

WOS Develops A Timesaver

In our office we are strong Sage Master Builder users that take advantage of every short cut possible and when we come across a part of SMB that just doesn't seem to fit us, we find a way to make it work.

In some parts of the program when you do a lookup, you get a vendor number or a customer number instead of a name. Our pet peeve was in service. When we wanted to look up a work order and sorted the column by customer, it would list them in customer number order without a name. The same holds true in accounts payable 4-2. If you entering an a/p invoice, and you don't know the contract or po number and do a lookup you only see the vendor number. Sometimes this is very frustrating. Not any more!

We have created a must have utility tool that we call the "Lookup Assistant" that will add the vendor name to purchase orders and subcontracts or a customer name work orders in a user defined field of your choice. It takes only seconds to install and run and will save any data entry person valuable time.

For more information on this and other custom processes contact Wright Office Solutions, Inc.

WOS Teaming With Sage

Wright Office Solutions, Inc. is in negotiations with Sage to showcase two of their products, The Ultimate Reports Guide and the MDM (Master Data Migration) conversion tool.

The Ultimate Reports Guide is a compilation of system reports included in Sage Master Builder. This is a terrific tool for beginning and intermediate users that would like to explore other parts of the program or are looking for a specific report and need to know where to find it within the program.

The MDM is a data conversion tool which can convert virtually any accounting data from any accounting source into Sage Master Builder. The MDM is a series of user friendly Excel worksheets. Data from the old accounting software is dropped into the Excel templates. At this time users can update and/or modify their data before going live in Sage Master Builder. All data is updated and balanced in Excel before converted. "We have had a 100% customer success rate with the MDM" says Gwyl Wright of Wright Office Solutions, Inc.. "We saw a need to fill for new Sage Master Builder users and we are very excited that Sage is showing such a great interest".

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Shortcuts

In our line of business we run into two types of users. the mouse people and the keyboard people. Both types of users believe there way is the best way. For all of you keyboard people out there we would like to share some shortcuts we have learned along the way.

Most Window Program Shortcuts



- <Ctrl> S - Save the current document
- <Ctrl> O - Open a new document
- <Ctrl> Z or <Alt> <Backspace> - Undo the last thing you did
- <Ctrl> Y - Undo the last undo
- <Ctrl> A - Select the entire current document
- <Ctrl> X - Delete the selection and move it to the clipboard
- <Ctrl> C - Copy the selection to the clipboard
- <Ctrl> V - Paste the clipboard's contents into the current program
- <Ctrl> P - Open the Print dialog box
- <Ctrl> I - Turn italics on or off
- <Ctrl> B - Turn bold on or off
- <Ctrl> U - Turn underlining on or off
- <Ctrl> F or <F3> - Launch a program's search or find tool
- <Ctrl> <Home> - Move the cursor to beginning of document
- <Ctrl> <End> - Move the cursor to end of document
- <Alt> <Tab> - Switch between open windows

Internet Explorer Shortcuts

- <Alt> D - Go to the Address bar
- <Ctrl> <Enter> - Add www. Before, and .com after, what you're typing in the address bar and go to that site
- <F5> or <Ctrl> R - Refresh the current Web page
- <Esc> - Stop downloading a Web page
- <Ctrl> E or <F3> - Show or hide the Search bar
- <Ctrl> F - Open the Find dialog box
- <Ctrl> H - Show or hide the History bar
- <Ctrl> I - Show or hide the favorites bar
- <F11> - Toggle full-screen mode on or off
- <Ctrl> N - Open a new browser window
- <Alt> <Home> - Go to your Home page
- <Ctrl> O or <Ctrl> L - Open the Open dialog box to go to another Web site

Sage Master Builder Shortcuts

- <F1> - Help
- <F2> - Calendar
- <F3> - Calculator
- <F4> - Search
- <F5> - Lookup/Quick List
- <F6> - View/Add Records
- <F7> - Security/Field Properties
- <F8> - Grid Pick List
- <F9> - Index
- <F12> - Executive Dashboard