best software

insights for the life of your business™

MAS 90
MAS 200

Client/Server
Client/Server for SQL Server

MAS 90 AND MAS 200 CUSTOM OFFICE INCLUDES:
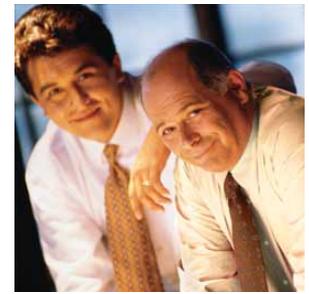
■ **MS OFFICE LINK**

Automatically merge accounting information with Microsoft Word, Excel, or Exchange software to quickly create custom documents, messages and attachments.
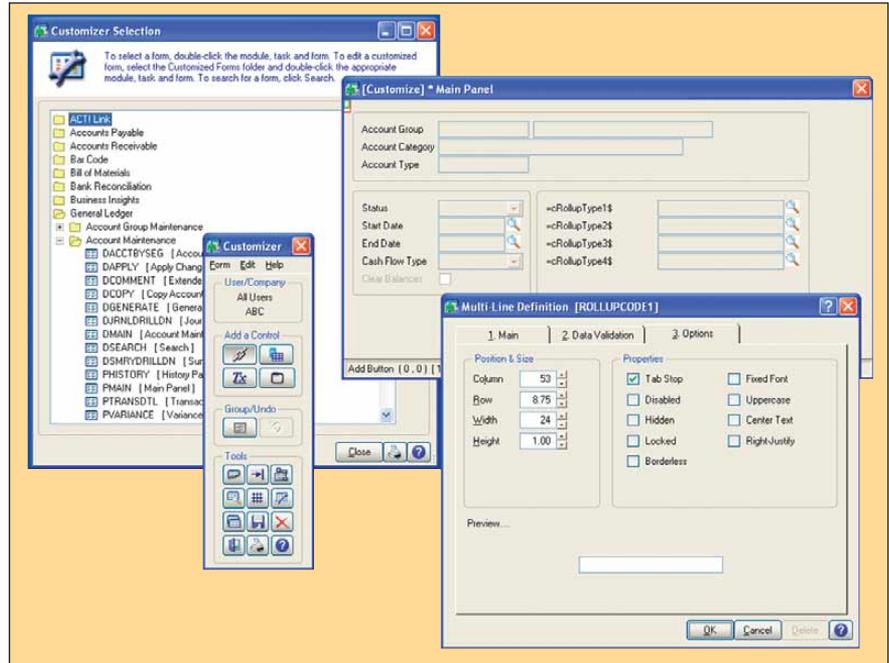
■ **VISUAL POSTMASTER**

Create mail merges in a snap with this wizard-driven tool. Use MAS 90 and MAS 200 data for your mailing campaigns.

■ **CUSTOMIZER**

Modify MAS 90 and MAS 200 screens to work the way you run your business — even add user-defined fields — all without programming.

CUSTOM OFFICE

To stay competitive, you need your accounting software and business productivity software to work together and offer indispensable functions like graphical reporting, integration, customization and drill down functionality. The MAS 90 and MAS 200 Custom Office module provides the solution with a suite of tools composed of Visual PostMaster, Customizer and the MS Office Link, that integrate with the Microsoft Office suite.

The MS Office Link allows you to easily create letters or messages to individual customers or vendors. You can attach documents (such as scanned-in images) to specific records in the product's data files (e.g., a photograph to an inventory item or an invoice to the invoice record in Accounts Payable history). With Visual PostMaster, you can create batch mailing jobs and marketing campaigns. Customizer provides user-defined fields (UDFs) that you can easily implement without any special programming skills.

Improve productivity throughout your company with an essential suite of business applications — MAS 90 and MAS 200 Custom Office. Custom Office lets you make use of the unique business information in your application data files and greatly simplifies the process of creating custom communications to customers and vendors.

Connections

MS Office Link

Since the MS Office Link provides a direct connection between a MAS 90 or MAS 200 task or record and the desired Microsoft Office application, it is perfect for one-time, one-record integration. You can launch the MS Office Link from a button on the appropriate screen.

A set of template documents is included for each MAS 90 and MAS 200 module, such as letters in Word and standard e-mails in Exchange software. The MS Office Link also allows you to access the template documents specific to the task displayed. For example, in customer maintenance you can automatically create a welcome letter, credit limit advisory letter and dunning letter, while in vendor maintenance you can create a letter requesting a price quotation. Similarly, you'll have access to add and view attachments that are specific to the displayed data record.

For Accounts Payable transactions, this might be a scanned-in image of the original invoice; in Inventory Management, it could be a picture of the item.
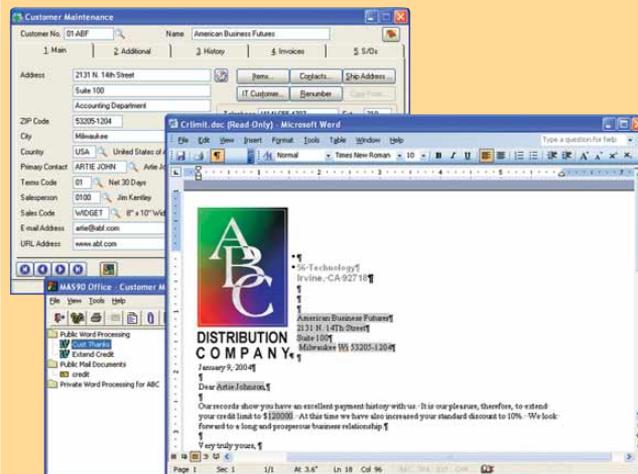
The Mail-Merge Process

Visual PostMaster

Visual PostMaster provides a simple method for creating mail-merge documents for customers, vendors and employees. Wizards automatically lead the user through the mail-merge process. This includes the use of "friendly" names for data dictionary fields that make fields easier for non-technical users to identify.

Visual PostMaster uses open database connectivity (ODBC) to integrate MAS 90 and MAS 200 data directly with Microsoft Word, providing mail-merge functionality. Visual PostMaster can become your personalized lead prospect management tool.

Using Microsoft Word's advanced word processing features, you can freely create and edit documents to be merged with the information in the database. Export information into an ASCII file which can be sent to a mailing house, printed directly onto label stock or exported to an e-mail address book. Since Visual PostMaster allows you to pull data from more than one file at a time, you can also add the business date and current period to the merge documents (e.g., general ledger compilation reports).

You can also automatically reformat the data for a more professional appearing mail merge by changing all upper case names to title case and specifying a default to be used if a data field is blank. You can even assign special formatting to certain letter/word combinations (e.g., PC not Pc) and format options for numeric fields (add .00 to dollar amounts, mask dates and phone numbers, etc.).

Using the MS Office Link, you can automatically generate an e-mail requesting a credit approval for a customer.

PRODUCT BENEFITS

- Improve staff productivity by customizing data entry screens

- Enhance customer service with personalized letters and e-mails

- Increase revenue with targeted mailing campaigns to your customers

- Expand the functionality of your system by integrating to external applications

Forms

Customizer

With Customizer, you can change the appearance of your MAS 90 or MAS 200 screens to match the way you prefer to work, helping to increase productivity by improving data entry speed and accuracy. For example, you can specify default values to reduce keystrokes (e.g., default to your local area code in the phone number field). By customizing the screen to ignore unused fields and change tab sequences, you can change the screens to follow the exact order of the fields on an input form. You can also change the default field labels; for example, in a medical practice, it may be more appropriate to use "Patient" than "Customer."

User-defined fields allow you to add your own data fields to masterfiles, even if you have no programming skills. These fields can carry over seamlessly to your reports, orders and invoices. For example, an extra field you've added for shipping information to your customer masterfile can be included on sales orders and invoices using the integration of Crystal Reports software for printed forms. User-defined fields are also automatically available for reports created with the Business Insights Reporter.

Expand the functionality of your system by adding a button to screens that will launch application tasks or bring up the Microsoft Windows calculator when you need to add a quick column of figures. You can even create a button with links to a VB script or J script, which can launch Microsoft Word, and automatically produce a dunning letter with the customer's name and address or perform any number of tasks. Your custom button can also play back sound annotations to the screen or the record currently displayed.
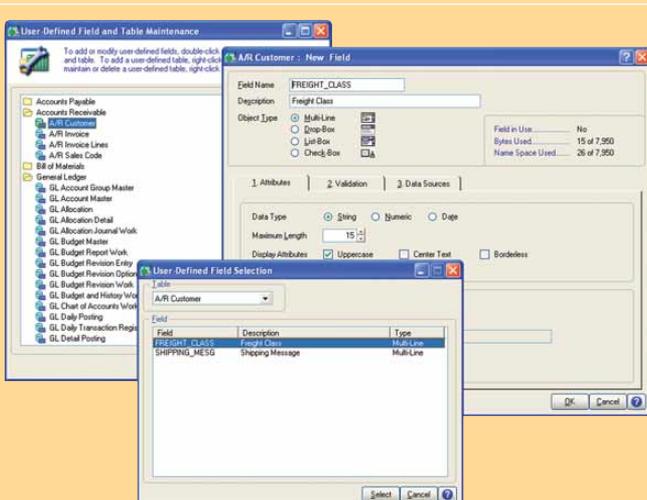
Areas for Customization

- MAS 90 and MAS 200 screens by company
- MAS 90 and MAS 200 screens by user
- Button appearance, adding bitmaps, etc.
- Buttons for launching tasks from within screens
- Buttons for launching other Windows applications from within screens
- Buttons for pop-up dialog boxes
- DDE links to external programs or scripts
- Default initial values
- Folder tab labels
- Fonts used on screens
- Help references
- Location, size and appearance of any screen
- Location, size and appearance of objects on screens
- Message prompts
- Rules for validation logic
- Tab sequences within screens
- Text captions — add text fields
- Tool tips
- User-defined fields and tables

Create User-Defined Fields with the Customizer.

MAS 90
MAS 200
Client/Server
Client/Server for SQL Server

CUSTOM OFFICE

About Best Software

Best Software offers leading business management products and services that give nearly 1.8 million small and mid-sized customers in North America the insight for success throughout the life of their business. Its parent company, The Sage Group plc (London: SGE.L), supports over 3.6 million customers worldwide and has revenue of approximately $899.7 million. For more than 25 years, Best Software has delivered easy-to-use, scalable and customizable applications through its portfolio of leading brands, including Abra, ACT!, CPASoftware, FAS, MAS 90, MIP, Peachtree, SalesLogix and Timberline, among many others. For more information, please visit the Web site at www.bestsoftware.com/moreinfo or call (866) 308-BEST.

best
software

insights for the life of your business™

Best Software, Inc.
56 Technology Drive
Irvine, CA 92618-2301

800-854-3415
www.bestsoftware.com

5107900 01/04 03-1024/0104