
MAS90/MAS200 NEWS

YEAR END 2003

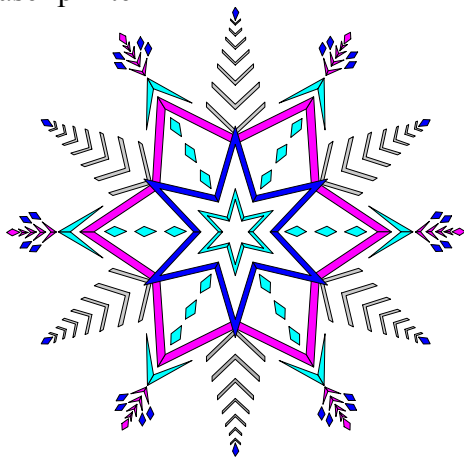
“An information bulletin written for MAS90/MAS200 end-users”

Howard & Company Welcomes Tim Doyle

This fall, Howard & Company added Tim Doyle to its staff, filling the role of MAS90/200 Account Manager and Software Support Specialist. Among other things, Tim will be handling maintenance plan renewals, software sales lead development, and MAS90/200 support calls. Prior to joining the firm, Tim spent 10 years working for public accounting firms in Australia as a Taxation accountant and 6 years as a project manager implementing accounting solutions in the United Kingdom. Tim's experience has provided him with a strong background in the areas of system implementation, system integration and management reporting. Please join us in giving Tim a warm welcome the next time you speak with him.

1099 Printing

If you are printing 1099's from MAS90/200 to a laser printer, please be sure to select "1099-Laser MISC" from the 1099 Form to Print selection box on the 1099 Printing window of Accounts Payable. The default selection for the 1099 Form to Print option is "1099 MISC". This selection is correct if you are using a dot-matrix printer, but not a laser printer



Payroll

As you may know, it is necessary to print W-2's and perform quarter and year-end processing in MAS90/200 before you can start processing your payroll for the new year. This can be rather hectic, and through in the holiday season and the beginning of cold and flu season, and you will probably be ready to out-source your payroll.

If you would like to ease some of the time crunch and print W-2's and other year end type reports sometime after running your first payroll of the new year, consider performing the following: After running the last payroll of the year, copy your 'live' company's payroll records to a backup company in MAS 90/200, using the SVDATA (or SUDATA) command.

This is done from your MAS90/200 File/Run menu. Type SVDATA (or SUDATA) in the Program Name box, click OK, and follow the instructions. Be sure to copy at least the Payroll and General Ledger modules. Then, change over to the test company and make sure your data copied properly. (Don't forget to secure this backup company using User Maintenance and/or Menu Security Maintenance) You can now close the payroll year in your live company. W-2's and other year-end reports can be run from your payroll backup company at your convenience.

If you would like a test by a step-by-step guide (with pictures) for running SVDATA, give us a call and we will be happy to email or fax this to you.

SUGGESTION: Consider using this tool (SVDATA) to make a complete backup copy of your live company, so as to run time sensitive reports, such as the Inventory Valuation Report, at a later point in time.

Year End Processing

Period end and year end processing need to be performed in a timely fashion in order for your data to be reflected properly in certain history files. As a rule, with the exception of the General Ledger module, all modules should have period end processing done prior to entering data for the second month following the month being closed. So for the year ending December 31, 2003, make sure period and year end processing is performed before processing February 2004 transactions.

Your General Ledger can remain open beyond that to capture year-end adjustments from accountants, etc.

The order in which you perform period end processing is also important. The recommended order is as follows:

- Bill of Materials
- Work Order
- Sales Order
- Point of Sale
- Purchase Order
- Inventory
- Accounts Receivable
- Accounts Payable
- Job Cost
- General Ledger

Looking for Referrals...

Are you happy with your MAS90/200 and/or Howard & Company? (We hope so...) Did you know Howard & Company gives away free support hours to those companies that refer business our way? Give us a call for more information regarding this program.

So Long Windows 98...

Effective January 1, 2004, the Microsoft Windows 98 operating system will not longer be supported by Best Software. Microsoft discontinued support for Windows 98 on June 30, 2003. While Howard & Company will continue to work with clients using Windows 98, we cannot guarantee support for MAS90/200 issues encountered on workstations running Windows 98.

Holiday Hours

In observation of the upcoming holidays, Howard & Company will be closing at noon on December 24 and December 31, and will be closed on December 25, December 26, January 1, and January 2.

**Happy Holidays from all of us at
Howard & Company, CPAs, PC!!**

If you have questions, or need help with any year end procedures, please do not hesitate to give us a call.

HOWARD & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

*"Accounting and tax professionals specializing in
MAS90 & MAS200 business management software."*

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