



CONTENTS

Welcome and Introduction

Introduction to MAS 90 and MAS 200

Logging On

The Launcher

Launcher Toolbars and Menus

Task Menus

Navigating MAS 90 and MAS 200

When You Need Help

Printing Reports

Deferred Printing

Printing Forms

Updating Process

Library Master

System Security

ODBC Security

Registering the Software

Utilities Menu

Creating a Company

System Activity Log

Report Manager

Custom Reports Menu

Report Format Maintenance

Fax Form Definition

Master Console

Automatic Update

Common Menu

File Menu

Preferences

Run

Business Insights

Business Insights Options

The Business Insights Wizard

Updating and Launching Business Insights

Additional Business Insights Options

Additional Utilities and Repair Menu Options

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	60 min
2	Introducing MAS 90 and MAS 200	90 min
3	Library Master	75 min
4	File Menu	40 min
5	Business Insights	30 min
6	Additional Options and Review	20 min
	Total Time	315 min or 5 1/4 hours

The Following Will Be Discussed:

- The MAS 90 and MAS 200 product family
- What the Launcher is and how to use it
- How to navigate in MAS 90 and MAS 200
- The updating process
- How various dates are used by the system
- How to use online help
- Printing reports and forms
- File menu options
- Library Master features



CONTENTS

Welcome and Introduction

Integration
The Company

General Ledger Startup Process

General Ledger Options
Copying From Another Company
Fiscal Year Maintenance
The Chart of Accounts
Account Break Type Maintenance
Account Break Maintenance
Department Maintenance
Account Maintenance
Printing the Chart of Accounts
Account Delete/Renumber/Merge

Journal Entries

Source Journal Maintenance
General Journal Entry
Standard Journal Entry
Defining and Using Allocations
Posting General Journal Entries
Recurring Journal Entries
Entering and Posting Transaction
Journal Entries
Posting Entries from Other Modules
Reviewing Transactions

Budgets

Entering Budget Amounts
Budget Report
Revising the Budget
Budget & History Report

Analyzing the General Ledger

Updating Allocations and Period

End

Period End Processing

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Setting up G/L and the Chart of Accounts	60 min
3	Posting and Reviewing Journal Entries	45 min
4	Lab Exercise 1	30 min
5	Posting and Reviewing Journal Transactions (cont'd)	30 min
6	Budgets	30 min
7	Additional Reports	15 min
8	Period End & Data Exchange	30 min
9	Review	15 min
10	Lab Exercise 2 and 3	45 min
11	FRx Desktop Standard Demo	60 min
Total Time		390 min or 6 1/2 hours

Tasks Performed in G/L:

- Defining options for using the General Ledger
- Maintaining journals and chart of accounts
- Posting journal entries
- Entering, reviewing and revising budgets
- Printing financial statements and audit reports
- Defining custom financial reports



CONTENTS

Welcome and Introduction

Integration
The Company

Accounts Payable Startup Process

Accounts Payable Options
General Ledger Account Maintenance
Divisions
Bank Code Maintenance
Terms Code Maintenance
Sales Tax
Entering Vendor Information
Vendor Delete/Renumber/Merge
Converting from Another A/P System

Processing Accounts Payable Transactions

Entering Invoices
Credit Card Invoices
Entering Debit and Credit Memos
Updating Invoices
Adjustments
Repetitive Invoices

Determining What to Pay

Selecting Invoices for Payment
Printing Checks
Manual Check Entry

1099s

Vendor Reports
Tracking Transactions
Management Reports

Linking A/P to A/R

Accounts Payable Utilities
Period End

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setting up A/P	60 min
3	Processing	60 min
4	Lab Exercises 1	20 min
5	Selecting Invoices & Printing Checks	90 min
6	1099's & Reporting in A/P	30 min
7	Period End Functions	20 min
8	Review	10 min
9	Lab Exercises 2 and 3	30 min
	Total Time	330 min or 5 1/2 hours

A/P Class Objectives:

- Provide an understanding of the features available in Accounts Payable.
- Learn the steps necessary for setting up Accounts Payable.
- Learn how to enter invoices and adjustments, as well as update transactions.
- Learn how to select invoices for payment, automatically and manually.
- Learn how to enter and print manual checks.
- Learn how to close the period.
- Learn how to use the reports and inquiry options when reviewing and tracking transactions.



CONTENTS

Welcome and Introduction

- Integration
- The Company

Setting Up Bank Reconciliation

- Defining Bank Codes
- Check, Deposit & Adjustment Entry
- Entering Adjustments in the G/L
- Reconciling
- Reports

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introductions	10 min
2	Bank Reconciliation	30 min
3	Review	5 min
Total Time		45 min or

Bank Rec. Class Objectives:

- Provide an understanding of the features available in the Bank Reconciliation module.
- Learn the steps necessary for setting up Bank Reconciliation.
- Learn how to process transactions and reconcile the bank accounts.



CONTENTS

Welcome and Introduction

Integration
The Company

Accounts Receivable Startup Process

Accounts Receivable Options
General Ledger Account Maintenance
Divisions
Bank Code Maintenance
Terms Code Maintenance
Sales Tax
Salesperson Maintenance
Sales Code Maintenance
Payment Type Maintenance
Entering Customer Information
Converting from Another A/R System

Processing Accounts Receivable Transactions

Entering Invoices
Entering Debit and Credit Memos
Entering Adjustments
Printing Invoices
Updating Transactions
Repetitive Invoices

Cash Receipts

Match Credits to Open Invoices
Budget Report

Reports

Customer Reports
Tracking Transactions
Management Reports
Analyzing Sales
Commissions
Accounts Receivable Utilities
Period End Processing

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Setting up A/R	75 min
3	Processing	90 min
4	Lab Exercises 1	30 min
5	Cash Receipts & Matching Credits to Open Invoices	30 min
6	Finance Charges and Statements	20 min
7	Reporting in A/R	45 min
8	Misc. Functions and Period End	30 min
9	Review	15 min
10	Lab Exercises 2 and 3	40 min
	Total Time	390 min or 6 1/2 hours

A/R Class Objectives:

- Provide an understanding of the features available in Accounts Receivable.
- Learn the steps necessary for setting up Accounts Receivable.
- Learn how to enter invoices and adjustments, as well as update transactions.
- Learn how to process cash receipts.
- Learn how to calculate finance charges and print statements.
- Learn how to process Sales Commissions.
- Learn how to use the reports and inquiry options when reviewing and tracking transactions.