Minimum Charge Invoice Creation Utility
AR-1028

Overview

This Extended Solution to the Accounts Receivable module adds a new option to create minimum charge invoices based upon one of three enable options: A/R History, A/R Activity or, if you have Extended Solution AR-1080: *User Defined Fields for A/R Customer Masterfile* installed and enabled, the AR-1080 option.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:
http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows
From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

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Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

Setup

Once the disk is installed, you will need to access the Accounts Receivable option screen. After the option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).
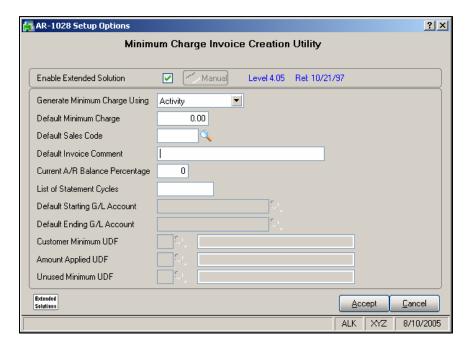

Figure 1

Answer the following prompts:

GENERATE MINIMUM CHARGE USING: 'A/R History', 'A/R Activity' and, if you have Sage Software Extended Solution AR-1080: *User Defined Fields for A/R Customer Masterfile* installed and enabled, 'AR-1080' will be an option. Please refer to the Operations Section for an explanation of each of these options:

The following prompts will allow you to set default values on the Minimum Charge Calculation Utility screen (Figure 2). Depending on the answer to the question above, only the prompts used for your calculation method will be available. These are merely default values; they can be overridden at run time.
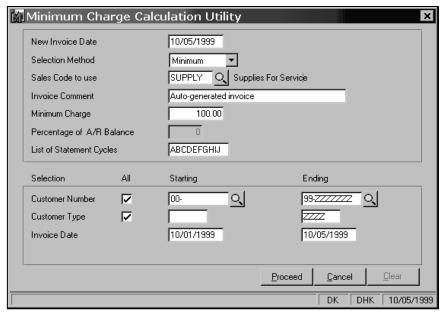
Figure 2

DEFAULT MINIMUM CHARGE: Enter the default value for the amount of the minimum charge. This will be associated with the Sales Code.

DEFAULT SALES CODE: Enter the Sales Code which will hold the minimum charge to be assessed.

DEFAULT INVOICE COMMENT: Enter up to 30 characters which will be placed in the AR Invoice Comment field

DEFAULT A/R BALANCE PERCENTAGE: This is only available with the 'A/R Activity' option

LIST OF STATEMENT CYCLES: This is only Available with the 'A/R Activity' option; define a list of Statement Cycles to be included

DEFAULT STARTING GL ACCOUNT NUMBER: This is only available with the 'A/R History' Option. This is designed for the selection of a beginning Sales Account Number.

DEFAULT ENDING GL ACCOUNT NUMBER: This is only available with the 'A/R History' Option. This is designed for the selection of an ending Sales Account Number.

If you have Sage Software Extended Solution AR-1080: *User Defined Fields for A/R Customer Masterfile* installed and enabled, and use the 'AR-1080 UDF' option, the following will be available:

CUSTOMER MINIMUM UDF: Enter the number of the Numeric Type AR-1080 UDF which will hold the Customer Minimum

AMOUNT APPLIED UDF: Enter the number of the Numeric Type AR-1080 UDF which will hold the Amount Applied

UNUSED MINIMUM UDF: If desired, you may enter a Numeric-type AR-1080 UDF for 'Unused Minimum.' This will be used to hold the difference between the 'Customer Minimum' and the 'Amount Applied.'

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Operation

The following options are presented at the 'Generate Minimum Charge Using' prompt at Setup**:**

A/R HISTORY OPTION

An invoice will be generated for any customer who has not purchased a minimum amount of a specified product during a specified date range. The amount of the charge will be a specified minimum charge amount. Minimum Charge Calculation Utility will prompt for a range of:
- Customer Numbers
- Customer Types
- Dates
- G/L Account Numbers for the utility to check minimum charges against.

You must have the A/R Setup option 'Do You Want To Retain Detailed Invoice History?' checked in order for this to function. The process is good for the date range indicated *only* if the Invoice History has not been purged for that date range.

A/R ACTIVITY OPTION

An invoice will be generated for any customer who has had any A/R Activity during a specified date range and has an A/R balance greater than zero for invoices within that date range. The Minimum Charge Calculation Utility will prompt for a range of Customer Numbers, Customer Types, Dates and a list of up to 10 Statement Cycles (Figure 2).

Make sure that the number of days to Retain Paid Invoices (in A/R Setup Options) is set sufficiently high so that invoices will not be purged from the Open Invoice file for your selected date range.

AR-1080 UDF OPTION

This option was designed to track a customer's expenditure on selected A/R Sales Codes.

The user will set up three AR-1080 UDFs: 'Customer Minimum,' 'Amount Applied,' and 'Unused Minimum.' All of these must be numeric type UDFs. You will need to define for

each customer how much that customer is required to spend in 'Customer Minimum' in order to be *excluded* from a Minimum Charge Invoice. The Unused Minimum UDF will hold the difference between the Customer Minimum and the Amount Applied.

Sales Code Maintenance has been modified with a new question: 'Include in Customer Minimum Calc.' (Figure 3) During Sales Journal Update, any Sales Codes that have been checked will add the value in the Sales Code Extended Amount field on the Invoice to that Customer's 'Amount Applied' UDF. The Unused Minimum Amount will also be calculated at this time.
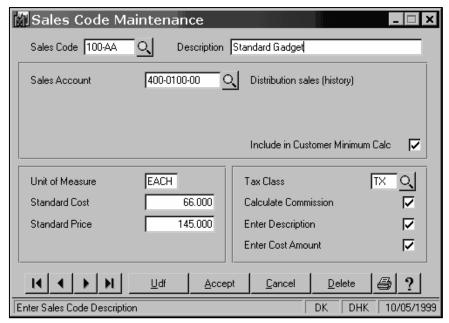

Figure 3

During Minimum Charge Calculation, you will receive prompts for:
- New Invoice Date
- Sales Code (with which to associate the Minimum charge)
- Invoice Comment
- Customer Number Range

To create the minimum charge invoices, choose the calculation option you created during Setup (see Setup above). Figure 2 is an example of the 'A/R Activity' selector screen; similar screens exist for all options. If a previous calculation has been done, a CLEAR option is provided. Clicking CLEAR will clear any previous calculations which have been done, including the Unused Minimum Amount. If this is a new calculation or you wish to make additional calculations, enter the appropriate parameters as follows:

NEW INVOICE DATE: This is the invoice date which will be used on the new invoice which will be created.

SELECTION METHOD: You may select the invoice amount to be either a flat minimum charge or as a percentage of the balance of all open invoices within the selected date range.

SALES CODE TO USE: This is the sales code which will be used on the invoice which will be created.

INVOICE COMMENT: This text will be copied to the Invoice header comment of each generated Invoice.

MINIMUM CHARGE: If the 'A/R History' option is selected, any customer that has purchased less than this amount during the specified time period will be invoiced. If you are using the A/R Activity option, then the customer will be invoiced for this amount regardless of her A/R balance. If you are using the A/R History option, if the amount in History doesn't meet the Minimum amount, the difference is charged.

PERCENTAGE OF A/R BALANCE: *This option is only available if the A/R Activity option is being used*. If the 'Percentage' option is selected, any customer who has activity during the specified time period will be invoiced. The customer will be invoiced for the activity amount multiplied by the specified percentage.

LIST OF STATEMENT CYCLES: *This option is only available if the A/R Activity option is being used*. Only customers having a statement cycle in this list will be processed, Blank=all statement cycles.

CUSTOMER NUMBER: Only customer numbers in this range will be processed.

CUSTOMER TYPE: *This option is only available if the A/R History or A/R Activity option is being used*. Only customer types in this range will be processed.

INVOICE DATE RANGE: *This option is only available if the A/R History or A/R Activity option is being used*. This is the range of invoice dates to check for purchases or activity.

G/L ACCOUNT NUMBER RANGE: *This option is only available if the A/R History option is being used*. These are the sales account numbers that will be checked for minimum purchases. The A/R Invoice History files will be scanned for all sales using these account numbers.

Once these values have been entered and approved, the calculation phase will begin.

If the A/R History option is selected, Invoice History files will be scanned for invoices to customers in the specified date range. All purchases that were posted to the specified G/L Accounts will be totaled for each customer. If their total purchases are below the minimum charge amount, they will be selected to have an invoice created for the difference between the minimum and their purchase total.

If the A/R Activity option was selected, the open invoice file will be scanned for any Activity during the specified date range. Upon finding a transaction in this date range and checking for a positive A/R balance, the customer will be selected to have an invoice generated for the minimum charge amount.

If the AR-1080 UDF option was chosen, an invoice will be generated when the value in the 'Amount Applied' UDF is less than the 'Customer Min' UDF. The difference between the two UDFs will become the amount for the Sales Code. During the 'Min Charge Calculation', the 'Amount Applied' UDF for every customer in the selection will be set to zero.

Once the calculation phase is complete, you will be prompted to print a 'Minimum Charge Journal' (Figure 4). After printing the journal you will be prompted to create invoices. If you answer 'Yes,' one invoice will be created for each customer on the Journal in the Invoice Data Entry files. You may then delete, change or print these invoices like normal invoices.
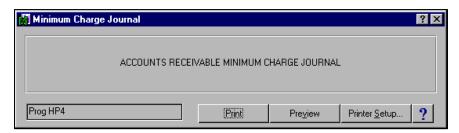

Figure 4

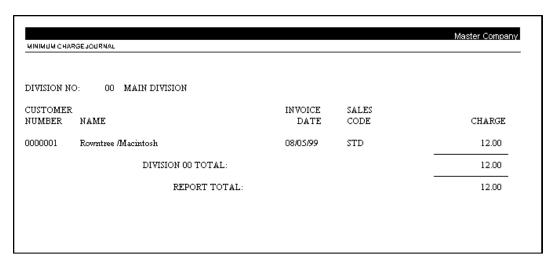Figure 5 is an example of the Minimum Charge Journal.

Figure 5

Helpful Hints

- Invoices created with this Extended Solution will use the chosen Sales Code with Quantity Sold of '1' and a price equal to the calculated charge.

- The A/R History option may only use the Minimum charge calculation method. The A/R Activity option may use both the Percentage and Minimum charge methods.

- The A/R History option creates invoices based on whether the customer has an A/R balance greater than zero. The A/R Activity calculation method is the balance of all open invoices that occur within the selected date range. This amount does not include any future transactions.

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments

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