

# Sage 500 ERP



## Office

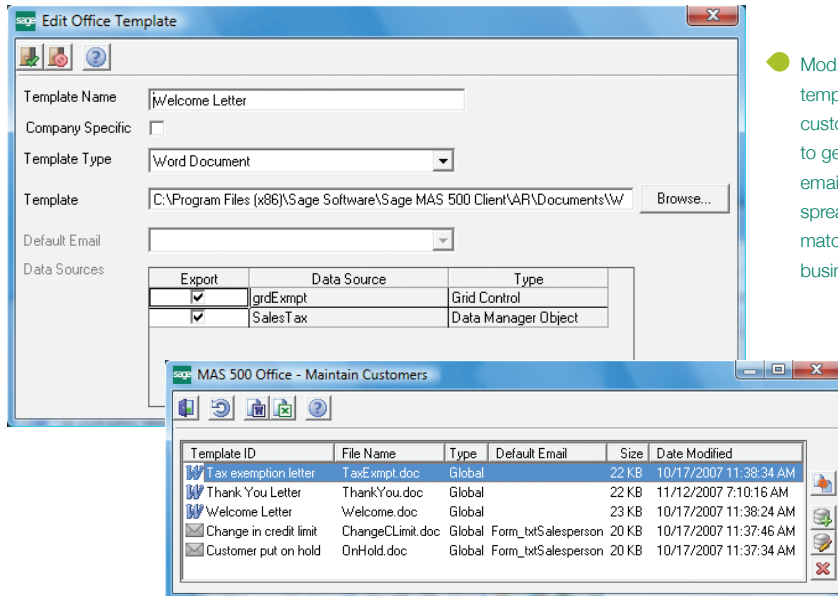
### Build Strong Customer Relationships

The Sage 500 ERP (formerly Sage ERP 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 500 ERP.

With 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, emails, or spreadsheets, without ever leaving Sage 500 ERP.

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 500 ERP template, make any necessary modifications, and save the new template.

Through 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 Office launches Microsoft® Word and populates a customized dunning letter with Sage 500 ERP data, including customer name, address, and aging information—all without your having to type a word! You can also use Sage 500 ERP spreadsheets as budget analysis tools to transfer business data from Sage 500 ERP tasks into Microsoft Excel® for what-if analysis.



● Modify standard templates or create custom templates to generate letters, emails, and spreadsheets that match your unique business needs.

● Sage 500 ERP 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.

### 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 Email
- Customer Change in Credit Limit Email
- Customer Exceeded Credit Limit Email
- Problem With Vendor Account Balance Email
- 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 500 ERP SOLUTIONS

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