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## Paperless Office: Statements

AR-1223

### Overview

This Extended Solution to the standard MAS 90 MAS 200 Accounts Receivable module prints A/R Statements to PDF files.



Additional functionality is available if LM-1019: *Electronic Forms Delivery* is also installed and enabled

### 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](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](mailto: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

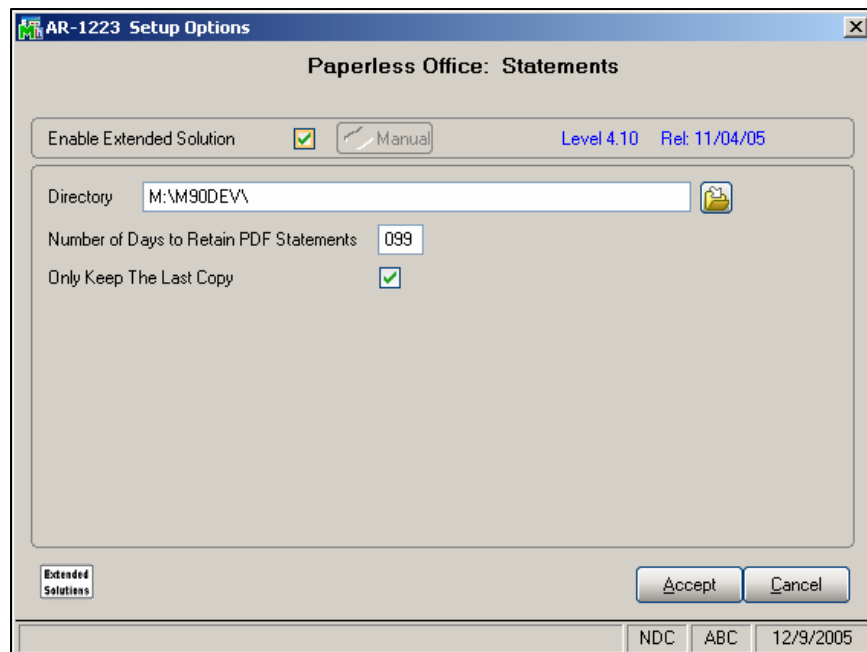
## Extended Solutions

**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 General Ledger Setup menu screen. Then choose the menu option for Extended Solutions Setup. 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**



'Print Customer Statements' should be checked in A/R Setup in order for this Extended Solution to function properly.

**DIRECTORY:** Select a directory where the PDF documents will be placed.



If you are running MAS 200, you should use UNC names instead of drive letters. If you do use a drive letter, be certain that the path is valid and points to the same location on both the workstations and the server.

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**NUMBER OF DAY TO RETAIN PDF STATEMENTS:** Enter the number of days you wish to retain PDF Statements. This is based on the statement date, not the run date. It will default to the number of days set to keep paid invoices.

**ONLY KEEP LAST COPY:** Check this box to keep only one copy of a statement. Reprinting a statement will overwrite the last copy. Uncheck this option to keep every copy of statement ever printed. A sequence number will be appended to the filename.



A new security event 'Allow User to Delete A/R Statement PDFs' is added to the A/R module. You should review your security setup in Role Maintenance to see if any changes are required.

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

### Implementation Guidelines

If you are using this Extended Solution in conjunction with LM-1019: *Paperless Office: Electronic Forms Delivery* it is suggested that you do a 'trial run' in Test Mode before sending your PDFed Statements electronically. Please refer to the LM-1019 manual for details.

### Operation

#### AR Statement Printing

This Extended Solution adds 2 new selections ('Print All, PDF All' and 'PDF All') to the 'Produce Statements For' option (Figure 2).

The screenshot shows the 'Statement Printing (ABC) 12/7/2005' dialog box. The 'Form Code' is 'NDC' and the 'Description' is 'Plain'. The 'Number of Copies' is set to 1, and 'Collated' is checked. The 'Multi-Part Form Enabled' checkbox is unchecked. The 'Sort Statements By' dropdown is set to 'Customer Number'. The 'Age Invoices as Of' date is 12/7/2005, and the 'Select Statements with Minimum Balance Of' is .00. The 'Select Customers with Balance Past Aging Category' is set to 'Current Category'. The 'Produce Statements For' dropdown menu is open, showing options: PDF All, E-mail Statement Customers Only, Print Statement Customers Only, Print All and E-mail Customers, Print or E-mail Customers, Print All, PDF All, and PDF All. The 'PDF All' option is selected. The 'Include' section has 'Temporary Customers' set to 'Yes' and 'Zero Balance Customers' checked. The 'Alignment' dropdown is set to '\enterprise\Prog'. Buttons for 'Message...', 'Designer...', 'Print', 'Preview', and 'Setup' are visible.

Figure 2

## Extended Solutions

Here are the outcomes for e-mail and print customers:

Produce Statements For	E-mail Customer*	Print Customer*
Print All Statements	Printed	Printed
E-mail Statement Customers Only	PDF, E-mail	Nothing
Print Statement Customers Only	Nothing	Printed, PDF
Print All and E-mail Customers	Printed, PDF, E-mail	Printed, PDF
Print or E-mail Customers	PDF, E-mail	Printed, PDF
Print All, PDF All	Printed, PDF	Printed PDF
PDF All	PDF	PDF

\* If LM-1019 is installed and enabled, a customer can be both an e-mail customer and a print customer.

Whenever a PDF is being generated, the event will be noted in the log file and the actual PDF file will be placed in the location specified in Setup. The file will be named as follows:

If 'Only Keep the Last Copy' is unchecked then the document name will be:

**Customer Number + Run Date + Aging Date + Sequence Number**, and the Sequence Number will increment.


If 'Only Keep the Last Copy' is checked, the document name will be:

**Customer Number + Run Date + Aging Date + Sequence Number**

This process will also occur if you invoke Statement printing from the Customer Maintenance, Invoices Tab.

If you elect to 'Only Keep Last Copy' in Setup, the Extended Solution will compare all Statements run with the same Customer + Aging Date, and only store the last one, deleting the previous record from the log file as well as the PDF document itself.

#### *The Viewer*

The Invoices tab of Customer Maintenance has been modified with a Paperless Office button  (Figure 3). When this is clicked, you will be presented with a listing of the PDFed statements for this Customer (Figure 4).



A Global Customer Viewer is added to the Library Master, Paperless menu, which has set up and functionality similar to the Paperless Office viewer.

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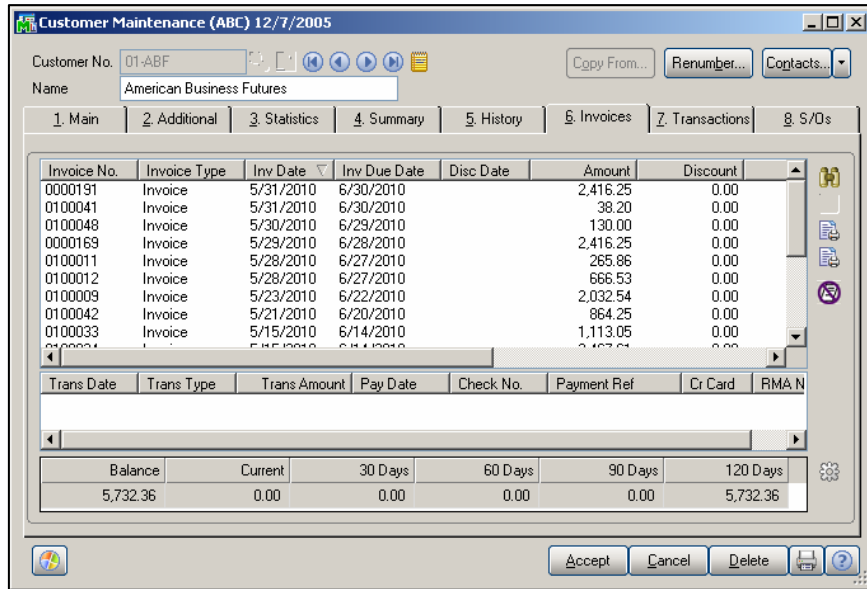


Figure 3

You can define a range of Aging Dates you wish to view. This range of dates will default the TO date to 12/31/2999 and the FROM date to 30 days prior. Click the 'Refresh' button each time you change the dates to refresh the listing.

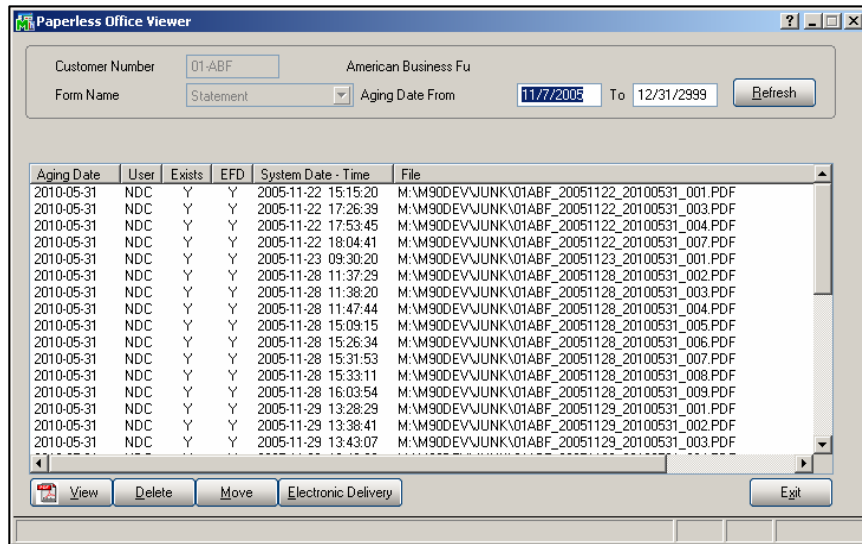


Figure 4

The following columns of data will be presented:

**Aging Date:** The date defined on the Statement selection screen.

**User:** The ID of the user who printed the statement.

**Exists:** Does this PDF document still exist?

**efd:** Was electronic delivery performed? Y/N if LM-1019 installed. Will be blank if LM-1019 is not installed.

**System Date – Time:** The date and time on the user's workstation when the PDF was generated.

**File:** The directory and filename of the PDF document, recorded at the time the document was created.

The list will display in reverse 'System Date' order. The list can be resorted by clicking any column heading.

There is an Adobe viewer icon located on the bottom left of the screen. When you click the button, the program will load the Adobe Acrobat Reader® with the document on the highlighted line.

The 'Delete' button will only be available to Users associated with the Security Event, 'Allow User to Delete A/R Statement PDFs'. When clicked all selected records and associated PDF documents will be deleted.

#### *Emailing/Faxing Documents from the Viewer*

If LM-1019 is installed and enabled, an 'Electronic Delivery' button will be available in the Viewer. When this button is clicked, you will be prompted for the text of a Subject line as well the 'From' e-mail address (Figure 5). The 'From' e-mail address will be saved by form type and will default to the last value used. The e-mail subject and test mode settings will not be saved. The viewer will e-mail and/or fax the selected documents according to the customer's current Delivery Options (refer to the AR CUSTOMER DELIVERY OPTIONS section of the LM-1019 manual for details). This button will NOT print the statement.



Figure 5

### Test Mode

If you wish to test whether the emailing engine is working, then check the Send in Text Mode field. The Email Address to Receive Test will then be available for you to define the address to send the document test. The setting for Send in Test Mode will always default to unchecked.

### Moving Documents

When the 'Move' button (Figure 4) is clicked with documents highlighted, you will be prompted for the new path for the documents (Figure 6).

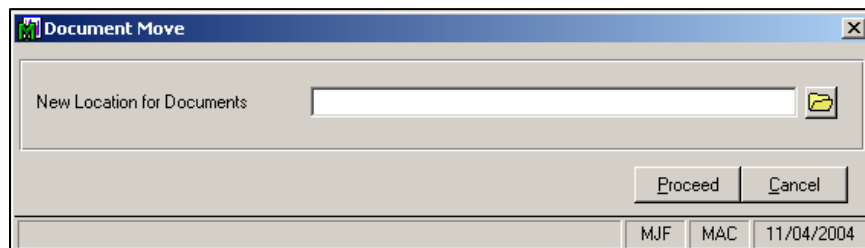


Figure 6

After you have selected the directory location for the documents, press Proceed to begin the Move process. If you have not selected any documents in the viewer, then it is assumed that you want to move all of the documents currently listed in the Viewer. You will be warned and asked if you want to continue (Figure 7). To move all the documents currently displayed in the viewer, press 'Yes'.



Due to interpreter limitations, you should select no more than 100 documents at a time for moving.

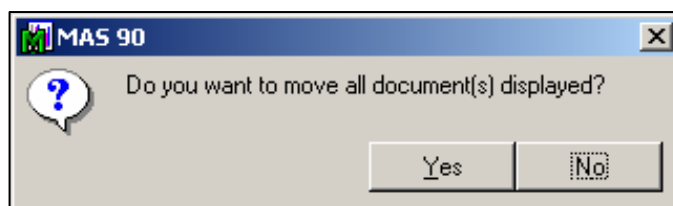



Figure 7

The program will attempt to move all of the selected documents that it can and will reset the path for those documents.



If 'Exist' = No then no document will be copied, but the path will be changed (this assumes it has already been moved).

### Electronic Delivery Options

If you have LM-1019: *Electronic Forms Delivery* installed and enabled, then Customer Maintenance 'Main' tab will be modified with a Paperless Office button  to allow you to define the delivery options for this Customer and for this Form (Figure 8). The standard MAS90 'Email Statements' check box will be hidden. When you click the Delivery button, a pop-up window will present you with a drop box from which you will select 'Statement' (other options will be available only if more than one Paperless Office product that support Electronic Forms Delivery is installed and enabled). Refer to the AR CUSTOMER DELIVERY OPTIONS section of the LM-1019 manual for details.

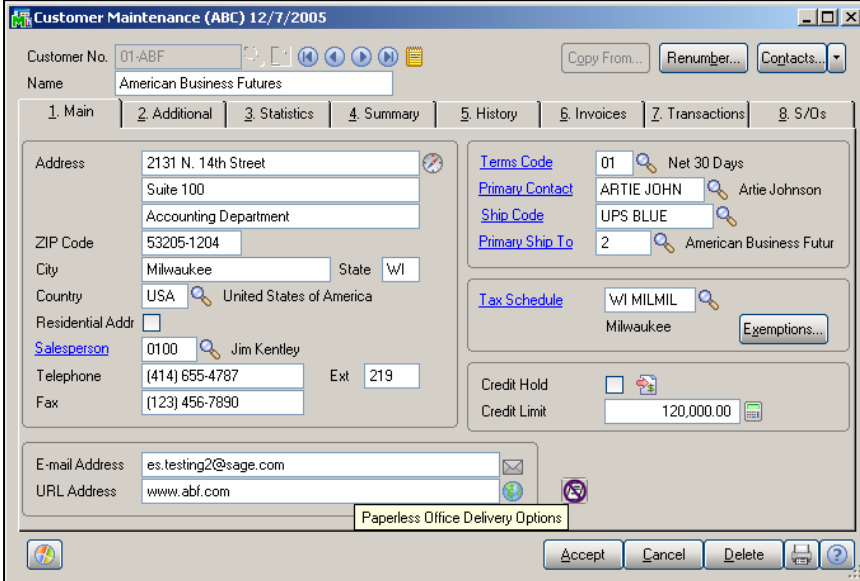


Figure 8

### Delete and Change Customer Utility

The 'Delete and Change Customers' utility will not change the filename, which contains the original Customer Number. The 'Delete' option will delete the record in the log file, as well as the PDF document itself.

### Period End

Period End will delete from the log file all records that have exceeded the 'Number of Days To Retain PDF Statements' in Setup, based on the Run Date. It will also delete the PDF document itself.

### Crystal Reports and the ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.



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<i>File</i>	<i>Description</i>	<i>Field</i>
AR_CustomerPDFLog001	Customer PDF Log File	All fields
AR_StatementWrk	Statement Printing Work File	Email_001

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

### What's New

*With the 12-28-05 release*

- Converted to business framework
- Modified Statement printing option 'Produce Statements For:' with two additional options
- Converted AR\_EE to AR\_CustomerPDFLog001
- Modified AR\_StatementWrk

*With the 2-25-05 release:*

- Added the following to the Viewer:
  - maximum 8000 record restriction
  - Aging Date Range fields
  - Refresh button
  - Move button
- Added global customer viewer to library master paperless menu.

### 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 by Sage Software, Inc. to the standard operation of Sage Software, Inc., 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.

