

Sage MAS 500 ERP

Sage MAS 500 Office

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 valuable component that is included with Sage MAS 500 ERP.

With Sage MAS 500 Office, 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-mails, 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 Office, 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 Sage MAS 500 Office launches Microsoft® Word and populates a customized dunning letter with Sage MAS 500 data, including customer name, address, and aging information—all without your 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® for what-if analysis.



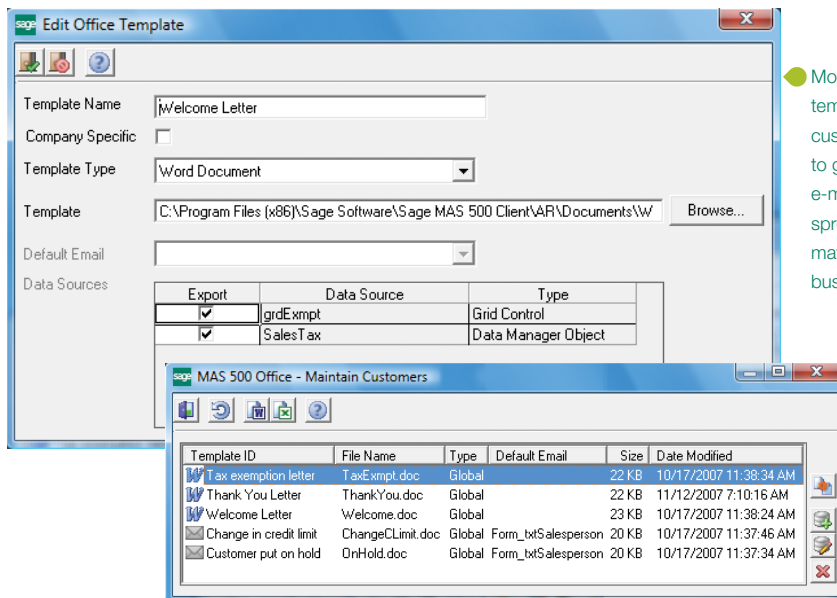
PREDEFINED TEMPLATES

- 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

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

Modify standard templates or create custom templates to generate letters, e-mails, and spreadsheets that match your unique business needs.



Sage MAS 500 Office has been implemented in all data entry tasks, so custom documents and spreadsheets can be generated effortlessly from any maintenance or transaction entry screen.

“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

Sage MAS 500 Office Functions

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

- Generate 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.

Easy Access to Documents

Leverage the Sage MAS 500 memo manager to attach a variety of files directly to Sage MAS 500 records.

- Attach any desktop 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 memo manager 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.

Create New Templates

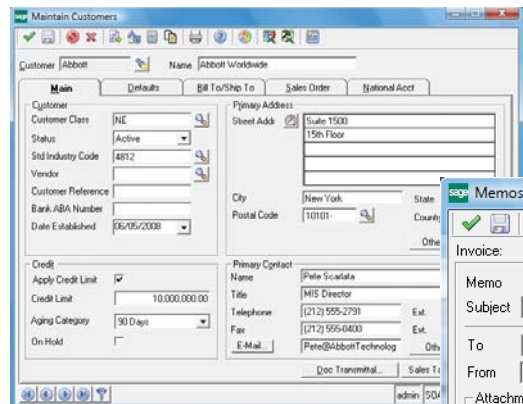
Create a wide choice of templates for your letters, e-mails, and spreadsheets.

- Create templates using a process as simple as dragging and dropping fields into your Word documents or export directly to Excel spreadsheets for formatting.
- Make templates available to all companies or a specific company.

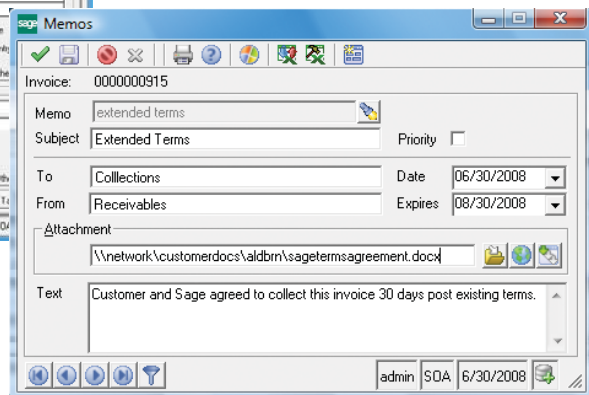
Generate Templates

Easily select existing templates and generate 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.



- Attach any memo, file, or Internet address (URL) to an entity such as a customer, vendor, salesperson, or account.



- Memo manager allows you to easily attach any desktop file, including Word documents, spreadsheets, and images, to Sage MAS 500 transaction records or master files.

About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. Sage North America employs approximately 4,100 people and supports nearly 2.9 million small and medium-size business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 14,500 people and supports 5.8 million customers worldwide. For more information, please visit the Web site at www.sagenorthamerica.com.

