



## Multiple Sales Orders on Single Invoice

SO-1121

### Overview

This EASY Solution™ to the standard MAS 90•MAS 200 Sales Order module enables one Sales Order Invoice to be created containing line items from multiple Sales Orders written for the same customer.



Additional functions are available if you have Easy Solutions™ [SO-1014](#), *User Defined Line Fields for Sales Order*, [SO-1113](#), *Enhanced Sales Order Header User Defined Fields*, [AR-1080](#), *User Defined Fields for A/R Customer Masterfile*, [SO-1033](#), *Sales Order with Vendor Information*, [SO-1066](#), *Subtotals/Running Totals on Sales Orders and Invoices*, or [SO-1341](#), *Seltech Sales Order Import Utility*, installed and enabled.



Unless explicitly stated within this document, no changes have been made to graphical form programs. Do not check the 'Use Graphical Forms' option in the affected module's Setup if you want to take advantage of the form printing changes offered by this EASY Solution™. If you have elected to use graphical forms in the module's Setup, the features of this EASY Solution™ that affect form printing will not be available.

### Installation

Before installing this EASY Solution™, please verify that the version level(s) printed on the label(s) of the disk(s) 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 EASY Solutions™ shipped.

### ***Installing Your EASY 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 on it to start the installation program. Follow the on-screen instructions.

## **EASY Solutions™ Control Center**

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

- EASY Solutions Manuals
- Remove EASY Solutions
- 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 Sales Order 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 EASY Solution' box to activate this EASY Solution™ (Figure 1). The manual for this EASY Solution™, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable EASY Solution™' check box. It can also be viewed via the EASY Solutions™ Control Center (see Installation, above).

Answer the following prompts:

**ALWAYS SELECT SALES ORDERS:** Check this box if you want all Sales Orders for the particular customer to be selected. You will be required to de-select any orders you do not want to invoice. Leave it blank if you want all Sales Orders for the customer to be de-selected. You will be required to select any orders you want to invoice.

**INCLUDE BACK ORDERS:** Check this box at this prompt if you want to include Back-Order type Sales Orders in the consolidation. Leave it blank if you do not want to include Back Orders.

**UNMERGE IF INVOICE DELETED:** If you check this box, when an invoice in the data entry batch is deleted, all Sales Orders that were merged into the invoice will be returned to their original state and will appear as they did before the 'Multiple Orders on a Single Invoice' process was performed. Leave it blank if you do not want to use this option.

**BACK ORDERS ON ORIG ORDER:** If you checked the 'Unmerge If Invoice Deleted' box above, you will be presented with this prompt. If you check this box then during the Sales Journal Update, line items on the Master Order with a positive value in the Quantity Back Ordered field will be written back to their original Sales Order number as if no consolidation had taken place.

**Note:** There is no ability to 'unmerge' individual Sales Orders from the Invoice. The unmerging of all orders referenced on the Invoice will happen automatically upon deletion of the invoice. Leave it blank if you do not want to use this option.

The following added support occurs for Sales Order history files if in Sales Order Setup you selected the 'Retain Sales Order/Quote History' option. If you check 'Back Orders on Original Order' box, no changes are made to the Sales Order history files; even though the orders have been temporarily deleted and merged onto the 'Master Order,' they are still shown in the Sales Order/Quote History Inquiry on their original orders. When the Master Order is unmerged during the update process, then each of the unmerged orders will update its respective Sales Order history file. If you do not check the box 'Back Orders on Original Order,' the Sales Order History files are deleted for the merged orders and the detail is added to the Master Sales Order. All associated files are updated to reflect these changes (e.g. sort files).

**BYPASS SHIP COMPLETE PROMPT:** Check this box to go directly to the lines screen as though you had answered 'Yes' to the 'Ship Complete Sales Order' prompt.

If EASY Solution™ SO-1014, *User Defined Line Fields for Sales Order*, is installed and enabled, the following three questions will appear:

**SO-1014 UDF FOR SALES ORDER DATE:** Enter the SO-1014 Date type UDF where you want to store the Sales Order date during the consolidation process.

**SO-1014 UDF FOR CUSTOMER PO NUMBER:** Enter the 15-character SO-1014 string or upper type UDF where you want to store the Customer PO Number during the consolidation process.

**SO-1014 UDF FOR SALES ORDER NUMBER:** Enter the 7-character SO-1014 upper type UDF where you want to store the Sales Order Number during the consolidation process.

**SO-1014 UDF FOR SALES ORDER COMMENT:** Enter the SO-1014 30-character string or upper type UDF where you want to store the Sales Order Comment.

If EASY Solution™ SO-1113, *Enhanced S/O Header User Defined Fields*, is installed and enabled, the following prompt will appear:

**SO-1113 UDFs FOR SALES ORDER NUMBERS:** Enter a range of up to 30 contiguous SO-1113 UDFs to hold the Sales Order Numbers consolidated on the Master Order. The range of UDFs you enter will be validated to ensure they are defined as either string or uppercase type, with a length of 7 characters.

If EASY Solutions™ SO-1113 and AR-1080 are installed and enabled, the following prompts will appear:

**CONSOLIDATE BY PROJECT CODE:** If you check this box, you will be prompted to enter an SO-1113 UDF to hold the Project Code and an AR-1080 UDF to hold the invoice cycle (see below). During the Standard MAS 90•MAS 200 Auto Generate Invoice Selection process, one invoice will be created for each customer, based on the selection criteria, for each project code (see Operations below).

**SO-1113 UDF FOR PROJECT CODE:** Enter an 8-character Uppercase UDF.

**AR-1080 UDF FOR INVOICE CYCLE:** Enter a 1-character Uppercase UDF.  
If EASY Solution™ SO-1066, *Subtotals/Running Totals on Sales Orders and Invoices*, is installed and enabled, the following prompt will appear:

**CREATE SO-1066 SUBTOTAL FOR EACH SALES ORDER:** Enter a 'Y' to have an SO-1066 'Subtot' comment added to the Consolidated Invoice after each Sales Order's lines have been added.

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

Solution™.

## Operation

### *Merge Function*

During Sales Order Invoice entry, a new 'Multi' button has been added next to the Sales Order Number field (Figure 2). Click this button and a new Multiple Orders window will appear, with a prompt for a Customer Number (Figure 3). After a Customer has been selected, this EASY Solution™ will create a selection list for all the Customer's Sales Orders that meet the following requirements:

- The Sales Order type is 'Standard' (or 'Back Order' if selected in Setup).
- The Sales Order status is either 'New' or 'Open.'
- The Sales Order is not already being invoiced on another Invoice.

The selection list displays the Order Number, Order Date, Customer P/O Number, Order Total, and a Select Flag. You can toggle the Select flag for any order by double-clicking the line. You can exit the selection process by clicking the 'Merge' button when finished selecting orders. The following process occurs during the invoicing process:

- The lowest Sales Order Number will serve as the 'master order.' The constant information from this Order's header and total screens will be used.
- Each additional selected Order will have its lines section appended to the 'master order.'
- The header and total constant information from the merged orders is discarded.
- After the lines have been appended, all selected Orders except the 'master order' will be deleted.
- A standard Sales Order Invoice will be created from the 'master order,' which now contains all selected Order lines, along with the constant data from the 'master order.'



**Note:** You may not want to combine orders with different constant header and total data, such as Ship-To Code and Tax Schedules, as this information is discarded for all orders except the 'master order.'



The features of this EASY Solution™ are not available in Sales Order Shipping Data Entry.

### *Unmerge Function*

If you checked the 'Unmerge If Invoice Deleted' box in Setup, when an Invoice in the data entry batch is deleted, all Sales Orders that were merged into the Invoice will be returned to their original state and will appear as they did before the Multiple Orders on a Single Invoice process was performed.

**Note:** There is no ability to 'unmerge' individual Sales Orders from the Invoice. The unmerging of all Orders referenced on the Invoice will happen automatically upon deletion of the Invoice.

### *With [SO-1014](#)*

You may want to use the EASY Solution™ [SO-1014](#), *Sales Order User Defined Line Fields*, with this EASY Solution™ to write the Order Number (7-character UPPER), Order Date, Customer P/O Number (15-character String or UPPER) and header comment (30-character String or UPPER) into the user defined fields (UDFs) assigned in Setup during the invoicing process. This information will then be visible on the Invoice entry screen, can be printed on the Sales Order Invoice, and will update to Accounts Receivable Invoice History.

### *With [SO-1113](#)*

If you have EASY Solution™ [SO-1113](#), *Enhanced S/O Header User Defined Fields*, installed and enabled, during the consolidation process the Sales Order Numbers being

consolidated will be placed into the range of SO-1113 UDFs entered in Setup. It is possible to consolidate more data than the UDFs defined in Setup. In this case, the Sales Order Numbers beyond the range will not be recorded.

If the option to 'Unmerge If Invoice Deleted' is checked, when the Invoice is deleted and the original orders are reconstituted, the range of UDFs will be cleared of all Sales Order Numbers.

With [SO-1066](#)

If EASY Solution™ SO-1066, *Subtotals/Running Totals on Sales Orders and Invoices*, is installed and enabled and you have checked the 'Create SO-1066 Subtotal for Each Sales Order' box, as each Sales Order is consolidated, an SO-1066 'SUBTOT' comment line will be added after all the Sales Order's lines have been added.



If the Setup question 'Unmerge If Invoice Deleted' is not checked, then the 'SUBTOT' comment lines added during the consolidation process will remain on the 'Master' Order after the Invoice is deleted.

With [SO-1113](#) and [AR-1080](#)

If you checked the 'Consolidate by Project Code' box in Setup, then during the Standard MAS 90•MAS 200 Auto Generate Invoice Selection process, one invoice will be created for each customer (based on the selection criteria) for each project code. Since the Project Code field is optional, an invoice can be created for the Customer whose Sales Orders have a blank Project Code. This option does not change the consolidation process from the invoice entry header screen, only from the Auto Generate Invoice Selection screen.

The Standard MAS 90•MAS 200 Auto Generate Invoice Selection screen has a new option to enter up to five Invoice Cycles you can include, or you can leave it blank to select 'All' (Figure 4a). This field can be accessed by clicking the 'More...' button (Figure 4). Only those orders for customers who have the indicated Invoice Cycles will be selected for invoicing.

**Note:** If a customer's Invoice Cycle is left blank (intentional or not), its Sales Orders will be selected only if the 'All' option is used.

*Consolidate Orders During Auto Generate Process*

After printing the Selection Register and answering 'Yes' to update selections, you will be prompted to 'Consolidate Orders? (YES/NO)' (Figure 5). If you answer 'YES,' the selected Orders will be consolidated for each unique Customer Number before the invoices are created.



If you have the EASY Solution™ [SO-1033](#), *Sales Order with Vendor Information*, installed and enabled, the selected Orders will be consolidated for each unique Customer Number/Vendor Number combination.

With [SO-1341](#)

If SO-1341, *Seltech Sales Order Import Utility*, is installed and enabled, then during Auto Generate Invoice Selection, the following will occur:

- the Sales Order Ship Date will be stored in the SO-1014 UDF specified for Order Date
- Sales Orders will be consolidated by Customer/Primary Product Line (from a specified SO-1113 UDF)



**Note:** This works similarly to the 'Consolidate by Project Code' flag. Leave the check box blank if you are using SO-1121 in conjunction with SO-1341.

## What's New

With the 1-26-01 release:

- Removed the logic in A/R Invoice History that allowed the lookup of an Invoice by Order Number combined with the search of SO-1113 UDFs designated to hold consolidated order numbers.

### **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**

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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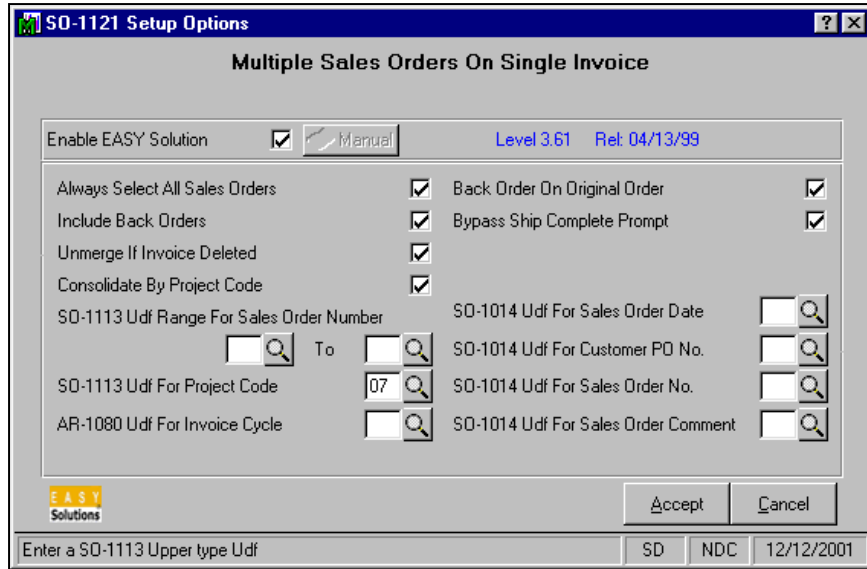


Figure 1

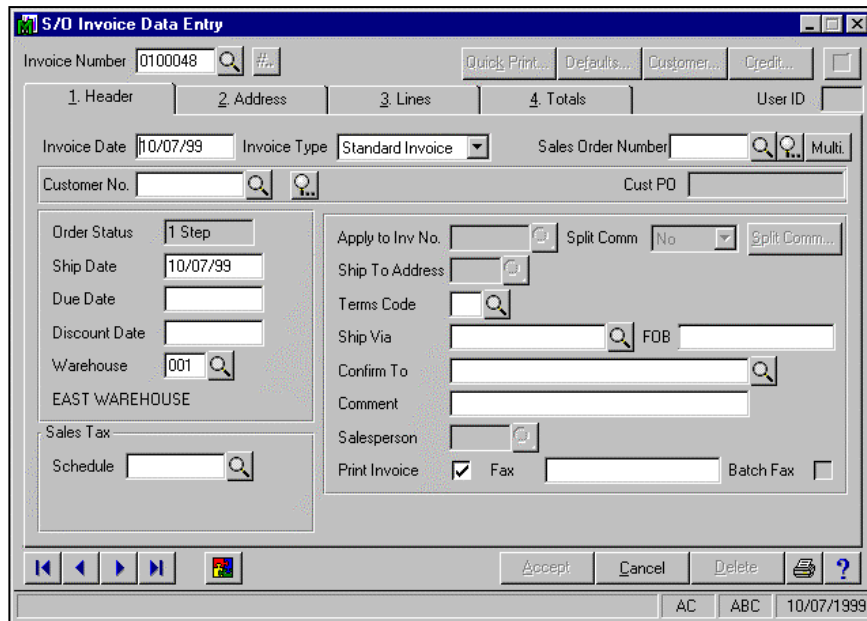


Figure 2

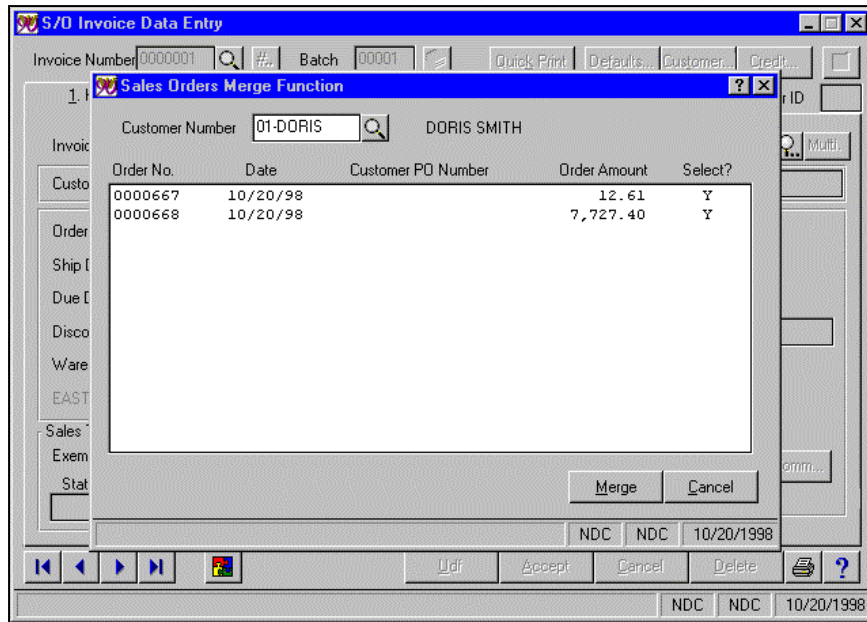


Figure 3

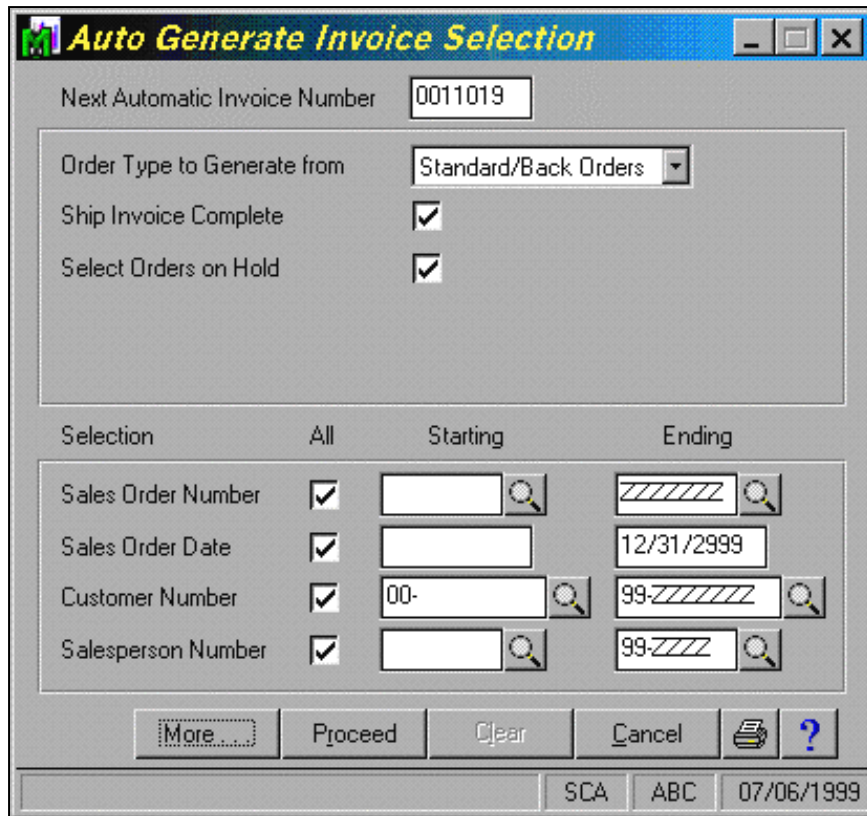


Figure 4

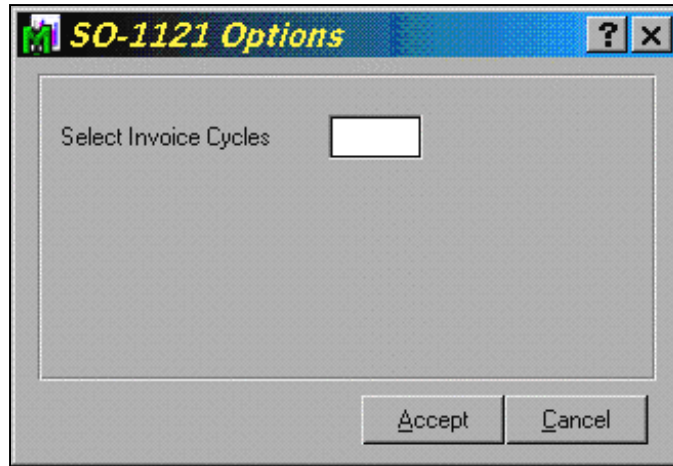


Figure 4a

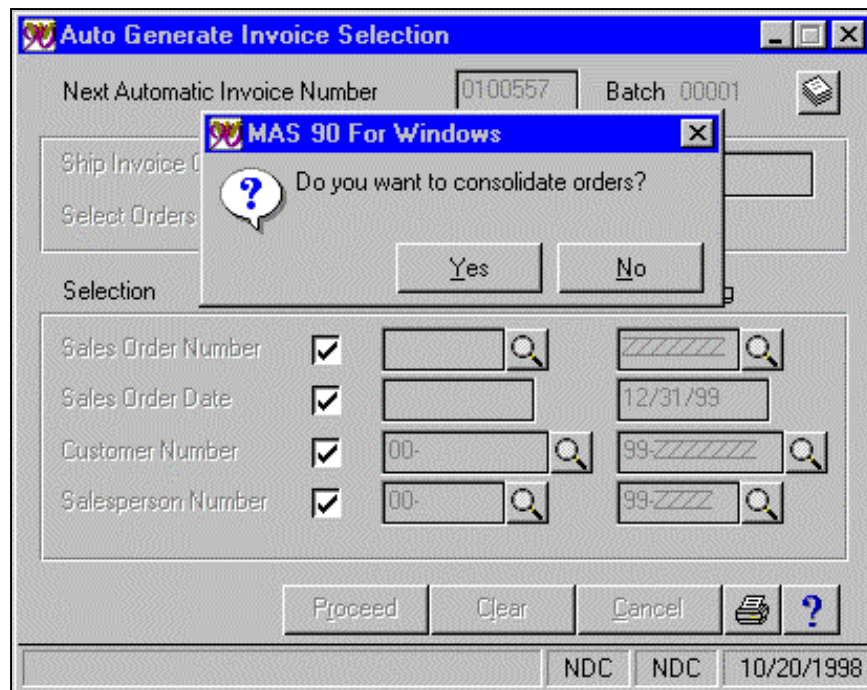


Figure 5