

The MMS 2009 Software Update

There are several new, and very cool features you won't want to miss out on in the latest MMS software update. Some will be noticeable immediately, and some will be working in the background to make your experience using the software more secure.

The first thing you'll notice is the LOGIN window is different. That's because the password security has been upgraded considerably.

- ▶ Put your user name,
- ▶ Then choose the company,
- ▶ Then put in your password and select log in.



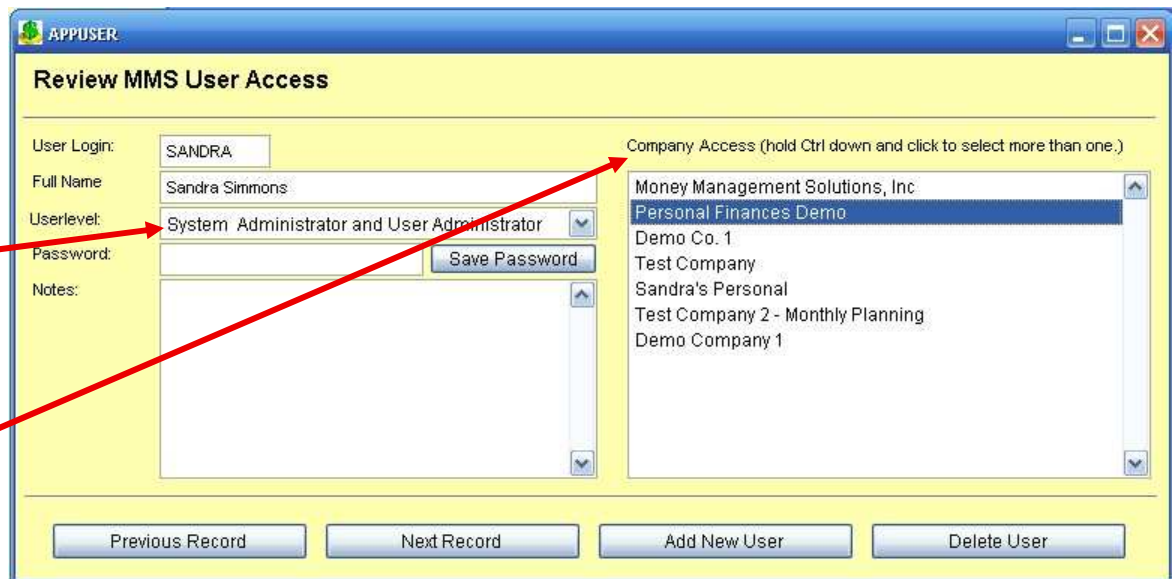
You can now add users and set the companies each user is allowed to access.

To set users and access rights, go to FILE > REVIEW USER ACCESS.

(If a user tries to access a company they are not authorized to access, they system will give them a warning that they are not allowed access to that particular company.)

The owner of the software license should be the Administrator and should have access to all companies.

Only the system administrator can add users, reset passwords, and control which companies in the software each user can access.





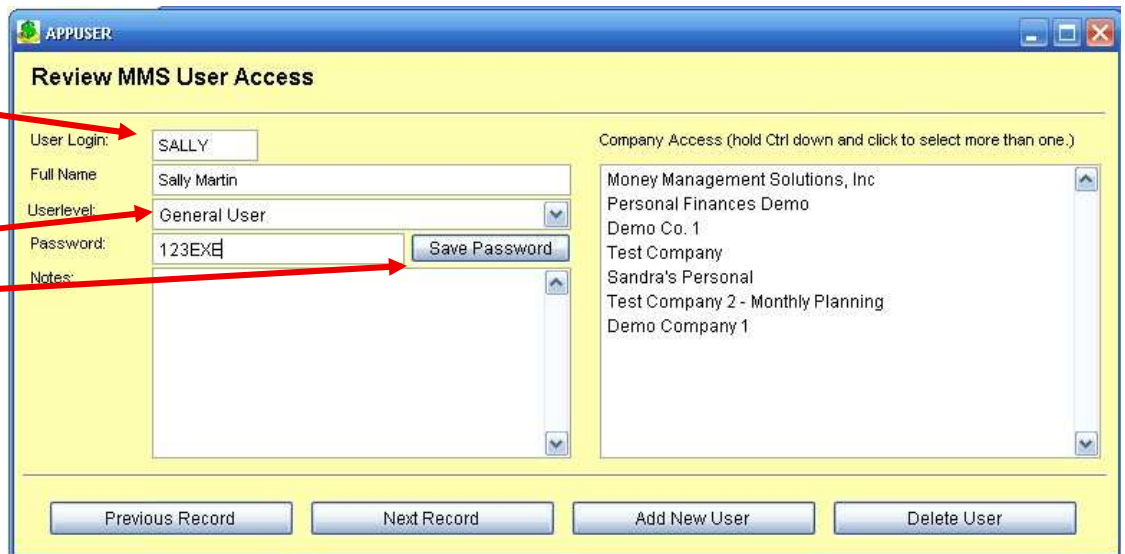
The Administrator should be set to access ALL companies. Just hold down the control key and click each one until they are all highlighted.

Type in the password and SAVE the password so it changes to an encrypted form.

To add a user, such as your bookkeeper or accountant, use the **ADD NEW USER** button.

Set up their user name and password,

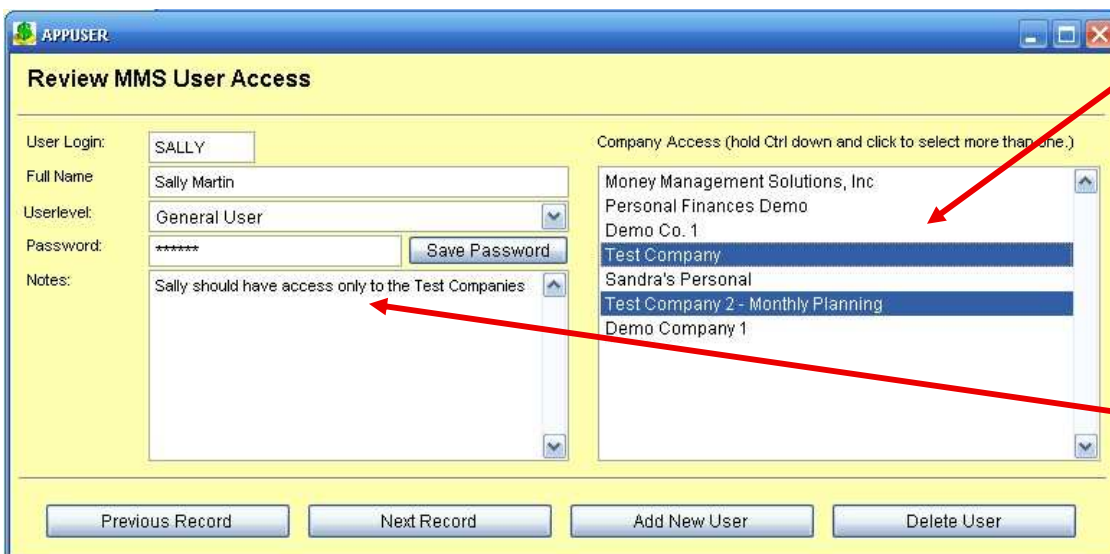
select general user and save their password



Review MMS User Access

Use the control key to select the companies the user will have access to.

This is the place for notes about the user if you have more than one system administrator setting up users.



The Administrator can: **add or delete users, reset user names and passwords, set the user level for each user, and control access** to the different companies for each user.



Automatic Regionalized Date and Currency Settings

For our software users in the more than 20 countries outside the U.S., we are pleased to let you know that the dates and currencies will be automatically adjusted in the MMS software program based on your computer settings.

As soon as you install the update, you'll see the dates and currency format change to what you are used to using.

In this example the German settings are shown

We appreciate your patience in waiting for this major enhancement to the program.

<input type="checkbox"/>	Vendor Name	Inv. Date	Inv. Amt.	Due Date	Invoice #	Expense Type	Amt. Paid	Bal. Due
<input checked="" type="checkbox"/>	Quill Stationary	01.02.2009	180,00	01.02.2009		Office Supplie		180,00
<input type="checkbox"/>	AAA Auto Service	01.02.2009	50,00	23.02.2009		Dues		50,00
<input type="checkbox"/>	Speedy Repairs	09.02.2009	287,00	27.02.2009		Repairs		287,00
<input type="checkbox"/>	Spring Hill Services	04.02.2009	15,00	04.03.2009		Office Exp		15,00
<input type="checkbox"/>	Standard Process	10.02.2009	650,00	10.03.2009		Repairs		650,00
<input type="checkbox"/>	Quick Printing Co	19.02.2009	376,15	13.03.2009		Advertising		376,15
<input type="checkbox"/>	USA Data	15.02.2009	210,00	14.03.2009		Advertising		210,00
<input type="checkbox"/>	Henry Schein	17.03.2009	580,00	16.04.2009		Supplies		580,00
<input type="checkbox"/>	American Express	12.04.2009	300,00	23.04.2009		Credit Card		300,00
<input type="checkbox"/>	Chase Visa	12.04.2009	500,00	24.04.2009		Credit Card		500,00
<input type="checkbox"/>	Idearc	30.03.2009	1.166,35	25.04.2009		Promotion		1.166,35
<input type="checkbox"/>	Cingular Cell	12.04.2009	127,45	25.04.2009		Cell		127,45
Totals							0,00	10.377,55

<input type="text" value="0,00"/>	This Period's Dateline Allocation	<input type="text" value="0,00"/>	Amount Spent
<input type="text" value="0,00"/>	This Period's Regular Allocation	<input type="text" value="0,00"/>	Left To Spend
<input type="text" value="0,00"/>	This Period's Total Allocation	<input type="text" value="0,00"/>	

To reset your computer to the date and currency system for your location, go to **CONTROL PANEL > REGIONAL AND LANGUAGE OPTIONS**

Select the **REGIONAL OPTIONS** tab and select your place on the planet in the dropdown menu.

Your country's currency and date settings should be the ones you are most comfortable using.

TIP: If you want a European date format but wish to work in dollars, you can use the **English (Australian)** setting.



Now that the **FUNCTIONALITY** changes have been addressed, we hope you like the **aesthetics** of the new **upgraded look of the Navigator buttons** shown on the left.

Revised Tutorial Video # 5—Bills summary

In addition, there is a change in tutorial video # 5—Bills Summary, that addresses the handling of credit cards in a slightly different manner than in the original video. In this updated video, you will see the recommended way to handle credit card payments, if you have this kind of debt.

While we have e-mailed out an MMS Tip about this, it is now covered in this training video as well.

We are pleased to bring you this complimentary update,

The Money Management Team