



# SAGE MAS 90 & MAS 200 NEWSLETTER

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## Improve Access to Data for Effective Decision Making

Providing the right people in your organization with timely and accurate information in the form of detailed reports and on-screen analysis is one of the most important functions of any software system. While software *features* provide flexibility to easily adapt a software application to your existing business processes, it's the *reporting output*, accessibility, and quality of information that provide the real value. Your ability to quickly access and use that information to make important business decisions, become more efficient, and get a leg up on the competition is what provides the return on your technology investment. In this article we'll explore some reporting tools and concepts that will help you make the most of your Sage MAS 90/200 software and transform volumes of data into actionable knowledge.

### Business Intelligence

Business Intelligence, or simply "BI," is a broad category of applications that provide a framework for organizing your business data into graphical views and meaningful reports. One of the most important aspects of BI tools is that they empower *non-technical* users such as managers and executives to efficiently slice and dice large volumes of data without having to understand the underlying database structure. Too often key decision makers are forced to wait weeks or even months while the critical data they need is extracted and compiled by the IT department well "after the fact." Combining the power of BI tools with human business intuition will empower decision makers with the ability to analyze trends and make effective tactical decisions to stay ahead of the curve. Your Sage MAS 90 or MAS 200 system includes several built-in BI tools including Business Alerts, Business Insights Dashboard and the recently-added [Business Insights Explorer](#) which was introduced with version 4.2.

### Important Information is Often Trapped

Too often, critical information is trapped on islands of disconnected databases and thus many companies turn to spreadsheets as a make-shift method of merging data from disparate systems. This process often requires human intervention which can delay report delivery and timely access to important information. Also, the spreadsheet approach is prone to errors since information is typically extracted and manually merged with other data. If you regularly import data from multiple systems, the [Visual Integrator](#) for Sage MAS 90/200 may provide a good solution. It automates the transfer of data between your MAS 90/200 software and any other ODBC-compliant business system (like a medical billing application for instance). Using Visual Integrator, you can run reports from within the MAS 90/200 interface that seamlessly include data from multiple systems thus eliminating reliance on manually intensive spreadsheets which results in timely and accurate consolidated reporting.

### Dashboards and Key Performance Indicators

A business dashboard is a graphical representation of key business metrics that provide a perspective on the health of operations. Like the dashboard in a car, a business dashboard displays information in easy-to-read graphics and charts assembled from data pulled in real-time from your business system. It graphically represents the gritty details of data that is buried deep in your software application. Dashboards have become increasingly useful to managers and executives that closely track business metrics known as Key Performance Indicators (KPI). KPI's can be used to quantify progress toward a company objective such as increasing average revenue per customer or improving profitability of a specific customer demographic. What's more, many business dashboards provide a framework for merging data from external sources and combining it information from your financial software. This could be useful in assigning a quantitative value to non-financial metrics that may be tracked separately in a spreadsheet. Your Sage MAS 90/200 software includes a [Business Insights Dashboard](#) that is customizable and allows you to choose to display, in a high-level graphical format, the information that you most rely on to ascertain the state of business operations.

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New enhancements delivered with MAS 90 and MAS 200 version 4.2, along with existing reporting options, provide timely access to data for effective decision-making. Contact Us if you have questions about how to combine or configure all of these important reporting tools to maximize your investment in MAS 90 or 200.

### Related Online Resources

Sage Business Intelligence Information Page - [Click Here](#) • Business Week Article: "Giving the Boss the Big Picture" - [Click Here](#)

## Brief News and Updates

### Service Update 4 Supports Microsoft Vista

The Sage MAS 90 v4.2 service update 4 is now available and includes support for the Microsoft Vista operating system. Download at [Sage Software Online](#) or contact us for assistance.

### Sage MAS 90 and 200 Version 3.71 Retirement

Sage Software has announced retirement of support for Sage MAS 90 and 200 version 3.71 at the end of the next calendar year. Sage extended their normal timeframe for retirement of v3.71 to better support customers as they upgraded to the significantly enhanced 4.x series. Support will continue for subsequent versions including MAS 200 SQL 3.72 and 3.73.

### Important Dates to Note

**December 2007** - Customers will receive the final 3.71 Year-End Tax Table updates.

**December 2008** - Telephone Support for version 3.71 is

available through December 2008

### Sage Summit Customer Conference November 2007

Sage Summit is an annual conference and trade show for all Sage Software customers. It's opportunity to learn about upcoming product developments and become a part of your product community by connecting with colleagues and fellow software users, product experts, support analysts, and Sage executives—all under one roof. At this 4-day event you'll learn about best practices and proven strategies for leveraging your software investment to make your job easier and organization more efficient.

**November 3-6, 2007** • **McCormick West Convention Center** • **Chicago, IL**

[Click Here](#) for more detailed information or to register.

## Productivity Tip: Deleting Duplicate Rows in Excel

Sometimes data received in Excel can be messy. You may need to clean the data before it can be used or imported. In this tip we'll discover how to delete rows that contain **duplicate data**. In this example, a duplicate row is one where all values in a row are an exact match of all the values in another row. Also, the original spreadsheet must contain column headers.

**Note:** It's a good idea to copy your original data to another worksheet before testing this tip to avoid permanent loss of data. Also, this tip is valid for Microsoft Excel Version 2002 and 2003. For online instructions to remove duplicates in the new Excel 2007, [Click Here](#).

1. Select all the rows, including column headers, in the list you want to filter.
2. On the **DATA** menu, click **FILTER**, then **ADVANCED FILTER**
3. In the dialogue box, select the option for **FILTER THE LIST IN PLACE**
4. Select the **UNIQUE RECORDS ONLY** check box, and then click **OK**

The filtered list containing only unique records (or in other words, duplicate-free) is now displayed with the duplicate records hidden. It's a good idea to copy the newly-filtered list to another worksheet and restore your original list to retain its integrity (duplicates and all). To do so, follow these steps:

1. Select all the data in your new, filtered list and copy to another location
2. Go back to your original list, select **DATA** from the menu, click **FILTER**, then **SHOW ALL**. This will restore the duplicate records in your original list.



## Contact Us With Any Questions

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