

---

## Cash Basis Accounting for A/R and S/O

AR-1034

### Overview

This Extended Solution to the standard MAS 90 MAS 200 Accounts Receivable and Sales Order modules enables these modules to operate on a cash basis. General Ledger postings, normally occurring when the Sales Journal is updated, are delayed until the payment is applied either through Cash Receipts or customer deposits. Reports are included to list what postings will be made to revenue for all open invoices.

### 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

## Extended Solutions

- Merge Installation Files
- Extended Solutions Setup options

**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**

Upon completion of software installation, you will need to access Extended Solutions Setup from the Accounts Receivable Setup menu. Select this part number, and the Setup screen for this Extended Solution will appear (Figure 1). Check the 'Enable Extended Solution' box to activate this Extended Solution. The manual for this Extended Solution 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).

AR-1034 Setup Options

Cash Basis Accounting For A/R and S/O

Enable Extended Solution   Level 4.10 Rel: 01/12/06

Unearned Income Account: 960-00-04 Miscellaneous

Page Break Report by GL Account Segment

Accrue Sales Tax

Sales Tax Offset Account: 990-00-00 Provision for income taxes

Post to GL on a Cash Basis

Add G/L Distribution Details on Cash Receipts Report

Extended Solutions

Accept Cancel Init

NDC NDC 3/15/2006

Figure 1



This Extended Solution will not enable if the standard MAS 90 MAS 200 Job Cost module is integrated with the Accounts Receivable or Sales Order module.

Answer the following prompts:

**UNEARNED INCOME ACCOUNT:** Enter an Unearned Income account number. When cash is received that cannot be matched to a customer's invoice or account balance, this account is credited. Subsequently, when an invoice is updated, the Unearned Income account is queried to discern if unaccounted for cash has been received for that particular customer. If

## Extended Solutions

so, the Unearned Income Account is debited, and the appropriate G/L revenue account is credited.

**PAGE BREAK REPORTS BY G/L ACCOUNT SEGMENT:** Check this box if you wish to have the 'Invoice Distributions By G/L Account' and 'Cash Receipts By G/L Account' reports page break when the segment value changes.

**ACCRUE SALES TAX:** Check this box if you wish to have sales tax accrued.

**SALES TAX OFFSET ACCOUNT:** If the above box for 'Accrue Sales Tax' is checked, then you are prompted to enter an offsetting General Ledger account number. During Sales Journal update, sales tax will post to General Ledger using the standard G/L account number from Division Setup; the offsetting account number specified will be debited. If this setup question is answered No, then sales tax will only be posted to General Ledger when the Cash Receipts Journal is updated.

**POST TO G/L ON A CASH BASIS:** Normally this box should be checked so that cash basis postings are made to the general ledger. If, however, you wish to save the G/L account information for reporting purposes but wish to post on the standard accrual basis, leave this blank.

**ADD G/L DISTRIBUTIONS TO CASH RECEIPTS REPORT:** Check this box to have G/L distribution details written to the AR\_CashReceiptsWrk file. An additional sequence number is added to the end of SortField, therefore if it ends in "00001" or higher this is a G/L distribution record for an invoice. See *Reports* for information regarding how to modify the Cash Receipts Report to print the distributions.

#### **INIT BUTTON**

If you click the 'Init' button, then the Open Invoice file is scanned and an Invoice Distribution record is created for each invoice with a balance, using the standard Accounts Receivable G/L account number. In this way, when cash is received for a customer with an open invoice on file, and the Cash Receipt Journal is updated, the Accounts Receivable G/L account will be credited. When a customer's existing invoices have been paid off in their entirety, Cash Accounting methods will commence. If future period payments exist for balance forward customers, a warning will appear on screen. Using Data File Display and Maintenance, the appropriate distribution records should then be manually adjusted.

***It is strongly recommended that this initialization procedure be performed. The procedure should immediately follow a Period End especially if there are balance forward customers.***

Invoice Distribution by G/L Account, Invoice Distribution by Customer, and Cash Receipts Distribution Report will be added to the Accounts Receivable Reports Menu as Reports/Forms tasks. Please review your security setup in Role Maintenance and make appropriate changes.

---

## Extended Solutions

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

### Operation

#### *Invoice Data Entry*

Invoice Data Entry is performed normally. No G/L postings to Accounts Receivable or Revenue are made at the time of the Sales Journal update (the Accounts Receivable Sales Journal Recap by Division will still print after the Sales Journal, but will not include the lines for posting to Accounts Receivable or Revenue). Transactions are instead written to the Invoice Distribution file where they will be recalled and posted when the invoice is paid and the Cash Receipts Journal is updated.

There are four conditions under which a General Ledger posting to recognize the revenue will be made at the time of Sales Journal update:

- 1) If the setup question to accrue sales tax has been answered Yes
- 2) If an invoice is updated for a balance forward customer that the system detects 'Unearned Income' has been recorded for.
- 3) If a customer deposit is applied to a sales invoice.
- 4) If it's a cash sale transaction.

#### *Finance Charges*

Finance Charge Entry is performed normally. During the Finance Charge Journal update process, no G/L postings are made. The information is saved in the Invoice Distribution File to be posted to the General Ledger when the Finance Charge is paid and the Cash Receipts Journal is updated.

#### *Cash Receipts*

Cash Receipts data entry is performed normally. When the Cash Receipts Journal is updated, cash is applied to specific invoices for open item customers and to the oldest dated invoice for balance forward customers. The cash account is debited and the appropriate revenue accounts are credited.

#### *Period End*

As the monthly cash receipts file is purged during Period End processing, the associated check distribution records are also purged. For open item customers, when an invoice is deleted from the Open Invoice file, the corresponding records are deleted from the invoice distribution file. For balance forward customers, balance forward amounts are accumulated for the period and zero balance distribution records are deleted.

### Reports

#### *Cash Receipt Report*

If you specified in Setup to Add G/L Distributions to Cash Receipts Report, then you will need to modify your report to print the data. The simplest modification you can make is as follows:

## Extended Solutions

- Un-suppress Group Header #4.
- Move the Check No, Bank Code, Deposit Date, and Deposit Number fields from detail section a to Group Header #4.
- Create a new detail section c.
- Place the DistributionAccount\_001 and DistributionAmount\_001 fields in section c.
- Add condition to suppress detail section a if SortField ends in "0".
- Add condition to suppress detail section c if SortField does not end in "0".

The following new reports are included with Cash Accounting:  
*Invoice Distributions by G/L Account Number* (Figures 2 and 3)

Selection	All	Starting	Ending
Main	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
G/L Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Customer Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Invoice Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Invoice Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Figure 2**

A/R INVOICE DISTRIBUTIONS BY G/L ACCOUNT NUMBER					NDC Company
CUSTOMER NUMBER		INVOICE NUMBER	INVOICE DATE	POSTING AMOUNT	BALANCE
400 Distribution sales (history)					
400-01-00 - Distribution sales (history)					
01-ABF	American Business Futures	0100210-IN	03/07/06	79.00	00
01-ABF	American Business Futures	0100211-IN	03/07/06	161.10	161.10
01-ABF	American Business Futures	0100213-IN	03/07/06	1,700.00	1,700.00
01-ABF	American Business Futures	0100214-IN	03/07/06	790.00	691.70
01-ABF	American Business Futures	0100215-IN	03/07/06	179.00	00
01-ABF	American Business Futures	0100220-IN	03/08/06	79.00	19.30
01-ABF	American Business Futures	0100221-IN	03/08/06	79.00	00
01-ABF	American Business Futures	0100222-IN	03/08/06	79.00	00
01-ABF	American Business Futures	T00000-IN	03/01/06	188.00	6.79
01-ABF	American Business Futures	T00006-IN	03/08/06	00	00
01-ABF	American Business Futures	T00009-IN	03/08/06	55.25	31.66
01-ABF	American Business Futures	T00009-CM	03/08/06	55.25	55.25
01-ABF	American Business Futures	T00010-IN	03/08/06	55.25	00
02-ALLENAP	Allen's Appliance Repair	T00003-IN	03/06/06	220.00	133.20
400-01-00 TOTAL				3,609.35	2,573.00
400-01-01 - Distribution sales - East					
01-ABF	American Business Futures	0100211-IN	03/07/06	118.80	118.80
400-01-01 TOTAL				118.80	118.80
400-02-01 - Service fees - East					
01-ABF	American Business Futures	0100211-IN	03/07/06	12.00	12.00
01-ABF	American Business Futures	0100214-IN	03/07/06	50.00	43.78
02-ALLENAP	Allen's Appliance Repair	T00003-IN	03/06/06	85.00	85.00
400-02-01 TOTAL				147.00	140.78
400-03-01 - Freight charges - East					
01-ABF	American Business Futures	0100210-IN	03/07/06	00	00
01-ABF	American Business Futures	0100211-IN	03/07/06	30.00	30.00
01-ABF	American Business Futures	0100220-IN	03/08/06	5.00	1.22
01-ABF	American Business Futures	0100221-IN	03/08/06	5.00	00
01-ABF	American Business Futures	0100222-IN	03/08/06	5.00	00
01-ABF	American Business Futures	T00009-IN	03/01/06	18.00	4.48
01-ABF	American Business Futures	T00006-IN	03/08/06	00	00
01-ABF	American Business Futures	T00008-IN	03/08/06	5.00	2.87
01-ABF	American Business Futures	T00009-CM	03/08/06	2.00	2.00
01-ABF	American Business Futures	T00010-IN	03/08/06	5.00	00
400-03-01 TOTAL				71.00	28.39
400-03-02 - Freight charges - West					
02-ALLENAP	Allen's Appliance Repair	T00003-IN	03/06/06	10.00	10.00
400-03-02 TOTAL				10.00	10.00
400 TOTAL				3,956.15	2,870.97
REPORT TOTAL				3,956.15	2,870.97

Figure 3

Invoice Distributions by Customer/Invoice Number (Figures 4 and 5)

**A/R Invoice Distributions By Customer/Invoice**

Include Zero Balance Entries

Print Summary

Selection All Starting Ending

G/L Account  [ ] [ / / - - - / - - - ]

Customer Number  00- [ ] [ 99- / / / / / ]

Invoice Number  [ ] [ / / / / / ]

Invoice Date  [ ] [ 03/08/2006 ]

\\enterprise\Prog [ ] [ Print ] [ Preview ] [ Printer Setup... ]

NDC NDC 3/8/2006

Figure 4

Extended Solutions

INVOICE DISTRIBUTIONS BY CUSTOMER/INVOICE				NDC Company	
CUSTOMER	INVOICE	G/L ACCOUNT	POST AMOUNT	INVOICE BALANCE	
01-ABF	0100210-IN				
		235-01-00	.00	.00	
		400-01-00	79.00	.00	
		400-03-01	.00	.00	
		425-00-00	79.00-	.00	
		950-02-04	.00	.00	
			-----	-----	
		0100210-IN TOTAL:	.00	.00	
			-----	-----	
	0100211-IN				
		235-01-00	9.83	9.83	
		400-01-00	161.10	161.10	
		400-01-01	118.80	118.80	
		400-02-01	12.00	12.00	
		400-03-01	30.00	30.00	
		630-01-00	50.00	50.00	
		950-02-04	25.00-	25.00-	
			-----	-----	
		0100211-IN TOTAL:	356.73	356.73	
			-----	-----	
	0100213-IN				
		235-01-00	102.00	102.00	
		400-01-00	1,700.00	1,700.00	
			-----	-----	
		0100213-IN TOTAL:	1,802.00	1,802.00	
			-----	-----	
	0100214-IN				
		235-01-00	42.66	37.35	
		400-01-00	790.00	691.70	
		400-02-01	50.00	43.78	
		950-02-04	79.00-	69.17-	
			-----	-----	
		0100214-IN TOTAL:	803.66	703.66	
			-----	-----	
	0100215-IN				
		235-01-00	10.74	.00	
		400-01-00	179.00	.00	
			-----	-----	
		0100215-IN TOTAL:	189.74	.00	
			-----	-----	
		01-ABF TOTAL:	3,152.13	2,862.39	
			-----	-----	
		REPORT TOTAL:	3,152.13	2,862.39	
			=====	=====	

Figure 5

Cash Receipts Distributions Report (Figures 6 and 7)

Extended Solutions

**Cash Receipts Distributions By GL Account Number**

Print Summary

Sort By GL Segment: Main

Selection: All Starting Ending

Main:  [ ] [ ]

G/L Account:  [ ] [ ]

Customer Number:  00- [ ] 99- [ ]

Invoice Number:  [ ] [ ]

Bank Code:  [ ] [ ] Z [ ]

Deposit Date:  [ ] [ ] 03/08/2006

\\enterprise\Prog [Print] [Preview] [Printer Setup...]

NDC NDC 3/8/2006

Figure 6

NDC Company

**A/R CASH RECEIPTS DISTRIBUTIONS BY G/L ACCOUNT**

BANK CODE	DEPOSIT DATE	DEPOSIT NUMBER	CUSTOMER NUMBER	CHECK NUMBER	INVOICE NUMBER	POSTING AMOUNT
<b>235 Sales tax payable</b>						
235-01-00 - Sales tax payable - East City						
D	07/01/10	0001	01-ABF	American Business Futures	1	T000000-IN 5.31
D	07/01/10	0002	01-ABF	American Business Futures	2	T000000-IN 2.66
D	07/01/10	0003	01-ABF	American Business Futures	3	T000000-IN 1.59
D	07/01/10	0004	01-ABF	American Business Futures	Credit Card	T000000-IN 2.13
D	07/01/10	0038	01-ABF	American Business Futures	7	0100211-IN 1.38
D	07/01/10	0038	01-ABF	American Business Futures	Credit Card	0100211-IN 1.93
235-01-00 TOTAL:						15.00
235 TOTAL:						15.00
<b>400 Distribution sales (history)</b>						
400-01-00 - Distribution sales (history)						
D	07/01/10	0001	01-ABF	American Business Futures	1	T000000-IN 88.54
D	07/01/10	0002	01-ABF	American Business Futures	2	T000000-IN 44.27
D	07/01/10	0003	01-ABF	American Business Futures	3	T000000-IN 26.56
D	07/01/10	0004	01-ABF	American Business Futures	Credit Card	T000000-IN 35.42
D	07/01/10	0038	01-ABF	American Business Futures	7	0100211-IN 22.58
D	07/01/10	0038	01-ABF	American Business Futures	Credit Card	0100211-IN 31.61
400-01-00 TOTAL:						248.98
<b>400-01-01 - Distribution sales - East</b>						
D	07/01/10	0038	01-ABF	American Business Futures	7	0100211-IN 16.65
D	07/01/10	0038	01-ABF	American Business Futures	Credit Card	0100211-IN 23.31
400-01-01 TOTAL:						39.96
<b>400-02-01 - Service fees - East</b>						
D	07/01/10	0038	01-ABF	American Business Futures	7	0100211-IN 1.68
D	07/01/10	0038	01-ABF	American Business Futures	Credit Card	0100211-IN 2.36
400-02-01 TOTAL:						4.04
<b>400-03-01 - Freight charges - East</b>						
D	07/01/10	0001	01-ABF	American Business Futures	1	T000000-IN 6.15
D	07/01/10	0002	01-ABF	American Business Futures	2	T000000-IN 3.07
D	07/01/10	0003	01-ABF	American Business Futures	3	T000000-IN 1.85
D	07/01/10	0004	01-ABF	American Business Futures	Credit Card	T000000-IN 2.45
D	07/01/10	0038	01-ABF	American Business Futures	7	0100211-IN 4.20
D	07/01/10	0038	01-ABF	American Business Futures	Credit Card	0100211-IN 5.89
400-03-01 TOTAL:						23.61
400 TOTAL:						316.59
<b>630 Insurance</b>						
630-01-00 - Insurance						
D	07/01/10	0038	01-ABF	American Business Futures	7	0100211-IN 7.01
D	07/01/10	0038	01-ABF	American Business Futures	Credit Card	0100211-IN 9.81
630-01-00 TOTAL:						16.82
630 TOTAL:						16.82
<b>950 Discounts earned</b>						
950-02-04 - Discounts allowed						
D	07/01/10	0038	01-ABF	American Business Futures	7	0100211-IN 3.50
D	07/01/10	0038	01-ABF	American Business Futures	Credit Card	0100211-IN 4.91
950-02-04 TOTAL:						8.41
950 TOTAL:						8.41
<b>960 Miscellaneous</b>						
960-00-04 - Miscellaneous						
D	07/01/10	0035	02-ALLENAP	Allen's Appliance Repair	2	***QF**IN 100.00
D	07/01/10	0036	01-ABF	American Business Futures	3	T000000-PP 100.00
D	07/01/10	0037	01-ABF	American Business Futures	6	T000010-PP 100.00
960-00-04 TOTAL:						300.00
960 TOTAL:						300.00
REPORT TOTAL:						640.00

Figure 7



## Extended Solutions

**ODBC Dictionary**

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

<i>File:</i>	<i>Field:</i>
AR_InvoiceDistributions_001	All
AR_InvoiceDistWrk_001	All
AR_CashRcptsDistributions_001	All
AR_CashRcptsDistWrk_001	All
AR_CashReceiptsWrk	DistributionAccountKey_001 DistributionAccount_001 DistributionAmount_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 03-08-06 release:*

- Converted to business framework
- Changes to what was known in prior versions as the Monthly Cash Receipts Report now ship as an option to write data to the AR\_Cash ReceiptsWrk file and the user modifying the Cash Receipts Report

**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.

