

# Solution Time

SOFTWARE SOLUTIONS, LLC

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## Are you ready to go PAPERLESS?

One of our trusted master developers has introduced a suite of MAS 90 and MAS 200 enhancements that will enable you to get out from under all that unnecessary paper. Do you have files filled with paper that you never look at? Ever need to reprint a register? Now you can store all your documents in PDF format and only print or view what you need.

Paperless Office EASY Solutions can save money, trees, and space in your office, while enabling long-term document accessibility and preservation. Go to our website at [www.best-software-solutions.com](http://www.best-software-solutions.com), what's new, and get all the information you need to make your decision.

Still not sure? Join in a free webinar.

10/30/03 - 12:00

<http://www.macabe.com/Events/default.asp>

## Back to Class

### Join us for The End of the Year Seminar



Fall 2003

The end of the calendar year is rapidly approaching and along with it comes the arduous task of closing the books for the year. Every year in December, Software Solutions presents a seminar to make the process a little easier. If this is your first year to close the books with MAS 90 or MAS 200, or you just want a refresher course to make sure you get it right, we can help. Learn the specific steps necessary to close your books for the year end, the proper order in which to close your modules, and the reports that should be printed



for a proper audit trail. You will receive a year-end closing procedure manual with checklists.

The tentative date for the Central Arkansas class is December 11. It will be held at the Workforce Development Center at the IMAX theater in Little Rock. The Northwest Arkansas class will be on December 16. We will let you know as soon as we know the location.

As always, the end of the year seminar will be at no charge. We will be sending out an email nearer to the seminar date with all the details and a registration form.

Don't miss out on this opportunity. ■

## Employee Profile

### Meet the Staff at Software Solutions

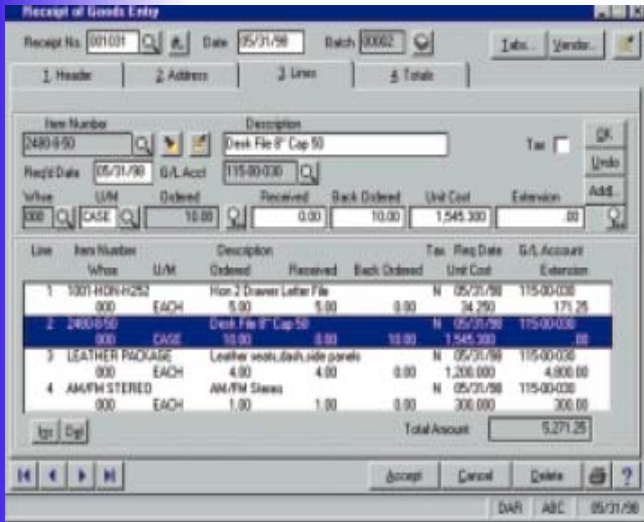
Brenda Ballew has been with Software Solutions since September of 1999. She worked with a different MAS90 reseller before joining us. She's been working with this software since it was introduced to the market, and has been doing technical support with the MAS90 and MAS200 product line for 9 years. Brenda is very family oriented. Married for 23 years to husband Michael, they have two daughters;



Jennifer 21 and Sarah 18. Both are attending college locally and live at home. The Ballews are members of the First United Methodists Church of Maumelle. Brenda's husband

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# Purchase Order Processing for MAS 90 and MAS 200



Are you using the power of the Purchase Order module to automate your payables processing? Every company buys products and services, even if they don't resell those products or use them in a manufacturing process. You can handle all these items more efficiently using the Purchase Order module. The Purchase Order module records and

tracks the contracts between you and your vendors. These contracts might not be formal written agreements, but simply a verbal price quote response to a quote request. When you record those contracts in Purchase Order, you create a record of the cost quote and other pertinent details about the order. This record can be a valuable resource for forecasting upcoming expenses, solving disagreements, and tracking where your money is spent.

The Purchase Order module integrates with Accounts Payable, Inventory, Work Order, GL and Bank Reconciliation. The AP module is required, but none of the other modules are required for the Purchase Order module to operate. The price for the Purchase Order module is \$1,450.00

We encourage all our clients that are on a current maintenance plan to use the Best Online Support and Service for help with minor problems. One of the biggest reasons to keep your maintenance current is online support, and one of the best resources on BOSS is the Besttalk Discussion Boards.

On Besttalk you can interact with other users of MAS 90 and MAS 200 and post any question you may have. You can normally get an answer within an hour!

The people who spend time on these discussion boards are users just like you who have their own questions and might have already solved the problem you currently have.

If you haven't visited the Besttalk forum, you don't know what you're missing!

If you are new to BOSS, all you need to login is your email address and your account number. Call us for your account number if you aren't sure. Follow this link to the Besttalk forum.

## Reports

- Open Purchase Order Report
- Purchase Orders
- Open PO by Item Report
- Receipt of Goods Register
- Expected Delivery Report
- Daily Purchases Journal
- Cash Requirements Report
- Variance Register
- Purchase History Report
- General Ledger Posting Recap
- Material Requisition Register



If you are looking for a new solution for your Payroll or Human Resources problems, Software Solutions is now an authorized reseller of ABRA products. Allan Harlan spent a week in Tampa, Florida for training so we are ready to answer any questions you might have. Just give us a call if you would like a demo.

**Welcome New Clients**  
**J. Christy Construction, Inc.**  
**El Dorado, AR**

## BusinessWorks Gold Version 4.0 is on the way

BusinessWorks Gold users can look forward to several enhancements with the next upgrade. Version 4.0 is a mix of the most frequently requested features and the latest industry advancements. Here is a look ahead at some of the new features.....

- E business Features:** E business takes your company into high gear with high tech capabilities including remote access, email forms and import/export of sales orders and quotes.
- Enhanced Core Efficiency:** Enhancements to the General Ledger, Accounts Receivable, Accounts Payable and Cash Management modules provide efficiency at the core of your business operations.
- Improved Inventory Control and Order Entry:** New inventory and sales order features help ensure accurate order fulfillment and improve communications with customers and vendors.
- New Job Cost Module:** This flexible module empowers you with the financial insights you need to manage projects and improve your bottom line.
- Powerful Payroll Capabilities:** Expanded Payroll/HR capabilities help you better manage your resources.
- New and Improved Reporting:** Increase your ability to gain insight into your company's operation's with reliable reporting.
- Valuable Forms Customization:** For accounting departments the ability to customize forms is vital. BusinessWorks Gold Version 4.0 provides increased data access and customization options.

*Brenda cont.*

Michael is employed by Dassault Falcon Jet and has a race car shop on the side. Michael loves drag racing and goes to the national events whenever he can. Brenda thinks they are too noisy and usually doesn't go with him. She and the girls prefer quieter attractions.

"I absolutely love working at Software Solutions (most of the time)," says Brenda. "It's great working with the people at our office, and I really enjoy talking to and working with our clients. The combined knowledge and experience with MAS90 and MAS200 at Software Solutions is impressive for a small company." ■

### *BusinessWorks Gold Web Seminars*

#### **What's new with BusinessWorks Gold v. 4.0**

Wednesday October 22, 1:00 pm

Wednesday November 5, 1:00 pm

Wednesday November 19, 1:00 pm

#### **BusinessWorks Gold Tips and Tricks**

Wednesday November 12, 1:00pm

[Click here to register](#)



### **Important Notice About BusinessWorks Gold Version 4.0**

Microsoft has announced plans to discontinue the Windows 98 operating system on June 30, 2003. Windows Me will be discontinued on December 31, 2003. Furthermore, Microsoft has reported memory handling issues with these operating systems. For these reasons, Best Software will discontinue support of Windows 98 and Windows Me with the release of BusinessWorks Gold v. 4, scheduled for fall 2003.

BusinessWorks Gold v4 will not be supported, nor can it be installed on Windows 98 or Me. The v4 install wizard **will block the installation** of the BusinessWorks Gold programs or client on any stand-alone computer, server, or workstation that has a Windows 98 or Me operating system.

Please visit Microsoft's web site at <http://support.microsoft.com/directory/discontinue.asp> for additional information regarding Microsoft's end of life strategy for Windows 98 and Me. ■

## Self Study Guides

Best Software's Self-Study Guides allow you to participate in valuable MAS 90 and MAS 200 training courses in the form of a self-paced workbook. These guides contain easy-to-follow lessons and powerful real world activities that you can step through. In addition, you can test your knowledge by completing a series of self-quizzes at the end of each lesson. Self-Study Guides are a great, inexpensive resource for companies who have multiple users, or new employees that work within MAS 90 or MAS 200 core modules.



Core Applications Period and Year End Processing Procedures  
\$50.00



Payroll Quarter and Year End Processing Self-Study Guide  
\$50.00



Processing in Accounts Receivable Self Study Guide  
\$100.00



Distribution Period and Year End Processing Pcedures  
\$50.00



Processing in Accounts Payable Self Study Guide  
\$100.00



Processing in General Ledger Self Study Guide  
\$100.00



## Tips and Tricks for MAS 90 and MAS 200

### Removing the Black Bar on Reports

You can remove or lighten the black bar that prints at the top of your reports. In the Library Master Utilities menu, select Report Format Maintenance. At the top, select Company from the Header menu. Change the Shading to None, 25%, 50% or 100%. Select OK on the Company window and view the report format. Select OK again to save your changes on the Report Format window. Print a report and see the difference.

### Sorting Invoices by Date

To verify the Accounts Payable setting, go to Accounts Payable| Setup| Accounts Payable Options. On the MainTab, there's an option called Default Invoice Display. Most people prefer descending Invoice Date, which means the most recent invoices are displayed first.

To verify the Accounts Receivable setting, go to Accounts Receivable | Setup | Accounts Receivable Options. On the Additional Tab, the last option is Default Invoice Display. Most people prefer Descending Invoice Date here as well.

### Create a One-Sided Journal entry

One sided journal entries can be used to rectify unusual MAS 90 problems. Before creating the one-sided journal entry, you must first login with supervisor rights. Then, create the out-of balance journal entries and save them. When prompted with the error message warning that you are out of balance, click the button on the far right side that says ONE - this lets you create a single-sided journal entry.

## CONTACT INFORMATION

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