



Volume 4
Issue 2
March 2004

What's Inside

Page Two

Credit Card Processing
continued
Paperless Office

Page Three

Paperless Office continued

Page Four

In The Spotlight:

FAS

Is Windows 98 Retiring?

Headline News

MAS 90 Version 4.0

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

Product Of The Year

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

Accelerate Your Cash Flow With MAS 90 Credit Card Processing

Americans bought \$2 trillion worth of goods and services with major credit cards in 2003. Are you getting your fair share of that lucrative market? If you thought automated credit card processing was simply too time consuming or too complicated to fit into your sales cycle, think again. The **Credit Card Processing** module automates credit card verification and gives you better control, tighter security, and a clear audit trail. As more and more of your customers seek to use credit cards as a payment method, the Credit Card Processing module can ensure your company's share of this trillion dollar pie.

How Does It Work?

The Credit Card Processing module integrates GO Software's **PCCharge Pro Payment Server** with MAS 90, allowing you to accept credit card payments through Sales Order Processing, Accounts Receivable, and the .store and .order e-Business Manager applets. With Credit Card Processing, you can approve and submit credit card transactions directly from within MAS 90. All transactional information, such as authorization codes, is captured and stored within MAS 90 for historical lookup and settlement purposes.

You can choose between a modem connection or if your credit card processing network

supports it, the Internet. Authorizations and payment requests initiated within MAS 90 are sent through the PCCharge Payment Server, an intermediary between MAS 90 and your credit card processing network. Approved transaction information is passed from the processor to PCCharge, and then automatically into your MAS 90 software. You must check with your bank to see which processing network they use and ensure that it is one of the dozens supported by PCCharge. MAS 90 uses TCP/IP parameters to communicate with

PCCharge, so you must have TCP/IP installed and configured.

Sales Order Processing

The Credit Card Processing module handles both full payments, and partial or deposit payments within Order Entry and Invoice Entry in a straightforward and intuitive fashion.

For example, a customer wishing to make a deposit for a large order using their credit card, and to charge the balance upon shipment can be accommodated—after choosing a payment type of *Credit Card* and entering the credit card information, you will enter the deposit amount and select the *Deposit* check box. When you then select the *Authorize Now* button, Credit Card Processing treats the deposit as a sale amount, seeking approval for the deposit amount. If you have selected the *Pay Bal-*



Are your customers lining up to use their credit cards? Automate your authorization process with MAS 90.

Continued on Page 2

Technology Update

See page 4
for more info!

Compliments of:



Credit Card Processing Continued

ance by *Credit Card* option, the balance of the order is automatically charged to the credit card when you create and update the invoice.

For the typical sale where you charge the credit card upon shipment, do not enter a deposit amount or check the Deposit box. Just select the *Authorize Now* button and Credit Card Processing pre-authorizes the total invoice amount. The transfer of funds does not occur until the invoice is posted during the Sales Journal Update. For both deposits and payments, you'll receive notice that Credit Card Processing is seeking authorization, and when received, the data automatically fills the MAS 90 fields for Authorization Number, Date, Time, and Transaction Number.

Accounts Receivable Cash Receipts

From within Accounts Receivable Cash Receipts Entry, after creating a new deposit entry, you will select *Credit Card* as the Deposit Type. After entering your customer, enter a credit card number or select one of the on file card numbers for this customer. Once you enter the credit card information, select an invoice and distribute the deposit as usual. Next, select *Accept* to begin the credit card authorization process.

e-Business Manager

Using Credit Card Processing, customers can use credit cards as payment for the orders they place in the .store and .order applets of e-Business Manager. Your customers will not receive an authorization code or decline message, just a thank you for their order. If the credit card is rejected for any reason, the order will go into the **Shopping Cart Accept and Reject Entry**, allowing you to contact the customer for another means of payment.

Audit Reporting

Two reports in Accounts Receivable help to reconcile your transactions. Additional reports also are available from within the PCCharge software. A convenient link within MAS 90 lets you access the PCCharge software's server and print transaction data directly from the source.

Security And Fraud Prevention

Credit card fraud costs businesses millions of dollars each year. Security is obviously a critical concern for your customers as well, and the Credit Card Processing module addresses security in several strategic ways. Multiple password layers increase the security of customer card numbers and information by reducing the possibility of unauthorized access into the database. Credit card numbers are stored in an encrypted format within the MAS 90 database. e-Business Manager uses SSL (Secure Socket Layer) to communicate with the Internet client. Further, you can elect to print only the last four digits of the credit card number on internal documents. Two effective methods of fraud prevention, Address Verification Service (AVS) and Card Verification Value 2 (CVV2), are both used by PCCharge Pro.

Ready to learn more? Give us a call for complete system requirements and pricing details. ★

Achieve More Efficiency

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

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

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

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

PDF—The Gold Standard

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

Cost-Effective

Shifting from paper documents to portable electronic files (e.g. PDF files) significantly reduces the overall costs associated with copying, transferring, filing, finding, and recreating lost office documents. Paper documents con-

With Paperless Office Document Management System For MAS 90

verted into searchable electronic files also increase office efficiencies and help reduce your overall administrative labor costs.

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

Just What Is Paperless Office?

Paperless Office refers to a subset of the new **Extended Solutions** now available to MAS 90 users. There are several Paperless Office solutions, each adding its own functionality, and sold individually. The ability to create PDFs of

creating the files, viewing them, and deleting them.

Accessible, Yet Secure

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

terhead, envelopes, and labor required to fold, stuff, and mail these routine documents. Configuring Paperless Office for electronic document delivery is straightforward; here's an overview of the functionality it adds to statement, invoice, and purchase order documents.

Statements And Invoices

Paperless Office adds a new option to the customer masterfile enabling you to define electronic delivery options for both the invoice and statement form. You can decide to print, email, and/or fax each form. For both the email and fax choices, you can elect to use the masterfile address and fax number as well as three more customer contacts and their contact information. Does your customer still want a paper copy of their statement? No problem. Print your statements in PDF format, then print out a copy to send to your customer, and save an electronic copy, all in one step. You will benefit by having your copy in an easily accessible format, with an identical appearance to the copy your customer receives.

Purchase Orders

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

From the vendor masterfile, you specify the electronic delivery options for the purchase order, indicating whether you wish to print, fax, and/or email the document. For both

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

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

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

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

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

journals and registers is one Extended Solution, period-end reporting is another, while the ability to create PDFs of Purchase Orders is a separate solution, and so on. The concept of Paperless Office is simple. Rather than printing your journals, registers, and documents to the office printer, Paperless Office creates a PDF file containing the entire contents of the document. The PDF file is named automatically and stored in a predetermined location on your hard drive. Whenever necessary, you can view that PDF file and print all or selected portions of it. Built-in security prevents unauthorized users from

software. The PDF Viewer even displays whether a journal or a register has been updated.

Electronic Document Delivery

Paperless Office solutions incorporate automatic electronic document delivery into several locations such as: Accounts Receivable Statements, Payroll Direct Deposit Stubs, Sales Orders and Invoices, Purchase Orders, Job Cost Invoices, and Accounts Receivable Invoices. This allows you to create PDFs of these popular documents and then fax or email them to the appropriate recipients automatically, while preserving your own electronic copy. Save the postage, let-



In The Spotlight



Tired Of Using Spreadsheets To Calculate Your Depreciation?

Did you know that FAS, the leading Fixed Asset software on the market, is published by Best Software, and that it integrates with your MAS General Ledger? FAS has become the Windows-based fixed asset management software of choice for small to mid-size companies for its capability and versatility. FAS offers the power and functionality your company demands by combining acknowledged depreciation expertise and user friendliness. It was designed and developed to meet the specific needs of your business by providing fast, dependable, customizable fixed asset management, performance and data security.

FAS provides a complete and readily available record of all your fixed asset data and documents. You can simply scan pictures of your assets, purchase orders, maintenance agreements, warranties, invoices and other documentation, and easily retrieve and view these documents at any time.

Asset Accounting Powered by FAS automatically creates AMT and ACE schedules using your choice of over 20 methods of depreciation including MACRS 150% and 200%, ACRS, Straight Line, Modified Straight Line, Declining Balance and Sum-of-the-Years Digits. Other automatic calculations available include Full-Month Convention, Mid-Quarter Convention and Half-Year Convention, Section 179, ITC, Gain/Loss, Salvage Value and Tax Preference Amounts. It also has the flexibility to create customized methods in each company.

FAS comes with over 20 reports, each allowing you to define the sort and range criteria on all fields. In addition, FAS utilizes Crystal Reports for custom reporting, the same report writer that comes with your MAS 90 and MAS 200 system.

FAS has support you can rely on with a "Support Plus" membership, giving you toll-free phone assistance, automatic free system enhancements and updates, automatic tax law updates and 24-hour access to SupportPlus Online.

If you would like to learn more about FAS, give Tony Bella a call to set up an appointment with one of our staff to discuss your fixed asset needs in more detail and see if FAS is the Fixed Asset Solution for your company.

Technology Update: Is Windows 98 Really Retiring?

Good news for those of you who have put off upgrading your computers, as Microsoft has reversed their published plans to end support on Windows 98 as of January 16, 2004. Instead they have announced plans to continue support on Windows 98, Windows 98 Second Edition and Windows Me through June 30, 2006.

Microsoft reported that this decision came about due to overseas companies still running Windows 98 and needing additional time to upgrade their products. Microsoft has made a commitment to spend

more time communicating their product life cycle policy guidelines to a handful of smaller markets. Per CNN.com, "About 20 percent of all Windows-based computers still run Windows 95 or 98, according to International Data Corp., a technology market research firm." Keep in mind Microsoft ended support for Windows 95 back in 2001.

Although there has been no official announcement, according to our sources at Best Software, they plan on following suit and extending their platform support for Windows 98 through June 30, 2006 as well.



C
O
N
T
A
C
T

The Fitzgerald Group

2 Commercial Street
Sharon, MA 02067

(781) 232-1212
(781) 232-1213 fax

Email:
info@thefitzgroup.com

Web Site:
www.thefitzgroup.com

More Info Click here for more information on products and services featured