

Version 4.20
Customer Upgrade Guide

for

Sage MAS 90 ERP
Sage MAS 200 ERP

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Introduction

Sage Software, Inc., the recognized leader in accounting software for small- and mid-size businesses, welcomes you to Sage MAS 90 and 200 ERP version 4.20.

About This Guide

This guide has been created to ease the process of upgrading 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 may change. Chapter 2 of this guide contains all the enhancements for this release. The remaining chapters specifically highlight the differences that you need to be aware of, and steps you need to take, before you begin using the new system. The appendix provides pre-installation and post-installation checklists.

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 folder D:\ (where D: is your CD-ROM drive) of the Sage MAS 90 or Sage MAS 200 CD-ROM. The guide is in Adobe Acrobat (PDF) format and is named either MAS90_Install.pdf or MAS200_Install.pdf, depending on the application you own.

Enhancements

The following is a list of the Sage MAS 90 and 200 releases by version, indicating the modules affected.

| Version | Modules Affected |
|---------|---|
| 4.00 | <ul style="list-style-type: none">• General Ledger• Library Master• Customizer |
| 4.10 | <ul style="list-style-type: none">• Accounts Receivable• Bank Reconciliation• e-Business Manager• Return Merchandise Authorization• Sales Order |
| 4.20 | <ul style="list-style-type: none">• Accounts Payable |

For a complete list of enhancements and changes to the software, after installing, refer to the What's New page and the Release Notices. For the What's New information, see What's New in Version 4.20 on page 5.

You can also access the What's New page by clicking What's New on the Desktop's Resources page. From the What's New page, click Release Notices to view the Release Notices.

This guide contains the following information you need for a successful upgrade:

- Installation changes
- Global changes in the software
- Changes to the modules
- Pre-installation checklist
- Post-installation checklist

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 | <p>Menus are shown in this format: Select menu > menu task name.</p> <p>Examples:</p> <ul style="list-style-type: none">• Select File > Change Company.• Select General Ledger Budget menu > Budget Maintenance. |
| Bold font | <p>Indicates text entered at a field or text selected at a field.</p> <p>Examples:</p> <ul style="list-style-type: none">• 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. |
| <i>Italic font</i> | <p>Indicates references to other manuals.</p> <p>Example:</p> <ul style="list-style-type: none">• For more information about installing demo data, refer to your <i>Installation and System Administrator's Guide</i>. |

What's New in Version 4.20

Version 4.20 incorporates enhanced user interface and features in the Accounts Payable module, offering improvements such as expanded numeric fields and flexible security, as well as printing remit-to addresses on checks and retaining 1099 payment history for multiple years.

In addition, version 4.20 introduces the Common Information module and Business Insights Explorer. Common Information provides a common access point for tasks shared by various modules, and Business Insights Explorer is a robust inquiry, drill-down, and drill-around application you can use to easily and quickly access interrelated records or source documents within the database.

The following is a complete list of enhancements incorporated in the Sage MAS 90 and 200 version 4.20 release.

Expanded Global Enhancements

Many similar enhancements made to the Accounts Receivable, Bank Reconciliation, General Ledger, Sales Order, and Return Merchandise Authorization modules in versions 4.0 and 4.10 have been incorporated in the Accounts Payable module in version 4.20.

The following items outline the enhancements made to the Accounts Payable module.

Enhanced User Interface

The following features have been added to the Accounts Payable user interface to allow for streamlined data entry processing:

- New controls for flexible line entry
- Customizable column widths
- Sort and hide fields
- Undo saved changes
- Resize windows

- Drag-and-drop interface
- Updated with redesigned icons
- Scrollable data entry lines
- Dual-grids for line item entry
- Hyperlinks for quick access to related information, such as vendors, primary contact, and terms code

Expanded Usage of Crystal Reports

- You can now use Crystal Reports to customize Accounts Payable reports.
- You can also benefit from the multiple report output options, including Word, Excel, Adobe PDF, and e-mail.

Saved Report Settings

- Set up predefined report selection options for Accounts Payable reports, decreasing setup time and reducing errors in report generation.
- Establish selection criteria ranges based on the available fields, set the default printer and number of copies to print, as well as choose between summary and detailed output.
- Saved settings can be secured in the following ways:
 - Public - Allows you to modify and save a particular report setting.
 - Private - Displays for the user who created the report setting.
 - Read Only - Allows you to modify the saved setting and print the report with the new settings, without saving the modifications to the setting.

Improved Batch Auditing

Additional data for each Accounts Payable transaction batch is maintained to record an accurate audit trail of each batch created, such as:

- The user who created the batch
- The date and time the batch was created
- The user who last updated the batch
- The date and time of the last batch update
- The record count for the batch

Memo Management

- Establish, manage, and display memos in Accounts Payable.
- Determine when and where specific memos automatically display and when memos can be edited.
- Attach documents or files to memos. These attachments can be used to track vendor correspondence, company policies, and other internal workflow procedures.
- Certain memos can now flow from entity to entity based on the document. For example, when an Accounts Receivable invoice is updated to Accounts Receivable Invoice History during Sales Journal update, memos attached to the invoice will now be available in Accounts Receivable Invoice History also.

Flexible Security Attributes

- Now in the Accounts Payable module, you can set permissions for each task within a particular role, giving the administrator or a user with administrator rights complete control over who can create, modify, delete, or view entries. These controls include: Full Control, Create, Modify, Delete, and View Only.

- Provide greater control of user access while allowing for more flexibility with security events, which have replaced module-level override passwords (previously defined in Setup Options).

Personalization of Window Attributes, Grid Settings, and Tab Sequences

You can personalize the system by defining the following preferred settings:

- Window position and size
- Grid settings, including column sizes, column order, and dual grid field location
- User-specified tab sequences

Expanded Numeric Fields

- To accommodate larger transactions, the numeric masks in the Accounts Payable module are extended to allow 999 million numbers within entry tasks and 99 billion numbers in reports.
- Register numbers are expanded to accommodate six characters.

Purge Data Moved to Utilities Menu

- Purge functionality has been moved from the Accounts Payable Period End menu to the Utilities menu. This allows you to set different security options for each purge activity and prevent inadvertent data purges.

Enhanced Customizer Capabilities

- New export and import wizards are available for exporting and importing customized forms, user-defined fields (UDFs), user-defined tables (UDTs), and Crystal reports.
- You can define UDFs for any table (you are not limited to single predefined entities).

- UDFs reside in the actual data table and not in a separate UDF table. By providing this table extension, you can easily access the UDF from the appropriate data entry task, Lookup window, or Crystal report to form a complete business process for the custom solution.
- You can define the source of the value of the UDF when the UDF is created, allowing you to specify default values or the source from which a UDF value is inherited. For example, if you create a UDF in Accounts Payable Vendor Maintenance and create a second UDF for A/P Invoice Data Entry lines, you can then specify that the value of the A/P Invoice Data Entry UDF is populated with the value from the Accounts Payable Vendor Maintenance UDF.
- UDTs - You can define tables to validate UDFs or some existing fields. For example, if you have a selection of possible project codes that will be assigned to a new project UDF, the UDT can be used to maintain the different project codes and descriptions.
- An easy-to-use maintenance task allows you to maintain the data in UDTs and associated UDF links. Additionally, you can validate a UDF against the data in a UDT.
- You can include information from UDTs on Crystal reports and forms.

External Integration

- Access the Accounts Payable module externally through a set of standard interfaces through the Object Interface module.
- The Object Interface module allows tight integration with other applications without modifying the underlying source code of the application. This in turn allows you to upgrade to future versions of Sage MAS 90 or 200 with minimal impact to custom integrations.
- You can access all data entry and maintenance business objects that are available. All relevant functions of the business object are exposed, including: adding, deleting, and modifying entries.
- Programmers can use any language, such as Visual Basic, to interface with the business objects.
- The use of this feature requires the activation of an Object Interface key.

User Tracking for Transactions

- All Accounts Payable transactions are updated with the user ID of the person who last edited the record along with the date and time of the most recent update.

Accurate Period-To-Date and Year-To-Date Data Independent of Period-End Processing

- Individual Accounts Payable transactions are now stored to allow you to perform reporting across multiple periods, regardless of whether or not period-end processing has occurred.
- Multiple years of detail history can be saved and viewed in Vendor Maintenance and Vendor Inquiry.

New Company Setup Wizards

- The New Company Setup Wizard is available for the Accounts Payable module.
- You can now easily set up a new company in Sage MAS 90 or 200 tailored to meet your specific business needs.

Enhancement to the Advanced Lookup Engine

- The Advanced Lookup Engine (ALE) has been strengthened to include the ability to pull information from subsidiary linked tables in ALE. For example, when listing A/P vendors, you can link to fields in G/L Account to obtain the fully formatted account number along with its description.

New Common Information Module

Common Access Point for Shared Tasks

- The new Common Information module provides a common access point for tasks that are shared by various modules. The Common Information data is maintained by company.

Improved Vendor Maintenance

Automatically Update the Remit-To Address

- You can now set the remit-to address to be updated automatically when the matching vendor address is changed.
- You can select to be prompted when the vendor address is changed, if you do not want to update all remit-to addresses automatically.

Prevent Incorrect Entry of Invoices for Goods Received

- If the invoices for some vendors will be received in Purchase Order Receipt of Invoice Entry instead of Accounts Payable Invoice Data Entry, you can now select to be prompted during data entry to prevent double entry of invoices for goods received.

View Invoice Transfer Information from the Originating Vendor

- You can now view the credit card vendor information for transferred invoices. Previously, only the receiving vendor displayed the originating vendor's information. References to the transferred transactions from both originating and receiving vendors simplify reconciliation.

Include or Exclude Invoices with Zero Balances during Inquiry

- In the Search for Open Invoices window accessed from the Vendor Maintenance Invoices tab, you can now select to include or exclude invoices with zero balances. This reduces the number of records when searching for specific data.

Retain 1099 Payment History for Multiple Years

- Vendor 1099 payment history can now be saved indefinitely; you no longer have to purge 1099 information from the previous year before entering next year's data.

- You can now access 1099 Payment History from the Vendor Maintenance (On the Fly) window, allowing you to enter 1099 payment history information while entering a new vendor.

Improved Invoice Data Entry and Repetitive Invoice Entry

Last Vendor Number Defaults During Entry

- During invoice entry, the Vendor No. field now defaults to the last vendor number used. This is convenient when entering multiple invoices for a vendor.

Enter Comment for Each General Ledger Account

- In Repetitive Invoice Entry, you can now enter a comment for each general ledger account number entered on an invoice. These comments, along with the account number and description, print on the Invoice Register for easier recognition and reconciliation.

Improved Manual Check Entry

Check Numbers Increment During Quick Print

- During quick printing, the check numbers are now incremented automatically.

Discount Retained After Check Reversal

- If an invoice payment check is reversed, the discount amount is placed back onto the invoice to allow the discount to be taken at a later date.

Notified of Duplicate Invoice Numbers

- You are now prompted during manual check entry if a duplicate invoice number is used for the same vendor in the same batch.

Enter Alphanumeric Check Numbers

- You can now enter alphanumeric check numbers during manual check entry to enter wired transfer information.

Improved Invoice Payment Selection and Check Maintenance

Prevent Accidental Clearing of Unposted Checks

- You are now prompted in Check Maintenance if checks are printed but not yet updated.

Notified of Discounts Past Due

- You can now select to be prompted if you are taking a discount that is past the discount due date.

New Security Module Option to Clear Printed Checks

- A new security module option for the Clear button in the Invoice Payment Selection window now provides tighter control over which users can clear printed checks in Invoice Payment Selection without performing an update.

Improved Accounts Payable Utilities

Assign Vendor Tax Schedules by City, State, and ZIP Code

- Using the Assign Vendor Tax Schedules utility, you can now assign tax schedules by city, state, and ZIP Code, in addition to vendor number.

Warning Message for Deleting and Changing Vendors

- A warning message now appears when you are about to delete or change vendors; this message allows you to avoid inadvertent vendor deletion or change.

Improved Accounts Payable Registers

Print General Ledger Account Descriptions

- You can now print general ledger account descriptions on the Accounts Payable Invoice and Manual Check Registers.

Post Detailed Information to General Ledger

- You can now set up Accounts Payable registers to post detailed information such as check number, check date, check amount, and vendor name to the General Ledger module. You can also post the information in summary format.

New Electronic and Magnetic Media Reporting Process

Magnetic Media Reporting Renamed to Electronic Reporting

- Starting from the 2006 tax year, the IRS requires all W-2 and 1099 filings be performed electronically through the Internet. They will no longer accept filings on any type of magnetic media (diskette). In Sage MAS 90 and 200, you can continue to create a data file compliant with the IRS published standards, and save it on the hard disk.
- Because of the change in government regulations, the Magnetic Media module is renamed to Electronic Reporting to accurately reflect the new process.
- Some states may still require or accept filings submitted on magnetic media. If your state supports the Federal reporting format and accepts submissions on a diskette, you can create the state diskette by copying the data file you created to a 3.5" diskette. If your state does not support the Federal reporting format, the Electronic Reporting module cannot create your electronic file.

Enhanced Form and Reporting Capabilities

Print Checks in the New ANSI-Compliant Form Standards

- Accounts Payable and Payroll checks can now be printed conforming to the new ANSI-compliant form standards that went into effect in April 2005.

Print the Remit-To Address on Checks

- You can now select whether to print the vendor address or the remit-to address on Accounts Payable checks using A/P Check Printing and Manual Check Printing.

Print General Ledger Distribution on Extended Stub

- If you use extended stubs during check printing, you can print the general ledger distribution on the extended stub.

Print the Third Address Line on Checks

- You can now easily add the third vendor address line to Accounts Payable checks.

Last Form Type Used is Saved

- During check printing, manual check printing, and quick printing, the last form type used is saved to streamline daily processing.

Improved Accounts Payable Aged Invoice Report

- You can now select to print the aging based on the invoice due date.
- You can also print aging based on a specific aging date.

Improved A/P Expense by G/L Account Report

- You can now sort by new options such as department and location.
- The vendor name now prints on the report. You can also select information to print by vendor name.
- You can now print the individual lines of an invoice if there are multiple lines posted to the same general ledger account or if there are multiple invoice transfers for credit card vendor invoices.

Improved Accounts Payable Check History Report

- On the Accounts Payable Check History Report, checks are now printed alphabetically by vendor name or vendor number to make the report easier to read.

Improved Cash Requirements Report

- You can now print the Cash Requirements Report in summary format to produce a simpler report.

New Security Option for the Vendor Audit Report

- You can now use a new security option to prevent users from deleting vendor audit information.

New Business Insights Explorer

Sage MAS 90 and 200 version 4.20 now includes Business Insights Explorer as the newest member of the Business Insights suite. Business Insights Explorer takes inquiry, drill-down, drill-around, and analysis to a whole new level. New users as well as current users of the Sage MAS 90 and 200 system will immediately benefit from the extensive set of usability and customization features included with Business Insights Explorer.

Preview Key Information

- The Preview option allows you to view key information about a specific entity such as a customer combined with related transaction header information such as invoices, orders, or sales orders. You can also apply filters to any view to display data based on your preference. For example, when you select a customer, the context of the related view changes automatically to show only the rows that apply to the selected customer. The system is bundled with a series of predefined relationships including customers, salespersons, invoices, sales orders, and RMAs.

Explore and Drill into Related Data

- The Explore option allows you to drill into data related to the original records. You can also change the primary view and context (for example, a selected customer) to a new set of views. At the same time, context is passed from the original starting point to the new set of views as a filter. For example, a customer service agent receives a call from a customer regarding a recent transaction. After locating the customer, the agent can view recent shipments or invoice payments. After locating the specific invoice to be discussed, the agent may need additional information related to that invoice such as the payments applied to it. This can be accomplished by drilling into the invoice to view applications against that invoice.
- You can also navigate to a related view that contains custom preferences and predefined filters. For example, you can save a customized view that lists orders placed in the last 30 days. When looking at any customer, you can use the saved customized view to see the orders placed in the last 30 days.

Access Relevant Tasks

- Each view contains a set of related tasks that you can quickly access. When you access the task, the appropriate context is maintained. For example, when you view a customer, you can access Customer Maintenance from Business Insights Explorer with the customer information already entered.

Save and Share Customized Views

- You can sort, group, reorganize, and rename columns and save filtered views. You can use customized views within the Explore option to navigate from other related views.
- You can save and share personalized settings from one system to another, allowing you to maintain your Business Insights Explorer settings across multiple desktops or to share your settings with other users.

Business Insights Explorer Tutorial

- You can learn how to navigate, organize, customize, and filter data in Business Insights Explorer using the Business Insights Explorer tutorial. This tutorial is available from the Tutorials page on the Sage MAS 90 and 200 Desktop.

Upgrading from 4.10 to 4.20

This chapter describes the global changes made from the 4.10 to 4.20 releases. Installation and global changes are listed first followed by module changes.

Installation Changes

- Before installing version 4.20, refer to your *Installation and System Administrator's Guide* and to the Supported Platform Matrix located in the Support area of the Sage Software Online Web page for operating system and hardware requirements.
- You must have Microsoft Data Access Components version 2.8 to use ACT! Link to MAS 90/200.
- You must activate the Business Object Interface to use ACT! Link to MAS 90/200.

Global Changes

Advanced Lookup Engine (ALE)

- You can now resize ALE windows.
- When you are customizing a lookup in the Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, or Sales Order module, you can add fields from linked files to the lookup.
- Customizations to lookups will not be converted for the Accounts Payable module. You will need to re-create lookup customizations in Accounts Payable. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.

Character-Based Forms

- You can no longer print character-based, or nongraphical, forms for Accounts Payable. All forms are printed using Crystal Reports.

Customized Crystal Forms

- Customized Crystal forms will need to be re-created for Accounts Payable. Run the Form Comparison report to compare your customized forms to a default form. This report prints the form name, folder, .rpt name, form code, and any fields (including user-defined fields) that were added or removed from the standard forms shipped with version 4.10. Use this report as a reference to modify the default version 4.20 Crystal forms. This report (**SYWFCU**) is available on the product CD and on the Sage Software Online Web page.

Data Entry

- To access the Record Count functionality in the Accounts Payable module, right-click in a window and select System Info. The old method of pressing F8 in the Accounts Payable module is no longer available.
- On the Lines tab of Accounts Payable 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.

Desktop

- Tutorials have been moved to the new Tutorials page.

Help System and Online Manuals

- The Module PDFs book is now available on the Contents tab of the Help system. This book contains links to individual PDFs for each module in Sage MAS 90 or 200. These PDFs have been specially constructed to allow you to easily print the overview information for each task in a module. The PDFs are organized according to the menu structure of the module. For more information, see Print a Module PDF in the Help system.

Inquiries

- The Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks are now available.

Printing in Accounts Payable

- Accounts Payable reports and listings now use Crystal Reports. Because of this, the Accounts Payable module no longer uses the settings established in Library Master Report Format Maintenance.
- The process for exporting or printing a report or listing to a file has changed. 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.
- The process for deferring the printing of a report or listing has changed. The Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report in these modules, see Defer a Report in the Help system.
- The font size on some reports was changed to allow the report to remain in portrait format.
- Print jobs scheduled for deferred printing are now located at ...Home\Deferred.

Printing Accounts Payable Forms to a Dot Matrix Printer

- A dot matrix form code is available for printing several forms. For more information, see Customize Dot Matrix Form Template in the Help system.
- You can print to a dot matrix printer as long as the printer has a corresponding Windows printer driver and supports draft mode font to enable high-speed printing.

Reports

- In the Accounts Payable module, 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.

Library Master Changes

Changed Tasks

- The Automatic Update process is now performed using Task Scheduler for the Accounts Payable module.

Renamed, Removed, or Moved Tasks

- For information about changes to tasks associated with the Advanced Lookup Engine, see *Advanced Lookup Engine (ALE)* on page 19.
- The FAS Asset Accounting Link module has been renamed to Fixed Assets.

Role Maintenance

- Roles need to be verified for the Accounts Payable module and for the Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks. New tasks, security events, and module options added for this module are not selected for current roles after upgrading.

URL Maintenance

- You can use the URL Maintenance task to store URL information for the Electronic Reporting for W2 and 1099s module. Two URL codes and descriptions were created for the Social Security Administration (SSA) and the Internal Revenue Service (IRS). For more information, see *Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting)* on page 61.

Common Information

**NOTE**

For Common Information tasks that appear on multiple menus, security must be set for each location in Role Maintenance.

- Miscellaneous Item Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Receivable Setup menu and Sales Order Setup menu.
- Bank Code Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, Bank Reconciliation Main menu, and Payroll Setup menu.
- Memo Manager Maintenance, previously on the Library Master Setup menu, has been moved to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, General Ledger Setup menu, Return Merchandise Authorization Setup menu, and Sales Order Setup menu.
- Sales Tax Account Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu and Accounts Receivable Setup menu.
- Purge Obsolete Extended Descriptions, previously on the Library Master Utilities menu, has been moved to the Common Information Utilities menu.

Customizer Changes

- Customized libraries for the Accounts Payable module must be re-customized.
- For modules using the new object-oriented architecture, the External Link Definition window now allows you to select business object columns available to the panel instead of the control names in the customized library. For example, to select the Customer No. field in the Sales Order Entry window, you can now select the business object name, `SO_SalesOrder_bus_CustomerNo$`, instead of the control name, `ML_CUST$`.
- Data entry user-defined fields (UDFs) must be re-created in User-Defined Field and Table Maintenance. After re-creating UDFs, you must map the UDFs to their respective history files. For more information, see *Map User-Defined Fields (UDFs)* in the Help system.
- The Accounts Payable Invoice Entry UDFs for both header and lines will need to be re-created in User-Defined Field and Table Maintenance. After these UDFs have been created and updated, it is necessary to map the invoice entry UDFs to their respective history tables.
- For Purchase Order Receipt of Goods, Receipt of Invoice, and Return of Goods, the new Purchase Order Invoice UDF replaces the Accounts Payable Invoice UDF. If an Accounts Payable Invoice UDF exists on a customized Purchase Order .lib file migrated or converted to 4.20, it must be manually removed, and the Purchase Order Invoice UDF must be added.
- When you have upgraded to version 4.20 and re-created UDFs, the following list of UDFs are updated to specific tables:
 - The Accounts Payable Invoice UDFs are updated to the new AP Invoice History Header table.
 - The Accounts Payable Invoice Lines UDFs are updated to the new AP Invoice History Detail table.
 - The Accounts Payable Vendor UDFs are updated to the new AP Vendor Master table.

Visual Integrator Changes

Data Dictionary Listing

- File information for the Accounts Payable module is no longer included on the Data Dictionary Listing. To obtain file information for these modules, on the Desktop, access the Resources page and click the File Layouts and Program Information link. You must re-create Visual Integrator jobs for Accounts Payable.

Import Job Maintenance

- If you select an Accounts Payable table for a new job in the V/I Import Job Selection window, corresponding tables are available for selection at the Table Name field in the Import Job Maintenance window. If a table from any other module is selected in the V/I Import Job Selection window, corresponding files from Accounts Payable are available for selection at the File Name field in the Import Job Maintenance window.

Report Master Changes

- Report Master reports can no longer be generated for or linked to the Accounts Payable module. To create reports in Accounts Payable, use Business Insights Reporter.
- Sage Software recommends using Business Insights Reporter to create custom reports for the Accounts Payable module.

Upgrading from Versions Prior to 4.10 to 4.20

This chapter describes the global changes made in the 4.0, 4.10, and 4.20 releases. Installation and global changes are listed first followed by module retirements.

Installation Changes

- If you are upgrading from any level prior to 3.71, you must first upgrade to Level 3.71, and then perform a parallel installation with version 4.20.

Installing the Software

- Before installing version 4.20, refer to your *Installation and System Administrator's Guide* and to the Supported Platform Matrix located in the Support area of the Sage Software Online Web page for operating system and hardware requirements.
- If you are upgrading from version 4.0 or higher, you can perform an in-place upgrade.
- If you have Level 3.x software and version 4.20 software installed on the same workstation, only install Crystal Reports 10 for Sage MAS 90 or 200 version 4.20 because only this version can read Crystal Reports in both Level 3.x and version 4.x.
- The Sage MAS 200 Host and Host Enterprise Manager are no longer used for the Sage MAS 200 installation and are replaced by the Sage MAS 200 Application Server. For more information, refer to your *Installation and System Administrator's Guide*.
- You must have Microsoft Data Access Components version 2.8 to use ACT! Link to MAS 90/200.
- The option for installing Microsoft Internet Explorer has been removed because it is no longer needed.



NOTE

Remote administration of the Application Server can be performed using a Terminal Services session because this functionality is not part of the Application Server.

Global Changes

Advanced Lookup Engine (ALE)

- The ALE Conversion Utility has been renamed Lookup Conversion.
- Customizations to lookups in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules will not be converted to your version 4.20 software. You will need to re-create lookup customizations in the affected modules. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.

Character-Based Forms

- You can no longer print character-based, or nongraphical, forms for Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order. All forms are printed using Crystal Reports.

Customized Crystal Forms

- Customized Crystal forms in the Accounts Payable, Accounts Receivable, Sales Order, and Return Merchandise Authorization modules will need to be re-created after upgrading to version 4.20.

Run the Form Comparison report to compare your customized forms to a default form from the prior version. This report prints the form name, folder, .rpt name, form code, and any fields (including user-defined fields) that were added or removed from the standard forms shipped with version 4.x. Use this report as a reference to modify the default version 4.20 Crystal forms. This report (SYWFCU) is available on the product CD and on the Sage Software Online Web page.

Data Entry

- To access the Record Count functionality in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Sales Order, and Return Merchandise Authorization modules, right-click in a window and select System Info. The old method of pressing F8 is still available in all other modules.
- On the Lines tab of 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.

Desktop

- Task folders in your Level 3.x Launcher's My Tasks area will not be migrated to your version 4.20 Desktop. You will need to re-create your task folders.
- Buttons on your Level 3.x Launcher's Custom toolbar will not be migrated to your version 4.20 Desktop's Custom toolbar. You will need to re-create your buttons on the Custom toolbar.
- The Business Desktop has been renamed to Sage MAS 90 Desktop or Sage MAS 200 Desktop, as applicable.
- The Modules tab has been renamed to Tasks.
- The Welcome page has been renamed to Resources.
- File layout and program information previously included in the Technical Reference and Support Guide is now accessible from the File Layouts and Program Information link on the Resources page.
- Tutorials have been moved to the new Tutorials page.

Migrating Level 3.x Data

The new file structures in versions 4.x provide flexibility for both Sage 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 4.20.

- Prior to migrating your Level 3.x data, you must:
 - a Download the GL Level 3 Account Analysis utility (GL3053-T) located in the Support area of the Sage Software Online Web page at: www.sagesoftwareonline.com
 - b Use the GL Level 3 Account Analysis utility to identify if there are missing records in Account Maintenance, Transaction History, Budget History, or special characters in general ledger accounts. For more information on how to prepare your data before migrating, refer to the GL4000-KBA located in the Support area of the Sage Software Online Web page at: www.sagesoftwareonline.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.

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 in 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.

Help System and 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.
- On the Contents tab of the Help system, the Module Help book contains links to individual Help systems for each module in Sage MAS 90 or 200. Under each module's main book, Help topics are further categorized into books of topics regarding procedures, information about printing forms and reports, and glossary terms. You can select any grouping of Help topics to print at one time, as well as print individual Help topics. For more information, see *Print a Book of Help Topics* in the Help system.
- Also available on the Contents tab of the Help system is the Module PDFs book, which contains links to individual PDFs for each module in Sage MAS 90 or 200. These PDFs have been specially constructed to allow you to easily print the overview information for each task in a module. The PDFs are organized according to the menu structure of the module. For more information, see *Print a Module PDF* in the Help system.

Printing

- Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order 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, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order 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, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order reports and listings, the process for deferring the printing of a report has changed. In these modules, the Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report in these modules, see *Defer a Report* in the Help system.
- The font size on some reports was changed to allow the report to remain in portrait format.
- Print jobs scheduled for deferred printing are now located in the following locations:
 - Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order deferred files are located at ...Home\Deferred.
 - All other module files are located at ...Home\Textout.

Printing to a Dot Matrix Printer

- You can print to a dot matrix printer as long as the printer has a corresponding Windows printer driver and supports draft mode font to enable high-speed printing.
- A dot matrix form code is available for printing several forms. For more information, see *Customize Dot Matrix Form Template* in the Help system.

Registering Your Modules

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

Reports

- In the Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order 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.
- The organization of reports on the Custom Reports menus in all modules will not be migrated from your Level 3.x software to version 4.20. 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 4.20 software. To access the SUMNUA utility in your Level 3.x software, select File menu > Run. In the Run Program window, type SUMNUA.



WARNING
Reports on the Custom Reports menus will not be migrated from your Level 3.x to version 4.20 software.

Security



WARNING
After security is enabled, it cannot be disabled.

- The version 4.0 release introduced 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 4.20 software; however, you can choose to migrate users from your Level 3.x software to your version 4.20 software, if you select the Standard Security option during installation. To enable security, refer to your *Installation and System Administrator's Guide*.

Library Master Changes

Batch Faxing

- You can set up batch faxing for the following forms using Report Manager:
 - Statement Printing
 - Accounts Receivable Invoice Printing
 - Customer RMA Printing
 - RMA Receiver Printing
 - Sales Order Printing
 - Picking Sheet Printing
 - Sales Order Invoice Printing

Previously, batch faxing for these forms was set up in the Fax Form Definition window. To set up batch fax options for these forms, select Library Master Setup menu > Report Manager. In the Report Manager window, select a form and click the Maintain button. In the Maintain window, click the Maintain Fax Options button.

Changed Tasks

- The Automatic Update process is now performed using Task Scheduler for the Accounts Payable, Accounts Receivable, General Ledger, Return Merchandise Authorization, and Sales Order 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.x. A new field 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 30.

- 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 System Activity Log has been renamed to the 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 Sage MAS 90 and 200 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 *part utility has been removed. Use the Installed Modules Listing on the Library Master Reports menu.
- The SVMUPD utility has been removed. Use the Menu Wizard in Report Manager window. For more information, see Reports on this page.
- For information about changes to tasks associated with the Advanced Lookup Engine, see Advanced Lookup Engine (ALE) on page 28.
- The FAS Asset Accounting Link module has been renamed to Fixed Assets.
- The following Library Master tasks have been removed because they are no longer needed:
 - Convert Evolution/2 Data Files
 - Maintain Explorer Menu
 - Rebuild Alternate Directory Pointers
 - Task Menu Maintenance

Reports

- For information about changes to deferred printing and printing to a file in Library Master reports, see Printing on page 31.
- For information about creating report settings in Library Master Reports, see Reports on page 33.
- The .rpt files for reports in the Custom Reports menu now have a new folder structure. To use your existing customized report files with version 4.20, you must add the .rpt files to the Custom Reports menu using the Menu wizard in Report Manager. The .rpt file names must end with "custom.rpt" to be added using the Menu Wizard. To access the Menu Wizard, select Library Master Setup menu > Report Manager. In the Report Manager window, click Add Report to Menu.
- The new folder structure for reports uses a combination of company code, task name, and form code or report setting name determined by the selections in the Add New Format window. Examples of the new folder structure are as follows:
 - For a specific company code, task name, and form code or report setting name:
(...\MAS90\MAS_ABC\Reports\AR_InvoicePrinting\INVOICESSTD*.rpt)
 - For a specific company code and task name, and all form code or report setting names:
(...\MAS90\MAS_ABC\Reports\AR_InvoicePrinting*.rpt)
 - For all companies, and specific task name and form code or report setting names:
(...\MAS90\MAS_SYSTEM\Reports\AR_InvoicePrinting\INVOICESSTD*.rpt)
 - For all companies, specific task name, and all form code or report setting names:
(...\MAS90\MAS_SYSTEM\Reports\AR_InvoicePrinting*.rpt)

Role Maintenance

- Roles set up with access to tasks, security events, and module options for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, Return Merchandise Authorization, and Sales Order modules need to be verified after upgrading to version 4.20. New tasks, security events, and module options added for these modules are not selected for current roles after upgrading.
- Override passwords previously maintained in Sales Order Options are now handled as security events in Role Maintenance.
- ODBC Security will not migrate when upgrading to version 4.20 and needs to be re-created.

Common Information



NOTE

For Common Information tasks that appear on multiple menus, security must be set for each location in Role Maintenance.

- Sales codes and miscellaneous items, part of the Accounts Receivable and Sales Order modules, are now referred to as Miscellaneous items and are stored in a common file shared by both modules.
- Miscellaneous items are now designated by the following item types: Miscellaneous items, Charge items, and Comment items. Comment codes are now referred to as Comment items and Miscellaneous Charges are now referred to as Charge items.
- Miscellaneous Item Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Receivable Setup menu and Sales Order Setup menu.
- Bank Code Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, Bank Reconciliation Main menu, and Payroll Setup menu.
- Memo Manager Maintenance, previously on the Library Master Setup menu, has been moved to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, General Ledger Setup menu, Return Merchandise Authorization Setup menu, and Sales Order Setup menu.

- Sales Tax Account Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu and Accounts Receivable Setup menu.
- Purge Obsolete Extended Descriptions, previously on the Library Master Utilities menu, has been moved to the Common Information Utilities menu.

Customizer Changes

- Customized libraries for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, e-Business Manager, Return Merchandise Authorization, and Sales Order modules 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 31.
- For information about creating report settings in Customizer reports, see Reports on page 33.
- Data entry user-defined fields (UDFs) must be re-created in User-Defined Field and Table Maintenance after upgrading to version 4.20. After re-creating UDFs, you must map the UDFs to their respective history files. For more information, see Map User-Defined Fields (UDFs) in the Help system.
- The Accounts Payable Invoice Entry UDFs and Accounts Receivable Invoice Data Entry UDFs for both header and lines need to be recreated in User-Defined Field and Table Maintenance. After these UDFs have been created and updated, it is necessary to map the invoice entry UDFs to their respective history files.

- Job Cost Job Billing Entry has a new Job Cost Billing UDF that replaces the Accounts Receivable Invoice UDF. The Job Invoice UDF file is now the history file for Job Billing Entry's Job Cost Billing UDF. The Accounts Receivable Invoice UDF is no longer available in Job Billing Entry. The Accounts Receivable Invoice UDF that exists on a customized .lib file and is migrated or converted to 4.20 will have to be manually removed from the 4.20 .lib file.
- The link between the AR Invoice and Job Cost Header entity in Job Billing Entry has been replaced by a link between the Job Cost Billing entity and the Job Cost Header entity.
- The Inventory Master file UDF has been merged into the CI_Item file. Use the Common Item File in User-Defined Field and Table Maintenance to create UDFs and maintain existing UDFs. The IM_90 file is no longer available. Crystal Reports that previously used the IM_90 file should be modified to use the CI_Item file. The IM_90 UDF will need to be manually removed from the Inventory Maintenance lib.
- In User-Defined Field Maintenance, pound signs (###) previously used in the Mask field for a String data type UDF are now invalid. When editing an existing UDF with a mask, the pound signs will be replaced with Z's and any separators will need to be retyped. Pound signs are only valid for Numeric data type UDFs. For more information, see Format Masks in the Customizer Help system.
- Previously, separators used in UDFs were saved to the applicable data files. In versions 4.10 and higher, separators are not saved for String data type UDFs. After upgrading to version 4.20, use Crystal Reports to reformat UDF data on custom reports.
- Conversion with AP Invoices in AP Invoice Data Entry will leave orphan records in the AP_95 that are assigned the invoice data entry sequence number. These records need to be manually removed using the Data File Display and Maintenance task. To identify orphan records, the sequence number in the key field for invoices removed during conversion will start with 99900001 and so forth.

- RA_91 UDFs will only be added to the Receipts History Header table. You will need to create new UDFs for the Receipts Header table, then go into the history table and map the new UDF to the existing UDF which was migrated.
- RA_96 UDFs will only be added to the Receipts History Detail table. You will need to create new UDFs for the Receipts Detail table, then go into the history table and map the new UDF to the existing UDF which was migrated.
- For Purchase Order Receipt of Goods, Receipt of Invoice, and Return of Goods, the new Purchase Order Invoice UDF replaces the Accounts Payable Invoice UDF. If an Accounts Payable Invoice UDF exists on a customized Purchase Order .lib file migrated or converted to 4.20, it must be manually removed, and the Purchase Order Invoice UDF must be added.
- When upgrading from a previous version of 4.x, the following list of UDFs are updated to specific tables:
 - The Accounts Payable Invoice UDFs are updated to the new AP Invoice History Header table.
 - The Accounts Payable Invoice Lines UDFs are updated to the new AP Invoice History Detail table.
 - The Accounts Payable Vendor UDFs are updated to the new AP Vendor Master table.
 - Accounts Receivable Invoice UDFs are updated to the AR Invoice History Header table.
 - Accounts Receivable Invoice Line UDFs are updated to the AR Invoice History Detail table.
 - The Sales Order Entry UDFs are updated to the SO Sales Order Header and SO Sales Order History Header tables.
 - The Sales Order Detail UDFs are updated to the SO Sales Order Detail and SO Sales Order History Detail tables.

- The Return Merchandise Authorization Receipt Entry/History Header UDFs are updated to the RA Receipts History Header table.
- The Return Merchandise Authorization Receipt Entry/History Lines UDFs are updated to the RA Receipts History Detail table.
- The e-Business Manager Customer UDFs are updated to the IT Shopping Cart Header and IT UID Customer Change tables.
- The e-Business Manager Shopping Cart Item UDFs are updated to the IT Shopping Cart Item and IT Shopping Cart Items Selected tables.
- For modules using the new object-oriented architecture, the External Link Definition window now allows you to select business object columns available to the panel instead of the control names in the customized library. For example, to select the Customer No. field in the Sales Order Entry window, you can now select the business object name, SO_SalesOrder_bus_CustomerNo\$, instead of the control name, ML_CUST\$.

Visual Integrator Changes

Data Dictionaries

- Before you use the Visual Integrator module, select Visual Integrator Main menu > Export Job Maintenance after installing version 4.20. This initiates the necessary update of the Data Dictionaries so that you can successfully create Visual Integrator jobs.

Data Dictionary Listing

- File information for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules is no longer included on the Data Dictionary Listing. To obtain file information for these modules, on the Desktop, access the Resources page and click the File Layouts and Program Information link. You must re-create Visual Integrator jobs for these modules.

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.
- If you select an Accounts Payable, Accounts Receivable, Bank Reconciliation, Common Information, e-Business Manager, General Ledger, Return Merchandise Authorization, or Sales Order table for a new job in the V/I Import Job Selection window, corresponding tables are available for selection at the Table Name field in the Import Job Maintenance window. If a table from any other module is selected in the V/I Import Job Selection window, corresponding files from these modules are available for selection at the File Name field in the Import Job Maintenance window.

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**.

Report Master Changes

- Report Master reports can no longer be generated for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, Return Merchandise Authorization, and Sales Order modules. To create reports in these modules, use Business Insights Reporter.
- Sage Software recommends using Business Insights Reporter to create custom reports for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, Return Merchandise Authorization, and Sales Order modules; however, for all other modules Sage Software recognizes that you may have expended considerable time and effort creating custom reports in Report Master. As a result, although Report Master has been removed, it can still be accessed by using a hidden utility. To access Report Master, select File > Run and type ***unhiderm** in the Run Program window.
- For printing reports from subsidiary modules that contain a general ledger account number greater than 20 characters, 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.

Retired Modules

Client Write-Up

- As of version 4.0, the Client Write-Up module has been retired. If you need Client Write-Up functionality, contact your Sage Software business partner.

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 Sage Software business partner 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

- As of version 4.0, the PostMaster module has been retired.

TimeSlips Link

- As of version 4.0, the TimeSlips Link module has been retired.

Visual PostMaster

- As of version 4.0, the Visual PostMaster module has been retired.

Changes to Accounts Payable

This chapter describes the changes made to the Accounts Payable module.

Global Changes

- Aging for all vendors is now recalculated using the system date during the conversion of version 4.20 data.
- The updating of files is now based on the posting date. Previously, the General Ledger fiscal year was used to determine the period and year.
- Previously, historical data was stored by the period to date (PTD), year to date (YTD), last year, and future period. Accounts Payable vendor history is now stored by period by year. The conversion for vendor sales history is now performed as follows:
 - The PTD record is converted to the current period.
 - The YTD record is converted to the period before the current period (for example, if the current period is June, then the total YTD amount should be in May).
 - The prior year record is converted to the last fiscal period of the prior year.
- You can modify the history data by clicking the Fix button on the Vendor Maintenance History tab. This button is only available when security is enabled and the Allow Editing of History Data in Vendor Maintenance security event is selected in Role Maintenance.
- The Number of Months to Retain Check History option has been removed in 4.20. To retain or display check history in Vendor Maintenance, select the Track Detailed Invoice/Payment History check box in the Accounts Payable Options window.

- You can now post payments of existing invoices to the general ledger in addition to payments of new invoices entered on the fly. Select the Manual Check Register in Detail check box in the Accounts Payable Options window.
- Certain memos can now flow from entity to entity based on the document.
- Time and Billing lines are no longer converted, because they can cause out-of-balance invoice totals that do not match the line totals. If you have the Time and Billing module installed, contact your Sage Software business partner before installing the upgrade.

Data Entry

- In the Manual Check Entry window, you can now add multiple general ledger distribution lines using the Create G/L Distribution button.
- The Credit Card Payment Transfer Details window displays transfer information for payments processed in version 4.20 and higher.

Period End Processing

- Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.
- Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:
 - The Only Remove Invoices with Zero Balances option has been replaced by the Remove Zero Balance Invoices task.
 - The Only Remove Temporary Vendors with Zero Balances option has been replaced by the Remove Temporary Vendors task.
 - The Only Clear Check History File option and the Purge Detailed Invoice/Payment History File option have been replaced by the Purge Accounts Payable History task.
 - The Purge Sales Tax History File option has been replaced by the Purge Sales Tax History task.

Renamed, Removed, or Moved Tasks

- The Update Purchase Vendor task has been renamed to Purchase Vendor Transfer.
- Information that was previously on the Vendor Maintenance History tab has been moved to the Statistics and Summary tabs. History information is now maintained using period-sensitive data, which removes the requirement for future buckets and mandatory module closing.
- The Vendor Delete/Renumber/Merge task previously on the Setup menu has been renamed to Delete and Change Vendors and moved to the Utilities menu.
- The Assign Vendor Schedules task previously on the Setup menu has been renamed to Assign Vendor Tax Schedules and moved to the Utilities menu.
- The Sales Tax Calculation task previously on the Setup menu has been moved to the Utilities menu.

Reports and Forms

- Vendor Listing no longer prints the balance data. To print the balance information, print the new Vendor Listing with Balances.
- You can now print the remit-to address on checks using A/P Check Printing or Manual Check Printing without customizing the check form.
- For information about changes to deferred printing and printing to a file in Accounts Payable reports, see Printing on page 31.
- For information about creating report settings in Accounts Payable reports, see Reports on page 33.

Changes to Accounts Receivable

This chapter describes the changes made to the Accounts Receivable module.

Global Changes

- Aging for all customers is now recalculated using the system date during the conversion of version 4.10 or higher data.
- The updating of files is now based on the posting date. Previously, the General Ledger fiscal year was used to determine the period and year.
- Previously, the historical data was stored by period to date (PTD), year to date (YTD), last year, and future period. Accounts Receivable customer sales history is now stored by period by year. The conversion for customer sales history is now performed as follows:
 - The PTD record is converted to the current period.
 - The YTD record is converted to the period before the current period (for example, if the current period is June, then the total YTD amount should be in May).
 - The prior year record is converted to the last fiscal period of the prior year.
- You can modify the history data by clicking the Fix button on the Customer Maintenance History tab. This button is only available when security is enabled and the Allow Editing of History Data in Customer Maintenance security event is selected in Role Maintenance.
- Certain memos can now flow from entity to entity based on the document.

Period End Processing

- The Salesperson Commission Purge task, previously on the Period End menu, has been moved to the Utilities menu.
- Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

- The Only Remove Temporary Customers with Zero Balances option has been replaced by the Remove Temporary Customers task.
- The Only Remove Invoices with Zero Balances option has been replaced by the Remove Zero Balance Invoices task.
- The Only Purge Sales Tax History File option has been replaced by the Purge Sales Tax History task.
- The Only Clear Invoice/Shipping History File option has been replaced by the Purge Accounts Receivable History task.
- The Only Recalculate Customer High Balances option has been replaced by the Recalculate Customer High Balances task.

Renamed, Removed, or Moved Tasks

- Information that was previously on the Customer Maintenance History tab has been moved to the Customer Maintenance Statistics and Summary tabs. History information is now maintained using period-sensitive data, which removes the requirement for future buckets and mandatory module closing.
- The following tasks previously on the Setup menu have been moved to the Utilities menu: Global Customer Field Change, Sales Tax Calculation, and Internet Customers Enable/Purge.
- The Delete/Renumber/Merge task previously on the Setup menu has been renamed to Delete and Change Customers and moved to the Utilities menu.

Reports

- For information about changes to deferred printing and printing to a file in Accounts Receivable reports, see Printing on page 31.
- For information about creating report settings in Accounts Receivable reports, see Reports on page 33.

Changes to ACT! Link

This chapter describes the changes made to ACT! Link.

Global Change

- If you have a previous version of the ACT! Link module installed, there are some steps that need to be performed in Sage MAS 90 or 200 before you can upgrade to the ACT! Link to MAS 90/200 software. For more information, refer to your *ACT! Link to MAS 90/200 Installation and System Administrator's Guide*.
- The new ACT! Link to Sage MAS 90/200 software requires ACT! by Sage 2006 or ACT! by Sage 2007 for compatibility with Sage MAS 90 or 200 version 4.20.

Changes to Business Insights

This chapter describes the changes made to Business Insights.

Global Changes

After upgrading to version 4.20, you will need to re-create Business Insights Reporter reports used in a previous 4.x version of the software.



NOTE

The Business Insights Reporter Definition Listing prints fields, sorts, and filters for the report you need to re-create.

- For custom reports previously created using version 4.10 or prior data from the Accounts Payable module, access Business Insights Reporter and select a report in the Business Insights Reporter Selection window. You are prompted to print the Business Insights Reporter Definition Listing and then delete the report. Repeat this process for each custom report previously created for the Accounts Payable module.
- For custom reports previously created using version 4.05 or prior data from the Accounts Receivable, Bank Reconciliation, General Ledger, Library Master, Return Merchandise Authorization, or Sales Order modules, access Business Insights Reporter and select a report in the Business Insights Reporter Selection window. You are prompted to print the Business Insights Reporter Definition Listing and then delete the report. Repeat this process for each custom report previously created for the Accounts Receivable, Bank Reconciliation, Return Merchandise Authorization, and Sales Order modules.
- For custom reports previously created for all other modules, select Library Master Utilities menu > Rebuild Business Insights Reporter Views to rebuild custom reports created with Business Insights Reporter in a previous 4.x version of the software.

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. Business Insights is now organized on three submenus: Dashboard, Reporter, and Explorer.
- 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 a specified module.

Renamed Tasks

- Under the Business Insights Dashboard menu, the following tasks have been renamed:
 - Business Insights Options has been renamed to Dashboard Options.
 - Business Insights Wizard has been renamed to Dashboard Selection Wizard
 - Business Insights Listing has been renamed to Dashboard Selection Listing.
 - Display Business Insights has been renamed to Display Dashboard.
 - Business Insights Automatic Update has been renamed to Start Automatic Dashboard Update.

Business Insights Explorer

- The new Business Insights Explorer, which provides an alternative method of accessing data, is now available from the Desktop Tree view and menu. Predefined views of customers, quotes, sales orders, and invoices are available, providing a way to quickly view related data and navigational links to other inquiries or tasks.

Changes to e-Business Manager

This chapter describes the changes made to the e-Business Manager module.

Global Changes

- The Microsoft Web Publishing Wizard is no longer installed nor supported. You must now publish e-Business Manager images, JavaScripts, and style sheets to the Internet Information Server (IIS) using your own FTP software. For more information, see Publish Files to the Internet in the e-Business Manager Help system.
- The Publish Files to Web task, which was located on the Setup menu, has been removed as it used the Microsoft Web Publishing Wizard which is no longer supported.
- The polling process that formerly performed the real-time automatic updates for user IDs, customers, and sales orders from the Web engine has been removed. The options that controlled how often the polling process polled for shopping cart entries and customer/user ID changes have therefore also been removed from IT Options.
- You can no longer enter the SMTP server address in IT Options. It must be entered in Company Maintenance in the Library Master module before you can generate e-mail in e-Business Manager.

Reports

- For information about changes to deferred printing and printing to a file in e-Business Manager reports, see Printing on page 31.
- For information about creating report settings in e-Business Manager reports, see Reports on page 33.

Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting)

This chapter describes the changes made to the Electronic Reporting for W2 and 1099s module, formerly Magnetic Media Reporting.

Global Changes

- The Magnetic Media Reporting module has been renamed to Electronic Reporting for W2 and 1099s to accurately reflect the new process required by the federal government.
 - Starting from the 2006 tax year, the Internal Revenue Service (IRS) requires that all payroll and 1099 filings be performed electronically through the Internet. The federal government will no longer accept W2 and 1099 information on any type of magnetic media (diskette). In Sage MAS 90 and 200, you can continue to create a data file compliant with the IRS published standards and save it on the hard disk.
 - Some states may still require or accept filings submitted on magnetic media. If your state supports the Federal reporting format and accepts submissions on a diskette, you can create the state diskette by copying the data file you created to a 3.5" diskette. If your state does not support the Federal reporting format, the Electronic Reporting module cannot create your electronic file.
- The new Electronic File Transfer task allows you to launch the appropriate government Web site to submit W2 and 1099 files.
- You can store the URL information for Electronic Reporting in Library Master URL Maintenance. Two URL codes and descriptions were created for the Social Security Administration (SSA) and Internal Revenue Service (IRS).
- The 1099 Magnetic Media Reporting window was renamed to 1099 Electronic Reporting. The default disk drive to use is now C.
- The W2 Magnetic Media Reporting window was renamed to W2 Electronic Reporting. The default disk drive to use is now C.

Chapter 10 *Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting)*

- The Mag Media Tax Type Code field in the Payroll Tax Table Maintenance window was renamed to Electronic Reporting Tax Type Code.

Changes to Fixed Assets

This chapter describes the changes made to the Fixed Assets module.

Global Changes

- The FAS Asset Accounting Link module has been renamed to Fixed Assets.
- The new Asset Maintenance task is now available in the Fixed Assets Main menu if Sage MAS 90 and 200 Fixed Assets is installed and the Fixed Assets module is activated.

Changes to General Ledger

This chapter describes the changes made to the General Ledger module.

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 to Allocation Entry. The Allocation Entry task is accessed by selecting General Ledger Main menu > Allocation Entry.
- The Allocation Entry task has been renamed to 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 have maximum flexibility and customization capabilities, you should use FRx for your custom financial reporting needs; however, Sage Software recognizes that you may have expended considerable time and effort in creating custom financial reports and want to continue using them. 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 to Financial Reports and have been enhanced to include the former Monthly Trend Report.

Data Entry



NOTE

For information about changes to customizations for General Ledger lookups, see Advanced Lookup Engine (ALE) on page 28.

- 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.
- 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 it will be changed to Debit if it was previously Credit. 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. Previously, transactions were imported 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 to 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 to 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 31.
- For information about creating report settings in General Ledger reports, see Reports on page 33.

Changes to Payroll

This chapter describes the changes made to the Payroll module.

Taxes

- In the Federal Tax Summary window, the Employee FICA Tips and Employer FICA Tips fields were added for wages. The Employee FICA Tip fields were added for payroll taxes.
- In Manual Payroll Tax Entry window, the FICA Tip Tax field was added.
- In Quarterly Tax Report window, the Print FICA Tip Data check box was added.
- The Mag Media Tax Type Code field in the P/R Tax Table Maintenance window was renamed to Electronic Reporting Tax Type Code. The field name was changed to accurately reflect the new process required by the federal government. For more information, see Changes to Electronic Reporting for W2 and 1099s (Magnetic Media Reporting) on page 61.

Reports

To comply with new regulations regarding how social security tips are being reported, the following reports are modified to show FICA and FICA tips totals separately:

- Quarterly Governmental Report
- Payroll Data Entry Audit Report
- Payroll Check History Report
- Employee Listing
- Perpetual History Report
- Employee Listing
- Employer's Expense Summary
- Quarterly Pay Period Recap
- Payroll Check Printing
- Direct Deposit Stub Printing
- Quarterly Tax Report

Changes to Return Merchandise Authorization

This chapter describes the changes made to the Return Merchandise Authorization module.

Utilities

Various options previously included in the RMA Utilities task have been moved to the Utilities menu as follows:

- The Purge Expired RMAs option has been replaced by the Purge Expired RMA task.
- The Purge Return Reason Detail option has been replaced by the Purge Return Reason Detail task.
- The Purge RMA Receipts History option has been replaced by the Purge RMA Receipts History task.
- The Create Customer Invoice Search Records option has been replaced by the Create Customer Invoice Search Records task.

Reports

- For information about changes to deferred printing and printing to a file in Return Merchandise Authorization reports, see Printing on page 31.
- For information about creating report settings in Return Merchandise Authorization reports, see Reports on page 33.

Changes to Sales Order

This chapter describes the changes made to the Sales Order module.

Global Changes

- If the Inventory Management module is integrated with Sales Order, you can now retain a customer's last purchase price information for both inventory items and miscellaneous items. Previously, you could retain the last purchase price information for inventory items only.

Sales History

- Previously, sales history was saved by period and month. With version 4.10 and higher, sales history is now continuously saved by invoice date and posting date.
- Previously, you could save sales history only by customer or product line, and only for 13 months. With version 4.10 and higher, you must retain at least two years of sales history at the Years to Retain Sales History field in the Sales Order Options window, with the option to retain up to 99 years.
- Because of the new method for saving history, the Enter Customer Sales History Option by Customer Type check box and the Customer Type/Option fields in Sales Order Options have been removed.

Sales History Reports

- The Customer Sales History Report now prints by invoice date or posting date depending on whether you base inventory periods on fiscal periods or calendar months. Previously, the Customer Sales History Report printed by period and month.
- Previously on the Customer Sales History Report, you could print sales history by item or sales history by product line. Now you can print this information using three new reports, the Customer Sales History by Item, the Customer Sales History by Product Line, and Customer Sales History.
- Because sales history is now saved by invoice date and posting date, four new reports, Sales Recap by Division, Sales Recap by Product Line, Sales Recap by Warehouse, and Sales Recap by Warehouse and Product Line replace the Monthly Recap by Division, Monthly Recap by Product Line, Monthly Recap by Warehouse, and Monthly Recap by Warehouse and Product Line reports. After upgrading to version 4.10 or higher, if you need to reference the Monthly Recap reports or the previous Customer Sales History report, select File > Run and type the following in the Run Program window:



NOTE

These reports only contain data as of the date of the conversion to 4.10 or higher.

- **SOWRJA** to access the Monthly Recap by Product Line report
- **SOWRKA** to access the Monthly Recap by Warehouse/Product Line report
- **SOWRLA** to access the Monthly Recap by Warehouse report
- **SOWRMA** to access the Monthly Recap by Division report
- **SOWRNA** to access the Customer Sales History report

Period End Processing

- Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

- The Purge Sales Order History option has been replaced by the Purge Order/Quote History task.
- The Purge Expired Master/Repeating Orders and Purge Expired Price Quotes options have been replaced by the Purge Expired Orders/Quotes task.
- The Purge Sales Order Recap option has been replaced by the Purge Sales Order Recap task.

Job Cost Integration

Because the Job Cost module can now be integrated with Sales Order, the way that job costs are posted can affect statements of profitability. If you are upgrading from version 4.05 or prior, make sure you plan how to post job costs before upgrading.

- If job costs are posted from the Accounts Payable or Purchase Order module, do not select the Post Invoice Costs to Job Cost check box in the Sales Order Options window. If this check box is selected, costs can potentially be posted to the Job Cost module from more than one module, resulting in an understatement of profitability.
- If the Accounts Payable or Purchase Order modules are not integrated with Job Cost, select the Post Invoice Costs to Job Cost check box in the Sales Order Options window. If this check box is not selected, costs may not be posted to the Job Cost module at all, resulting in an overstatement of profitability.

Reports

- For information about changes to deferred printing and printing to a file in Sales Order reports, see [Printing](#) on page 31.
- For information about creating report settings in Sales Order reports, see [Reports](#) on page 33.

Checklists

Before beginning the installation, test and validate all the hardware and network configurations using the following:

- The *Installation and System Administrator's Guide*, which can be found in the root folder D:\ (where D: is your CD-ROM drive) of the Sage MAS 90 or Sage MAS 200 CD-ROM. 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.
- The Supported Platform Matrix, located in the Support area of the Sage Software Online Web page at: www.sagesoftwareonline.com
- The current support library for any pertinent information, particularly the Hot Pre-Installation Information page located in the Support area of the Sage Software Online Web page at: www.sagesoftwareonline.com

Pre-Installation Checklist



NOTE

For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

- 1___ Read this document in its entirety.
- 2___ Back up your current system and data files, which are located in the MAS90 folder.
- 3___ Verify you have the serial number, customer number, user key, and product key information that may be required to install Sage MAS 90 or 200 for the correct number of users and to register any newly purchased modules. This is also available on the Sage Software Online Web page under Profiles Mgmnt > Products.
- 4___ Verify you have the required hardware configuration. For more information, refer to the Supported Platform Matrix located in the Support area of the Sage Software Online Web page.

- 5___ Verify you have 150 MB of disk space available for System Setup and Library Master, plus an additional 15 to 25 MB for each module. An additional 400 MB of disk space is required to install the Crystal Reports Designer.
- 6___ If you activated a module that you have not configured, you must remove that module before installing version 4.20 and converting the module. If you do not remove the activated module, converting the version 4.20 module will fail.
- 7___ If you have the previous version of ACT! Link module installed, there are some steps that need to be performed in Sage MAS 90 or 200 before you can upgrade to the ACT! Link to MAS 90/200 software. For more information, refer to your *ACT! Link to MAS 90/200 Installation and System Administrator's Guide*.
- 8___ To successfully install Sage MAS 90 on Novell NetWare servers, refer to your *Installation and System Administrator's Guide*.
- 9___ If you are installing the StarShip Link module, refer to the following PDF documents on the StarShip CD-ROM: MAS90_200.pdf and User's_Guide.pdf, for detailed instructions including how to set up the StarShip Server.
- 10___ If Crystal Reports 9.x is installed, you must uninstall Crystal Reports before installing version 4.20 and Crystal Reports 10.
- 11___ Verify all data entry files have been updated and are empty before upgrading. Any data in the data entry files during the migration will be lost (for example, Accounts Receivable Cash Receipts Entry).
- 12___ If you have modified your nongraphical Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order forms, print the customized forms definitions.
- 13___ Print all customized form definitions, including your Accounts Payable 1099 forms, Payroll W-2 forms, and quarterly governmental reports. Default forms may be erased in the upgrade process.
- 14___ If you have custom modifications to any of your modules, consult your Sage Software business partner or Master Developer prior to installing any software.



NOTE

You must update or clear all data entry in progress to prevent the data from becoming cleared during data migration.

- 15___ For modules other than Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order, rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.
- 16___ Print and update all journals and registers for each company code before proceeding with the installation.
- 17___ If you are upgrading from version 4.05 or prior, print the following reports, because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.
- 18___ If you are upgrading from version 4.05 or prior, confirm in Accounts Receivable Customer Maintenance that all customers that have tax exempt numbers have a sales tax code defined. If a sales tax code is not defined, the tax exempt number will be deleted during the upgrade.
- 19___ If you are upgrading from version 4.05 or prior, print the panel definitions and UDFs for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules. If you are upgrading from version 4.10, print the panel definitions and UDFs for Accounts Payable only.

If you are upgrading from Level 3.x

- 1___ All of your modules must be upgraded to the levels contained on the Sage MAS 90 or 200 CD-ROM.
- 2___ Read the GL Level 3 Pre-Migration Utility instructions (KBA-4000 and KBA-4001) located in the Support area of the Sage Software Online Web page.
- 3___ If you are upgrading from a level prior to 3.71, you must first upgrade to version 3.71 before you can perform a parallel installation with version 4.20.

- 4___ Run the GL Level 3 Pre-Migration Utility (GL3053-T) located in the Support area of the Sage Software Online Web page.
- 5___ Use General Ledger Fiscal Year Maintenance to recalculate the account balances for each general ledger fiscal year that has transaction history.
- 6___ You must perform a parallel upgrade.
- 7___ If data exists in alternate directories, verify in Alternate Directory Maintenance that a UNC path exists for all alternate directories. If changes were made in Alternate Directory Maintenance, rebuild alternate directory pointers using the Library Master Repair menu.
- 8___ Print the General Ledger Trial Balance Report with the beginning and ending balance detail, and the Financial Statements.
- 9___ If you are upgrading from Level 3.61 or prior, print the Warehouse Grouping Maintenance Listing from your current installation prior to upgrading.
- 10___ To use the Unified Logon feature, you must specify a share point or drive mapping to the server installation during Workstation Setup. The same path used by the ODBC driver is also used to validate the user logon. If the Use Unified Logon check box is selected in the Library Master System Configuration window, you must have a valid path specified or you will not have access to the software. If the Use Unified Logon check box is selected and the path is not specified, you will be prompted for a user account and password even if an NT logon account is provided.
- 11___ When installing the Payroll module, you must also install the Tax Table Update (TTU). Failure to install the TTU will cause a FILE PRU.SOA NOT FOUND message to appear when Payroll is first set up for a company. If this condition is encountered, you must install the TTU.
- 12___ If your company code has special characters, run SVDATA to a new company code. Version 4.x does not support special characters.

If you are upgrading from version 4.0, 4.05, or 4.10

- 1___ Perform an in-place upgrade.
- 2___ If you are planning on running parallel, copy the entire MAS90 folder to a new location before installing version 4.20 over your current 4.x version of the software.
- 3___ You must install from the same workstation or server that you originally installed version 4.x.
- 4___ If you created reports using Business Insights Reporter, review the report names in the Business Insights Reporter selection window. If there are multiple reports with similar names, copy the latter reports and assign a distinct name for each report.

For example, if you have reports named CustomerSalesReport, CustomerSalesReport2, and CustomerSalesReport3, copy CustomerSalesReport2 as "SalesReportForCustomers" and CustomerSalesReport3 as "ReportForCustomerSales."

For more information, see Copy a Report in the Help system.

If you are upgrading to Sage MAS 200

- 1___ Check the hard drive space on the server. The drive on which Sage MAS 200 will be installed must have approximately 250 MB of free disk space, depending on the number of applications to be installed. The System Setup and Library Master applications require 150 MB. Each application requires between 15 and 30 MB and the Crystal Reports Setup files require an additional 400 MB.
- 2___ All previous Sage MAS 200 data must be accessible from the Windows Server. If the prior version of Sage MAS 200 is on a different server, a connection must exist from the new Windows Server to the old server in order to access and convert the data files.

Post-Installation Checklist

- 1___ Check for service packs and service updates in the Support area of the Sage Software Online Web page.
- 2___ From the Desktop Resources page, access the What's New page to review new features available in the system.
- 3___ If you are installing the software on a network or installing System Setup, Library Master, or Custom Office, you must run the Workstation Setup program on each workstation.
- 4___ Because of the version 4.x retrofits made to all modules except General Ledger, review the placement of all your user-defined fields.
- 5___ To run MS Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the MS Windows Script Host processor, refer to the Microsoft Download Center Web site.
- 6___ If you have customized Advanced Lookup Engine (ALE) lookups, after installing a new version of the software and prior to accessing other modules, from the Library Master menu, select Utilities, then Lookup Conversion to convert your lookups.
- 7___ Rebuild all application sort files using the Rebuild Sort File utility. You must answer Yes to all recalculation questions.
- 8___ If you scheduled automatic updates, reset those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
- 9___ If necessary, re-create Public and Private tasks.
- 10___ Test all printers, including Device Configurator printers, that you normally use for printing business critical forms and reports.
- 11___ Click Reset on your Accounts Payable 1099 forms and Payroll W2 forms to apply new format changes. Use the Forms layout printed during the Pre-installation process to reenter your modifications.

- 12___ If you are printing bar codes and MICR forms, you can install the Azalea fonts from the product CD-ROM. The fonts can be found in the WkSetup > Azalea folder on the Sage MAS 90 or 200 CD-ROM.
- 13___ Run the Form Comparison report to compare your customized forms to a standard form from version 4.x. For more information, see Customized Crystal Forms on page 28.
- 14___ Print the following reports and compare them to the reports printed during the Pre-installation process: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.
- 15___ When installing the Tax Table Update (TTU), all of your current state and federal tax tables are replaced with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.
- 16___ Update the customized forms using Custom Office Update Customized Panels to Current Level. For more information, see Customizer Changes on page 24.
- 17___ You may need to re-create your existing reports and forms. You should always test your modified Crystal Reports and forms after upgrading. For more information, refer to the module's Release Notices which are accessed by clicking the Release Notices link on the What's New page of the Desktop's Resource page.
- 18___ You can run only one version of Crystal Reports on your system. Review the Crystal Reports FAQs in the Help system.
- 19___ Because the database has changed, the Credit Card Settlement Report needs to be re-created.



NOTE

Before modifying graphical forms or the standard Crystal Reports found on the Custom Reports menu, you must be proficient in the use of Crystal Reports.

20___ If dictionary changes were made to any file used on an import created in the Visual Integrator module, these imports may need to be manually updated. Review the Release Notices to determine if dictionary changes have been made in the module. The Release Notices can be accessed by clicking What's New and then Release Notices on the Resources page of the Desktop. Review the appropriate file layout using the File Layouts and Program Information link on the Resources page of the Desktop and the Data Dictionary Listing accessed from the Visual Integrator Main menu to verify that the imported field names are consistent with the new file layout.



NOTE

For Common Information tasks that appear on multiple menus, security must be set for each location in Role Maintenance. For more information, see Common Information on page 23.

21___ If security is enabled, you should create roles for all tasks you would like to secure (for example, Master Console and the Library Master Utilities menu).

22___ Review all roles and update permissions for all new 4.x modules and features.

23___ Set up ODBC security using Role Maintenance.

If you upgraded from version 4.10

1___ Re-create customizations to lookups in the Accounts Payable module. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.

2___ Review roles and security for the Accounts Payable module and the Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks.

3___ Re-customize the customized libraries for the Accounts Payable module. For more information, Customizer Changes on page 24.

4___ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules. If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in the Accounts Payable Options window.

- 5___ Use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see Crystal Reports FAQs in the Help system.
- 6___ Customize your Accounts Payable forms, if applicable, as they are now in Crystal Reports.
- 7___ To add any custom reports to the Custom Reports menu for Accounts Payable, use Report Manager.

If you upgraded from version 4.0 or 4.05

- 1___ Re-create customizations to lookups in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.
- 2___ Review roles and security for the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules.
- 3___ Re-customize the customized libraries for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, e-Business Manager, Return Merchandise Authorization, and Sales Order modules. For more information, see Customizer Changes on page 39.
- 4___ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.
- 5___ After setting up Return Merchandise Authorization data files for the first time to a pre-existing Sage MAS 90 installation, select the Create Customer Invoice Search Records task from the Return Merchandise Authorization Setup menu to create customer invoice search records in the Return Merchandise Authorization module.

- 6___ Use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see Crystal Reports FAQs in the Help system.
- 7___ Customize your Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order forms, if applicable, as they are now in Crystal Reports.
- 8___ To add any custom reports to the Custom Reports menu for Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order, use Report Manager.

If you upgraded from Level 3.x



NOTE

If you migrated Level 3.x user logons and passwords, these passwords were converted to uppercase letters; therefore, they must now be entered as uppercase letters.

- 1___ If you migrated data from your Level 3.x system, the entire user name was migrated to the Last Name field in the User Maintenance window. To use the First and Last Name functionality, modify each user name using User Maintenance.
- 2___ If you are using Unified Logon and you migrated your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes. When you launch Sage MAS 90 or 200, log on as Administrator and set up and assign the appropriate roles to your users.
- 3___ If you have task folders in your Level 3.x Launcher's My Tasks area, re-create your task folders.
- 4___ If you have custom buttons on your Desktop in your Level 3.x system, re-create those buttons on the Custom toolbar.
- 5___ Re-customize the customized libraries for the Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, e-Business Manager, Return Merchandise Authorization, and Sales Order modules. For more information, see Customizer Changes on page 39.

- 6___ If you are upgrading from a level prior to Level 3.5, if you modified list modes using the Library Master List Mode Master feature, you must use the User Lookup Wizard to re-create them. List Mode Master was replaced by the User Lookup Wizard. For more information, see User Lookup Wizard in your Library Master Help system.
- 7___ Re-create customizations to lookups in the Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.
- 8___ Print the General Ledger Trial Balance Report with the beginning and ending balance detail, and the Financial Reports. If an out of balance condition occurs, refer to GL4000-KBA for instructions.
- 9___ To access the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window. For more information, see Custom Financials on page 67.
- 10___ If you upgraded from Level 3.41 or higher, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see Crystal Reports FAQs in the Help system.

If you are upgrading from a level prior to Level 3.41 you must manually convert your Crystal reports and forms.

General Ledger, Accounts Payable, Accounts Receivable, Sales Order, Return Merchandise Authorization, Bank Reconciliation, and e-Business Manager Crystal reports and forms will need to be re-created.

- 11___ Customize your Accounts Payable, Accounts Receivable, Return Merchandise Authorization, and Sales Order forms, if applicable, as they are now in Crystal Reports.



NOTE

Be sure to first print the check and compare your check stock. Make any needed adjustments.

- 12_____ Checks in the Payroll and Accounts Payable modules can now be printed in American National Standards Institute (ANSI) format.

To print nongraphical payroll checks in ANSI format, clear the Graphical Forms check box for Checks in the Setup Options window. In the Payroll module, select the Print in ANSI Format check box in the Check Printing window.

To print graphical payroll checks in ANSI format, select the Graphical Forms check box for Checks in the Payroll Options window. If you have a check form that was created prior to Level 3.70, you can reset the form so that the ANSI Check Amount field appears in the Field Description list on the Detail tab; however, clicking Reset on the Header tab resets all the settings on the form. Print the form layout first, in case changes need to be reentered. As an alternative to resetting the form, you can create a new form.

In the Accounts Payable module, select the Print in ANSI Format check box in the Check Printing or Manual Check Printing window.

- 13_____ If you are upgrading from a level prior to Level 3.70, the way that completions are handled has changed in the Work Order module. If you have existing work order completions prior to Level 3.70, see Costing Methods for Unit Cost of Completion Entry in the Help system to review examples of cost completion methods.

- 14_____ The file structure for Warehouse Grouping Maintenance in the Material Requirements Planning module was modified in Level 3.70 to correct Material Requirements Planning generation problems that occurred from inconsistencies in the warehouse grouping data entry. Because changes to the Warehouse Grouping Maintenance file will be initialized if upgrading from Level 3.61 or prior to Level 3.70 or 3.71, the Warehouse Groupings must be reentered in Warehouse Grouping Maintenance after the Material Requirements Planning module has been upgraded.

- 15_____ After migrating your Crystal Reports from Level 3.x, you must add them to your Custom Reports menu using Report Manager.

- 16____ To access Report Master, select File > Run and type ***unhiderm** in the Run Program window. For more information, see Report Master Changes on page 44.
- 17____ Export your Report Master reports from Level 3.x using Report Master Job Export. Import them into your version 4 installation using Report Master Job Import. You must recompile all custom reports defined using Report Master. To recompile reports, access Report Master Maintenance and enter the report name. At the maintenance screen menu bar, type ~ (tilde). Answer Yes to the Do you wish to prepare this report? prompt to recompile. Repeat this procedure for each defined report. Changes have been made to Level 3 module data dictionaries. You may need to verify your reports after this update.
- 18____ Use a Windows printer to print reports, registers, and journals in the Accounts Payable, Accounts Receivable, Bank Reconciliation, Customizer, e-Business Manager, General Ledger, Library Master, Return Merchandise Authorization, and Sales Order modules and the Daily Transaction Register from subsidiary modules. These reports, registers, and journals are now Crystal reports, and printers defined in Device Configurator no longer apply.
- 19____ If you did not migrate your Visual Integrator jobs using the Migrate Level 3 Data wizard, you can convert your old jobs using VIWUD1 by selecting File > Run. Any existing Visual Integrator jobs for Accounts Payable, Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order must be re-created.

If you upgraded to Sage MAS 200

- 1____ If you are using Crystal Web Reports, you must run the Crystal Conversion Wizard on all reports.

