

**DSG, Inc.**

**Data Systems Group**

(901) 683-5100

# TIPS OF THE TRADE

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## M•A•S 90® Level 2.0 to Increase Prices

Time is running out to purchase M•A•S 90 Level 2.0 at current rates.

Effective January 1, 1996, M•A•S 90 Level 2.0 will experience a price increase.

New Level 2.0 users have until December 22 to upgrade at the current prices. Existing users have until

December 29 to order additional modules without an increase.

Most modules, for both DOS and UNIX systems, will see an increase of around 30 percent.

Please contact your DSG, Inc. representative for more pricing information.

## M•A•S 90® for Windows®

### *It's Coming!*

By the end of first quarter 1996, M•A•S 90 for Windows will be available to M•A•S 90 users. This new version of M•A•S will take advantage of the ease of use that has become to be associated with Windows 95.

M•A•S 90 for Windows was designed with the user in mind. The look and feel of M•A•S 90 will be like that of Windows, including the use of windows and pull-down menus. There will be a very sophisticated "help" function as well.

System features include something new called "drill down" that will allow, for example, the user to select a certain item on a report and ask for that item's invoice to be shown. Workflow integration, database-enforced security, and user-definable fields are other system features, and customization is certainly an option.

Some accounting features of M•A•S 90 for Windows include flexible reporting and flexible charting. There is also the option for multiple companies and multiple currencies to be used. Unlimited budgets and history are another plus of the new version.

For those who do large amounts of data entry, you will be able to use your 10-key pad without tabbing. And you can change the order of entry to better suit your needs.

The operating environments that can take advantage of this new version range from single-users of Windows 95 to multi-users of Windows 95 Client, NT Server 3.51 or NetWare 3.12. VisualBasic 4.0 and Watcom version 4.0C are also suitable operating environments.

While not every module will be available by March, core functionality will certainly be available, and the new modules will not be far behind.

For more information on how you can get M•A•S 90 for Windows for your office, contact your sales representative at DSG, Inc. They will be happy to assist you in meeting your accounting needs.

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## Inventory Year End Procedures

Many M•A•S 90 users perform a physical inventory count as part of their year end procedures, and need an exact Year End Inventory Valuation Report.

Since the Inventory Management module is a perpetual inventory system, when the inventory is frozen at year end, invoices and receipts that are updated from Sales Order, Purchase Order, and Inventory Transaction Entry will continue to create postings that affect the Valuation Report. In order to reconcile you must be able to get an exact year end Valuation Report and Trial Balance. To ensure a smooth year end process, follow these procedures:

- After the last entries have been made for 1995, update all of the transaction journals and freeze the inventory.

- Physically count your inventory.
- Continue entering sales invoices, inventory and purchase order receipts. **DO NOT** update these transaction journals.
- Do the Physical Count Entry, print and update the Physical Count Register with a 12/31/95 System Date.
- Print the I/M Valuation Report and the I/M Trial Balance. These are used to reconcile to G/L.
- Inventory Management Year End processing may now be performed.
- Using a January 1996 date, then print and update the transaction journals that were on hold.

*-from Tips and Techniques, a  
State of the Art ClientCare Publication*

## General Ledger Year End Procedures

Remember to check your **G/L Setup Options (Screen 2) Retain History?** flags prior to performing Year End. If you need to retain detailed Transaction History, Period Summary History or you must run comparative financial statements set the values to '2' or greater, prior to

performing Year End Processing. If you need to purge History for the Current Year, set the values to '1'. This will purge the history during Year End Processing.

*-from Tips and Techniques, a  
State of the Art ClientCare Publication*

## Payroll Year End Procedures

Three important facts to keep in mind before you start:

- In Payroll there is **NO FUTURE PERIOD**. This means that Year End Processing must be performed before 1996 Payroll data can be updated.
- Tax Tables are System Wide files. Once the 1996 Tax Table disk is installed, rates and limits will be updated for all companies on the computer, not just those which have been closed for 1995.
- The limits printed on W-2 forms are being read from the Tax Tables, not the employee masterfiles. Therefore, 1995 W-2 forms will not print correctly if the 1996 Tax Table disk is installed.

Listed below are three different examples of Year End and W-2 processing. One of these should provide the best solution for your Year End, depending on your required timetable. These examples apply to systems which have only one Payroll company or

*continued on page 3*

### Tip of the Month

#### Reminder:

**Be sure that each workstation has a unique BBTERM value.**

Client personnel frequently forget this requirement and copy each other's boot floppies. This can cause deferred file screen display problems, screen changing without operator intervention and update corruption.

### Please Make a Note:

DSG, Inc. has moved.

Our new address is:

9570 El Hill Road, Memphis, TN 38133-4214

Our new phone numbers are:

Voice: (901) 384-6600 FAX: (901) 384-6602

# *Happy Holidays from DSG, Inc.*

## Payroll Year End Procedures . . . con't

have multiple Payroll companies which can all close at the same time.

In the simplest example, the user is ready to complete Year End Processing prior to running 1996 Payroll. Perform the steps below:

- After all 1995 Payroll data has been entered and updated, make a backup of the Payroll data files.
- Print W-2 forms and all Payroll Reports.
- Run Year End Processing. When complete, verify that the Payroll Options have incremented correctly to Quarter 1 1996. If it has not, contact Product Support for assistance. **DO NOT** manually change it.

- Install the 1996 Tax Table disk.
  - Process the 1996 Payroll checks.
- In this example, the user needs only a few extra days to get ready for Year End, and needs to run just **ONE** Payroll for 1996 before they will be prepared to run W-2's:

- After all 1995 Payroll data has been entered and updated, make a backup of the Payroll data files.
- Install the 1996 Tax Table disk.
- Perform Payroll Data Entry and print checks for the first 1996 payroll, but **DONOT UPDATE THE CHECK REGISTER**. This will prevent these checks from affecting the master files that print W-2 information.
- Reinstall the 1995 Tax Table disks.
- Print W-2's and all Payroll reports.

Technical Support for any  
M•A•S 90 product can be obtained  
by contacting DSG, Inc.

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- Run Year End. When complete, verify that Payroll Options have incremented correctly to Quarter 1 1996. If not, call Product Support, **DO NOT** manually change it.
- Install the 1996 Tax Table disk.
- Print and update the Check Register. *Note: Since year end has not been processed for 1995, your employees will still see 1995 Year-to-Date and Period-to-Date figures on their check stubs. These figures will be updated correctly on their next paycheck's stub.*

This example covers the situation in which the user will need to run several Payroll Check batches for 1996 prior to printing 1995 W-2's.

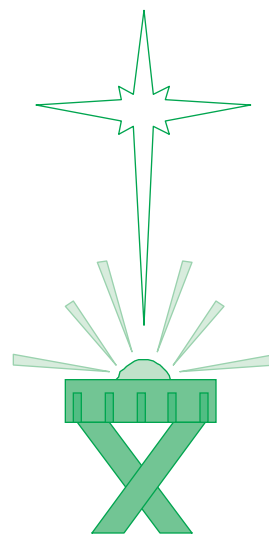
- After all 1995 Payroll data has been entered and updated, make a backup of the Payroll data files.
- Create a new company code in Company Maintenance (i.e. P95). At the menu, type **^SUDATA** to access the Utility to copy data files

from one company to another. Source Data will be **PRXXX** (where **XXX** is the company code). Destination Company will be P95.

- Run Year End in Company **XXX**. When complete, verify that the Payroll Options have incremented to Quarter 1 1996. If not, call Product Support, **DO NOT** manually change it.
- Install the 1996 Tax Table disk.
- Process 1996 Payrolls as usual in company **XXX**.
- When you are ready to print W-2 forms and year end reports, reinstall the 1995 Tax Table disk, access Company P95, and Print W-2 forms and all Payroll reports.
- You may now delete company P95 through Company Maintenance.
- Install the 1996 Tax Table disk.
- Process additional 1996 Payrolls.

*-from Tips and Techniques, a  
State of the Art ClientCare Publication*

*If your company had over 250 employees in 1995, including terminated employees, you must file your W-2 forms on magnetic media. Order your media now, as magnetic media W-2's are due February 29, 1996. If your company had less than 250 employees, you must file paper W-2's, which are due January 31, 1996.*



*"For unto us a child is born, . . . and his name shall be called Wonderful."*

*Isaiah 9:6*

# Q & A

**Q:** *I have heard mention of several versions of Windows. What are they and how can I tell them apart?*

**A:** Currently, there are five different versions of Windows.

**Windows 3.1** is an older version. It is mostly used by single users or those wishing to access a file server. The recommended minimum system requirements (RMSR) are 4 MB of memory, a 40 MB hard drive, and a VGA monitor with a 386-33 MHz CPU. **Windows 3.11 (Windows for Workgroups)** offers 32 bit disk accessing and peernetworking of up to five users. It can be used by a single user, or can be used with a file server such as Novell or Windows NT. The RMSR is 8 MB of memory, a 40 MB hard drive, and a VGA monitor with a 386-33 MHz CPU. **Windows 95** also offers 32 bit disk accessing, and a peer network of up to 10 users. It too can be used by a single user,

or with a file server. In addition, it offers preemptive multi-tasking and long file names, and includes MS DOS 7.0. The RMSR is 8 MB of memory, a 100 MB hard drive, and a VGA monitor with a 486-100 MHz CPU. **Windows NT Workstation** is a high performance NT file system and print server. It can be used in a single-user environment or with a file server, and because it can provide C2 security, it can be used as a file server. It can peer network up to 15 users, and also has 32 bit disk access, preemptive multi-tasking, and long file names. The RMSR is 16 MB memory, a 300 MB hard drive, and a VGA monitor with a 486-100 MHz CPU. Last, **Windows NT Server** is all of Windows NT Workstation and more. It can be used as an application server and has advanced file server capability. As a scalable system, it can support thousands of users, and it can support symmetrical multi-processors such as Pentium or Pentium Pro. The RMSR is 24-32 MB memory, a 500 MB hard drive, and a VGA monitor with a Pentium 100 MHz CPU.

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