



## SAGE MAS 500

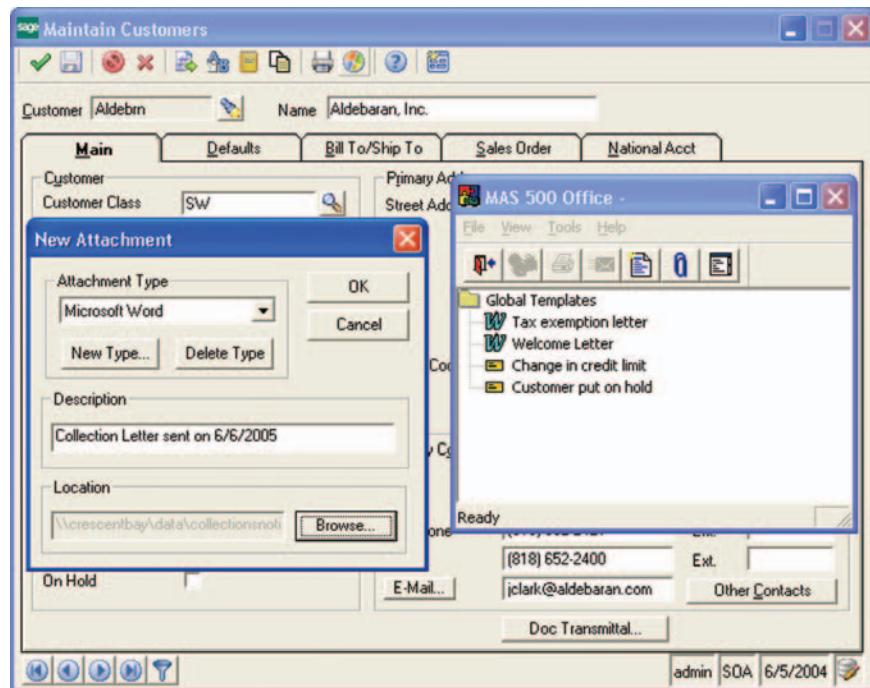
## OFFICE

### 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.

