



## MAS 90 CUSTOM OFFICE

# MAS 90<sup>®</sup>

for:

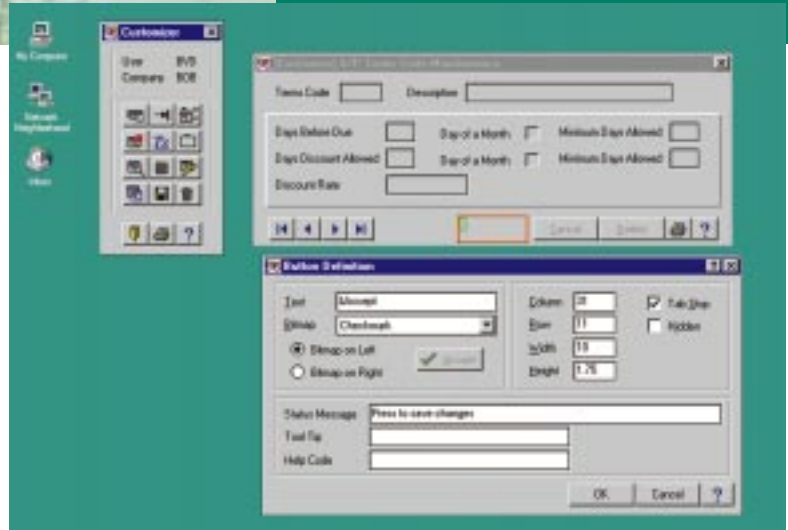
Windows<sup>®</sup>

Client/Server for Windows NT<sup>®</sup>

Client/Server for UNIX<sup>®</sup> Systems

### MAS 90 CUSTOM OFFICE INCLUDES:

- **MAS 90 Office**  
Automatically merge accounting information with Microsoft<sup>®</sup> Word, Excel<sup>®</sup>, or Exchange<sup>®</sup> software to quickly create custom documents, messages and attachments.
- **Visual PostMaster**  
Create mail merges in a snap with this wizard-driven tool. Use MAS 90 data and/or custom databases for your mailing campaigns.
- **Customizer**  
Modify MAS 90 screens to work the way you run your business — even add user-defined fields — all without programming.

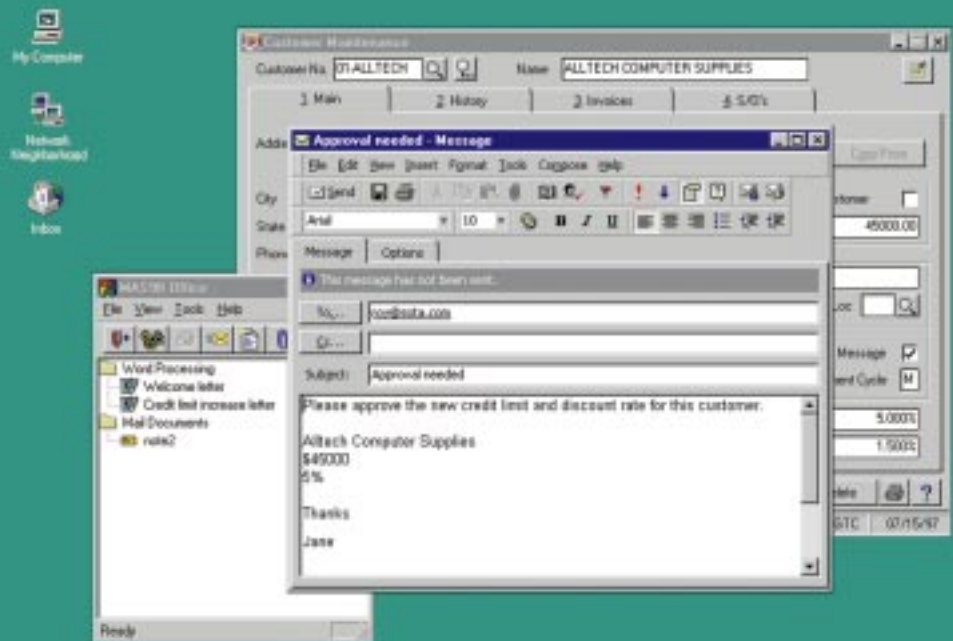


To stay competitive, you need your accounting software and business productivity software to work together and offer indispensable functions like graphical reporting, integration, customization and drill-down. The MAS 90 Custom Office module provides the solution by combining the features of MAS 90 Office, Visual PostMaster and Customizer and integrating them with the Microsoft Office<sup>®</sup> suite.

MAS 90 Office allows you to easily create letters or messages to individual customers or vendors. You can attach documents (such as scanned-in image) to specific records in MAS 90 data files (e.g., a photograph to an inventory item or an invoice to the invoice record in Accounts Payable history). With Visual PostMaster, you can create batch mailing jobs and marketing campaigns. Customizer provides user-defined fields (UDFs) that you can easily implement without any special programming skills.

Build productivity throughout your company with an essential suite of business applications, MAS 90 Custom Office. Custom Office lets you make use of the unique business information in your MAS 90 data files and greatly simplifies the process of creating custom communications to customers and vendors.

Using MAS 90 Office, you can automatically generate an e-mail requesting a credit approval for a customer.



Since MAS 90 Office provides a direct link between a MAS 90 task or record and the desired Microsoft Office® application, it is perfect for one-time, one record integration. You can launch MAS 90 Office from a button on the appropriate screen.

A set of basic template documents is included for each MAS 90 Office application, such as letters in Word and standard e-mails in Exchange software. MAS 90 Office also allows you to access the template documents specific to the MAS 90 task displayed. For example, in customer maintenance you can automatically create a welcome letter, credit limit advisory letter and dunning letter, while in vendor maintenance you can create a letter requesting a price quotation. Similarly, you'll have access to add and view attachments that are specific to the displayed data record.

For Accounts Payable transactions, this might be a scanned-in image of the original invoice; in Inventory Management, it could be a picture of the item.

# VISUAL POSTMASTER

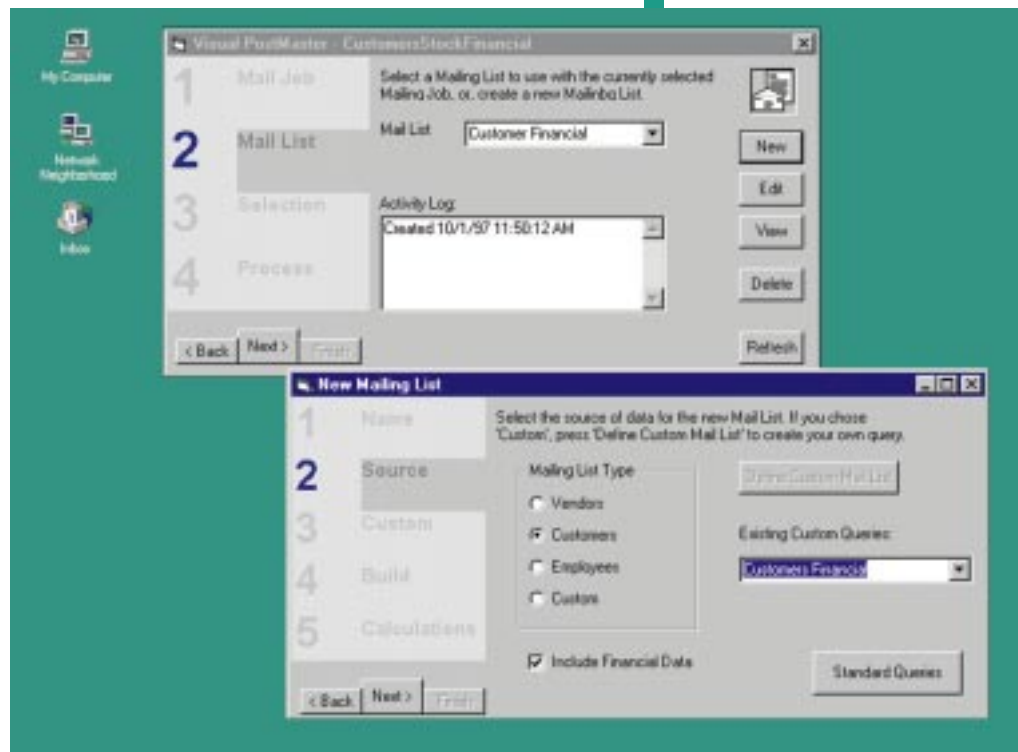
Visual PostMaster provides a simple method of creating mail-merge documents for customers, vendors and employees. Wizards automatically lead the user through the mail-merge process. This includes the use of “friendly” names for data dictionary fields that make fields easier for non-technical users to identify.

Visual PostMaster uses open database connectivity (ODBC) to integrate MAS 90 data directly with

Word, providing mail-merge functionality. Custom mailing lists (databases) can be integrated, allowing you to create mailing jobs with non-MAS 90 data, and include new fields in the database. With its capability for using custom databases to track prospects, Visual PostMaster can become your personalized lead prospect management tool.

Using Microsoft Word’s advanced word processing features, you can freely create and edit documents to be merged with the information in the database. Export information into an ASCII file which can be sent to a mailing house, printed directly onto label stock or exported to an e-mail address book. Since Visual PostMaster allows you to pull data from more than one file at a time, you can also add the business date and current period to the merge documents (e.g., General Ledger compilation reports).

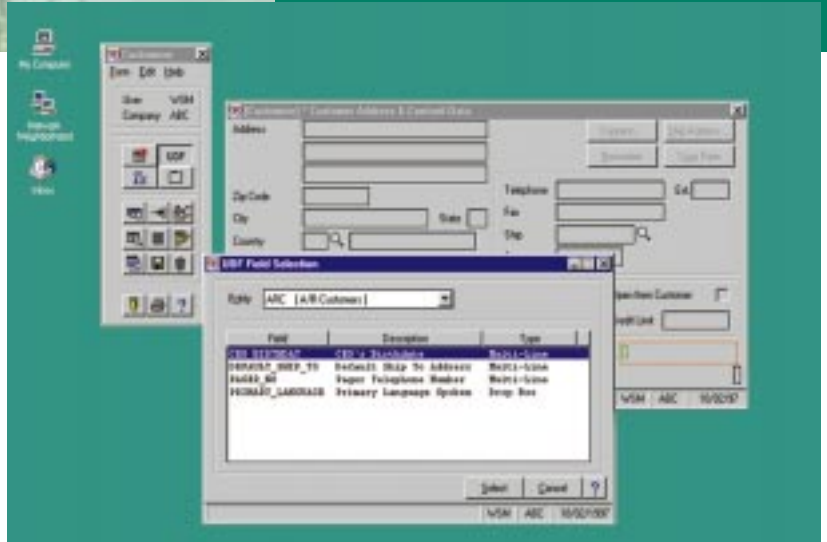
You can also automatically reformat the data for a more professional appearing mail merge by changing all upper-case names to title case and specifying a default to be used if a data field is blank. In addition, you can assign special formatting to certain letter/word combinations (e.g., PC not Pc) and format options for numeric fields (add .00 to dollar amounts, mask dates and phone numbers, etc.).



The Visual PostMaster wizard interface makes creating your mail merge a snap.

## CUSTOMIZE:

- MAS 90 screens by company
- MAS 90 screens by user
- Button appearance, adding bitmaps, etc.
- Buttons for launching MAS 90 for Windows tasks from within screens
- Buttons for launching Windows applications from within screens
- Buttons for pop-up dialog boxes
- DDE links to external programs or scripts
- Default initial values
- Folder tab labels
- Fonts used on screens
- Help references
- Location, size and appearance of any screen
- Location, size and appearance of objects on screens
- Message prompts
- Rules for validation logic
- Tab sequences within screens
- Text captions — add text fields
- Tool tips
- User-defined fields



Place user-defined fields on MAS 90 form with the Customizer

With Customizer, you can change the appearance of your MAS 90 screens to match the way you prefer to work, helping to increase productivity by improving data entry speed and accuracy. For example, you can specify default values to reduce keystrokes (e.g., default to your local area code in the phone number field). By customizing the screen to ignore unused fields and change tab sequences, you can change the MAS 90 screen to follow the exact order of the fields on an input form. You can also change the default field labels; for example, in a medical practice, it may be more appropriate to use “Patient” than “Customer.”

User-defined fields allow you to add your own data fields to masterfiles, even if you have no programming skills. These fields can carry over seamlessly to your reports, orders and invoices. For example, an extra field you’ve added for shipping information to your customer masterfile can be included on sales orders and invoices using the integration of Crystal Reports software for printed forms.

Expand the functionality of your MAS 90 system by adding a button to screens that will launch MAS 90 tasks or bring up the Microsoft Windows calculator when you need to add a quick column of figures. You can even create a button with links to a DDE script, which can launch Microsoft Word, and automatically produce a dunning letter with the customer’s name and address. Your custom button can also play back sound annotations to the screen or record currently displayed.