MAS 90 and MAS 200
Distribution and Manufacturing Modules
Tips, Tricks, and Frequently Asked Questions – 2005

This is a compilation of ideas from The Fitzgerald Group's staff, clients and other sources. Before implementing any of these suggestions or resolutions, always make sure you have a current backup, try it in a Test company first, and check with support at The Fitzgerald Group if you are unsure of anything.

For simplicity, all references to MAS 90 in this document are applicable to MAS 200 as well, unless specific differentiation is made in the text.

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1. **What is the best way to look at item history?**
   One of MAS 90's best distribution features lies in the relationships that are created among your Items and the Customers you sell the Items to and the Vendors you purchase the Items from. The best way to look at history depends on what you are trying to see. Here are some practical uses of inquiring into Item Sales/Receipt history:
   a. A Salesman wants to know which customers you have sold certain items to. In this example you would approach the history lookup from Inventory Maintenance/Inquiry, click on the History button, click on Sales History and tip the "History Option" drop down to "By Customer." The flashlight will show a list of ALL customers who have purchased this item from you. It will also break down the Sales by Ship-to Location. You can then drill down to a particular invoice to see detailed invoice history and can even reprint the invoice from here.
   b. The Purchasing department wants to know what Vendors you have purchased certain items from. For this inquiry you would use a similar approach as above. Go into Inventory Maintenance/Inquiry, click on the History button, click on Receipt History and tip the "History Option" drop down to "By Vendor." Clicking on the flashlight icon will show a list of all of the Vendors you have purchased this item from. Similar to above, you can drill down on the receipt to view detailed information regarding this receipt.
   c. A Salesman wants to know what Items have been sold to a certain Customer. In this example you would approach the history lookup from Customer Maintenance/Inquiry and click on the Items button. The flashlight icon will show a list of all items you have sold to this Customer. You can then drill down to a particular invoice to see detailed invoice history and can even reprint the invoice from here.
   d. Finally, the Purchasing department wants to know what items you have purchased from a certain Vendor. In this example you would approach the history lookup from Vendor Maintenance/Inquiry and click on the Items button. The flashlight icon will show a list of all items you have purchased from this Vendor. Similar to above, you can drill down on the receipt to view detailed information regarding this receipt.

2. **Using Customer/Vendor Alias item numbers**
   On the Inventory Maintenance Main tab, click Alias to maintain a file of vendor/customer or general part numbers (associated with the vendor/customer parts catalog) that are different from the standard inventory item number to be used for lookup purposes. Alias item numbers can be accessed during the Sales Order and Purchase Order data entry tasks. When you select an alias item number, the corresponding part number from your inventory list is entered automatically at the Alias Item Number field. Alias item numbers can also be printed on your sales orders and purchase orders.

3. **Automating the Physical Count Process**
   There are many ways to streamline your Company's Physical Count process by importing the counts into Physical Count Entry. Microsoft Access, Excel and scanning software are all examples of tools that can streamline this time consuming process.

4. Automating Customer/Vendor Item Pricing
Facilitating the task of maintaining Customer/Vendor item-specific features can easily be done with Excel spreadsheets and MAS 90's Visual Integrator module.

5. Ways to Increase Productivity in the Sales Order Module

a. Sales Order Entry "Copy from…" function: This allows for copying from existing sales orders/quotes, sales order/quote history, or accounts receivable invoice history information.
b. Sales Order Entry - Master Orders: The Master Order option allows you to create a large quantity order for items that can be shipped over a period of time. New standard orders are issued against the master to facilitate shipment and invoicing of selected items. The original order quantity, the quantity ordered against the original quantity, and the balance are maintained for the master order. Using the Master Order option allows you to offer your customers the advantage of quantity price breaks that are not possible for smaller, more frequent orders.
c. Sales Order Entry - Repeating Orders: The Repeating Order option is provided to eliminate repetitive data entry when creating orders for customers who routinely order the same items.
d. Auto Generate Invoice Selection: On the Sales Order Main menu, click Auto Generate Invoice Selection to generate invoices automatically for a selected group of sales orders or repeating orders. From this screen you'll also notice the additional selection criteria that are available such as "Select Orders on Hold" and "Sales Order Date" range.
e. Auto Generate Order Selection: On the Sales Order Main menu, click Auto Generate Order Selection to generate sales orders automatically for a selected group of repeating or master orders. This task is similar to Auto Generate Invoice Selection. From this screen you'll also notice the additional selection criteria that are available such as "Select Orders on Hold" and "Sales Order Date" range.

6. Customer Last Purchase History
Customer Last Invoice and/or Order information can be viewed on the Lines tab in Sales Order Entry and Invoice Data Entry by clicking the Lookup (binoculars) button next to the Item/Kit Number field.

7. Entering Discounts on S/O Sales Orders and Invoices
Outside of any Terms discount offered to the customer, and in addition to the discount fields (Discount Rate and Discount Amount) on the sales order/invoice totals screen, each line item can have its own discount percentage - provided the "line item discount" option is turned on in the S/O module. Keep in mind:

a. Any % entered in the Discount Rate field on the totals screen will only apply to the line items that have the DC checkbox checked, which flows from the Inventory Item Masterfile. Additionally, if the customer is assigned a Discount Rate in Customer Maintenance, that too will flow to the sales order/invoice.
b. Your forms may need to be adjusted accordingly so that the information prints in a desirable manner (e.g., unit price, line discount %, etc.).

8. **Understanding Sales Order and Picking Sheet Printing**
   Sales Orders (not quick print) and Picking sheets print for all orders that fall within the sales order number range if the **Print Sales Order/Picking Sheets check box(es)** are selected on the Sales Order Entry Header tab for each sales order selected. The check box is cleared after printing completes. A Select feature allows you to reprint a group of sales orders/picking sheets without individually reselecting the Print Sales Order/Picking Sheets check box(s) in Sales Order Entry. **(Pick Sheets only):** If the Sales Order contains credit card information but no deposit amount (therefore no authorization code), or if the credit card is expired, you may receive a "No Orders to Print" message. You can get by this by clicking "on" the "include unauthorized/expired credit card orders" check box in Picking Sheet Printing.

9. **Shipping Data Entry – Package #'s/Tracking (integration)**
   MAS 90's shipping data entry program separates shipping from invoicing and in doing so automatically creates "shipping" batches in Sales Order Invoice Data Entry. Features of shipping data entry include:
   a. Ability to create multiple shippers
   b. Printing of packing lists
   c. Assignment of package numbers and tracking numbers
   d. Entry of freight amounts
   e. Integration with Starship or other Shipping programs from UPS and FedEx.

10. **How do we prevent the Extended Item Description Box From Popping Up During Sales Order and Purchase Order Entry?**
    After going into Sales Order Entry or Purchase Order Entry, but before starting the first order, click the Defaults button on the top right of the screen. Then click on the Tab button and clear the Description checkbox.

11. **Properly processing and completing PO's, and handling Back Ordered PO's**
    When Purchase Orders are created they are labeled with a Status of NEW. Once the PO is printed the status becomes OPEN. When a Receipt of Goods is processed and updated (for all items on the PO), the status moves to BACK ORDER. Finally when a Receipt of Invoice is processed and updated (for all items on the PO), the status becomes COMPLETED. If, for any reason, all items on a PO are not received and invoiced, the status of the PO remains BACK ORDERED and will never complete, and therefore never purge from the Open PO file. In order to force the PO to a completed status and to purge properly from the Open PO file, you must go into the Purchase Order in PO Entry and change the quantity ordered to match the quantity received. This will create a quantity back-ordered of 0. Once the user accepts the change, the PO will now have a COMPLETED status.

    In some cases, even though the quantity ordered equals the quantity received there is still a quantity back-ordered, and therefore the status will not be changed to COMPLETED (and will not allow the user to delete the PO). In order to delete the PO, take the following steps:
    a. In Purchase Order Options, turn off the "Do you want to post AP Invoices."
    b. Go back to Purchase Order Entry and call up the PO you want to delete.
    c. Go to lines and make the amount ordered match the amount received.
    d. When finished, exit and re-enter Purchase Order Entry, and call up the same PO.
    e. It should now have a status of X and it should allow you to delete it.
    f. Go back to Purchase Order Options and turn on the "Do you want to post AP Invoices" flag.

There is another option in Purchase Order Period End to purge obsolete PO's. This is a powerful utility, as it will get rid of PO's before a specified date regardless of their status. Be extremely careful using this utility – we recommend that you check with our support desk before using it.

12. **Forcing Unit Cost During P/O Entry to Standard Cost (Average Cost Items only)**
    Set up vendor-specific pricing, with a discount % of 0, for each Product Line/Item you purchase from each vendor. This will force the system to use the Items Standard Cost during P/O Entry. See the next tip for further information.

13. **P/O Entry and Default Unit Costs**
    The Purchase Order Entry window uses a cost hierarchy based on valuation methods. However, you can force the system to use a Vendor specific cost (price) by maintaining the Vendor Price Schedule. This is accessed either from the VENDOR Button on the Inventory Maintenance Screen or the ITEM Button from the Vendor Maintenance Screen. The standard Hierarchy of Costs is as follows:
    a. <u>Standard Valuation</u> - The standard cost from the Inventory master file is used. If the standard cost is zero, the unit cost defaults to the last cost. If the last cost is zero, the unit cost defaults to the warehouse average cost. If the warehouse average cost is zero, the unit cost defaults to the item average cost. However, if the vendor specified on the purchase order is the Primary Vendor for the item, the last cost specified in the Inventory Management Item Vendor's Maintenance file is used.
    b. <u>Average Valuation</u> - The warehouse average cost from the Inventory master file is used. If the warehouse average cost is zero, the unit cost defaults to the item average cost. If the item average cost is zero, the unit cost defaults to the last cost. If the last cost is zero, the unit cost defaults to the standard cost.
    c. <u>LIFO/Lot/Serial Valuation</u> - The last cost from the Inventory Item Costing file is used. If the last cost is zero, the unit cost defaults to the standard cost. If the standard cost is zero, the unit cost defaults to the warehouse average cost. If the warehouse average cost is zero, the unit cost defaults to the item average cost.
    d. <u>FIFO Valuation</u> - The first (oldest) cost from the Inventory Item Costing file is used. If the first cost is zero, the unit cost defaults to the standard cost. If the standard cost is zero, the unit cost defaults to the warehouse average cost. If the warehouse average cost is zero, the unit cost defaults to the item average cost.

14. **When performing P/O Receipt of Goods or P/O Receipt of Invoice, is there an easy way to tell if any of the line items have already been received or invoiced?**
    Yes. In both Receipt Entry screens, click on a line item and then click in the Received Qty field. At the bottom left of the screen below the navigation arrows, you'll see "Original Qty, Qty Received to Date, and Qty Invoiced to Date".

15. **Managing the Purchases Clearing Account**
    Balances in the Purchases Clearing Account are typically made up of the cost of goods that have been received but not yet invoiced. The account is credited when a Receipt of Goods is updated and debited (and therefore cleared) when a Receipt of Invoice is updated. Conversely, the account is debited when a Return of Goods is updated and credited when the credit invoice is received. *Users must recognize the importance of keeping this account reconciled by reviewing transactions to this account on a regular basis.* There are various Purchases Clearing reports that can be printed from the Period End menu in the Purchase Order module to assist in reconciling this account.

16. Module Closing Order

The following list outlines the recommended order in which modules should be closed during period-end processing. If the modules are closed in any other order, the data flowing from one module to the next module may not be valid. *Note*: Some modules do not have a month-end or year-end close.

a. Payroll (quarter-end only)
b. Purchase Order
c. Sales Order
d. Inventory Management
e. Materials Requirement Planning (year-end only)
f. Accounts Payable
g. Job Cost
h. Accounts Receivable
i. General Ledger

17. Invoice/Receipt History Inquiry

As an alternative to having to access customer/vendor maintenance to view historical invoice/receipt information a user can do the following:

a. Access Invoice History Inquiry on the Main menu of Accounts Receivable, or the Inquiries menu in Sales Order, and enter the Invoice number.
b. Access Receipt History Inquiry on the Inquiry menu in Purchase Order, and enter the PO number.

18. Making Global Changes to Inventory Items

There is an "Apply" button on the Inventory/Setup/Product Line Maintenance screen that allows you to make changes to large ranges of records (items). PLEASE BE CAREFUL, as we have had clients completely blank out all fields by mistake – so you may want to give us a call the first time. You can also perform global changes to almost all files within MAS 90 using Visual Integrator as long as you can identify consistent criteria.

19. Processing Customer Deposits in the Sales Order Module

Customer deposits can be entered on a sales order and posted on an invoice to a special liability holding account that allows you to track payments received for items not yet invoiced. This Customer Deposit account is credited with the deposit amount when the Accounts Receivable Cash Receipts Entry update is performed, and debited when a sales invoice with a customer deposit is updated. This Customer Deposit account is specified in S/O Setup Options but can overridden on a Payment Type by Payment Type basis via AR/Setup/Payment Type Maintenance – Asset Account field.

a. Upon accepting a deposit from a customer for an order, the deposit amount should be entered in the S/O Entry/Invoice Deposit Amount field on the totals screen along with the appropriate Payment Type above it. This will reduce the total order amount.
b. Since you received money from a customer you need to record it – via A/R Cash Receipts Entry, but post it as a G/L Distribution to the Customer Deposits account (a Credit) which is typically a Current Liability on the Balance Sheet.
c. Upon invoicing the order:
    - The invoice will show the original invoice amount as well as the deposit.
    - The full invoice amount will hit the customer's account, as well as the deposit payment, leaving the appropriate net invoice balance on the customer's account.

- The Customer Deposits G/L account hit in step 2 above will be debited, resulting in a net 0 affect for this particular deposit.

Additionally, if your company accepts credit cards and you own the Credit Card Processing (CCP) module, this process is even more streamlined as you are able to **process credit card payments directly inside of MAS 90**. For example, you could hit the customer's credit card for the deposit during the S/O Entry process and pre-authorize the order balance. Or you could just simply hit the customer's credit card for the deposit and not pre-authorize the balance, and just hit the customer's credit card for the order balance at time of invoicing.

20. Sales Order Cancel/Reason Codes

On the Sales Order Setup menu, click Cancel/Reason Code Maintenance to maintain "reasons" why sales orders, quotes, and sales order and/or line items are deleted, and why sales orders are on hold. More specifically, the following situations will allow for selecting a cancel/reason code:

a. Putting a Sales Order on "hold".
b. Deleting a Sales Order/Quote or Sales Order/Quote line item. This will only apply if the respective S/O Setup Option for "Retaining Deleted…in History" is set to "Prompt" and you choose to "save the deleted order/line in history" at the time of deletion.

21. Warranty Tracking

Provided the "Enable Warranty Tracking" checkbox is selected in Inventory Management Setup Options, Warranty Codes can be created and maintained in Warranty Code Maintenance on the Inventory Management Setup menu. You can also specify the number of days used to calculate warranty expiration dates. Warranty Codes can be assigned to Inventory Items in Inventory Maintenance or specified on the fly during S/O Entry/Invoicing. And it is at the time of S/O Invoicing that the Warranty Expiration Date is calculated; and then it is stored in Invoice History for future "informational" use. Additionally, if you own the RMA (Return Merchandise Authorization) module, the Warranty functionality can seamlessly integrate and inform the user if a product being returned in RMA Entry is still under warranty.

22. Sales Kits

Sales kits are groups of items that are normally sold together. When a sales kit item is ordered or invoiced using the Sales Order module, the item group is "exploded" into its individual components. Select the Print Detail check box in Sales Kit Maintenance to print sales kit component items in detail on a sales order or invoice. Clear the check box to print only the sales kit header line without any component item detail. If the Bill of Materials module is installed for the current company, the Bill of Materials module must be used to set up and maintain sales kit information.

23. Difference between Bill of Material and Work Order Cost Rollup Register

The Cost Roll-Up Register calculates the cost of each bill based on the cost of each component item and miscellaneous charge. The standard cost for the inventory item is updated with the calculated cost following the completion of the report. If the Cost Roll-Up Register is run from Bill of Materials, the costs are calculated based on Bill of Materials components and miscellaneous charges only. Running the report from Work Order will take into account labor and overhead costs that have been established in BOM routings.

24. Work Order History Report

The Work Order History Report found on the Work Order Reports menu, recaps all history information for work orders that have been closed **and purged from the Open Work Order file (i.e., Work Order Entry)**. Note: This option is available only if the Retain Work Order History check box is selected in the Work Order Options window.

So if something other than 0 is specified in W/O Options for "the number of days to retain closed work orders in W/O Entry", no data will appear on the W/O History Report until the Work Order Purge Utility is run from the W/O Main menu. For example, if your "# of days" setting is set to 30 and you access this Purge option today (Aug 4th), the date will default to 7-5-05 (30 days prior) and Work Orders will be purged from W/O Entry (Open W/O file) if closed on or before 7-5-05 – and will be written to the W/O History file. In this example, closed Work Orders will stay in W/O Entry for at least 30 days since being closed. To control this you can change the "# of days" setting or more simply change your W/O System Date.

25. Shopwatch

Companies that record labor in the Work Order module are aware that this can be an overwhelmingly time-consuming process. Shopwatch, an add-on solution to MAS 90 by Scanco, is a fantastic way to automate the labor entry process through the use of bar coded travelers. Ask your Fitzgerald Group consultant about this solution or visit the Scanco booth in the exhibitor area of the conference for more information.

26. Purchase Order to Work Order

If the Work Order module is integrated with Purchase Order, you can enter work order distribution information for purchase orders that contain items or miscellaneous charges that you want applied to work orders. The user specifies a work order number, step number, and transaction type for every line item you want posted to a work order.