



insights for the life of your business™

MAS 90 MAS 200

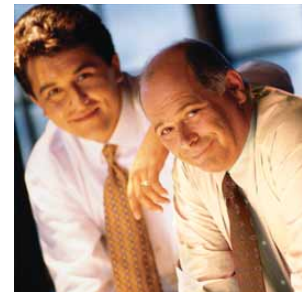
Client/Server
Client/Server for SQL Server

BENEFITS

- Electronic document archival
- Document security
- Easy access to archived files
- Electronic forms delivery including fax or e-mail

PAPERLESS OFFICE MODULES

- Journals and Registers
- Period-End Processing
- Direct Deposit Stubs and Accounts Payable Checks
- Statements
- Sales Orders and Sales Order Invoices
- Accounts Receivable Invoices
- Purchase Orders
- Job Cost Invoices
- Electronic Forms Delivery



PAPERLESS OFFICE EXTENDED SOLUTION

The screenshot shows an Adobe Acrobat window displaying an invoice from ABC Distribution and Service Corp. The invoice includes details such as invoice number (0100145-IN), invoice date (03/22/2004), order number (0000182), and order date (08/28/2003). It also lists shipping and customer information for American Business Futures.

Below the invoice, there is a table of items:

ITEM NO.	SHIP VIA	UNIT
2406-S-50	UPS BLUE	EAG
DESK FILE 8" CAP 50		
LOT DISTRIBUTION: 1/		
D1006-FC		EAG
FILING CABINET		
SIDE RAILS		EAG
CHROME SIDE RAILS		
GR-MD791		EAG
MODRM 9600 FAST POLL		
SERIAL DISTRIBUTION: 1-		

Overlaid on the bottom right is a 'View Paperless Journals And Registers' window. It contains a table with the following data:

Co	M	Journal No	Batch	Journal Name	Run Date - Time	MAS90 Date	User ID	Exists?	Updated?	Password
ABC	SO	SO-0008		DailySalesReports	2004-03-16 17:...	2003-05-31	QC	Yes	Yes	Yes
ABC	SO	SO-0009		DailySalesReports	2004-03-16 18:...	2003-05-31	QC	Yes	Yes	Yes
ABC	SO	SO-0009		DailySalesReports	2004-03-16 18:...	2003-05-31	QC	Yes	Yes	Yes
ABC	SO	SO-0010		DailySalesReports	2004-03-17 09:...	2003-05-31	QC	Yes	Yes	Yes
ABC	SO	SO-0010		DailySalesReports	2004-03-17 10:...	2003-05-31	QC	Yes	Yes	Yes

Increase Office Space and Improve Customer Communications

On average about 20 percent of office space is set aside for storage, in addition to offsite storage. This method represents the old mantra for document management — expensive and wasteful. What's more, consider the time and money spent manually searching for documents, the possibility for loss or damage to those documents and costs incurred for file loss. The Paperless Office for MAS 90 and MAS 200 saves businesses money by eliminating the need to use precious office space for storage and provides a backup method to prevent lost files with easy access to archived files. The Paperless Office improves document management by obtaining, accessing, sharing and storing printed output in a networked infrastructure, allowing customers to achieve greater efficiency. The same processes that require hours to complete and offer plenty of chances to make costly data entry errors can now be done in seconds with increased accuracy.

Documents stored electronically have superior functionality over hardcopy files. The Paperless Office can extend the reach of these documents to multiple people in separate locations, where they can be accessed quickly and simultaneously. In addition, the powerful electronic forms delivery module allows MAS 90 users to e-mail or fax documents on a timely basis to vendors and customers, which ultimately improves business-to-business communications.



MAS 90 and MAS 200 Paperless Office Extended Solution

"Electronic sophistication lets us work with the leading names in our industry."

*Robert Brownstein, CFO
Haywin Textile Products, Inc.*

MODULE FEATURES:

Journals and Registers

MAS 90 journals and registers can contain dozens of pages, but usually only a subset is examined. With Journals and Registers, you can convert these documents to PDF format, eliminate paper waste and save money. Plus, you can still print out hardcopies and specify the pages that you want. Storing your journals and registers as PDFs lets you search and archive much easier — saving you time and space. All journals and registers are viewable from one location with the ability to determine if they have been updated. What's more, you can quickly send any of these large documents via e-mail to your auditors.

Period-End Processing

Using period-end reports in PDF format saves on paper costs, plus you can archive reports in a secure and searchable digital format. All documents are available for electronic retrieval via the PDF Viewer Utility. The Viewer enables you to specify any combination of company codes, modules and documents to view — so you see only what you want to see. Automatically name and save PDF files, eliminating the risk of accidental overwrites.

Sales Orders and Sales Order Invoices

Save sales orders and sales order invoices as PDFs, and a copy to send to the customer. This way, if a customer calls with a question, your computer screen will display customer's exact copy. Users can view these forms by date, source, user ID and file name. You can see if the form still exists and whether it was sent electronically as well. You also may choose to archive the last copy of the invoice or all previous versions.

Accounts Receivable Invoices

With Accounts Receivable Invoices, you can view invoices by invoice date, invoice source, user ID and file name. It's also possible for you to see whether an invoice still exists and whether it was sent electronically, and decide whether to archive the last copy of the invoice or all invoices.

Statements

With the Statements application, you can convert Accounts Receivable (AR) statements to PDF format, print a copy to send to a customer and save a copy electronically — all in one step. This way, if a customer calls with a question, your computer screen will display exactly what was sent to the customer.

Job Cost Invoices

With Job Cost Invoices, you can view and reprint invoices by invoice date, invoice source, user ID and file name. Also, you can see if an invoice still exists and whether it was sent electronically, and decide either to archive the last copy of the invoice or all invoices. Recalling and printing PDF files can be done either on a customer or job basis.

Purchase Orders

Save purchase orders (POs) as PDFs and send e-mail copies directly to the vendor within the same process, improving turnaround time and communication with your vendor. You can retrieve archived POs by date, source, user ID and file name. You also may choose to archive the last copy of the PO or all previous versions.

Accounts Payable and Payroll Direct Deposit Stubs and Checks

Gain easy access to Accounts Payable (AP) and Payroll direct deposit stub information that's unavailable in Payroll History, such as how benefits (sick time, vacation, etc.) were recorded. The Direct Deposit Stubs application allows you to save all your stubs in PDF format. Reprint and quickly retrieve exact copies of stubs and never again run a report to approximate stub data. All PDFs are available for electronic retrieval via the View PDF Direct Deposit Stubs screen. This enables you to view and sort records by check date, employee number, check entry number, stub number, sequence number, user ID, run date/time, sent-to e-mail address, path and document name, plus whether the record exists, was updated, and sent via e-mail. You also have the option to make the Stub Viewer available to all employees. Individual stubs are secured with employee-specific passwords that can be randomly generated, employee-created or defaulted from the employee's Social Security Number.

Electronic Forms Delivery

Use Electronic Forms Delivery in conjunction with most of the Paperless Office applications, eliminating the need to print on letterhead, stuff envelopes and pay postage costs while avoiding lost or delayed mail. Select the delivery method for your documents: print and mail, e-mail, or fax. Documents that can be sent electronically include: AR Statements, Payroll and AP Direct Deposit Stubs, Purchase Orders, Sales Orders, Sales Order Invoices and Job Cost Invoices. Forms can be sent to multiple e-mail addresses and fax numbers.