



## SAGE MAS 500

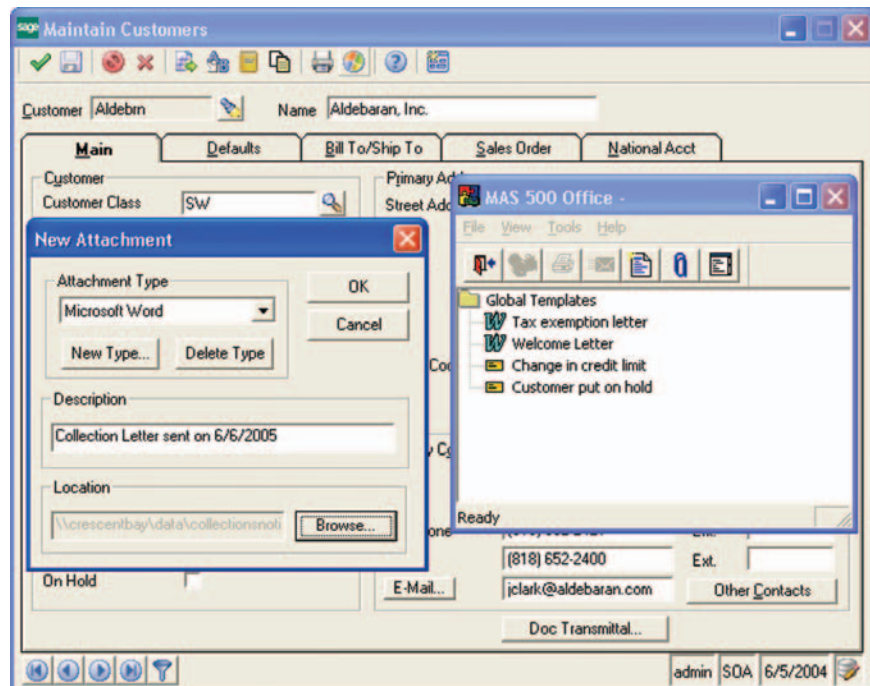
## OFFICE

### PREDEFINED TEMPLATES

- New Customer Welcome Letter
- Inactive Customer Letter
- Accounts Receivable 30-day and 120-day Dunning Letters
- Tax Exemption Letter
- Customer Thank You Letter
- Customer On Hold E-mail
- Customer Change in Credit Limit E-mail
- Customer Exceeded Credit Limit E-mail
- Problem with Vendor Account Balance E-mail
- Budget Planning Analysis Spreadsheet
- Salesperson Sales History Analysis Spreadsheet
- Customer Sales History Analysis Spreadsheet
- Edit Commissions Spreadsheet
- Customer Class History Analysis Spreadsheet
- PO Matching Analysis Spreadsheet
- Standard Journal Entry Spreadsheet
- Transaction Journal Entry Spreadsheet

### SAGE MAS 500 SOLUTIONS

- CRM and E-business
- Financials and Project Accounting
- Distribution and Manufacturing
- Human Resources and Payroll
- Customization and Integration
- Business Intelligence



### Build Strong Customer Relationships

The Sage MAS 500 Office module helps you use the power of automation to build stronger, more lasting customer relationships through enhanced communications. It is a key component of Sage MAS 500.

With Sage MAS 500, you can use predefined, customizable templates to help you automatically (or manually) generate business communications that incorporate application data. You can save time while boosting productivity as you create a wide range of highly customized documents, including business letters, e-mail, or spreadsheets, without ever leaving Sage MAS 500.

Any authorized user in your organization can quickly and easily create a new template or one-time document without any programming knowledge. Simply open an existing Sage MAS 500 template, make any necessary modifications, and save the new template.

Through Sage MAS 500, you can leverage familiar productivity tools to gain new efficiencies in business communications and customer service. For example, press a toolbar button on the Customer Maintenance screen or Business Insights Explorer customer inquiry, and Office will launch Microsoft Word and populate a customized dunning letter with Sage MAS 500 data, including customer name, address, and aging information—all without you having to type a word! You can also use Sage MAS 500 spreadsheets as budget analysis tools to transfer business data from Sage MAS 500 tasks into Microsoft Excel, modify as desired, then update the data directly in Sage MAS 500.



# Sage MAS 500

## Office

*"Sage MAS 500 has been a lifesaver for us. It's trimmed 20 percent off administration time, and will have paid for itself in a little over a year."*

Kurt Gail, CFO  
Central Distributors of Beer

### Create New Templates

Create a wide choice of templates for your letters, e-mails and spreadsheets.

- Create templates using a process as simple as pasting data fields from a screen into your Word documents, Excel spreadsheets, or e-mail messages.
- Make templates available to all companies or a specific company.

### Data Objects

Use data objects to establish a link between Sage MAS 500 data and a Sage MAS 500 template.

- View all data fields for the current task in the Data Objects dialog box.
- Add fields to an existing template or any new templates you create and Sage MAS 500 Office will automatically populate the template with the appropriate Sage MAS 500 data.

### Generate Templates

Easily select existing templates for customized communications.

- Activate Office from the current Sage MAS 500 task to display a list of templates.
- Automatically generate the template with all appropriate information.

### Sage MAS 500 Office Functions

Facilitate the launch of frequently performed operations from the Sage MAS 500 Office toolbar.

- General Templates—to view or modify an existing document prior to printing.
- Print Template.
- Send Mail Note.
- Create New Templates.
- Add New Attachments.
- Display Data Objects—to paste Sage MAS 500 fields into a new or existing template.

### Budget and Journal Editing

Import Sage MAS 500 budgeting or journal information into Excel, modify the amounts as desired, then bring the revised information directly back into the application.

- Launch a budget spreadsheet from Maintain Budgets in the General Ledger module, then make changes to the budget in Excel.
- Discard your changes or load them to the appropriate General Ledger task.
- Save changes in a new spreadsheet if you prefer.
- Validate data prior to updating the General Ledger.
- Launch a journal spreadsheet from Process Journals in the General Ledger module, then make changes to the journal in Excel.

### Easy Online Access to Documents

Leverage the Sage MAS 500 electronic file cabinet to attach a variety of files directly to Sage MAS 500 records.

- Attach any OLE-compliant file, including Word documents, Excel spreadsheets, scanned images, photos, drawings, notes, voice, and multimedia files, to any Sage MAS 500 masterfile or transaction record.
- Attach any file or Internet address (URL) to a Sage MAS 500 entity, such as a customer, vendor, salesperson, or account.
- Insert attachments at the transaction or masterfile level.
- Add an attachment, and Sage MAS 500 Office displays the attachment in a folder specific to the entity.
- View the document or file at any time.
- Associate, or attach, a scanned image of a signed contract to a vendor record, or an image of an invoice to a customer record.