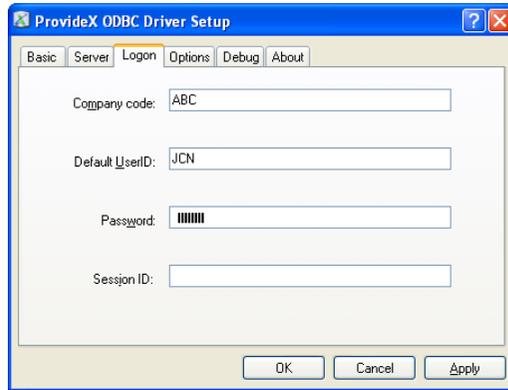


- 3 The ProvideX ODBC Driver Setup window appears. At the Database Directory field, verify the path, and then click OK.

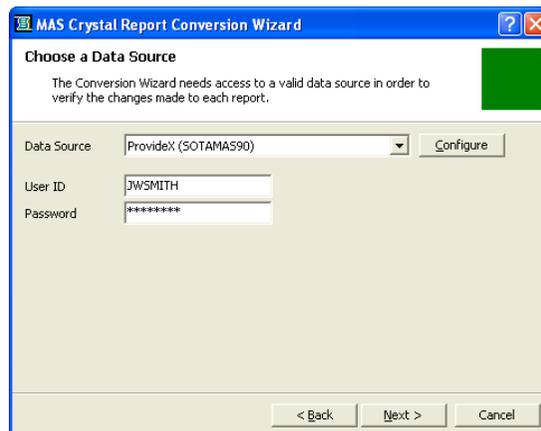


- Click the Logon tab. At the Company code field, type your company code in uppercase. Verify that the company selected has the appropriate modules installed. For example, do not convert Manufacturing Crystal Reports (W/O or B/M) for demo company code ABC. Those modules do not exist and the conversion will not complete on the reports.

At the Default UserID field, type the user logon and at the Password field, type the password and click OK.

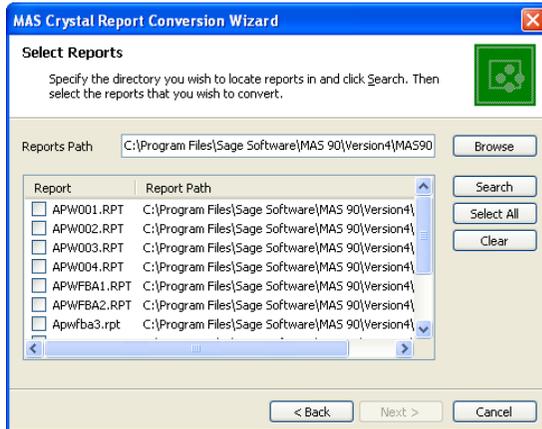


- At the User ID and Password fields, type the same user logon and password that you typed in the ProvideX ODBC Driver Setup window. Click Next.

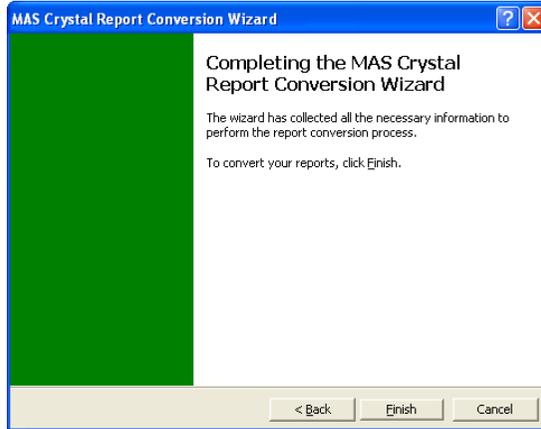


- At the Reports Path field, enter the path, or click Browse and select the folder to search for reports that require conversion. All Crystal Reports that have been previously converted or Crystal Reports that contain the current Sage MAS 90 version (for example, 4.40) as a keyword will not be selected for conversion.

Click Search to generate a list of reports. Click Cancel to stop the search. You can select individual or multiple reports within the listing to convert. Select the report, or press CTRL to make multiple selections. Click Select All to convert all reports within the listing. Click Clear to clear the listing. To complete the conversion, click Next.



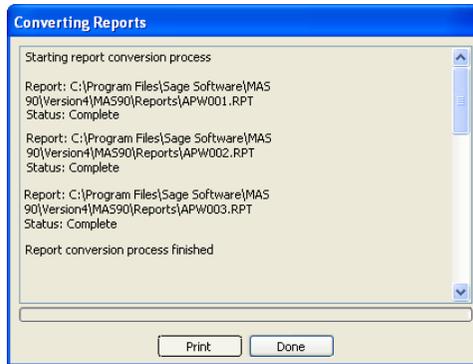
- 7 Click Finish to initiate the conversion process; click Back to return to the previous wizard or page; click Cancel to exit the wizard.



**NOTE**

If a field name used within the report or form no longer exists in the data source, it will be noted on the listing and removed from the report or form. If the removed field is contained in a formula, a Crystal Reports error in printing message will appear when printing.

- 8 Click Print to get a listing of the selected reports and the conversion status of each report. The listing prints to the default Windows printer.



Successfully converted reports generate an unconverted backup file in the same folder with a file extension of .rp\_. If Status:Complete appears, the report is successfully converted. If Status:Failed appears, note the error message and verify that the company you are logged onto using ODBC contains application data files for the selected report. If the conversion wizard cannot convert that report, the report must be manually converted. If errors are encountered during the conversion, the wizard will skip the report and continue with the next selected report.

## **Overview of Module Startup**

This appendix explains how to successfully upgrade from another business management system to Sage MAS 90 for the following modules:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Bar Code
- Bill of Materials
- Data You Need
- Electronic Reporting for W2 & 1099s
- General Ledger Setup Wizard
- Inventory Management Setup Wizard
- Job Cost
- Material Requirements Planning
- Payroll
- Purchase Order
- Sales Order
- Work Order

This appendix is organized alphabetically for ease of reference.

## Accounts Payable



### NOTE

Set up your sales tax codes, sales tax classes, and sales tax schedules in Library Master before using the Accounts Payable Setup Wizard.

### Accounts Payable Setup Wizard

The Accounts Payable module includes an Accounts Payable Setup Wizard that you must perform to convert your existing companies and account structure.

The Accounts Payable Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Accounts Payable module for new companies; you must complete this wizard and the Conversion Process on page 123 before using the Accounts Payable module.

### Data You Need

Before using the Accounts Payable Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- Your bank account number(s) for the checking accounts used by Accounts Payable
- A list of standard payment terms offered by your vendors
- A list of your vendors, including address and phone numbers
- A list of all unpaid invoices to be processed

To obtain correct information from your Accounts Payable module, you must first bring it up to date with your existing accounts payable system.

## Conversion Process

Complete the following process to ensure that your system is current. These steps should be performed after completing the setup wizard and after adding all of your information to the Accounts Payable module.

### To convert your existing accounts payable system

- 1 Identify all unpaid invoices as of your last closed accounting period.
- 2 Prepare an adding machine tape totaling the invoices. This amount should equal the account balance for Accounts Payable in your general ledger.
- 3 Set the posting date to the last day of the last closed accounting period.
- 4 Using Invoice Data Entry, enter these invoices into the system. Enter the outstanding balance amount for each invoice as of the end of the last closed accounting period. During the distribution process, post the entire distribution balance to your Accounts Payable general ledger account. This is done because you have already expensed these invoices in a previous accounting period, and to do so again would duplicate those expenses.

By posting to the Accounts Payable account, both a debit and an automatic credit are generated in the same amount to the Accounts Payable general ledger account; therefore, the two amounts offset each other and there is no effect on the general ledger. After the conversion process, you would not normally post to the Accounts Payable general ledger account, but would post to individual general ledger accounts, as appropriate.

As an alternative to this procedure, clear the General Ledger check box in the Accounts Payable Options window. You can then distribute invoices to their respective accounts and no general ledger postings are made. If you use this alternate procedure, be sure to select the General Ledger check box again in the Accounts Payable Options window after the conversion process has completed and you have updated the Daily Transaction Register.

- 5 Print the Invoice Register. The total shown on the Invoice Register should equal the total on the adding machine tape prepared in step 2. If it does not, an error has been made. Check your adding machine tape and Invoice Register, return to Invoice Data Entry, and make any necessary corrections. Reprint the Invoice Register.
- 6 Update the invoices.
- 7 Print the Aged Invoice Report available on the Accounts Payable Reports menu, and retain a copy of this report for your accounting files. Again, the total on this report should equal the adding machine tape total.
- 8 Run Period End Processing by selecting Period End Processing from the Period End menu, and then clicking Proceed.
- 9 Reset the posting date to the first day of the current accounting period.
- 10 Using Invoice Data Entry, enter any invoices you have received since the last closed accounting period. (These invoices should not include any invoices entered in step 4.) Post the distribution balance of each invoice to its appropriate general ledger account (not to the Accounts Payable general ledger account). Print the Invoice Register and update the invoices.
- 11 Prepare an adding machine tape totaling any checks you have written since your last closed accounting period.
- 12 Using Manual Check Entry, enter these checks (step 11) into the system. If the check paid an invoice previously entered (step 4 or 10), no general ledger distribution is required. Type the invoice number exactly as you did when you entered it in step 10. If the check paid an invoice that you did not previously enter, you must distribute it to the appropriate general ledger account(s).
- 13 Print the Manual Check Register. The total should equal the total of the adding machine tape in step 11. If it does not, return to Manual Check Entry, correct the necessary entries, and print the Manual Check Register. When the register total and the adding machine tape agree, update the manual checks.

 **WARNING**

If the General Ledger check box is cleared in the Accounts Payable Options window, select the General Ledger check box before proceeding with the update.

- 14 Print the Aged Invoice Report and verify that all invoices paid by the manual checks recorded in step 12 are indicated as paid on the report.

You are ready to begin using your Accounts Payable module.

## Accounts Receivable

### Accounts Receivable Setup Wizard

**NOTE**

Set up your sales tax codes, sales tax classes, and sales tax schedules in Library Master before using the Accounts Receivable Setup Wizard.

The Accounts Receivable module includes an Accounts Receivable Setup Wizard that you must perform to convert your existing companies and account structure.

The Accounts Receivable Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Accounts Receivable module for new companies; you must complete this wizard and the Conversion Process on page 126 before using the Accounts Receivable module.

### Data You Need

Before using the Accounts Receivable Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of jurisdictions in which you sell and collect sales tax and their tax rates
- A list of standard payment terms offered to your customers
- A list of your customers, including addresses and phone numbers
- A list of all invoices to process
- A list of all payments to process

To obtain correct information from your Accounts Receivable module, you must first bring it up to date with your existing accounts receivable system.

## Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard and after adding all your customers to the Customer file. If you maintain Accounts Receivable customers using a Balance Forward method, it is not necessary to enter each invoice. For balance forward customers, total all unpaid invoices for each aging category, and enter an invoice for each aging category for each customer.

### To convert your existing accounts receivable system

- 1 Identify all unpaid invoices as of your last closed accounting period.
- 2 Prepare an adding machine tape totaling the invoices. This amount should equal the account balance for Accounts Receivable in your general ledger.
- 3 Set the posting date to the last closed accounting period.
- 4 Using Invoice Data Entry, enter the invoices using the original invoice dates. During the distribution process, post the entire distribution balance to your Accounts Receivable general ledger account number. These invoices are already posted in an accounting period, and to post them again would duplicate the postings.

By posting to the Accounts Receivable general ledger account, both a credit and an automatic debit are generated in the same amount to the Accounts Receivable general ledger account. The two amounts offset each other and there is no effect on the general ledger.

After the conversion process, you will not normally post to the Accounts Receivable general ledger account, but will post to individual general ledger accounts, as appropriate.

As an alternative to this procedure, in the Accounts Receivable Options window, clear the General Ledger check box. You can then distribute invoices to their respective accounts and no general ledger postings will occur. If you use this alternate procedure, be sure to select the General Ledger check box again in the Accounts Receivable Options window after the conversion process has completed and you have updated the Daily Transaction Register.

- 5 Print the Sales Journal. The invoice total shown on the Sales Journal should equal the total on the adding machine tape prepared in step 2. If it does not, an error has been made. Check the adding machine tape and the Sales Journal, return to Invoice Data Entry, and make any necessary corrections. Print the Sales Journal.
- 6 Update the invoices.
- 7 Print the Aged Invoice Report and retain a copy of this report for your accounting files. The total on this report should equal the adding machine tape total.
- 8 Run Period End Processing by selecting Period End Processing from the Period End menu, and then clicking Proceed.
- 9 Reset the posting date to the first day of the current accounting period.
- 10 Using Invoice Data Entry, enter any invoices billed since the last closed accounting period. (These invoices should not include any invoices entered in step 4.) Post the distribution balance of each invoice to its appropriate general ledger account (not to the Accounts Receivable general ledger account). Print the Sales Journal and update the invoices.
- 11 Prepare an adding machine tape totaling any cash receipts you received since your last closed accounting period.
- 12 Using Cash Receipts Entry, enter these cash amounts. For the deposit amount, enter the adding machine tape total from step 11. If the checks entered represent payment for a previously issued invoice (step 4 or 10), no general ledger distribution is required. If any checks represent payment for an invoice not previously issued, you must distribute the amounts to the appropriate general ledger accounts.

**WARNING**

If the General Ledger check box is cleared in the Accounts Receivable Options window, select the General Ledger check box before proceeding with the update.

- 13** Print the Cash Receipts Journal. The total should equal the adding machine tape total in step 11. If it does not, return to Cash Receipts Entry, correct the necessary entries, and print the Cash Receipts Journal. When the journal total and the adding machine tape agree, update the cash receipts.
- 14** Print the Aged Invoice Report and verify that all invoices that are paid by the cash receipts recorded in step 12 are indicated as paid on the report.

You are ready to begin using your Accounts Receivable module.

## **Bank Reconciliation**

### **Conversion Process**

To obtain correct information from your Bank Reconciliation module, you must first bring it up to date with your existing bank reconciliation system.

#### **To convert your existing bank reconciliation system**

- 1** Verify that all modules being integrated with Bank Reconciliation are fully installed and operational.
- 2** Select the Bank Reconciliation check box in the General Ledger Options, Accounts Payable Options, Accounts Receivable Options, Payroll Options, and Purchase Order Options windows, as appropriate.
- 3** Manually reconcile the last bank statement for each account that you want to use in your bank reconciliation system.
- 4** Perform all preliminary startup activities (define the files and set the accounting date using the ending date shown on your last reconciled bank statement).
- 5** Using Bank Code Maintenance, set up the bank code using the ending bank balance from your last reconciled bank statement as a source for the bank account number and ending bank balance.

- 6 Enter all outstanding checks from your last reconciled bank statement, using Check, Deposit and Adjustment Entry. If checks are already being processed through the Accounts Payable or Payroll module, these outstanding checks should be checks that were updated in the check update process, but are not shown on the last bank statement. On the Check tab, clear the Cleared check box when these checks are recorded.
- 7 Enter all outstanding deposits or adjustments (those not shown on the bank statement) in Check, Deposit and Adjustment Entry. If deposits are being processed through the Accounts Receivable module, these outstanding deposits should have been updated, but not shown, on the last bank statement. On the Check tab, clear the Cleared check box when these deposits and adjustments are recorded.

Print the Bank Reconciliation Register to verify the accuracy of the information entered. If the information on the register is correct, your Bank Reconciliation module is now ready to use.

## Bar Code

Before using the Bar Code module, create and have available the folder names that will be used for importing files from the handheld computer. Enter this information in Bar Code Setup menu > Bar Code Options.

## Bill of Materials

### Bill of Materials Setup Wizard

The Bill of Materials module includes a Bill of Materials Setup Wizard that you must perform to convert your existing companies and account structure.

The Bill of Materials Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Bill of Materials module for new companies; you must complete this wizard and the Conversion Process on page 130 before using the Bill of Materials module.

## **Data You Need**

Before using the Bill of Materials Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A single-level bill of materials listing for all bills you want to maintain
- Any miscellaneous codes that you want to set up, such as for overhead, labor, and outside processing

To obtain correct information from your Bill of Materials module, you must first bring it up to date with your existing bill-processing system.

## **Conversion Process**

Complete the following process to ensure that your system is current. These steps should be performed after completing the setup wizard.

### **To convert your existing bill of materials system**

- 1** Prepare a list of existing bills from your system. Verify that the information is current.
- 2** Review the structure of the existing bills. When possible, employ the modular bill structure to save work and provide increased flexibility.
- 3** Enter the bills in Bill of Materials Maintenance.
- 4** Enter the component items, miscellaneous codes, and comments for each bill. If your bills use bill options, examine the bills to verify that all options and any option interactions are taken into account.
- 5** Print a Single-Level Bill of Materials Report for all bills and verify the information against the listings provided in your old system. Print an Indented Bill of Materials Report and verify that the bill structure is correct and complete.

- 6 Print a Bill Validation Report. This report examines the entire Bill of Materials file. Correct any inaccuracies and print this report again, if applicable.

You are ready to begin using your Bill of Materials module.

## e-Business Manager

### e-Business Manager Setup Wizard

The e-Business Manager module includes an e-Business Manager Setup Wizard that you must perform to convert your existing companies and account structure.

The e-Business Manager Setup Wizard provides several pages of questions and options that aid you in quickly setting up the e-Business Manager module for new companies; you must complete this wizard before using the e-Business Manager module.

### Data You Need

Before using the e-Business Manager Setup Wizard, have the following information assembled and available for use:

**NOTE**

For more information regarding setup procedures, refer to your *e-Business Manager Installation Guide*.

- The IP address and port number for each of the three servers (IIS, SMTP, and Web Engine)
- A list of your item categories
- A list of user IDs and passwords to assign to Internet-enabled customers (for the .order applet only)
- A list of user ID e-mail addresses and the company to which each user is assigned

## **Electronic Reporting for W2 & 1099s**

Before using the Electronic Reporting module, have the following information assembled and available for use:

- The appropriate government forms and publications
- The Quarterly Tax Report printed from the Payroll module
- A Vendor Listing printed from the Accounts Payable module for which you have selected the Print 1099 Payment History check box in the Vendor Listing window

## **General Ledger**

### **General Ledger Setup Wizard**

The General Ledger module includes a General Ledger Setup Wizard that you must perform to convert your existing companies and account structure.

The General Ledger Setup Wizard provides several pages of questions and options that aid you in quickly setting up the General Ledger module for new companies; you must complete this wizard and the Conversion Process on page 133 before using the General Ledger module to process your daily transactions.

### **Data You Need**

Before using the General Ledger Setup Wizard, you should have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A Trial Balance from the last completed accounting period
- Copies of your company's latest financial statements, including the Income Statement and Balance Sheet

## Conversion Process

To obtain correct information from your General Ledger module, you must first bring it up to date with your existing general ledger system.

- If you are converting at the beginning of a fiscal year, or require only the beginning balances for each account, see *Entering Beginning Balances* in the Help system.
- If you are converting in the middle of a fiscal year and want to record activity for each accounting period of the current year, as well as beginning balances, see *Entering Data for Each Period* in the Help system.

Use these procedures as a checklist to ensure that your current accounting system is in balance. These procedures should be performed after completing the General Ledger Setup Wizard.

## Inventory Management

### Inventory Management Setup Wizard

The Inventory Management module includes an Inventory Management Setup Wizard that you must perform to convert your existing companies and account structure.

The Inventory Management Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Inventory Management module for new companies; you must complete this wizard and the Conversion Process on page 134 before using the Inventory Management module.

## **Data You Need**

Before using the Inventory Management Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of all inventory items containing costs, prices, on-hand quantities, warehouse locations, and reorder requirements
- Any shipping documents, receiving reports, open purchase orders, or adjustment vouchers that must still be processed

To obtain correct information from your Inventory Management module, you must first bring it up to date with your existing inventory system.

## **Conversion Process**

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard and after adding all your inventory items to the Inventory file.

### **To convert your existing inventory system**

- 1 Prepare a list of current on-hand quantities for all inventory items. You can use the balances as of your last closed inventory accounting period end, or you can perform a physical count.
- 2 In the Inventory Management Options window, at the Current Inventory Period field, select the previous period (the last closed period).
- 3 In the Inventory Management Options window, clear the General Ledger check box.
- 4 Set the posting date to the last day of the last closed accounting period.

- 5 In the Transaction Entry window, enter each item's current on-hand quantity as a receipt by selecting Receipts at the Transaction Type field. You must enter the quantity on hand and the unit cost for each item.  
  
You can use a single receipt reference for entering the on-hand quantities for all items, or items can be separated into any logical grouping and entered under different references.
- 6 Print the Transaction Journal and verify all information. If necessary, select Transaction Entry to make corrections.
- 7 When the register is correct, perform the Transaction Journal update.
- 8 In the Period End Processing window, select Full Period End Processing. The current period is set to the period in which you begin processing.
- 9 In the Inventory Management Options window, select the General Ledger check box.
- 10 Reset the posting date to the first day of the current accounting period.
- 11 Enter any transactions, such as sales, issues, and receipts for the current accounting period to bring the inventory management system up to date. Use Transaction Entry to record the transactions.

You are ready to begin using your Inventory Management module.

## Job Cost

### Data You Need

Before using the Job Cost module, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- Determine your accounting and billing methods
- Estimates or estimate worksheets
- Job contracts with all pertinent information

- Estimated price lists
- Standard cost code list
- Job types list
- Burden rate information
- Overhead rate information
- Invoices or billing documents that need to be processed

To obtain correct information from your Job Cost module, you must first bring it up to date with your existing job costing system.

## **Conversion Process**

Complete the following process to ensure your system is current. These steps should be performed after completing System Startup and adding all jobs, cost codes, and cost types to the Job Cost master file.

To ensure that all accounting modules integrated with Job Cost, including the Accounts Payable, Accounts Receivable, Payroll, Purchase Order, and Sales Order modules, do not double post transactions that have been entered as part of the conversion process, it is recommended that the conversion process be performed immediately after the completion of period-end processing for all integrated modules.

### **To convert from your existing job cost system**

- 1** Prepare a list of job-to-date cost information, detailed by cost code and cost type, for each open job. You should use the information from your last closed accounting period. If you are changing the coding format of your cost code from your previous system, indicate the new cost codes to use for each entry.
- 2** In the Job Cost Options window, clear the Post to G/L for Direct Cost Transactions and Post to G/L for Billing & Cash Receipt Transactions check boxes. The job-to-date conversion information to be entered should not be posted to the general ledger.

- 3 Set the Job Cost accounting date to the last day of the last closed accounting period.
- 4 In Job Posting Entry, enter a separate batch of direct cost entries for each job. Enter a separate entry with the job-to-date units (quantity) and job-to-date cost for each cost code and/or cost type detail. If each job contains a large number of cost code and/or cost type detail, update each batch separately.
- 5 If the Accounts Receivable module is not integrated with Job Cost, use Job Posting Entry to enter billing and cash receipt transactions for each job up to the last closed accounting period. Do not enter any billing or cash receipts that should be recorded in the current accounting period.
- 6 If the Accounts Receivable module is integrated with Job Cost, use Job Billing Entry to enter all invoices that have been billed to outstanding jobs. Use Accounts Receivable Cash Receipts Entry to enter cash receipts for job invoices. If you are integrated with the General Ledger module, you must use General Journal Entry to back out these general ledger postings generated for these transactions to prevent double posting of information previously recorded.

Additionally, if invoices relating to job billing are entered in the Accounts Receivable module before the installation of Job Cost, reverse these invoices using the Adjustment feature in the Accounts Receivable Invoice Data Entry window before recording the job invoices. This prevents doubling the invoice information in the Accounts Receivable module.

- 7 If Work-in-Process accounting is being used, the initial Job Billing entries generate postings to the General Ledger module that adjust the appropriate Work-in-Process accounts with the total accumulated costs for each job. You must use General Journal Entry to back out these general ledger postings to prevent double posting of information previously recorded.
- 8 Print the Work in Process Report for all jobs, and check the cost code, cost type, and job-to-date information printed. Print the Job Billing History Report to check the billing and cash receipt transactions. If any errors are found, use Job Posting Entry or Job Billing Data Entry to make corrections.

- 9 Perform full period-end processing to clear the period-to-date information affected by the conversion data.
- 10 Reset the accounting date to the first day of the current accounting period.
- 11 Enter cost and billing transactions for the current accounting period. Transactions can be entered directly in the Job Cost module by integration with other modules.
- 12 In the Job Cost Options window, select the Post to G/L for Direct Cost Transactions and Post to G/L for Billing & Cash Receipt Transactions check boxes. This allows all future transactions to post to the general ledger.

You are ready to begin using your Job Cost module.

## **Material Requirements Planning**

Before using the Material Requirements Planning module, have a list of available warehouses ready for use, and know whether each warehouse is a standard distribution/manufacturing warehouse or a distribution warehouse that will receive only transferred goods. This information will be used to define warehouse groups in Warehouse Group Maintenance.

# Payroll

## Data You Need

Before using the Payroll module, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of the earnings and deductions used for payroll processing
- Employer federal, state, and local tax ID numbers for each tax jurisdiction in which your employees are paid
- Tax tables for the federal, state, and local tax jurisdictions in which your employees are paid
- A list of employees, complete with personal information and quarter-to-date and year-to-date earnings and deduction history

To obtain correct information from your Payroll module, you must first bring it up to date with your existing payroll system.

In compliance with federal and state tax reporting requirements, payroll systems operate on a calendar-year basis. As the year progresses, large quantities of quarter-to-date and year-to-date data are accumulated; therefore, the ideal time to convert from your existing payroll system to the Payroll module is on January 1. If this is not possible for your company, guidelines for installing the Payroll module at different times during the year follow.

## Converting at the Beginning of the Calendar Year

If you are installing the Payroll module at the beginning of the calendar year, enter your information into the module; however, make no entries at any quarter-to-date or year-to-date fields. These fields are maintained automatically as payroll is processed throughout the year. With these tasks completed, you can proceed directly to the year's first payroll cycle.

## **Converting in the Middle of the Calendar Year**

To obtain correct year-end totals and proper tax calculations from your Payroll module, you must first bring it up to date with your current payroll totals, including quarter-to-date and year-to-date earnings and a record of vacation, sick leave, and benefit accrued hours.

### **To record year-to-date information**

- 1** Perform the normal setup procedures, and enter all employee information into the system.
- 2** In the Payroll Options window, at the Current Quarter field, select the previous quarter.
- 3** In the Payroll Options window, clear the General Ledger check box. This ensures that no general ledger postings are made from the Payroll module. Because the prior quarter information should already be reflected in your general ledger balances, allowing the postings to update would result in duplicate postings.
- 4** Enter manual checks using Payroll Data Entry for each employee to record the year-to-date earnings and tax information. In the Pay Cycle window, verify the Manual Taxes check box is selected and the Print Checks check box is cleared. You can use the previous quarter number as the check number. Enter all earnings, deductions, and tax information using the year-to-date information from the end of the previous quarter.

If an employee has worked in more than one state, make sure the earnings information is entered separately for each state.

- 5** Print the Payroll Data Entry Audit Report and verify all information. If necessary, make any corrections using Payroll Data Entry.
- 6** Print the Check Register and perform the Check Register update.

- 7 In the Period End Processing window, select Quarter End Processing. The Current Quarter field in the Payroll Options window increments to the current quarter.

If you are converting your payroll at the beginning of the current quarter, proceed to step 5 in the procedure below.

If you are converting in the middle of the quarter, you must record each check issued during the current quarter using the following procedure.

### **To record current quarter checks**

- 1 Enter each check issued during the current quarter as a manual check in Payroll Data Entry (that is, in the Pay Cycle window, clear the Print Checks check box and select the Manual Taxes check box). Enter the earnings, deductions, and tax information exactly as written on the original checks. You can enter a combined total of the checks issued for each employee. This method, however, does not provide the full detail and complete audit trail facilitated by a detailed entry of each check.
- 2 Print the Payroll Data Entry Audit Report and verify the accuracy of all entries. If necessary, make any corrections using Payroll Data Entry and print the Payroll Data Entry Audit Report.
- 3 Print the Check Register and perform the Check Register update.
- 4 Print the Daily Transaction Register and perform the Daily Transaction Register update.
- 5 Print the Quarterly Tax Report and the Payroll Check History Report, and verify all employee information.
- 6 Print and verify the Benefits Register. If adjustments are necessary, access individual employee records in Employee Maintenance.
- 7 In the Payroll Options window, select the General Ledger check box. This allows all future payroll processing to post to the general ledger.

You are ready to begin using the Payroll module.

## Purchase Order

### Purchase Order Setup Wizard

The Purchase Order module includes a Purchase Order Setup Wizard that you must perform to convert your existing companies and account structure.

The Purchase Order Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Purchase Order module for new companies; you must complete this wizard and the Conversion Process on page 143 before using the Purchase Order module.

### Data You Need

Before using the Purchase Order Setup Wizard, have the following information available for use:

- Your General Ledger Chart of Accounts
- A list of miscellaneous charges you commonly pay
- A list of vendor quantity discount rates you use for inventory items
- A list of all addresses to which you have orders shipped
- All open purchase orders and back orders
- All receipts, invoices, returns, and material requisitions as of your last closed accounting period

To obtain correct information from your Purchase Order module, you must first bring it up to date with your existing purchase order system.

## Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard.

### To convert your existing purchase order system

- 1 Gather all open purchase orders as of your last closed accounting period.
- 2 Prepare an adding machine tape totaling the orders.
- 3 Use Purchase Order Entry to enter the orders into the system. In the Default Values for Purchase Order Entry window, clear the Print Purchase Orders check box to prevent the conversion orders from being reprinted. Next, on the Purchase Order Entry Header tab, select Standard Order at the Order Type field and Open at the Order Status field for each order.

Partially received or invoiced purchase orders cannot be processed using the system without double posting to the General Ledger and Inventory Management modules. These orders should be processed manually until they are completed. To enter these orders, you must enter only the unreceived balance on each order as the original order quantity. There are no such restrictions for outstanding orders that have not received any partial receipts or invoices against them.

- 4 Print the detail version of the Open Purchase Order Report for all order types and orders with an open status. The total on this report should equal the total on the adding machine tape you prepared in step 2. If the totals do not agree, return to Purchase Order Entry and make any necessary corrections and reprint the report as an audit record of your outstanding orders.
- 5 Record all receipts, invoices, returns, and material requisitions that you have received since the last closed accounting period to bring the system completely up to date.

You are ready to begin using your Purchase Order module.

## Sales Order

### Sales Order Setup Wizard

The Sales Order module includes a Sales Order Setup Wizard that you must perform to convert your existing companies and account structure.

The Sales Order Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Sales Order module for new companies. You must complete this wizard and the Conversion Process on page 145 before using the Sales Order module to process your daily transactions.

### Data You Need

Before using the Sales Order Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of standard miscellaneous charges and items used in your business
- A list of item part numbers sold by your business (if the Inventory Management module is not integrated with Sales Order)
- A list of your shipping rates
- All open orders and back orders
- A Customer Listing from your Accounts Receivable module
- An Inventory Item Listing from your Inventory Management module

To obtain correct information from your Sales Order module, you must first bring it up to date with your existing order processing system.

## Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard. First, enter any unpaid invoices, as of your last closed accounting period, into the Open Invoice file. This process is performed using the Accounts Receivable module. Second, use the Sales Order module to enter any open orders or back orders into the system.

### To convert your existing sales order system

- 1 Identify all open orders as of your last closed accounting period.
- 2 Prepare an adding machine tape totaling the orders.
- 3 Using Sales Order Entry, enter these orders into the system. Use the standard order type for standard sales orders, and the open order status for open orders. When entering the Sales Order Entry default values, clear the Print Sales Orders and Print Pick Sheets check boxes, and enter 00 at the No. of Ship Labels field in the Default Values for Sales Order Entry dialog box to prevent these documents from being printed.
- 4 Identify all open back orders as of your last closed accounting period.
- 5 Prepare an adding machine tape totaling the back orders.
- 6 Using Sales Order Entry, enter these back orders into the system. Use the back-order order type for back orders, and the open order status for open orders.
- 7 Print the detail version of the Open Sales Order Report for all order types and the open order status. The Open Order and Open Back Order totals shown on this report should equal the totals on the adding machine tapes prepared in steps 2 and 5. If the totals do not agree, check your adding machine tapes and the Open Sales Order Report. Return to Sales Order Entry and make any necessary corrections, and then reprint the report as an audit record of your outstanding orders.

You are ready to begin using the Sales Order module.

## Work Order

### Data You Need

Before using the Work Order module, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of work center locations, including the number of employees and number of standard hours available per week at each location
- A list of operations to be performed, including cost and overhead calculations and general ledger production cost accounts
- A list of employees (optional), including labor rates and social security numbers
- A list of labor crews (optional), including the employees in each crew
- A calendar of days when the entire shop is closed
- A calendar for each work center with exceptions to the shop calendar
- A list of tools to be used during operations (optional)

To obtain correct information from your Work Order module, you must first bring it up to date with your existing work order system.

Because the Inventory Management module is integrated with Work Order, it may be impractical to bring the system up to date and reconstruct the original material cost information that should have been recorded. If you have installed the Inventory Management module, it is difficult to record past material issue transactions for work orders without affecting the current inventory balances.

The easiest and most effective way to convert the Work Order module is to enter only new work orders into the system. Do not record any transactions related to preexisting work orders using the Work Order module. You can use the Inventory Management module or the Bill of Materials module to record issues and receipts related to these work orders. For labor and miscellaneous expenses, the general ledger can be adjusted directly using General Ledger General Journal Entry. If the duration of your work orders is short, you can quickly complete the conversion process after all of the preexisting work orders are completed.

## Conversion Process

Complete the following process to ensure that your current accounting system is in balance.

### To convert your existing work order system

- 1 In the Work Order Options window, clear the General Ledger check box to prevent any postings being made to the general ledger while entering conversion information.
- 2 Enter all open work orders using Work Order Entry.
- 3 Enter all transactions recorded for open work orders using Work Order Transaction Entry. Material costs may not be the same as the original costs.
- 4 Print the Work Order Transaction Journal, and perform the update.
- 5 Print the Open Work Order Report to verify the information recorded. If adjustments are necessary, repeat steps 3 and 4.
- 6 Print the Work in Process Recap report to verify the information recorded and to reconcile to the general ledger.

- 7** If you are entering material transactions for existing work orders, you can freeze inventory and perform a physical count and physical count entry without updating. Updating the Physical Count Variance Register should be performed only after all material issue transactions are recorded for existing work orders. Adjustments made during the Physical Count Variance Register update are recorded as physical adjustments in the Inventory Management Detail Transaction file. The Inventory Adjustment account in each item's product line is used to offset the Inventory account posting, unless the General Ledger check box is cleared in the Inventory Management Options window during the update process.
- 8** Perform the physical inventory process to update the quantity-on-hand information in inventory. This step should be performed after all material issue transactions have been recorded for open work orders.

You are ready to begin using your Work Order module.

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