

What's Inside

Page 2

Product Update 5 For Version 4.4 CONTINUED

Page 3

Two Tips For Payroll Processing

Page 4

Sage MAS Intelligence

Headline News

Sage Summit 2011 takes place in National Harbor, Maryland on July 10-15, 2011.

The Gaylord National Convention Center will play host to the first joint Customer and Partner Sage Summit. There is no better place to learn tips, techniques, and proven tactics to help you excel at your job and add value to your organization. [Click here](#) for details.

Product Update 5 For Version 4.4

Enhancements Make Your Workday Easier

Product Update 5 (PU5) is now available via a compact download from Sage Online. Anyone on a current software maintenance plan can download the update. It delivers significant value to Sage ERP MAS 90 and Sage ERP MAS 200 4.4 customers.

Accounts Payable Enhancements

The new features for Accounts Payable focus on streamlining workflows and solving pain points in Accounts Payable.

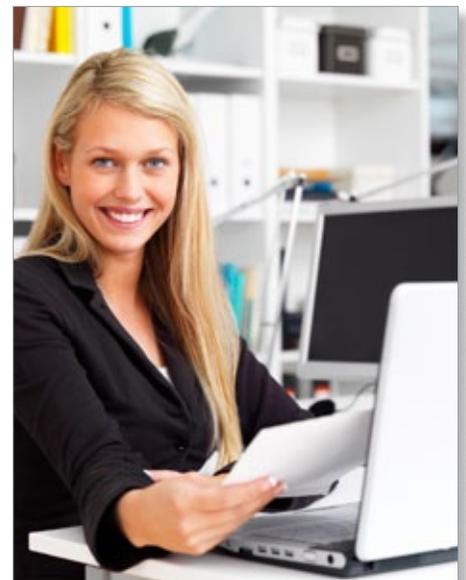
Multiple Company Aged Invoice Report

If you manage Accounts Payable across several different Sage ERP MAS 90 or 200 companies, your life just got a lot easier with the Multiple Company Aged Invoice Report.

Now you have the flexibility to choose to print your Accounts Payable Aged Invoice report in a multi-company format, and combine vendor information across all the companies you select. You will get a complete picture of your vendors across all your operating units with this new multi-company report. Identify opportunities for improving your bottom-line, by negotiating better volume discounts or consolidating your orders to save on shipping and delivery charges.

New Check Sorting Options

With PU5, you can choose to print checks alphabetically by vendor name or continue to sort checks by vendor number. This flexibility allows you to group and mail checks for vendors that have the same name and mailing location,



but different vendor numbers across multiple divisions. Consolidating your checks by vendor name can decrease your postage costs.

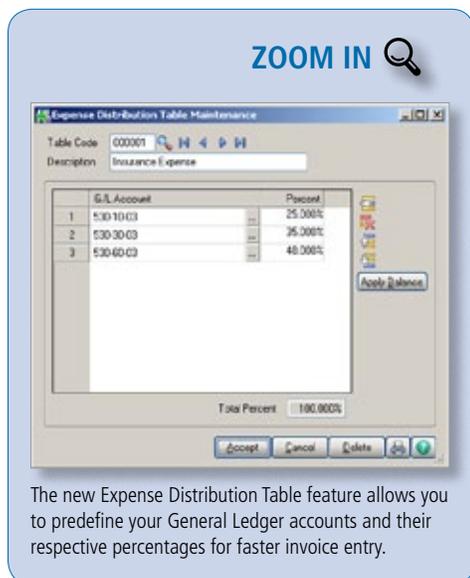
Expense Distribution Table

Streamline the entry of your standard invoices in Accounts Payable when you need to regularly allocate them across multiple departments. The new Expense Distribution Table in Accounts Payable allows you to pre-define your General Ledger accounts and their respective percentages, removing the extra steps of keying in the amounts separately each time an invoice needs to be paid. You can use up to six alphanumeric characters to assign meaningful codes for your tables. For example, set up a table named *Power* for your monthly utility payments and allocate

(continued on page 2)

Product Update 5 For Version 4.4

(continued from cover)



a percentage of the invoice to each of your departments using their GL codes. When entering an accounts payable invoice you may select one of the tables for your default distribution.

Inventory Management

Enhancements to Inventory Management improve your security and helps promote smoother workflows.

Item Inquiry Security

To keep your company's confidential information secure, four new security events can be used to restrict unauthorized access. Now you can prevent order entry personnel from accessing standard cost information while still allowing them access to price and quantity on hand. You also can restrict access to vendor information, including vendor number and name, and specifics on receipts.

New Inventory Management Role Maintenance settings are:

- » Allow Access to All Item Inquiry Tabs Including Main and Quantity
- » Allow Access to Costing, Receipts, and Vendor Information in Item Inquiry

- » Display Standard Cost Information in Item Inquiry
- » Display Vendor Information in Item Inquiry

Inactive Items

PU5 offers you the flexibility to designate an item as Inactive so that it can no longer be purchased or sold, while retaining all of the historical information. Inactive Items still will allow you to process returns using RMA or a credit memo in Sales Order, and maintain history for warranty purposes. This designation also can be used for seasonal items that are available only during certain periods of time. This new inactive functionality is useful when you have a new product line with a future launch date. Your exciting new products can be in your system ready to be activated, and safeguarded from unintended early sales.

Physical Count With Count Cards

To assist in conducting a physical count of diverse inventory in a large warehouse, you now can use count cards to collect inventory information. This functionality is useful when you have the same item in multiple locations across your warehouse, and can help prevent you from counting the same inventory twice. Each count card is numbered, so that missing cards can be spotted easily. To speed data entry, multiple users can enter card information simultaneously. Once count card information has been entered, quantities can be totaled by item for each warehouse, and any necessary adjustments can be made before updating your Physical Count.

Company-Specific Background Colors

With PU5 you can choose to assign an easily identifiable background for each of your different companies within Sage ERP MAS 90 and 200. If you have ever

accidentally entered a transaction into the wrong company, you will see the benefit of this enhancement immediately. You select your color in Company Maintenance using the standard Windows color-picker pallet. To see how your color selection will display when combined with text, a sample text box window is displayed using your background color.

941 Form 2011 Update

Sage ERP MAS 90 and 200 4.4 Quarterly 941 eFiling and printing has been updated for the changes to the 2011 IRS 941 Form (Rev. January 2011). Included is a new entry field for Tax Due on Unreported Tips, and the necessary calculation changes to the following form types: Entire Form, Pre-Printed, and Worksheet. Please note that the IRS did not make changes to Schedule B. The 941 Form 2011 Update also is available as a separate download.

Scheduled Product Retirements

Sage ERP MAS 90 versions 4.0, 4.05, and 4.10, and Sage ERP MAS 200 SQL versions 3.72, 3.73, and 3.74, will be retired as of September 30, 2011. After retirement, product updates (including year-end update) and telephone support will no longer be provided by Sage. However, customers who stay on a maintenance plan will continue to have access to the Knowledgebase with articles about the retired versions.

Are you ready to take advantage of the new efficiencies in Sage ERP MAS 90 and 200? Call us with your questions or to plan your upgrade. ✨

Two Tips For Payroll Processing



Setting Up Benefit Schedules

To assist you in creating a Benefit Schedule that matches your business needs, this tip will help you to better understand the fields and calculations used by the Payroll module pertaining to benefits. Benefit hours, such as vacation and sick leave, accrue based on selections in Payroll Setup Options and Benefit Schedule Maintenance.

Benefit Options In Payroll Setup

Within the *Additional* tab in *Payroll Setup/Options* are two settings pertaining to benefits:

1. **Benefit Hours** can be calculated using one of two methods: **Annual Limit** or **Accrual**. With the Annual Limit method, the benefit amount can be made available all at once or after a delay period. With the Accrued method, benefit hours are available as they are accumulated over time, as dictated by the Benefit Schedule associated with the employee. In either case, hours should be accrued at a rate that will bring the accrued hours to the annual limit by the end of the year. This is

required to properly compute Carry Over hours at the end of the year.

2. **Carry Over and/or Used Hours** can be applied to an annual limit, so that (Accrued hours + Carry Over - Used Hours) cannot exceed the annual limit.

Settings In Setup/Benefit Schedule Maintenance

- » The **Accrual Method** determines at what intervals accruals are to be made: Hourly, Daily, Weekly, Per Check, Dollars Paid, or a Fixed amount at year-end.
- » The **Rate Method** can be based on a Fixed multiplier (Accrual Rate) or a Table of Accruals, allowing up to 20 steps based on dates from hire or anniversary date.
- » **Delay Period** can delay the start of accrual of benefit hours by 1 to 999 days after the hire date. Carry Over hours and hours based on annual limit are not subject to this condition.
- » **Eligibility Wait** provides an additional delay. After benefit hours have been accrued, wait 1 to 12 months before the accrued hours become available for use. Carry Over hours and hours based on annual limit are not subject to this condition.
- » **Eligibility Hours** provide that, regardless of the benefit hours accrued or hours eligible based on annual limit, they are not available until 1 to 12 months after the hire date. All hours are subject to this condition.
- » **Max Hrs/Check** is where you specify the maximum hours per check on which benefit accruals should take place. If there is no limit, set it to zero.

Once an employee is attached to a Benefit Code Schedule, or when any changes are made to the schedule in Benefit Schedule Maintenance, the code must be applied to the employee. Use the Apply button to apply to employees on that schedule.

There are two fields that are tracked for employees in relation to each benefit. The **Hours Eligible** tracks accrued hours and stops when it reaches the annual limit, and also includes any carry-over hours from the previous year. The **Available Hours** is calculated by subtracting the Hours Used from the Hours Eligible value. When based on an annual Limit, benefit hours are not added to the Available field until any delays have expired. When based on Accrual, benefit hours are not Available until they are both accrued and any delays have expired.

Accrual Rate is not a percentage, but rather a multiplier. For example, for a Weekly Accrual Method with a benefit of 40 hours per year, the Accrual Rate equals Benefit Hours per Year divided by the Number of Accruals per Year. (e.g. $40/52 = 0.7692310$).

Multi-State Employees

Note: This is a basic overview of setting up a multi-state employee. Consult the appropriate jurisdiction for instructions pertaining to specific state reciprocity tax laws.

1. Open Payroll/Main/Employee Maintenance. Select the employee, and click the *Wages* tab.
2. In the *Primary State* field, enter the state in which the employee pays taxes.
3. In the *SUI State* field, enter the state for which state unemployment taxes are paid. For example, if an employee has state tax withholding in California and state unemployment tax is paid in Nevada, enter CA in the Primary State field and NV in the SUI State field.

Note: If this field is left blank, the state where earnings are recorded during data entry is used to calculate and pay both SUI and SDI.

Please call us with your questions. ✨

IN THE SPOTLIGHT: Sage MAS Intelligence

The Sage ERP MAS Intelligence module was released in 2010 to replace Microsoft FRx, which has been retired by Microsoft. Many customers have asked what is included with the Intelligence module. Similar to the FRx software, there is a base module included with Sage ERP MAS 90 and 200 at no additional charge, while add-on components are available at an additional cost. Here we explain what the various components can do for you.

Excel-Based Reporting

More than simply a financial reporting replacement, Sage ERP MAS Intelligence is a powerful tool for obtaining operational and strategic planning information from your Sage ERP system. You can get up to speed with it quickly, because it is based on the familiar Microsoft® Excel® application.

What Is Included?

As a support plan benefit, Sage ERP MAS 90 and 200 customers were sent a single-user Report Manager license. This license allows you to author new reports, as well as copy the provided report templates and add your filters to them. The report templates that come with the software include financial reports, dashboards, and financial trend analysis. Also included are transactional reports for general ledger, sales, purchasing, and inventory data. The license allows you to connect to one Sage ERP MAS 90 or 200 company at a time. You are able to redirect the connection to other company codes as needed. Built-in security allows you to set permissions and security on all reports.

Add-On Functionality

More advanced functionality requires the purchase of other modules, as follows:

- » Import/Export functionality requires an additional Report Manager license, the Designer module, or Connector module.
- » Report Scheduling requires an additional Report Manager license, the Designer module, or the Connector module.
- » Connections to other types of databases or to more than one Sage ERP MAS company at the same time requires the purchase of a Connector module.

Add-On Module Features

Here we lay out exactly what each component of Sage MAS Intelligence does.

- » **Report Manager License:** This component allows you to author new reports from existing data containers as well edit standard reports, including filtering data—at a single workstation. It also includes the ability to auto-email reports and publish reports to HTML for display on your intranet.
- » **Report Viewer License:** For those who need to view reports, but not create them. This add-on allows you to change filters and other parameters and drill-down into detail.
- » **Connector Module:** This component provides you with access to multiple data sources and consolidation of data from multiple companies through an ODBC connection. A graphical join tool simplifies database queries, and also includes a Universal Query Engine.

- » **Report Designer:** This add-on helps you create more sophisticated reports with drag and drop capabilities and the ability to develop critical business analytics for decision support at every level.

Are you taking advantage of this powerful tool that comes with Sage ERP MAS 90 and 200? Give us a call with your questions. ✨



844 Centre Avenue
Reading, PA 19601
(610) 685-2111
(800) 289-9109 toll free
(610) 685-2112 fax
info@keystonesoftware.com
www.keystonesoftware.com

