



## March is National Nutrition Month

Did you know?



National Nutrition Month is

a nutrition education and information campaign created annually in March by the American Dietetic Association. The campaign focuses attention on the importance of making informed food choices and developing sound eating and physical activity habits.

This year's theme is "Nutrition From The Ground Up"

Here's a fun way to help get kids involved in nutrition.

This one is fun for everyone and starts with a trip to your local market or grocery store. Every trip through the supermarket can be a nutrition lesson. Take a print out of the food pyramid and have the kids help categorize the food in your cart into groups: grains, fruits, vegetables, milk foods and meat/beans. They can choose new foods that they want to try, like picking out a new fresh, frozen, canned or dried fruit each trip. As children get older, they can help plan the menu at home and then pick out the foods to match the menu items while shopping.

As for snacks, remember the rule of thumb for your kids is "If it grows on a plant or comes from a plant, you can eat it. If it is man-made at a plant. The answer is "No".

The perfect car food? Banana's (they come with their own holder and wrapper).

## Don't say Spring is Here!



Odds and Ends from Orion:

- Don't jinx it for us, please. Spring is not here and the warmer weather is just a cruel trick by old man winter to lull you into a false sense of happiness. If you just don't say it, then we'll use reverse psychology on old man winter and enjoy the sunshine!
- We have received the new Level 4.4 and are beginning to schedule upgrades. This upgrade makes changes to the Inventory, Purchase Order and Bill of Materials modules. Because of the changes, this upgrade is a parallel install, which means we have to install the software in a new location on your server and migrate the data up to the new level. If you are interested in getting in the queue, please let us know and we will offer you a few dates and times so that you can choose what works best for your company.
- For those on Level 4.1, Level 4.2 and Level 4.3. Sage has been consistently releasing a new service update for 4.1, 4.2 and 4.3 on a monthly/bi-monthly basis. Level 4.1 is on service update number 23, Level 4.2 is on service update number 26 (both of these are their Microsoft Vista compliant releases) and 4.3 is on service update number 17. These updates are available to you as part of your Client Care subscription with Sage. If you need help installing any of the service updates or



## Payroll Module Users

Form **941 for 2010: Employer's QUARTERLY Fed**  
(Rev. February 2010) Department of the Treasury – Internal Revenue Service

(EIN)   -

Employer identification number

If you are currently using the MAS90/200 Payroll module, Sage has just released an update for the 2010 941 form.

The changes are only applicable to the Report Format 'Entire Form' and 'Worksheet' since the changes are in the text of the 941 Form. Also the year has changed on the 'Entire Form'. The IRS has not made any changes to the Schedule B for 2010.

The update is available for download on Sage's Online Support Site for those payroll users on a current Software Maintenance Plan subscription with Sage Software.

Please call us if you need more information or help in installing/updating your payroll.



Product	Retirement
Sage MAS 90 and 200 version 3.71	Sept 30, 2010
Sage MAS 200 SQL Edition version 3.7x	June 1, 2011
Sage MAS 90 and 200 versions 4.0, 4.05, 4.1	Sept 30, 2011

## New Update released for Level 4.4!

**The first Sage MAS 90 and 200 4.4 Product Update delivers new functionality and product enhancements as an additional on-plan customer benefit. Product Update 1 delivers value across the system and in a range of modules from Accounts Receivable and Sales Order, to Payroll and Job Cost.**

With this release Sage will be shifting to a new approach to delivering service updates. You can expect a service release once a quarter and each release will include the normal updates and bug fixes, but also in an effort to add more value to your MAS90 system they will include new features and benefits. The new features being added on this release are:

### **Accounts Receivable (similar to AR-1027) – Locate an Invoice using Customer Information**

Increase efficiencies by locating an Invoice with limited information, such as with the one unique piece of information that they will probably know - their phone number. If they have their customer number or Ship-to-Code, you can search on those as well. Using the Lookup Customization Wizard, build a quick and efficient search with personalized criteria, and establish a name for your Custom Lookup that you can use in the future.

### **Accounts Receivable (similar to AR-1200) – Cash Receipts Entry**

From the Cash Receipts Entry window you can now easily locate the correct customer account by using an invoice number that may have been referenced. When the correct transaction is found, the Customer No. field is populated with the associated customer number. If the invoice is unpaid, or shows a balance, the Amount Received and Invoice No. fields, and related fields on the Lines tab are populated.

### **Account Receivable (similar to AR-1027) - Search for Invoices by Lot or Serial Number**

You can now search for invoice transactions by lot or serial number from the Accounts Receivable Invoice History Inquiry and Sales Order Copy From windows. The system will search either the Item History or Invoice History file based on your selection in Accounts Receivable Options.

### **Accounts Payable (NEW!) - Record Wire Transfers**

Efficiently pay your vendors using wire transfers, record and reverse them using enhancements in Accounts Payable. When you enable the new wire transfers features in Manual Check and Payment Entry, the system generates a unique Wire Transfer No associated with the transaction. You can print the wire transfer information on the Check History and Payment History reports, and they will appear in Vendor Maintenance, Vendor Inquiry, Invoice History Inquiry, and Payment History Inquiry. If you have Bank Reconciliation integrated with Accounts Payable, the wire transfer information will also appear in Check, Deposit and Adjustment Entry, Reconcile Bank, Bank Reconciliation Register, and your Bank Recap Report.

### **Payroll (similar to PR-1018) - Set Up Automatic Earnings Codes for Each Employee**

Use Automatic Earning Codes to increase your efficiencies maintaining correct Payroll information and less time doing manual input. Record specific benefit allowances based on hours worked, by establishing earning codes for each employee. Using the Auto Pay feature, an unlimited amount of earnings codes and the corresponding earnings type (fixed amount or percentage of pay) can be established for each employee so that the appropriate line items are automatically created and added to their paychecks.

### **Sales Order (similar to SO-1096) – Enhanced Duplicate Purchase Order Visibility and Safeguards**

Your ability to thwart sending duplicate customer orders and enforce your business rules is enhanced in 4.4 Product Update 1. In addition to your current ability to check for duplicate Customer PO numbers in Sales Order and Accounts Receivable Entry files, you'll also be able to automatically check in the Open Sales Order, and Open Sales Order Invoices. If you are retaining history, Product Update 1 also checks for duplicate PO numbers in Accounts Receivable History files.

When a duplicate Customer PO Number is detected, you'll be able to view them in an Inquiry screen window, sort the information, drill down into more details, and print the information. Because these features are implemented using Business Objects, the rules you establish will be enforced when using Visual Integrator and any third party add-ons that use the Bus Object interface.

### **Sales Order (similar to SO-1271) – Additional Purchase Controls**

To enhance your ability to enforce business rules or to adhere to regulations, you'll now be able to limit the items available for purchase by select customers, or control the sales of items by the ship-to-state. Use Role Maintenance to establish which users are granted the ability to override the restricted items. The restrictions are enforced when selecting alternate items in Shipping Data Entry and when replacing an item with a different item in RMA Entry and RMA Receipts Entry.

### **Sales Order (similar to SO-1035) - Expanded Options for Quick Print**

A new Quick Print tab in Sales Order Options allows you to choose what type of documents you'll want to Quick Print. Using this

## New Update released for Level 4.4! - continued

feature, once you print you'll be able to return to the source document, such as a Sales Order or an Invoice, with similar capabilities as Keep Window Open After Printing. To enhance your workflow, Quick Print is also available from Sales Order for picking sheets, shipping labels and COD labels. This feature is especially helpful for customers with several warehouses so that picking sheets can be efficiently printed, or for workflow efficiencies so that an order can be prepared while an issue with an important customer's account is checked.

### **Sales Order (NEW!) - Print Back Ordered Information on Picking Sheets**

Speed the process of identifying items that are on backorder when inventory is received, and increase customer satisfaction by increasing your customer Order Ship Complete percentage. When using this new option, your customers will be able to see the total quantities that they ordered, even if the entire amount of a particular item is on backorder.

### **Sales Order (NEW!) – Avoid Duplicate Picking Sheet Printing**

To assist you in avoiding duplicate shipments of goods, we've added more flexible controls and additional safeguards to prevent unintended duplicate Picking Sheet Printing. These new features will be especially helpful for high volume business with larger staffs, multiple shipping sites and warehouse shifts. If a duplicate is selected to be printed, you can choose to use a warning message to help avoid the duplicate printing of picking sheets. If you do not elect to receive the message, the information is written to the Activity Log. A picking sheet will not be printed if the source sales order is in use in Sales Order Entry.

### **Job Cost (similar to JC-1046) - Define Allowed Job Statuses in Data Entry Tasks**

Increase accuracy and streamline the process of entering information into your projects, such as to prevent an unintended posting to closed jobs. Define the types of job statuses you want to allow for each of your data entry screens in Accounts Payable, Accounts Receivable, Inventory Management, Job Cost, Payroll, Purchase Order, and Sales Order. The categories of status include Bid, Open, Hold, Late, Complete, Closed, and All. Use Role Maintenance to establish the permissions you want to grant, which can include the ability to override the selections you've set as the default.

### **Inventory Management (NEW!) - Search by Lot or Serial Number**

From the Item Maintenance and Item Inquiry menus search for any transaction type by Lot or Serial Number. In addition, you can search for a transaction using any combination of the following criteria: by Item Code, Type, Transaction Date, Reference Number, Vendor Number, Customer Number, Warehouse, or User Defined Field (UDF).

### **NEW! - Enhanced Credit Card Security**

To enhance the ability to safeguard credit card information, new user preferences have been added so you can designate users that can print or display fully formatted credit card numbers. The credit card information will be protected for unauthorized users by masking the credit card numbers. Two security event roles have also been added to allow you to designate which roles can change, or delete, the encryption key for credit card numbers. Industry standards recommend that you change this key annually, or even more frequently. Also to enhance your credit card security, the key used to encrypt the credit card information is now stored separately from your company data. By using the Sage MAS 90 and 200 alternate directory feature, your key will be stored in a different physical location than your company data.

A new Credit Card Audit Log will provide:

- All credit card transaction requests sent to the payment server
  - Each time credit card numbers are encrypted or decrypted
  - Each time a user's print or display credit card preferences is changed
- Each time a credit card key is changed or deleted

### **NEW! - Enhanced Searching Ability in Data File Display and Maintenance**

You can now enter search criteria for multiple fields when searching for records in Data File Display and Maintenance, by entering a key column separator within the key. You can now filter the search results that appear in the Data File Display and Maintenance Key Scan window.

The new Level 4.4 is chocked full of new features to add to MAS90/200. Please let us know if you have any questions or would like to schedule an upgrade.

## MAS90 Windows Tip - Line It Up in Excel!

### Decimal Alignment (With Varying Significant Digits)

A decimal tab in Word will let you align a column of numbers at the decimal point even when there are varying numbers of digits to the right and left of the decimal point. To do the same in Excel, Format | Cells using a Custom format of ?????.??? with enough question marks on either side of the decimal to accommodate the most digits you have in any of your numbers.



## HARDWARE SAVINGS!



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- 500 GB 7200 rpm SATA 3.0 Gb/s NCQ, Smart IV
- Integrated Intel® Graphics Media Accelerator 4500
- 16X SATA SuperMulti LightScribe DVD+/-RW
- HP Compaq USB keyboard
- HP Compaq USB Optical Scroll Mouse
- Realtek ALC862 High Definition audio codec
- Integrated Realtek 8103EL 10/100 Ethernet Controller
- Three year onsite, next business day, parts and labor.
- 2007 Microsoft Office Ready Trial version, McAfee Total Protection-Small Business (60 days). HP Power Manager 2.0

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