

Version 4.10 Customer Guide

Special Considerations for Upgrading

for

Sage MAS 90 ERP

Sage MAS 200 ERP

Copyright © 2004 - 2005 Sage Software, Inc. All rights reserved. The Sage Software logo and the Sage Software product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc. or its affiliated entities.

Contents

Chapter 1 — Introduction 1

- About This Guide 1
 - Enhancements 2
 - Graphic Conventions 3
 - Text Conventions 4

Chapter 2 — Global Changes 5

- Installation Changes 5
 - Installing the Software 5
- Global Changes 6
 - Advanced Lookup Engine (ALE) 6
 - Character-Based Forms 6
 - Customized Crystal Forms 6
 - Data Entry 7
 - Desktop 7
 - Migrating Level 3.x Data 8
 - Module and Accounting Dates 8
 - Online Manuals 9
 - Printing 9
 - Printing to a Dot Matrix Printer 10
 - Registering Your Modules 10
 - Reports 10
 - Security 11
- Library Master Changes 11
 - Batch Faxing 11
 - Changed Tasks 12
 - Companies 12
 - Renamed, Removed, or Moved Tasks 12
 - Reports 13
 - Role Maintenance 14
- Common Information 15
- Customizer Changes 15
- Visual Integrator Changes 18
 - Data Dictionaries 18
 - Data Dictionary Listing 18
 - Import Job Maintenance 18
 - Job Import 19

Report Master Changes 19

Retired Modules 20

 Client Write-Up 20

 Import Master 20

 PostMaster 20

 TimeSlips Link 20

 Visual PostMaster 20

Chapter 3 — Changes to Accounts Receivable 21

Global Changes 21

Period End Processing 21

Renamed, Removed, or Moved Tasks 22

Chapter 4 — Changes to Business Insights 23

Global Changes 23

Menu Organization 23

Renamed Tasks 24

Chapter 5 — Changes to e-Business Manager 25

Chapter 6 — Changes to General Ledger 27

Accounts 27

Allocations 27

Custom Financials 28

Standard Financials 29

Data Entry 29

Period End Processing 29

Renamed and Removed Tasks 30

Reports 31

Chapter 7 — Changes to Return Merchandise Authorization 33

Utilities 33

Chapter 8 — Changes to Sales Order 35

Global Changes 35

Sales History 35

Sales History Reports 35

Period End Processing 36

Job Cost Integration 37

Appendix A — Checklists 39

Pre-Installation Checklist 39

Post-Installation Checklist 43

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 4.10.

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. This guide does not include all the enhancements for this release, but specifically highlights the differences that you need to be aware of, and steps you need to take, before you begin using the new system.

Review the information in this guide before performing the software installation and migration steps in your *Installation and System Administrator's Guide*. The *Installation and System Administrator's Guide* can be found in the root 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.

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

For a complete list of enhancements and changes to the software, after installing, refer to the What's New page and the Release Notices. 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

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>.

Global Changes

This chapter describes the global changes made in the 4.0 and 4.10 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 Version 4.0, and then upgrade to Version 4.10.

Installing the Software

- Before installing Version 4.10, refer to your *Installation and System Administrator's Guide* and to the Supported Platform Matrix located in the Support area of the Sage Software Web site for the operating system and hardware requirements.
- If you are upgrading from Level 4.00 or 4.05, you can perform an in-place upgrade.
- If you are upgrading from Level 4.00 or 4.05 and are planning on running parallel, copy the entire MAS90 folder to a new location before installing Version 4.10 over your current 4.x version of the software.
- If you have Level 3.x software and Version 4.10 software installed on the same workstation, make sure that you only install Crystal Reports for Sage MAS 90 or 200 Version 4.10 because only this version can read Crystal Reports in both Level 3.x and Version 4.10.
- The Sage MAS 200 Host and Host Enterprise Manager are no longer required for the 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*.
- Information from the Readme.txt file has been incorporated into the *Installation and System Administrator's Guide* and Appendix A of this guide; therefore, the Readme.txt file is no longer accessible from the last page of the installation process.



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.

- The option for installing Microsoft Data Access Components has been removed because it is no longer needed.
- The option for installing Microsoft Internet Explorer has been removed because it is no longer needed.

Global Changes

Advanced Lookup Engine (ALE)

- The ALE Conversion Utility has been renamed Lookup Conversion.
- Customizations to lookups in the Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules will not be migrated to your Version 4.10 software. You will need to re-create lookup customizations in these modules (this includes customizations created in the User Lookup Wizard and customizations created by clicking Custom in a lookup window).

Character-Based Forms

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

Customized Crystal Forms

- Customized Crystal forms in the Accounts Receivable, Sales Order, and Return Merchandise Authorization modules will need to be re-created after upgrading to Version 4.10. Run the Form Comparison report to compare your customized forms to a default form from Version 4.x. This report prints the form name, folder, .rpt name, form code, and any fields (including user-defined fields) that were added to or removed from the standard forms shipped with Version 4.x. Use this report as a reference to modify the default Version 4.10 Crystal forms. This report (**SYWFCU**) will be available on the Sage Software Online Web page shortly after the release of Version 4.10.

Data Entry

- To access the Record Count functionality in the 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 transferred to your Version 4.10 Desktop. You will need to re-create your task folders.
- Buttons on your Level 3.x Launcher's Custom toolbar will not be transferred to your Version 4.10 Desktop's Custom toolbar. You will need to re-create your buttons on the Custom toolbar.
- The Business Desktop has been renamed Sage MAS 90 Desktop or Sage MAS 200 Desktop, as applicable.
- The Modules tab has been renamed Tasks.
- The Welcome page has been renamed 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.

Migrating Level 3.x Data

The new file structures in Versions 4.0 and 4.10 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 4.10.

- Prior to migrating your Level 3.x data, you must:
 - Download the GL Level 3 Account Analysis utility (GL3053-T) from the Sage Software Online Web page at <http://support.sagesoftwareinc.com>.
 - 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 prior to migrating, refer to the GL4000-KBA on the Sage Software Online Web page at <http://support.sagesoftwareinc.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 on the Windows Regional Settings for your workstation.
- The F6 functionality which allowed you to toggle between a 2-digit year (05/31/10) and a 4-digit year (05/31/2010) has been removed to accommodate the Windows Regional Settings.

Online Manuals

- The Help system has been expanded and updated to provide immediate access to all of the information previously found in the online PDF manuals. As a result, the *Getting Started Guide* and *Installation and System Administrator's Guide* are the only remaining online PDFs available.
- You can now print an entire book of Help topics from any module's Help system. For more information, see *Print a Book of Help Topics* in the Help system.

Printing

- Library Master, 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 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 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 previously available in the Printer Setup window has been moved to the Deferred option accessed from the Printer field. For more information on how to defer the printing of a report in these modules, see *Defer a Report* in the Help system.
- 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 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 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 transferred from your Level 3.x software to Version 4.10 software. Before upgrading, use the SUMNUA utility in your Level 3.x software to print copies of the existing Custom Reports menus' organization to facilitate adding your reports to the Custom Reports menus in your Version 4.10 software. To access the SUMNUA utility in your Level 3.x software, select File > Run. In the Run Program window, type SUMNUA.

 **WARNING**
Reports on the Custom Reports menus will not be transferred from your Level 3.x to Version 4.10 software.

Security



WARNING
After security is enabled, it cannot be disabled.

- The Version 4 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 4.10 software; however, you can choose to migrate users from your Level 3.x software to your Version 4.10 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

- In Version 4.10, batch faxing is only available for the Purchase Order module.
- A program change will be available on the Sage Software Online Web page shortly after the release of Version 4.10 which will allow batch faxing from the Accounts Receivable, Sales Order, and Return Merchandise Authorization modules. If you choose not to download and install the program change, invoices for these modules will need to be faxed individually.

After you download and install the program change, you will be able to 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 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 4.10. A new field in the Version 4.10 program lists the different secondary keys available and sorts the records in the file being displayed according to the key selected.

Companies

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

Renamed, Removed, or Moved Tasks



NOTE

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

- Information from the Preferences task has been moved to the User Maintenance, Company Maintenance, and System Configuration tasks. As a result, the Preferences task has been removed.
- Information from the Alternate Directory Maintenance task has been moved to the Change Data Location dialog box, which is accessed by clicking Change Data Location on the Company Maintenance Preferences tab. As a result, the Alternate Directory Maintenance task has been removed.
- The Role Maintenance task replaces the Menu Security Maintenance task.
- The functionality of the Resize Data Files task has been incorporated into the Rebuild Application Key Files task. As a result, the Resize Data Files task has been removed.

- The Activity Log task replaces the System Activity Log.
- The Uninstall Modules task has been added to the System Configuration task.
- The Chat functionality has been removed from the Master Console task.
- The functionality of the Visual Explorer task has been added to the right-click menu accessed from the Business Desktop Tree View. As a result, the Visual Explorer task has been removed. For more information, see Open a Task in a Secondary Company in the Help system.
- Registration information from the Product Registration Maintenance task has been moved to the System Configuration task. As a result, the Product Registration Maintenance task has been removed.
- The Installed Modules Listing on the Library Master Reports menu replaces the *part utility.
- For information about changes to tasks associated with the Advanced Lookup Engine, see Advanced Lookup Engine (ALE) on page 6.
- 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
 - SVMUPD utility
 - Task Menu Maintenance

Reports

- For information about changes to deferred printing and printing to a file in Library Master reports, see Printing on page 9.
- For information about creating report settings in Library Master Reports, see Reports on page 10.

- 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 4.10, you must add the .rpt files to the Custom Reports menu using the Menu wizard in Report Manager. The .rpt files must contain the word "custom" in the file name 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 Receivable, Bank Reconciliation, e-Business Manager, Return Merchandise Authorization, and Sales Order modules need to be verified after upgrading to Version 4.10. New tasks, security events, and module options for these modules have been added in Version 4.10 but 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 4.10 and needs to be re-created.

Common Information

- Sales codes and miscellaneous items, previously 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.

Customizer Changes

- When upgrading from Level 3.7x, customized libraries for the 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 9.
- For information about creating report settings in Customizer reports, see Reports on page 10.
- After upgrading to Version 4.10, data entry 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 Receivable and Sales Order Invoice Data Entry UDFs for both header and lines will need to be recreated in UDF and Table Maintenance. After these UDFs have been established 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 ARI Entity UDF that exists on a customized lib and is migrated or converted to 4.10 will have to be manually removed from the 4.10 lib.
- 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 Version 4.10, separators are not saved. After upgrading to Version 4.10, 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 a 99900001, etc.
- 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.

- Pound signs (###) which were allowed for masking a String data type UDF are no longer allowed in Version 4.10 as this is an invalid format for a string (for more information, see String Format Table in the Help system). In Version 4.10, when editing a UDF with a Mask of #'s, the #'s are changed to Z's. The separator will need to be re-added. Pound signs (###) are only allowed on Numeric data type UDFs.
- For modules upgrading to 4.10, some modules wrote the Mask separator to the UDF data file. UDF values for 4.x modules are written without the separator. During the 4.10 conversion, separators included in the UDF records in the UDF data file will be removed. This will only occur for String data type UDFs.
- When upgrading from a previous Version of 4.x, the following list of UDFs are updated to specific tables:
 - 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 the SO Sales Order History Header tables.
 - The Sales Order Detail UDFs are updated to the SO Sales Order Detail and the 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.

Visual Integrator Changes

Data Dictionaries

- After installing Version 4.10, before you use the Visual Integrator module, select Visual Integrator Main menu > Export Job Maintenance. This executes the necessary update of the Data Dictionaries so that you can successfully create Visual Integrator jobs.

Data Dictionary Listing

- File information for the 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 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 Receivable, Bank Reconciliation, General Ledger, Return Merchandise Authorization, and Sales Order modules. To create reports in these modules, use Business Insights Reporter.
- With Version 4.10, Sage Software recommends using Business Insights Reporter to create custom reports for the 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 **"*unhidern"** in the Run Program window.

- For printing reports from subsidiary modules that contain the general ledger account number, if you expand your general ledger account number to be greater than 20 characters in length, you will need to manually adjust the print position for the data fields following the account. This is because the maximum mask length in Report Master is 20 characters and that determines how much space Report Master defaults on the report.

Retired Modules

Client Write-Up

- 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

- The PostMaster module has been retired.

TimeSlips Link

- The TimeSlips Link module has been retired.

Visual PostMaster

- The Visual PostMaster module has been retired.

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 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.

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

- To give users more flexibility for accessing customer information, Customer Inquiry has been removed and replaced with a security event. To grant access to customer information, use Library Master Role Maintenance to set up users with View Only access to Customer Maintenance.
- 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.

Changes to Business Insights

This chapter describes the changes made to Business Insights.

Global Changes

After upgrading to Version 4.10, you will need to re-create Business Insights Reporter reports used in a previous 4.x version of the software.

- For custom reports previously created using 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. The Business Insights Reporter Definition Listing prints fields, sorts, and filters for the report you need to re-create. 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 > 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. In your Version 4.10 software, Business Insights is organized on two submenus: Dashboard and Reporter.
- The Business Insights Reporter menu includes the tasks, Business Insights Reporter and Business Insights Reporter Listing. You can use Business Insights Reporter to create Crystal Reports for all modules. These reports can optionally be added to the Custom Reports menu for the specified module.

Renamed Tasks

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

Changes to e-Business Manager

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

- 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.

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 Allocation Entry. The Allocation Entry task is accessed by selecting General Ledger Main menu > Allocation Entry.

- The Allocation Entry task has been renamed Manual Allocation Entry. The Manual Allocation Entry task is accessed by selecting General Ledger Main menu > General Journal Entry. In the General Journal Entry window, click Copy From. In the Copy From window, select the Allocation option and click OK.
- The method of calculating masked allocation distributions has changed. The allocation is now calculated first, then the total amount is distributed to all the accounts that match the masked account. Previously, the allocation percent/quantity entered was distributed to each account that matched the masked account.
- The activity or balance for Period, Quarterly, and Annual allocation cycles is now allocated based on the entire selected cycle rather than just the period ending that cycle. For example, now a quarterly allocation distributes the activity for the entire quarter. Previously, quarterly and annual allocations used the activity for the current period as the allocation amount. For example, previously a quarterly allocation generated at the end of the third period used only the activity for period 3, not the activity for periods 1, 2, and 3.
- In Allocation Selection, there are now separate allocation totals for financial and nonfinancial allocations.

Custom Financials

In order to 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. As a result, although the Custom Financials menu has been removed, it can still be accessed by using a hidden utility, as long as you do not expand your general ledger account beyond nine characters and three segments.

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

Standard Financials

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

Data Entry



NOTE

For information about changes to customizations for General Ledger lookups, see Advanced Lookup Engine (ALE) on page 6.

- 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 vice versa. Previously, the value selected at the Debit/Credit field determined the orientation of the lines. Now the value selected at the Offset field determines the orientation of the offset only.
- When you use General Ledger Exchange to import transactions into the General Ledger module, transactions now import to the General Journal Entry files instead of directly to the history files because of the large number of inter-related tables that must be updated and linked when each transaction is posted. After the import is complete, the General Journal must be printed and updated.

Period End Processing

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

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

The new location of various functions follows:

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

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

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

Renamed and Removed Tasks

- To provide more flexibility in giving users access to tasks, the Account Inquiry task is now a security event. To give users access to Account Inquiry, use Library Master Role Maintenance to set up users with View Only access to Account Maintenance.
- The Account Maintenance task has been removed from all subsidiary modules because all installations require the General Ledger module.

- The Account Group Maintenance task replaces the Account Break Maintenance task. In Version 4.0, the term account group is now used in place of account break.
- The Sub Account Maintenance task replaces the Department Maintenance task.

Reports

- The Budget and History Report has been separated into two reports, the Budget and History Report and the Budget and History Report by Period.
- The Standard Financial Statements have been renamed Financial Reports. The Financial Reports now include the former Monthly Trend Report.
- For information about changes to deferred printing and printing to a file in General Ledger reports, see Printing on page 9.
- For information about creating report settings in General Ledger Reports, see Reports on page 10.

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.

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, 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, 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.



NOTE

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

- 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, should 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:
 - 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. Before upgrading to Version 4.10, make sure you plan how to post job costs.

- 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.

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, which can be found in the Support area of the Sage Software Web site at www.sagesoftware.com.
- The current support library for any pertinent information, particularly the Hot Pre-Installation Issues page on the Sage Software Web site.

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.
- 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 that you have the required hardware configuration. For more information, see the Supported Platform Matrix in the Support area of the Sage Software Web site.
- 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 currently integrate ACT! 6.0 with Sage MAS 90 using the ACT! Link, you will need to acquire the necessary Extended Solution prior to upgrading to Version 4.10. Because of the changes to Accounts Receivable in this version, the ACT! Link module is now available as an Extended Solution. For more information, review the pre-installation tips in the Support area of the Sage Software Web site.
- 7____ To successfully install Sage MAS 90 on Novell NetWare servers, refer to your *Installation and System Administrator's Guide*.
- 8____ 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.
- 9____ If installed Crystal Reports 9.0 or higher, you must uninstall Crystal Reports prior to installing Version 4.10 and Crystal Reports 10.
- 10____ Verify that 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).
- 11____ If you have modified your nongraphical Accounts Receivable and Sales Order forms, print the customized forms definitions.
- 12____ 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.
- 13____ If you have custom modifications to any of your modules, consult your Sage Software business partner or Master Developer prior to installing any software.
- 14____ Rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.
- 15____ Print and update all journals and registers for each company code before proceeding with the installation.



NOTE

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

- 16____ Because sales tax may be recalculated during the conversion, print the following reports: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.
- 17____ 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.
- 18____ Print the form definitions and UDFs for the Accounts Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order modules.
- 19____ If you activated a module that you have not configured, you must remove that module before installing Version 4.10 and converting the module. If you do not remove the activated module, converting the Version 4.10 module will fail.

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____ Run the GL Level 3 Account Analysis utility from the Sage Software Online Web page of the Sage Software Web site. For more information, refer to your *Installation and System Administrator's Guide*.
- 3____ You must perform a parallel upgrade.
- 4____ 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.
- 5____ Print the General Ledger Trial Balance Report with the beginning and ending balance detail, and the Financial Statements.
- 6____ If you are upgrading from Level 3.61 or prior, print the Warehouse Grouping Maintenance Listing from your current installation prior to upgrading.

- 7____ If you are upgrading from a level prior to 3.71, you must first upgrade to Version 4.0, and then upgrade to Version 4.10.
- 8____ 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.
- 9____ 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.
- 10____ 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 4.00 or 4.05

- 1____ You can 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 4.10 over your current 4.x version of the software.
- 3____ You must reinstall from the same workstation or server that you originally installed version 4.00 or 4.05.

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**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___ From the Desktop Resources page, access the What's New page to review new features available in the system.
- 2___ 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.
- 3___ Because of the Version 4 retrofits made to all modules, except General Ledger, review the placement of all your user-defined fields.
- 4___ 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.
- 5___ 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 ALE Conversion Utility to convert your lookups.
- 6___ If you scheduled automatic updates, reset those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
- 7___ If necessary, recreate Public and Private tasks.

- 8___ Test all printers, including Device Configurator printers, that you normally use for printing business critical forms and reports.
- 9___ 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.
- 10___ 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.
- 11___ 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 6.
- 12___ 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.
- 13___ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.
- 14___ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Assign Vendor Schedules in Accounts Payable Utilities 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.
- 15___ Rebuild all application sort files using the Rebuild Sort File utility. You must answer Yes to all recalculation questions.
- 16___ 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.

17____ 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.

18____ Update the customized forms by selecting the Update Customized Forms to Current Level option and clicking Next in the Customizer Utilities window. For more information, see Customizer Changes on page 15.



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.

19____ 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.

20____ If you are upgrading from Level 3.41 or higher, use the Crystal Report Conversion Wizard to convert your Crystal reports and forms.

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

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

21____ Customize your Accounts Receivable and Sales Order forms, if applicable, as they are now in Crystal Reports.

22____ You can run only one version of Crystal Reports on your system. Review the Crystal Reports FAQs in the Help system.

23____ Because the database has changed, the Credit Card Settlement Report needs to be re-created.

24____ To add any custom reports to the Custom menu for Accounts Receivable, Sales Order, Return Merchandise Authorization, and Bank Reconciliation, use Report Manager.

- 25_____ If you are upgrading from Level 3.x and 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 Receivable, Bank Reconciliation, e-Business Manager, General Ledger, Return Merchandise Authorization, and Sales Order must be re-created.
- 26_____ 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 the Release Notices link on the Resources page of the Desktop. Also 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.
- 27_____ 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).
- 28_____ Review all roles and update permissions for all new 4.x modules and features.
- 29_____ Set up ODBC security using Role Maintenance.

If you upgraded from Level 3.x

- 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 will 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 had custom buttons on your Desktop in your Level 3.x system, you will need to re-create those buttons in Version 4.

4_____ 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.

5_____ 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.

6_____ To access the Custom Financials menu and tasks, select File > Run and type *unhidegl in the Run Program window. For more information, see Custom Financials on page 28.



NOTE

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

7_____ Checks in the Payroll and Accounts Payable modules can now be printed in American National Standards Institute (ANSI) format.

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

To print graphical checks in ANSI format, select the Graphical Forms check box for Checks in the Setup 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.

8_____ 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.

- 9____ 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.
- 10____ After migrating your Crystal Reports from Level 3.x, you must add them to your Custom Reports menu using Report Manager.
- 11____ To access Report Master, select File > Run and type "*unhidern" in the Run Program window. For more information, see Report Master Changes on page 19.
- 12____ 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.

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.

Notes

Notes

Notes

Notes

Notes