

- Unlock EASY Solutions
- Merge Installation Files
- Library Master Setup options

Custom Office

If you use Custom Office to customize any standard MAS 90 • MAS 200 screen, you must run the Update feature in Custom Office after installing any EASY Solution™. To do this, choose the Custom Office option from the Modules Menu. From the Main Menu, choose the Customizer Utilities option. Select the Customizer Update Utility option from the pop-up box. Select which Application(s) you wish to update, or check the box for All. If you customize your MAS 90•MAS 200, then you must run the Update Utility *every time* you install an EASY Solution™.

Setup

Once the disk is installed, you will need to access the Accounts Payable Setup menu option screen. After the standard MAS 90•MAS 200 option screens have been displayed, a Setup screen for this EASY Solution™ will appear. Check the 'Enable Enhancement' box to activate this EASY Solution™ (Figure 1). Answer the following prompts:

POST TO G/L ON A CASH BASIS: Check this box if you wish to enable the delayed G/L Posting capabilities of this EASY Solution™. Leave it blank to post on the standard accrual basis but retain the reporting capabilities of this EASY Solution™.

PRINT GL DISTRIBUTION: Check this box to print the GL Distributions on the Invoice Payment Selection Register.

The following question appears if you checked the box 'Post to G/L on a Cash Basis':

STANDARD OR ALTERNATE G/L POSTING COMMENT: Select Standard to post the Standard G/L Posting Comment. Select Alternate to post the Alternate G/L Posting Comment. The Alternate G/L Comment consists of the Vendor Name (first 15 characters), the Invoice Header Comment (first 19 characters), and the Check Number. General Ledger postings are done during the Check Register Update and the Manual Check Register Update.

The following prompt only appears if the standard MAS 90•MAS 200 A/P Option 'Do You Account for Discounts Earned or Lost?' is set to 'E'arned.

ADJUST EXPENSES BY DISCOUNT AMOUNT: Check this box to adjust Expenses by the Discount Amount. Please see 'Accounting for Discounts Earned' in the 'Operation' section of this manual.

The following prompt only affects specific reports:

PRINT A/P INVOICE HDR COMMENT ON REPORTS: Check this box if you wish to print the A/P Invoice Header Comment on the A/P Check History by G/L Account and A/P Invoice Distribution by G/L Account reports. Leave it blank if you do not wish to use this option.

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

Operation

Invoice Data Entry/Updating

There are no noticeable differences during invoice data entry. When the A/P Invoice Register is printed, the Accounts Payable Recap By Division will show only the expense distribution (Figure 4); the posting to the A/P account will not be shown. When the Register is updated, no posting will be made to General Ledger. Instead, the distribution information by

vendor/invoice is captured into a new 'Invoice Distributions' data file for use during the Check Register Update and for reporting purposes.

Check Entry/Updating and Manual Check Entry/Updating

As with Invoice Data Entry, there are no noticeable differences during manual check data entry or during check selection entry. If you elect (in Setup) to have the G/L distribution print on the Invoice Payment Selection Register (Figure 5), all G/L distributions for each invoice will print with the current balance (i.e., the unposted amount); no totals of the G/L distribution are printed. Check Printing and Manual Check Printing have been enhanced to allow you to print the Distributions for each invoice; refer to the FORMs section below for details. All the General Ledger postings are done during the Check Register Update and Manual Check Register Update. The expense accounts that were captured during the Invoice Register Update are used. Refer to Helpful Hints for information on how partial payments are handled. During the updates, Invoice, G/L and Check Amount detail is captured to the new 'Check Distributions' data file for reporting purposes.

Period End Processing

During Period End Processing, the Invoice Distributions file is purged when the corresponding invoice is purged from the Open Invoice file. The Check Distribution file is purged when the corresponding check is purged from the Check History file.

Report Changes and Additions

The options 'Include Invoice & G/L Detail' and 'Print G/L Account Summary' have been added to the standard Check History report. Check the 'Include Invoice & G/L Detail' box to include invoice and General Ledger detail on the report. The option 'Print G/L Account Summary' will be left blank by default. You must check the box if you wish to print the G/L Account Summary on the Check History report. You may only have one of these options selected when you run the report. Refer to Figure 6 for an example of the report screen and Figure 7 for an example of the actual report output.

Three new reports have been added. The Invoice Distributions By G/L Account report (Figures 8 and 9) and the Invoice Distributions By Vendor Number (Figures 10 and 11) report on invoices and which account numbers were used, the total posting amount, and the balance (the unposted to G/L portion). For both of these reports, the option 'Invoice or Transaction Date' allows you to select whether you want to select invoices for inclusion based on the Invoice Date or the original Transaction Date from the A/P Invoice Transaction History file. Both reports also allow you to choose whether or not to include zero balance entries. If you selected 'Print A/P Invoice HDR Comment on Reports,' the A/P Invoice Header Comment will print on the Invoice Distributions by G/L Account report (Figure 9).

The Check History by G/L Account (Figures 12 and 13) reports on posted checks and reflects which invoices were paid, the account numbers used, and the individual posting amounts. If you selected 'Print A/P Invoice HDR Comment on Reports' the A/P Invoice Header Comment will print on the report.

The selection screens for both the Invoice Distributions by G/L Account and Check History by G/L Account allow you to sort and select the report by G/L segment. (This feature is only active if General Ledger is installed).

The Alternate G/L Posting Comment prints if you selected to Post to G/L on a cash basis and you chose 'Alternate' for the Setup question, 'Standard Or Alternate G/L Posting Comment.' The Alternate G/L Comment consists of the Vendor Name (first 15 characters), the Invoice Header Comment (first 19 characters), and the Check Number. For an example of the Alternate Posting Comment see Figure 14.

Accounting for Discounts Earned

When a discount is taken on an Invoice during Check Register Update or Manual Check Update and the MAS 90•MAS 200 A/P Option 'Do You Account for Discounts Earned or Lost?' option is set to account for discounts earned, the discount is normally posted to the Discount Earned Account. However, when the 'Adjust Expenses by Discount Amount' option is set to Yes, discounts taken are allocated to each Expense Account directly based on the account's balance as a proportion of the payment amount. For example:

On an invoice for \$100.00, a 10% discount is taken, making the check amount \$90.00. The Invoice line distributions are to an expense Account A of \$60.00 and an expense Account B of \$40.00. The \$10 discount would be allocated as follows: \$6.00 to Account A, \$4.00 to Account B.

All reports showing the G/L distribution will reflect the net values for the expense accounts. No posting is made to the G/L Discount Account. In the case of the example, \$54.00 would be posted to Account A and \$36.00 to Account B. In the unusual case where the payment amount is zero and the discount amount is non-zero, the full discount amount will be posted to the expense account of the last distribution line.

Invoice Drill Down

During AP Invoice Inquiry, if AP is setup to not track detailed invoice and payment history or if no history information exists for the invoice, when you use the Invoice Drill Down key, a button for 'GL Distribution' will display on the Invoice Drill Down screen (Figure 15). Press this button to see the GL Distribution for this invoice (Figure 16).

Forms

Non-Graphical Forms

You can maintain the new form fields for this EASY Solution™ by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain (Figure 2). Select this EASY Solution™ to display the Form Maintenance screen (Figure 3).

The new fields that you activate with this EASY Solution™ will print in addition to any other fields that have been activated in standard MAS 90•MAS 200 or other EASY Solution™ FORM maintenance.

Graphical Forms

No changes have been made to the Crystal Reports Work Table files. If you have elected to use graphical forms in the modules' Setup, the features of this EASY Solution™ that affect form printing will not be available.

Report Master/Import Master

The files listed below have been added, or changed, in the Data Dictionary by this EASY Solution™ for Report Master/Import Master purposes. Any additions or changes to the Data Dictionary will be incorporated into your system after you set up the EASY Solution™ or when you use the Star Part (*PART) option from a menu.

<i>New File:</i>	<i>Field:</i>
AP.CHK_DST	All Fields
AP.INVDIST	All Fields

The Data Dictionary may contain other files and data fields that will be unavailable without their corresponding EASY Solutions™ installed.

Note: The Report Master module is not supported in MAS 200 SQL.

Crystal Reports and the ODBC Dictionary

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

<i>File:</i>	<i>Description</i>	<i>Fields:</i>
AP_CD	Check Distributions	All Fields
AP_ID	Invoice Distributions	All Fields

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

Helpful Hints

- If there are any undistributed amounts on an invoice, they will be distributed to the A/P General Ledger account upon update of the Daily Transaction Register, after updating the A/P Check Register. Note that any invoices in existence at the time of installation of this EASY Solution™ will also post to the A/P General Ledger Account.
- If Job Cost is installed and you are using retention and you are posting on a cash basis, be aware that no G/L postings will ever be made to the Retention Payable account as it is an accrual account.
- The 'balance' figures printed on the Invoice Payment Selection Register are the current balances of each distribution on that invoice. They are not necessarily the amounts that will be posted to G/L when the check register is updated unless you are paying off the entire invoice with that check. This also applies to the 'balance' FORM field that may be printed on the check stub.
- The G/L Distributions that are available for printing on Manual Checks are those that were captured when the invoice was created during Invoice Data Entry. G/L Distributions entered during Manual Check Entry will not be printed. That is, if you are 'creating' the invoice during Manual Check Entry, it's G/L Distributions will not print.
- When a partial payment is made on an invoice through Check Entry or Manual Check Entry, the same Expense Accounts are used as when full payment is being made. However, the amounts posted to each account are calculated using that account's proportion of the total invoice amount. For example, if an invoice for \$100.00 is created with expense account A of \$60.00 and expense account B of \$40.00 and a \$50.00 payment is made, a debit of \$30.00 would be made to account A and a debit of \$20.00 would be made to account B.
- This EASY Solution™ effects only A/P generated invoices. If you wish to write P/O generated invoices to the distribution fields you will need to use the EASY Solution™ PO-1037, *Cash Basis Accounting and History Posting*.

Upgrades and Compatibility

The installation disks are labeled with the version of the MAS 90•MAS 200 module for which this EASY Solution™ was prepared. This EASY 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 EASY Solution™ must be upgraded as well. Your MAS 90•MAS 200 dealer can supply this upgrade.

Documentation

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 their 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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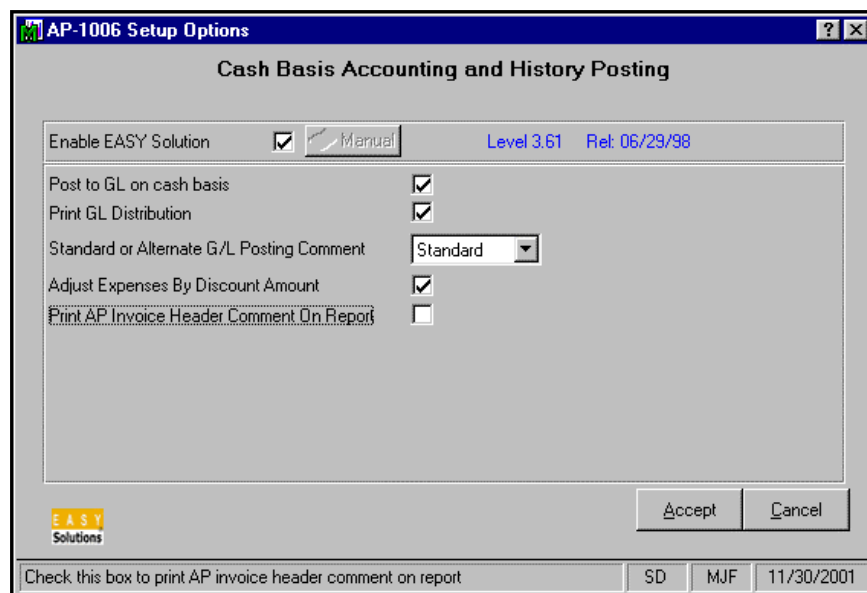


Figure 1

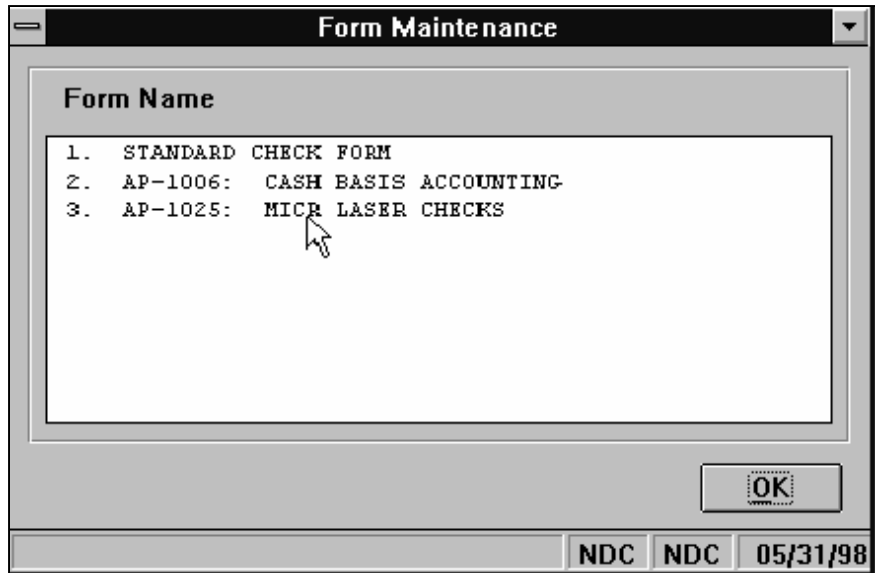


Figure 2

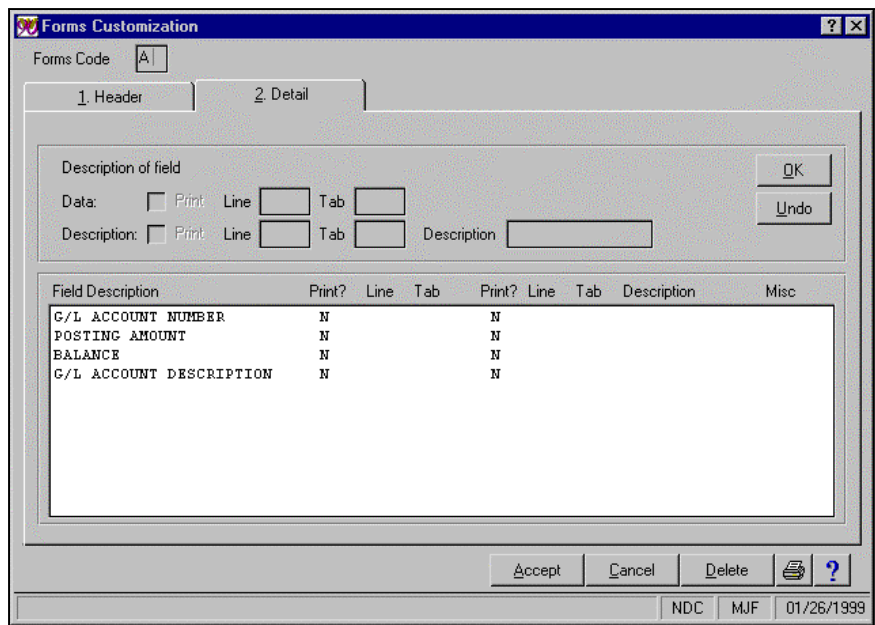


Figure 3

RUN DATE: 08/06/91		A Big Company, Inc.		PAGE: 1	
SYS DATE: 06/18/91		INVOICE REGISTER		TIME: 03:53 PM	
		REGISTER NO: AP-0009			
ACCOUNTS PAYABLE RECAP BY DIVISION					
DIVISION 01 TRADE ACCOUNTS PAYABLE					
G/L ACCOUNT	DESCRIPTION	DEBIT	CREDIT		
2050-000-00	Notes payable	188.00			
4500-101-00	Purchases - East	48,757.75			
4500-102-00	Purchases - West	23,265.81			
4500-201-00	Freight - East	1,945.85			
4500-202-00	Freight - West	797.77			
6350-101-00	Warehouse supplies - East	2,704.43			
6350-102-00	Warehouse supplies - West	1,200.57			
6450-101-00	Utilities - East	3,142.85			
6450-102-00	Utilities - West	1,287.42			
6600-101-00	Truck expenses - East	2,495.87			
6600-102-00	Truck expenses - West	1,100.87			
		-----	-----		
DIVISION 01 TOTAL:		92,443.08	.00		
DIVISION 02 OTHER ACCOUNTS PAYABLE					
G/L ACCOUNT	DESCRIPTION	DEBIT	CREDIT		
2300-200-00	Accrued state unemployment	2,531.77			
6050-102-00	Clerical salaries - West	1,000.00			
6400-101-00	Telephone expense - East	3,712.91			
6400-102-00	Telephone expense - West	2,785.06			
6650-101-00	Miscellaneous expense - East	887.42			
6650-102-00	Miscellaneous expense - West	385.38			
7650-004-00	Miscellaneous expense	75.00			
		-----	-----		
DIVISION 02 TOTAL:		11,377.54	.00		

Figure 4

RUN DATE: 06/15/93		General One, Inc.		PAGE: 1	
SYS DATE: 05/07/93		INVOICE PAYMENT SELECTION REGISTER		TIME: 02:51 PM	
DIVISION NO: 01 TRADE ACCOUNTS PAYABLE					
VENDOR/ INVOICE NO.	+-----DATES-----+ INVOICE NO. INVOICE DUE DISCOUNT	INVOICE AMOUNT	DISCOUNT APPLIED	NET AMOUNT	
AIRWAY	AIRWAY PROPERTY				
ATB-13	08/01/92 08/30	411.66	.00	411.66	
	GL ACCNT DESCRIPTION			BALANCE	
	12000-00-00 Prepaid insurance			100.00	
	20003-00-00 Purchases clearing account			306.66	
	21100-00-00 SALES TAX OFFSET ACCOUNT			5.00	
ATB10	04/01/92 04/30	.65	.00	.65	
	GL ACCNT DESCRIPTION			BALANCE	
	20003-00-01 Purch clr--w/h 001			1.65	
ATB11	07/29/92 07/30	411.66	.00	411.66	
	GL ACCNT DESCRIPTION			BALANCE	
	12000-00-00 Prepaid insurance			100.00	
	20003-00-00 Purchases clearing account			306.66	
	21100-00-00 SALES TAX OFFSET ACCOUNT			5.00	
	77000-04-00 Postage & other freight			.00	

Figure 5

Check History Report

Sort Options: [v]

Selection: All Starting Ending

Vendor Number: [x] [Q] [Q]

Bank: [x] [Q] [Q]

Check Date: [x]

Include Invoice and G/L Detail: [x]

Print G/L Account Summary:

HP LaserJet 4Si/4SiMx PS 600dpi Print Preview Printer Setup... [?]

Enter Sort Option:

Figure 6

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RUN DATE: 09/18/92          General One, Inc.          PAGE: 1
SYS DATE: 08/10/92         CHECK HISTORY REPORT    TIME: 11:33 AM
                             AS OF: 12/31/99

BANK CODE: A Security Pacific Checking

CHECK  CHECK  VENDOR  CHECK
NUMBER DATE  NUMBER  AMOUNT
-----
001827 07/28/92 01-ALAN  Alan's Test          100.00 (MANUAL)
      INVOICE: ATB-2 30000-00-00 99.98
      INVOICE: ATB-2 40000-00-00 99.98
      INVOICE: ATB-2 40001-00-00 99.96-
001828 07/28/92 01-ALAN  Alan's Test Vendor for AP-1006 90.10
      INVOICE: ATB-6 12000-00-00 100.00
001841 07/29/92 01-ALAN  Alan's Test Vendor for AP-1006 650.00
      INVOICE: AAA-1 12000-00-00 100.00-
      INVOICE: ATB-1 12500-00-00 100.00
      INVOICE: ATB-2 30000-00-00 650.02
      INVOICE: ATB-2 40000-00-00 650.02
      INVOICE: ATB-2 40001-00-00 650.04-
001841 07/29/92 01-ALAN  Alan's Test Vendor for AP-1006 650.00- (REVERSE)
      INVOICE: AAA-1 12000-00-00 100.00
      INVOICE: ATB-1 12500-00-00 100.00-
      INVOICE: ATB-2 30000-00-00 650.03-
      INVOICE: ATB-2 40000-00-00 650.03-
      INVOICE: ATB-2 40001-00-00 650.06
033456 07/29/92 01-ALAN  Alan's Test Vendor for AP-1006 90.00 (MANUAL)
      INVOICE: ATB-8 20001-00-00 67.00
      INVOICE: ATB-8 21100-00-00 12.00
      INVOICE: ATB-8 77000-04-00 11.00

BANK A TOTAL: 1,155.10

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Figure 7

A/P Invoice Distribution By Vendor Number

Include Zero Balance Entries

Invoice or Transaction Date: Transaction Date

Selection: All Starting Ending

Vendor Number: 00- 99-

Invoice Number:

Transaction Date: 12/31/99

HP LaserJet 4Si/4SiMX PS 600dpi

Check this box to include invoices with zero balances NDC NDC 05/31/98

Figure 10

RUN DATE: 11/03/93 ABC DISTRIBUTION AND SERVICE CORP. PAGE: 1
 SYS DATE: 08/05/93 A/P INVOICE DISTRIBUTIONS BY VENDOR NUMBER TIME: 08:09 AM
 A/P INVOICE DISTRIBUTIONS BY VENDOR/INVOICE NUMBER

VENDOR NUMBER	INVOICE NUMBER	GL ACCOUNT	POSTING AMOUNT	BALANCE
01-POSTMST	1011A	77000-04-00	310.00	60.00
		1011A TOTAL:	310.00	60.00
	STAMPS-3	45002-00-00	25.00	.00
		77000-04-00	75.00	.00
		STAMPS-3 TOTAL:	100.00	.00
		01-POSTMST TOTAL:	410.00	60.00
01-SOCALGA	FEB-10111	74500-04-00	128.44	.00
		FEB-10111 TOTAL:	128.44	.00
	MAR-33030	74500-04-00	330.75	330.75
		MAR-33030 TOTAL:	330.75	330.75
		01-SOCALGA TOTAL:	459.19	330.75
		REPORT TOTAL:	869.19	390.75

Figure 11

RUN DATE: 02/17/95
 SYS DATE: 05/13/94

EDWARDSON ELECTRIC COMPANY
 DAILY TRANSACTION REGISTER

PAGE: 1
 TIME: 03:30 PM

POSTINGS FOR: 05/13/94

SOURCE JOURNAL	G/L ACCT	POSTING COMMENT	DEBIT	CREDIT	
CD-0028	100-000-000 102-000-000	DEFAULT G/L ACCOUNT NUMBER Cash in Bank - Payroll	VENDOR NAME TEST INV HEADER COM000159 A/P CHECK REGISTER /DIV: 00	200.00	200.00
			JOURNAL 0028 TOTALS:	200.00	200.00
			SOURCE CD TOTALS:	200.00	200.00
SOURCE JOURNAL	G/L ACCT	POSTING COMMENT	DEBIT	CREDIT	
MC-0058	100-000-000 101-000-000	DEFAULT G/L ACCOUNT NUMBER Cash in Bank - Checking	VENDOR NAME INVOICE HEADER COMM000021 A/P MANUAL CHECK REGISTER /DIV: 00	100.00	100.00
			JOURNAL 0058 TOTALS:	100.00	100.00
			SOURCE MC TOTALS:	100.00	100.00
			05/13/94 TOTALS:	300.00	300.00

Figure 14

Invoice Drill Down

Invoice No. 12345 Invoice Date 05/07/97

Terms Code 03 NET END OF MONTH Due Date 05/30/97

Comment _____ Discount Date _____

Hold Payment

Separate Check

Invoice Amount 1,000.00 Discount 0.00 Balance 1,000.00

[GL Dist] [OK] [?]

Figure 15

G/L Distribution

Accounting Number	Description	Amount Distributed
515-000-300	Building maintenance	800.00
555-000-300	Rent	200.00

NDC NDC 05/31/98

Figure 16