



# SAGE MAS 90 & MAS 200 NEWSLETTER

## A CRASH COURSE IN BAR CODING

Use of bar coding has grown dramatically over the last several years. Once a luxury available only to large companies with deep pockets, widespread adoption of bar coding has led to lowered costs and a variety of choices available to small and medium-sized businesses. In fact, it's quickly becoming a standard for any company that wants to remain competitive. In this article we examine some of the basic elements of bar code technology to provide a glimpse of what it can do for your business.

### The Business Case for Bar Coding

Essentially bar coding provides a fast and reliable method of data collection. One of the most significant benefits is improved efficiency which reduces labor costs. Nowhere is this more evident than in the warehouse where personnel are picking inventory to fill orders, conducting physical counts, shipping and receiving goods, and many other activities that require frequent data collection and subsequent entry into an inventory management system. But the benefits are not limited to the warehouse ... manufacturers can track work-in-progress by scanning a routing sheet with bar codes on them, time and attendance data can be captured using bar codes on employee badges, location of fixed assets can be tracked and assist in maintenance scheduling, and pricing information & immediate inventory updates can be captured at the cash register for point of sale transactions.

Another significant benefit is accuracy. Even though a bar code scanner can typically record data many times faster than even the most skilled typist, bar code data entry only has an error rate of about 1 in 3 million. This level of accuracy can have far-reaching affects including improved customer satisfaction, elimination of unnecessary costs due to shipping errors and reduced customer returns of incorrect product or quantities. In addition, speedy and accurate data can provide managers and other decision makers with the reliable information they need to make quick and informed decisions.

### What is a Bar Code?

As you probably know, a bar code is simply a series of Black bars and White spaces used to uniquely identify items. The data contained in the bar code itself is usually just a reference and doesn't contain descriptive data. Rather it's used to look up a record in your system such as an inventory item that contains a product ID, description, pricing, and other pertinent details.

### Bar Code Readers/Hardware

There are a few basic types of bar code readers. *Fixed readers* remain attached to their host computer and transmit one data item at a time as the data is scanned. *Portable batch readers* are battery operated and store data into memory for later batch transfer to a host computer. **Portable Radio Frequency ("RF") Readers** transmit data directly to your system in real-time. Perhaps more importantly, the two-way RF communication allows the host system to instruct the operator where to go and what to do next, in real-time, based on the step that was just completed.

### Bar Code Software

Bar code readers require software to provide operational instructions in addition to the link/integration back to your core system. Basically the software provides the brains behind the bar code operation. Without software, the data captured by the reader is meaningless.

### Bar Coding with Sage MAS 90

Sage MAS 90 and MAS 200 offer a powerful bar code solution that helps streamline your warehouse processes. You can quickly and accurately gather, validate and verify inventory counts, item numbers,

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quantities, and lot/serial numbers of goods shipped & received. Eliminate manual data entry, reduce errors and discover why Bar Code for Sage MAS 90 or MAS 200 can pay for itself in a very short period.

 [Click Here](#) to download the MAS 90 Bar Code module feature sheet online.

## ELIMINATE THE COMPLEXITY AND BURDEN OF SALES TAX

### New Sage Sales Tax for MAS 90 & MAS 200 - Powered by AvaTax

Sales tax management is a complex and tedious activity that is a significant burden to many organizations. With more than 12,500 tax regions throughout North America alone—and constantly changing jurisdictional boundaries, rates and taxability rules—it's virtually impossible for most businesses to keep up. Yet it's a compulsory activity; you are required to do it by law. Any time and money spent on sales tax compliance and related activities is, by nature, non-revenue generating. So even if you invest the time and resources to get it 100% right and are bullet-proof in an audit, you've still lost the time and productivity that went into getting there.

By leveraging the power of automation, Sage Sales Tax for Sage MAS 90 and MAS 200 can eliminate the tedious work and complexity associated with calculating, collecting, reporting on and remitting taxes in multiple jurisdictions—reducing the risk of penalty in an audit while saving money and improving organizational productivity. Recently introduced by Sage Software, this new feature of your MAS 90 or MAS 200 system enables you to take an automated approach to sales tax management with very little training and no change to your current sales order and/or invoice processing procedures.

 [Click Here](#) to watch a self-running demonstration of AvaTax for MAS 90 online

## PRODUCTIVITY TIP: EMAIL SIGNATURES IN OUTLOOK

In today's business environment, we rely more and more on e-mail for communication. While use of the traditional business letter (with a salutation and signature) may be on the decline, it's still important to know something about the people we correspond with. E-mail signatures can play a role in providing contact information, and in lending a professional tone to your messages. A signature is a customary, fundamental aspect of communication that we have come to expect and value. It adds a personal touch and an element of sincerity.

Typical information in an e-mail signature might include: Your name, Title, Phone Number and Extension, Email Address, and Company Web Address. The following steps will guide you through creating an email signature using Microsoft Outlook.

### How to create an e-mail signature in Microsoft Outlook:

**1.** On the **Tools** menu, click **Options**. **2.** Click the **Mail Format** tab. **3.** Click the **Signatures** button. **4.** Click the **New** button and begin typing

Creating a signature doesn't take long. It really depends on how plain or fancy you want it to be. You can quickly create a "Plain text" signature with important contact details or click "Edit" to create a more eye-catching, graphical signature that might include Pictures, logos, colors, and other formatting options. Once created, Outlook automatically applies your new signature to every new email message you compose.

[Click Here](#) for more detailed step-by-step instructions online.



## Contact Us With Any Questions

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