Version 4.0 Customer Guide

Special Considerations for Upgrading

for

MAS 90
MAS 200

4WCU140-0204

Rev 02

Contents

Chapter 1

Introduction

Best Software, Inc., the recognized leader in accounting software for small- and mid-size businesses, welcomes you to MAS 90 and MAS 200 Version 4.0.

About This Guide

This *Version 4.0 Customer Guide* has been created to ease the process of upgrading to Version 4.0 of your software. While the extensive new features included in this release have been designed to improve your workflow and business processes, this means that the way you use your system will change. This guide does not include all the enhancements for this release, but specifically highlights the differences that you need to be aware of, and steps you need to take, before you begin using the new system. Review the information in this guide before performing the software installation and migration steps in your *Installation and System Administrator's Guide*. The *Installation and System Administrator's Guide* can be found in the root directory D:\ (where D: is your CD ROM drive) of the MAS 90 or MAS 200 CD. The guide is in Adobe Acrobat (PDF) format and is named either MAS90_Install.pdf or MAS200_Install.pdf, depending on the application that you own.

For a complete list of enhancements and changes to the software, after installing, refer to the What's New page and the Release Notes. Access the What's New page by clicking What's New on the Business Desktop's Welcome page. From the What's New page, click Release Notes to view the Release Notes.

This *Version 4.0 Customer Guide* contains the following information you need for a successful upgrade:

- Installation changes
- Global changes in the software
- Changes to the following modules: Business Insights, Customizer, General Ledger, Library Master, Report Master, and Visual Integrator
- Retirement of the following modules: Client Write-Up, Import Master, PostMaster, and TimeSlips Link

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

The **NOTE** symbol is followed by additional information about a topic.

The **WARNING** symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Menus	Menus are shown in this format: Select menu > menu task name. Examples: • Select File > Change Company. • Select General Ledger Budget menu > Budget Maintenance.
Bold font	Indicates text entered at a field or text selected at a field. Examples: • At the Value field, type a search value, such as **01**, for the lookup. • In the Filter window, to delete a filter, select **<none>** at a filter's Column field.
Italic font	Indicates references to other manuals. Example: • For more information about installing demo data, refer to your *Installation and System Administrator's Guide*.

Changes in Version 4.0

This chapter describes the changes in the 4.0 release. Installation and global changes are listed first followed by module changes and then module retirements. Module changes are organized alphabetically by module for ease of reference.

Installation Changes

This section covers installation and migration changes.

Installing the Software

- Before installing Version 4.0, refer to the Supported Platform Matrix located in the Support area of the Best Software Web site for the operating system and hardware requirements.
- To make sure the integrity of your data is maintained, Version 4.0 must be installed to a new location. You cannot install it over your Level 3.x software.
- If you have Level 3.x software and Version 4.0 software installed on the same workstation, make sure that you only install Crystal Reports for MAS 90 or MAS 200 Version 4.0 because this version can read Crystal Reports in both Level 3.x and Version 4.0.

NOTE Remote administration of the Application Server can be performed via a Terminal Services session as this functionality is not part of the Application Server.

- The MAS 200 Host and Host Enterprise Manager are no longer required for the MAS 200 installation and are replaced by the MAS 200 Application Server. For more information, refer to your *Installation and System Administrator's Guide*.
- Information from the Readme.txt file has been incorporated into the *Installation and System Administrator's Guide*; therefore, the Readme.txt file is no longer accessible from the last page of the installation process.

Migrating Data

The new file structures in Version 4.0 provide flexibility for both Best Software and Master Developers to make enhancements for you in the future. As a result, some steps must be taken to prepare your Level 3.x data for migration to Version 4.0.

- Prior to migrating your data, you must:
    - Download the GL Level 3 Account Analysis utility from the Best Online Support and Services Web page at http://support.bestsoftwareinc.com.
    - Use the GL Level 3 Account Analysis utility to identify if there are missing records in Account Maintenance or special characters in general ledger accounts. For more information on how to prepare your data prior to migrating, refer to the GL4000-KBA on the Best Online Support and Services Web page at http://support.bestsoftwareinc.com.
- During the migration process, user codes with leading blanks or special characters will not be migrated. You will need to re-create these user codes after the migration process. After migrating your data, print and review the System Conversion log.

Global Changes

This section covers global changes to the software.

Advanced Lookup Engine (ALE)

- The ALE Conversion Utility has been renamed Lookup Conversion.
- Customizations for General Ledger lookups in your Level 3.x software will not be migrated to your Version 4.0 software. You will need to re-create your customizations for General Ledger lookups (this includes General Ledger customizations created in the User Lookup Wizard and customizations created by clicking Custom in a General Ledger lookup window).

Business Desktop

- The Launcher has been renamed Business Desktop.
- Task folders in your Level 3.x Launcher's My Tasks area will not be transferred to your Version 4.0 Business Desktop. You will need to re-create your task folders.
- Buttons on your Level 3.x Launcher's Custom toolbar will not be transferred to your Version 4.0 Business Desktop's Custom toolbar. You will need to re-create your buttons on the Custom toolbar.

Data Entry

- To access the Record Count functionality in General Ledger, Library Master, or Customizer, right-click in a window and select System Info. The old method of pressing F8 is still available in all other modules.

Module and Accounting Dates

- The Library Master module now uses the Windows system date.
- Your date formats are now based on the Windows Regional Settings from your workstation for consistency across your entire desktop. Therefore, the default settings for Year Display Format and Year 2000 Default have been removed. The software does not support the "year first" Windows date format. If you enter a two-digit year, the century is determined by the century preferences setting on the Windows Regional Settings for your workstation.
- The F6 functionality which allowed you to toggle between a 2-digit year (05/31/10) and a 4-digit year (05/31/2010) has been removed to accommodate the Windows Regional Settings.

Online Manuals

- The Help system has been expanded and updated to provide immediate access to all of the information previously found in the online PDF manuals. As a result, the *Getting Started Guide* is the only remaining online PDF available.

Printing

- Library Master, General Ledger, and Customizer reports and listings now use Crystal Reports. Because of this, these modules no longer use the settings established in Library Master Report Format Maintenance.
- For Library Master, General Ledger, and Customizer reports and listings, the process for exporting or printing a report to a file has changed. In these modules, the Print to File option previously available in the Printer Setup window has been moved to the Export/E-mail option accessed from the Printer field and uses the Crystal Reports engine. For more information on how to export or print reports to a file in these modules, see Export or Print to a File in the Help system.

- For Library Master, General Ledger, and Customizer reports and listings, the process for deferring the printing of a report has changed. In these modules, the Deferred option previously available in the Printer Setup window has been moved to the Deferred option accessed from the Printer field. For more information on how to defer the printing of a report in these modules, see Defer a Report in the Help system.

- Print jobs scheduled for deferred printing are now located in the following locations:

  - General Ledger, Customizer, and Library Master deferred files are located at ...Home\Deferred.

  - All other module files are located at ...Home\Textout.

Registering Your Modules

- You now have 45 days to access unregistered modules. Previously, you had 40 accesses.

Reports

- In the Library Master, General Ledger, and Customizer modules, report setting options now appear on the header area of the applicable report window. You can also define and save customized report settings. For more information, see Create a Report Setting in the Help system.

⚠ **WARNING**
Reports on the Custom Reports menus will not be transferred from your Level 3.x to Version 4.0 software.

- The organization of reports on the Custom Reports menus in all modules will not be transferred from your Level 3.x software to Version 4.0 software. Before upgrading, use the SUMNUA utility in your Level 3.x software to print copies of the existing Custom Reports menus' organization to facilitate adding your reports to the Custom Reports menus in your Version 4.0 software. To access the SUMNUA utility in your Level 3.x software, select File > Run. In the Run Program window, type **SUMNUA**.

Security

⚠ **WARNING**
After security is enabled, it cannot be disabled.

- The 4.0 release introduces a new security model, which is role based rather than menu based. Security in your Level 3.x software will not be migrated to your Version 4.0 software; however, you can choose to migrate users from your Level 3.x software to your Version 4.0 software, if you select the Standard Security option during installation. To enable security, refer to your *Installation and System Administrator's Guide*.

Business Insights Changes

Menu Organization

- The Business Insights tasks are now on a separate module menu. Previously, the Business Insights tasks were located in a menu under the Library Master module. In your Version 4.0 software, Business Insights is organized on two submenus: Dashboard and Reporter.

- The Business Insights Reporter menu includes the tasks, Business Insights Reporter and Business Insights Reporter Listing. You can use Business Insights Reporter to create Crystal Reports for all modules. These reports can optionally be added to the Custom Reports menu for the specified module.

Renamed Tasks

- Under the Business Insights Dashboard menu, the following tasks have been renamed:

  - Business Insights Options has been renamed Dashboard Options.

  - Business Insights Wizard has been renamed Dashboard Selection Wizard

  - Business Insights Listing has been renamed Dashboard Selection Listing.

  - Display Business Insights has been renamed Display Dashboard.

  - Business Insights Automatic Update has been renamed Start Automatic Dashboard Update.

Customizer Changes

- When upgrading to Version 4.0, General Ledger user-defined fields will be updated to the GL_Account data file; however, General Ledger library customizations will not be migrated and must be re-created after the migration process.
- The PostMaster Conversion Utility previously accessed from the Customizer Main menu has been removed because the PostMaster module has been retired.
- For information about changes to deferred printing and printing to a file in Customizer reports, see Printing on page 8.
- For information about creating report settings in Customizer reports, see Reports on page 9.

General Ledger Changes

Accounts

The ability to have a large general ledger account number of up to 32 characters and 10 segments means that the way in which accounts are maintained has changed. The main account (also known as the natural account) is now maintained separately from the other individual segments. As a result, the system has changed in the following ways:

- The copy function is no longer available in Account Maintenance. The copy function is now available in Main Account Maintenance and Sub Account Maintenance.
- The process for creating new accounts in Account Maintenance has changed. To create an account in Account Maintenance, you must enter a valid combination of an existing main account and sub accounts. For more information, see Create and Maintain Accounts in Account Maintenance in the Help system.

- Options which control how general ledger accounts can be created and added on the fly have changed in General Ledger Options. The Add new accounts from data entry check box has been removed and replaced with the Auto Create when all Segments are Valid field, Add Main Accounts in General Ledger check box, and Add Sub Accounts in General Ledger check box. For more information about these fields, see General Ledger Options in the Help system.

Allocations

To support new features in allocations, as well as to make the terminology more intuitive, the following changes were made in the system:

- The Allocation Maintenance task has been renamed Allocation Entry. The Allocation Entry task is accessed by selecting General Ledger Main menu > Allocation Entry.

- The Allocation Entry task has been renamed Manual Allocation Entry. The Manual Allocation Entry task is accessed by selecting General Ledger Main menu > General Journal Entry. In the General Journal Entry window, click Copy From. In the Copy From window, select the Allocation option and click OK.

- The method of calculating masked allocation distributions has changed. The allocation is now calculated first, then the total amount is distributed to all the accounts that match the masked account. Previously, the allocation percent/quantity entered was distributed to each account that matched the masked account.

- The activity or balance for Period, Quarterly, and Annual allocation cycles is now allocated based on the entire selected cycle rather than just the period ending that cycle. For example, now a quarterly allocation distributes the activity for the entire quarter. Previously, quarterly and annual allocations used the activity for the current period as the allocation amount. For example, previously a quarterly allocation generated at the end of the third period used only the activity for period 3, not the activity for periods 1, 2, and 3.

- In Allocation Selection, there are now separate allocation totals for financial and nonfinancial allocations.

Custom Financials

In order to allow Best Software developers to focus on core software functions, you should use FRx for your custom financial reporting needs. However, Best Software recognizes that you may have expended considerable time and effort in creating custom financial reports and want to continue using them. As a result, although the Custom Financials menu has been removed, it can still be accessed by using a hidden utility, as long as you do not expand your general ledger account beyond nine characters and three segments.

- You can access the Custom Financials menu and tasks by selecting File > Run and typing ***unhidegl** in the Run Program window.
- The Custom Financials tasks can only be accessed if you have general ledger account numbers with nine or fewer characters and three or fewer segments.

Standard Financials

- The Standard Financial Statements have been renamed Financial Reports and have been enhanced to include the former Monthly Trend Report.

Data Entry

- The system now calculates beginning balances for each fiscal year based on prior year data. As a result, the Beginning Balance (BB) source journal has been removed. To post beginning balances for a new company, you must enter them as journal entries to your general ledger accounts and update them.
- On the Lines tab of General Ledger data entry windows, at a field, press F2 or click the Lookup button to access the lookup window. After entering the field, the Lookup button no longer displays; however, you can still press F2 to access the lookup window.

NOTE
For information about changes to customizations for General Ledger lookups, see Advanced Lookup Engine (ALE) on page 7.

- In Transaction Journal Entry, the logic for the offset postings has changed. The Debit/Credit field has been renamed Offset field. During conversion, the source journal orientation will be changed to Credit, if it was previously Debit, and vice versa. Previously, the value selected at the Debit/Credit field determined the orientation of the lines. Now the value selected at the Offset field determines the orientation of the offset only.
- When you use General Ledger Exchange to import transactions into the General Ledger module, transactions now import to the General Journal Entry files instead of directly to the history files because of the large number of inter-related tables that must be updated and linked when each transaction is posted. After the import is complete, the General Journal must be printed and updated.

Period End Processing

Many of the functions previously found in Period End Processing have been moved. Only full period-end processing can be performed from this task. In addition, to support the reopening and closing of periods, the Fiscal Year Consolidation and Consolidate Detail Records logic has been removed. Previously, you could perform the following tasks from Period End Processing:

- Full period-end processing
- Consolidate General Ledger Detail Records
- Purge Transaction Detail History
- Purge Period Summary History

The new location of various functions follows:

- The Clear Next Year Current Budgets logic is now performed in Budget Maintenance.
- The Purge Transaction Detail History task has been renamed Purge General Ledger History and is now accessible from the General Ledger Utilities menu.
- Journal and register numbers are now reset separately based on the selections at the Reset Journal Numbers During and Reset Register Numbers During fields in the General Ledger Options window.

The following changes have been made to year-end processing:

- The Years to Retain General Ledger History field in the General Ledger Options window now applies to both summary and detail history information. As a result, the Number of Years to Retain Summary History field in the General Ledger Options window has been removed.
- The Posting to Retained Earnings and Updating Beginning Balances logic has been removed as this is now done through the data entry update routines and the Daily Transaction Register. If the next fiscal year has not been created, year-end processing will create the next fiscal year and recalculate beginning balances.
- Zero budget accounts are now removed from the Period Budget Detail file when all periods for any year are zero.
- The Copy Budget at Year End option has been modified to use the new Copy Actual to Default Budget at Year End check box in the General Ledger Options window.

Renamed and Removed Tasks

- To provide more flexibility in giving users access to tasks, the Account Inquiry task is now a security event. To give users access to Account Inquiry, use Library Master Role Maintenance to set up users with View Only access to Account Maintenance.
- The Account Maintenance task has been removed from all subsidiary modules because all installations require the General Ledger module.
- The Account Group Maintenance task replaces the Account Break Maintenance task. In Version 4.0, the term account group is now used in place of account break.
- The Sub Account Maintenance task replaces the Department Maintenance task.

Reports

- The Budget and History Report has been separated into two reports, the Budget and History Report and the Budget and History Report by Period.
- The Standard Financial Statements have been renamed Financial Reports. The Financial Reports now include the former Monthly Trend Report.
- For information about changes to deferred printing and printing to a file in General Ledger reports, see Printing on page 8.
- For information about creating report settings in General Ledger Reports, see Reports on page 9.

Library Master Changes

Changed Tasks

- The Automatic Update task does not apply to updating journals or registers in the General Ledger, Library Master, and Customizer modules, and the Daily Transaction Register run from subsidiary modules.
- Reports, registers, and journals in the General Ledger, Library Master, and Customizer modules and the Daily Transaction Register from subsidiary modules are now Crystal Reports. As a result, printers defined in Device Configurator no longer apply to printing these Crystal Reports. Use a Windows printer for printing the Crystal Reports.
- The Data File Display and Maintenance task has been enhanced with a new program. The new program determines if data is for Level 3.x or Version 4.0. A new field in the Version 4.0 program lists the different secondary keys available and sorts the records in the file being displayed according to the key selected.

Companies

- A Copy button has been added to Company Maintenance, allowing you to copy data and forms from an existing company. As a result, the SVFCPY and SVDATA utilities have been removed.

Renamed, Removed, or Moved Tasks

NOTE
For information about changes to the date format settings that previously resided in the Preferences task, see Module and Accounting Dates on page 8.

- Information from the Preferences task has been moved to the User Maintenance, Company Maintenance, and System Configuration tasks. As a result, the Preferences task has been removed.
- Information from the Alternate Directory Maintenance task has been moved to the Change Data Location dialog box, which is accessed by clicking Change Data Location on the Company Maintenance Preferences tab. As a result, the Alternate Directory Maintenance task has been removed.
- The Role Maintenance task replaces the Menu Security Maintenance task.
- The functionality of the Resize Data Files task has been incorporated into the Rebuild Application Key Files task. As a result, the Resize Data Files task has been removed.
- The Activity Log task replaces the System Activity Log.
- The Uninstall Modules task has been added to the System Configuration task.
- The Chat functionality has been removed from the Master Console task.
- The functionality of the Visual Explorer task has been added to the right-click menu accessed from the Business Desktop Tree View. As a result, the Visual Explorer task has been removed. For more information, see Open a Task in a Secondary Company in the Help system.
- Registration information from the Product Registration Maintenance task has been moved to the System Configuration task. As a result, the Product Registration Maintenance task has been removed.
- The Installed Modules Listing on the Library Master Reports menu replaces the *part utility.
- For information about changes to tasks associated with the Advanced Lookup Engine, see Advanced Lookup Engine (ALE) on page 7.

- The following Library Master tasks have been removed:
  - Convert Evolution/2 Data Files
  - Data Directory Transfer
  - Maintain Explorer Menu
  - Rebuild Alternate Directory Pointers
  - SVMUPD utility
  - Task Menu Maintenance

Reports

- For information about changes to deferred printing and printing to a file in Library Master reports, see Printing on page 8.
- For information about creating report settings in Library Master Reports, see Reports on page 9.

Report Master Changes

- Report Master reports can no longer be generated for the General Ledger module. To create General Ledger reports, use Business Insights Reporter.
- For printing reports from subsidiary modules that contain the general ledger account number, if you expand your general ledger account number to be greater than 20 characters in length, you will need to manually adjust the print position for the data fields following the account. This is because the maximum mask length in Report Master is 20 characters and that determines how much space Report Master defaults on the report.

Visual Integrator Changes

Data Dictionaries

- After installing Version 4.0, before you use the Visual Integrator module, select Visual Integrator Main menu > Export Job Maintenance. This executes the necessary update of the Data Dictionaries so that you can successfully create Visual Integrator jobs.

Data Dictionary Listing

- General Ledger files are no longer available in the Data Dictionary Listing (Visual Integrator Main menu > Data Dictionary Listing). Instead, use the *Technical Reference and Support Guide* (TRSG) for a listing of General Ledger files.

Export Jobs

- You can no longer export General Ledger jobs using Export Job Maintenance. Instead, select General Ledger Utilities menu > General Ledger Exchange to export General Ledger jobs. You can still export jobs from any module other than General Ledger using Export Job Maintenance.

Import Job Maintenance

- When you select Visual Integrator Main menu > Import Job Maintenance, the new window, V/I Import Job Selection appears. In the V/I Import Job Selection window, you can enter a new job name or select an existing job. For new jobs, you must select the table (previously referred to as File Name) for which the import will be prepared. After a table is selected, the Import Job Maintenance window appears. If a general ledger table is selected in the V/I Import Job Selection window, only general ledger tables are available for selection at the Table Name field (previously called File Name field) in the Import Job Maintenance window. If a table from a module other than General Ledger is selected in the V/I Import Job Selection window, files from all modules other than General Ledger are available at the File Name field in the Import Job Maintenance window.

- In the Import Job Maintenance window, when you create a General Ledger job the Records tab is no longer available because there are no record types in General Ledger. Also, the Validation tab is no longer available because validation is done by the system. When you create a job for a module other than General Ledger in the Import Job Maintenance window, the Records tab and Validation tab are available.

- In the Import Job Maintenance window, when you create a General Ledger job, you cannot test or execute the import job until your system administrator gives you the rights to execute the job in Role Maintenance. Previously, system security did not prevent you from immediately executing General Ledger jobs.

Job Import

- After you use Job Import to import Level 3.x jobs into Visual Integrator, use the VIWUD1 utility to update the data fields. To access the VIWUD1 utility, select File > Run. In the Run Program window, type **VIWUD1**.

Retired Modules

Client Write-Up

- The Client Write-Up module has been retired. If you need Client Write-Up functionality, contact your authorized Reseller.

Import Master

- The Import Master module was retired a few years ago in favor of the more flexible Visual Integrator module. With the Version 4.0 release, maintenance of Import Master compatibility is no longer practical; therefore, you will need to re-create any Import Master jobs in Visual Integrator before upgrading. Contact your authorized Reseller if you need the Visual Integrator module. Print your job listing in Import Master on your current system to use as a reference when creating the Visual Integrator jobs.

PostMaster

- The PostMaster module has been retired. Instead, use Visual PostMaster to create mailing lists.

TimeSlips Link

- The TimeSlips Link module has been retired.

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