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***MAS 90 & MAS 200 Version 4.05***  
*Pre-Release Guide*

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## Overview

The 4.05 release of MAS 90 and MAS 200 is intended to fulfill three objectives. First, the release will be a maintenance release for Version 4.0, giving many customers additional confidence in the reliability of the v4.x MAS 90 product and facilitating upgrades. Second, v4.05 will include selected Extended Solutions (ES) as a subscription plan benefit for our existing customer base. Finally, this release will contain any year-end legislated changes required for Payroll, Accounts Payable and Magnetic Media. These include changes to 1099 and W2 forms as necessary. Given the expected release of MAS 90 v4.1 in 2005, v4.05 represents a significant interim update for all customers that have active subscription plans.

The major functional benefit of v4.05 is the inclusion of 23 distinct Extended Solutions, which will be particularly welcomed by customers that are using Job Cost to manage jobs or projects. The customers may be manufacturing job shops, construction-related companies or other businesses that work on a project basis. Most importantly, these enhancements are being rolled into the core MAS 90 and MAS 200 v4.05 code base -- giving customers the functionality as part of the upgrade itself, rather than as a separate add-on.

## Availability

General Availability of MAS 90 & MAS 200 version 4.05 is targeted for the end of 2004.

## 2004 Year End Tax Form Changes

The 4.05 release includes the Federal tax form changes required for calendar year 2004 for Accounts Payable 1099 forms and Payroll W2 filings. This includes updating the 4up W2 form to the current standards, which print Box 12 information on the right side of the form. This form will comply with the format available from the Best Software forms division and most other form vendors. In addition, the margins have changed on the standard W2 form which necessitated programming changes. Also, the Accounts Payable 1099-DIV form has changed again for 2004 filings, which required changes to the Accounts Payable and Magnetic Media Reporting modules. See the final page of this document for additional information on Year End Tax Form Support.

Tax Table Updates (TTU's) will be available for MAS 90 and MAS 200 versions 3.61, 3.71, 4.0, and 4.05. TTU's will be available for MAS 200 for SQL versions 3.61, 3.71 and 3.72. Further information on TTU delivery and 1099 support for previous releases will be published on BOSS and the Partner File Center in the Year End Tax Information FAQ's in early September 2004.

## Extended Solutions

The Extended Solutions selected for this release are focused on Payroll, Accounts Payable, and Job Cost. Each of the solutions listed below will be removed from the list of available Extended Solutions once the product has been released. In addition, maintenance is no longer included with these solutions for customers that currently own them.

### Payroll Enhancements

The following Payroll Extended Solutions have been selected for the 4.05 release. They are grouped into 2 categories: increased flexibility in posting by department, and better integration with the Job Cost module.

**PR-1033 Enhanced Validation and Default Options**

Provides additional validation of data entry on department numbers and social security numbers and allows for the specification of default values for streamlined data entry. During Employee Maintenance, if the social security number entered is already on file for another employee and the option has been set to not allow duplicates, then a warning message will display preventing the user from entering that Social Security Number. If the option set to allow duplicates, then the user will receive a warning message and have the option to retain the duplicate Social Security Number.

**PR-1066 Benefit Accrual to General Ledger by Department**

Creates General Ledger postings for vacation, sick and other benefit accruals using G/L accounts specified by department. New fields for Benefit Accrual Accounts have been added to Department Maintenance. Users will not have to enter a G/L account for every Benefit Accrual type, however, if you enter a Liability Account you must enter a corresponding Expense Account. For those Benefit Accrual types lacking account numbers, no postings will occur. Postings for one department will be combined using the Employee's Home Department.

**PR-1078 Unlimited Earnings Codes by Department**

Adds the ability to post an unlimited number of earnings codes by department. The Earnings Tab in Department Maintenance has been modified to allow for unlimited Earnings Codes. Users will enter the Earnings Code they wish to post to a specific G/L Account Number for the Department. They may also enter as many Earnings Codes as they want to use for the Department.

**PR-1085 Voluntary Deduction Posting by Department**

Allows deduction posting by an employee's 'Home' department. A new 'Deductions' (Alt-E) button has been added to Department Maintenance. If you click the button, a pop-up window for Deduction Code and Accrual Account will appear. You may enter as many Deduction Codes as you wish to use for the Department. During the Check Register Update, if there is a department-specific Accrual Account matching the Employee's Home Department for a Deduction Code, it will take precedence over the account specified in Deduction Code Maintenance.

**PR-1007 Employee Name as Posting Comment to Job Cost**

For more easily recognizable history, this solution extends the 'Reference/Posting Remark,' to which Payroll or TimeCard posts the Job Cost Transaction File. If a Payroll or TimeCard entry line item references a job, then the posting comment will consist of the Employee Last Name, First Initial and the Payroll Period-End-Date.

In addition, when TimeCard and Payroll are integrated, you may choose a posting comment that consists of the Employee First Initial, Last Name and TimeCard Week-Ending-Date.

**PR-1022 Wage Expense Posting by Labor Code**

Allows you to post Wage Expense by Labor Code. A new field has been added to the Labor Code Maintenance screen for a 'Wage Expense Account.' During the Check Register Update process, if a Payroll line item references a Labor Code and that Labor Code has a Wage Expense Account specified, that account will be used for posting to the General Ledger rather than the standard account number.

During the Check Register Update process, the Wage Expense Account Number is first determined in the usual manner (i.e. from Earnings Code Maintenance and Department

Maintenance). The second determination is made when a valid Labor Code is present on the Payroll line and that Labor Code has an override G/L Account entered.

### **PR-1119 Worker's Comp Code Default by Cost Code**

Worker's Compensation in many states is tied to the tasks being performed by the worker with different rates assessed for different types of work. To streamline entry and management of worker's compensation benefits where this is a requirement, this enhancement defaults the Workers Compensation Code based on a Job Cost-Cost Code entered on an earnings line in Payroll data entry. Workers Compensation Maintenance has been modified to allow you to associate an unlimited number of J/C Cost Codes with each Worker's Comp Code. An 'Additional' (Alt-L) Button has been added to Payroll Workers' Compensation Maintenance. When pressed, a pop-up will appear allowing you to associate an unlimited number of J/C Cost Codes with each Workers' Comp Code.

During Manual Payroll entry, as you type in a Cost Code, this enhancement will check to see if that Cost Code is referenced on any Workers' Comp Code + State Code on the line. The first one encountered will be returned, overriding the existing value in the Workers' Comp Code field. This will take place each time the Cost Code field is changed. If no match is found, then the standard defaulting will take place.

## **Accounts Payable Enhancements**

The following Accounts Payable Extended Solutions have been selected.

### **AP-1053 Additional Payment Selection Criteria**

Adds a Vendor Sort Field range to the A/P Invoice Payment Selection screen to provide more flexibility in selecting vendors for payment. You may now use a range of A/P Vendor Sort Fields on the A/P Invoice Payment selection screen. Sort Field range will default to All. Payments will be selected based on the Vendor Sort range in addition to the standard selection ranges. The sort works for all alphanumeric fields.

### **AP-1083 A/P Registers Sorted by Vendor Name**

The AP Invoice Register and AP Payment Selection Register will sort by Vendor Division/Name instead of Division/Number. There is no change to the sub-sorts or subtotals. Note: the Division/Name sort on the Invoice Register only occurs if Accounts Payable is not integrated with Job Cost or Time and Billing.

### **AP-1062 Vendor Remit to Address**

Some vendors require that payments are sent to another address than their mailing address. This is frequently the case when a mailing house is used to process payments. This enhancement allows MAS 200 for SQL customers the ability to optionally maintain a 'Remit to Address' within A/P Vendor Masterfile Maintenance. The Remit to Address may be viewed during Vendor Inquiry. Form fields have been added to Standard Check Printing and Manual Check Printing that allow you to print the Remit to Address on A/P Checks.

### **AP-1026 Active Cost Code Validation**

This enhancement controls the entry of inactive Cost Codes in Accounts Payable Invoice and Manual Check Data Entry to help eliminate data entry errors and operator confusion. These entries

can also be password protected. In addition, a list option is available which will display only active Cost Codes associated with a particular Job number.

### **AP-1009 Invoice Comment Posting to GL**

Provides seven new options for changing the G/L line distribution posting comment, giving the user ultimate flexibility:

1. Vendor Division, Vendor Number, the Invoice Number, and the 20-character Comment for that line item.
2. Vendor Division, Vendor Number, the first 14 characters of the Vendor Name, and the 15-character Comment for that line
3. Vendor Division, Vendor Number, and the 30-character Comment for that line.
4. Vendor Name (first 20 characters), the Invoice Number, and the Invoice Date.
5. The standard A/P Invoice Header Comment.
6. The first 19 characters of the Vendor Name followed by a space and then the first 20 characters of the A/P Invoice Header Comment.
7. Vendor Name (first 9 characters), the Invoice Number, and the first 20 characters of the Detail Comment Line.

The comment initially defaults to the first 15, 20, or 30 characters of the header comment depending upon the option selected. Thereafter, it defaults to the last comment entered.

### **AP-1039 Cash Account by Division**

Allows a Cash G/L Account to be specified for each A/P division rather than using a single Cash Account for all Accounts Payable transactions. This account will be used during Check Register Update and Manual Check Register Update processes.

During Check Register Update and Manual Check Register Update, if the division being processed references the new Cash G/L Account Number, it will be used. If no Cash G/L Account Number by Division is referenced, standard processing will take over.

### **AP-1075 Enhanced AP Invoice Payment Selection**

A new selection option has been added to Accounts Payable Invoice Selection which will default to 'Not Used'. The selection enables you to enter a dollar amount, and indicate 'Greater Than or Equal To' or 'Less Than or Equal To'. Invoice Selection will then select only invoices that meet the existing selections and whose Vendor's Balance Due is either 'greater than or equal to' or 'less than or equal to' the amount indicated.

## **Job Cost Enhancements**

The following Job Cost Extended Solutions have been selected. These can be classified into the following 2 categories: enhanced reporting and billing, and a new perpetual job cost history enhancement.

### **JC-1150 Enhanced Job Transaction Detail Report**

Provides a new option within the Job Transaction Detail report to suppress the printing of Jobs with no activity in the date range specified. If the only transactions are 'Balance Forward,' then the entire job will be skipped. This allows users to print only jobs that had posted transactions during a specific time period, effectively reducing the size of the Job Transaction Detail report and decreasing the time it takes to review each report.

### **JC-1092 Job Close-Out Report with Cutoff Date**

Allows a user to control which jobs will be closed out when running the Job Close-Out Report. A cutoff date may be specified beyond which Job Cost transactions will be excluded from the report and subsequent update to Job Cost and General Ledger. Only jobs having no transactions beyond the cutoff date will have their status changed to 'Close.' An additional option is provided to allow the user to specify that no jobs should have their status changed to 'Close.'

The Job Cost Detail file is updated with the accumulated Unbilled Costs and Unbilled Units from the Job Cost Transaction Detail file that are past the cutoff date.

### **JC-1033 Transaction Detail Report with Bill Rate Option**

The Job Cost Transaction Detail Report selection screen has been modified with two new options

#### ***Print Data***

This is drop down box that will default to 'Estimate Information'. If you select 'Estimate Information', then the 'Revised Estimate' and '% of Est.' will print. If you select 'Bill Amount', the Bill Amount will print as calculated from Cost Code Maintenance instead of the columns for 'Revised Estimate' and '% of Est.'

#### ***Print Total Labor Units***

By checking the 'Print Labor Units' box on the selection screen, you may print labor transaction totals for 'Units,' 'Dollars,' and 'Bill Amount' for each job and the report. The 'Unit Cost' column represents the result of dividing the 'Dollars' total by the 'Units' total.

### **JC-1088 Enhanced Billing Selection Register**

Enhances the appearance of the posting comment on the Job Billing Selection Register by providing the Employee Name as a Posting Comment To Job Cost. The posting comment for combined Payroll and TimeCard source transactions will consist of the employee's last name, some portion of the employee's first name and the Pay Period Ending Date.

In P/R Setup, you must have the Job Cost Format set to 'Last Name + First Initial + Period Ending Date' or 'First Initial + Last Name + TimeCard Week Ending Date'. If one of these formats is selected, then the Billing Selection Register uses the 40 character posting comment from Payroll/TimeCard source transactions. The posting comment is already formatted into the employee's last name, 12 characters of the employee's first name and the Pay Period Ending Date in the form 'PE: MM/DD/YY.' This enhancement strips the Pay Period Ending Date from the end of the 40 character posting comment and repositions it so it is fully contained within the 35 character description field of the Billing Selection Register.

This enhancement is only available for Payroll/TimeCard source transactions generated when Employee Name as Posting Comment to Job Cost (PR-1007) has been selected, for cost types of 'L.' and for Time and Material jobs.

### **JC-1048 Perpetual Job Cost History**

Saves jobs purged during month end processing to history files. Users have the option to restore saved jobs from Perpetual History or to delete them permanently. Users also have the option to sort from History within the Job Masterfile Listing Report.

During Job Maintenance, when a Job Number is entered that is not on file in the Job Cost Masterfile, the program will check to see if the Job Number exists in the Perpetual Job Cost History files. If it already exists, a warning will be presented and you will be prevented from reusing the Job Number.

A new menu option has been added for 'Job History Trans Detail Report' has been added to the Reports menu. This will print the same information as the 'Job Transaction Detail Report' except it will use the history files.

### **JC-1072 Active Cost Code Validation**

Controls the entry of inactive Cost Codes in Job Posting Entry. These entries can be password protected. In addition, a list option is available which will display only active Cost Codes associated with a particular Job number.

## **Related Module Enhancements**

In addition to the Extended Solutions above, the following related Extended Solutions will also be included in the 4.05 release. The following three solutions validate the entry of inactive Cost Codes. These entries can also be password protected. A new lookup is provided to the Cost Code field which will display only those Cost Codes that are active for the Job Number specified.

### **PO-1066 Active Cost Code Validation**

### **IM 1086 List to only include active cost codes**

### **TC-1014 Active Cost Code Validation**

## **Removal of Inventory Quantity Fix Button**

The Quantity Fix button was added to MAS 90 early in the life of the product line in order to provide customers a quick way to correct an issue that caused incorrect postings into the IM2 file. The error that caused the need for this button has long been resolved and is no longer required. The button has been removed from the software.

## **Visual Integrator**

### **Support of Conditional Assignments on Single Column**

This functionality gives users the ability to assign values to a column based on a Boolean (True|False) statement.

## **Multiple Instances of Single Column**

In conjunction with conditional assignments, this feature will allow users to assign different values to a column based on the outcome of a conditional statement.

## **Integrated Best Software Solutions Considerations**

### **Abra**

A new 7.4 release of Abra Suite is planned for August 2004. This release will contain the new Employee Self Services suite which includes Employee Benefits and Open Enrollments with some additional enhancements to Human Resources. The MAS 90 and MAS 200 HR Link and GL Integration will be compatible with the 7.4 release of Abra Suite.

### **FAS & FAS Select**

FAS and FAS Select 2004.2 are planned for release in July 2004. This release will contain new period end reports and an upgrade to Crystal 8.5. MAS 90 and MAS 200 4.05 will be compatible with the FAS 2004.2 release.

### **SalesLogix & DynaLink**

The SalesLogix 6.2 release is planned for August, 2004. MAS 90 and MAS 200 4.05 will be compatible with the 6.2 release.

### **ACT!**

MAS 90 and MAS 200 4.05 will continue to ship and support ACT! version 6.03. Support for ACT! 2005 will not be available in this release. Options for supporting ACT! 2005 are being evaluated.

## **Third Party Applications**

### **Business Alerts**

Best will continue to ship version 4.20 which will be compatible with MAS 90 & MAS 200 v 4.05.

### **Crystal Reports**

Best will continue to ship version 8.5 which will be compatible with MAS 90 & MAS 200 v 4.05.

### **F9**

Best will continue to ship version 4.5 which will be compatible with MAS 90 & MAS 200 v 4.05. .

### **FRx Desktop**

Pending the availability and certification of FRx version 6.7, Best will continue to ship and support FRx Desktop version 6.5.

## **PC Charge Payment Server**

Best will continue to support version 5.67. Options for supporting the 5.7 version are being evaluated at this time.

## **StarShip**

StarShip version 8.3 was released in July 2004. It is compatible with MAS 90 & MAS 200 version 4.05. StarShip version 8.5 is expected to be released and supported in time for the MAS 90 and MAS 200 4.05 release and will be tested for compatibility with MAS 90 & MAS 200 v4.05 upon its release. StarShip 8.5 will include the following enhancements:

### **UPS Enhancements**

- Return Services
  - Print the return label so it can be included in the package
  - E-mail a return label to the customer – the customer would then print the label and affix it to the package
  - UPS prints and mails the return label to the customer who then affixes it to the package.
- Oversize 3 – Previously UPS maintained Oversize 1 and 2 surcharges, it is now adding a third oversize additional charge that is assessed when the combined width and girth of a package is between 130 & 165 inches
- Dimensional Weight - New formula used to compute weight based on dimensions; previously the formula was (Length x Weight x Height)/6000 cu. cm. and the new formula is (Length x Weight x Height)/5000 cu. cm

### **FedEx Server Enhancements**

- Support for FedEx Ship Manager Server version 0685
- Prints commercial invoice for ground shipments
- Prints dangerous goods certificate
- Additional control over printing of bar coded shipping labels

## **Platform Support**

Please refer to the platform matrix on BOSS for the latest supported platforms and service packs.