DSD Business Systems

MAS 90/200 Enhancements

APCB

Accounts Payable Cash Basis

Version 4.30

Sage Software
Development Partner
GOLD

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A/P Cash Basis User's Manual
Version 4.30

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90/200. For instructions on using MAS 90/200, refer to the appropriate MAS 90/200 manual, or call your MAS 90/200 reseller. DSD Business Systems offers excellent MAS 90/200 support, at an hourly rate.

Web Resources

DSD web site: http://www.dsdinc.com

The Enhancement page contains:

Current Release Schedule
Purchasing Information
Installation Instructions
Product Support
Enhancement Links

APCB A/P Cash Basis: http://www.dsdinc.com/enh/pages/APCB.htm

The product web page contains:

Product Description
Adobe Acrobat Product Description
Web Links
Current Product Version Table
Product Installation File Download
Product Manual in Word 97 and Adobe Acrobat Formats
Revision History
FAQ

Support

DSD provides product support through MAS 90/200 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is 858-550-5900. Fax: 858-550-4900.

For a hard error, where the program displays an error dialog, report:

Error number.
Program name.
Line number.

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Program version.
Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.

If leaving a message or faxing, please include:

Your name.
Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

A/P Cash Basis Features

- Enter Accounts Payable transactions in the normal fashion. The APCB changes are virtually transparent during data entry.
- Companies can be set as ***cash*** or ***accrual basis*** in the Accounts Payable/Options window. One company on the system can operate on a cash basis, while another operates on an accrual basis.
- If a company is to operate on a cash basis, G/L postings are not made when the Invoice Journal is updated, instead the detail is saved and then posted when the check is written.
- Manual Check Entry, Check Entry and P/O are fully integrated
- A/P Sort Rebuild can initialize the necessary cash basis files from open invoice data that was expensed on an accrual basis.

Reports

Reports are not modified.

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Section B: Getting Started

- If you reinstall or upgrade one of the MAS 90/200 modules listed in the following table, you must also reinstall this Enhancement.
- Enhancements from different SAGE Developers are generally not designed to work together. If installed together, problems are likely to occur.
- Check with DSD before installing more than one Enhancement.
- Do not install this Enhancement on MAS SQL Systems.

Required Levels

MAS 90/200 Module	Module Required	Required Level
A/P	Y	4.30
P/O	Y	4.30

Installation

The following instructions are for installing to Windows. *For UNIX instructions see the "INSTALL.HTM" HTML file on the CD-ROM (you can use a Windows machine to view it.) It will guide you in mounting the CD-ROM on the UNIX file system and running a UNIX installation script.*

1. Back-up: Exit all MAS 90/200 sessions. Back-up existing MAS 90/200 data.
2. Check Levels: MAS 90/200 module levels **must match** those listed above.
3. Run Enhancement Setup Program: Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the MAS90/200 server. Launch the program from Windows Explorer or by selecting Start/Run, then browse for the file in the location you saved it. Follow on-screen instructions.
4. Re-Start MAS 90/200: MAS 90/200 will be updated.
5. Unlock the Enhancement: DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

   Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

   After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are Normal, Demo and Web.

   Normal Unlock: You will need to unlock the Enhancement by calling DSD during business hours (8am to 5pm PST) at **858-550-5900**.

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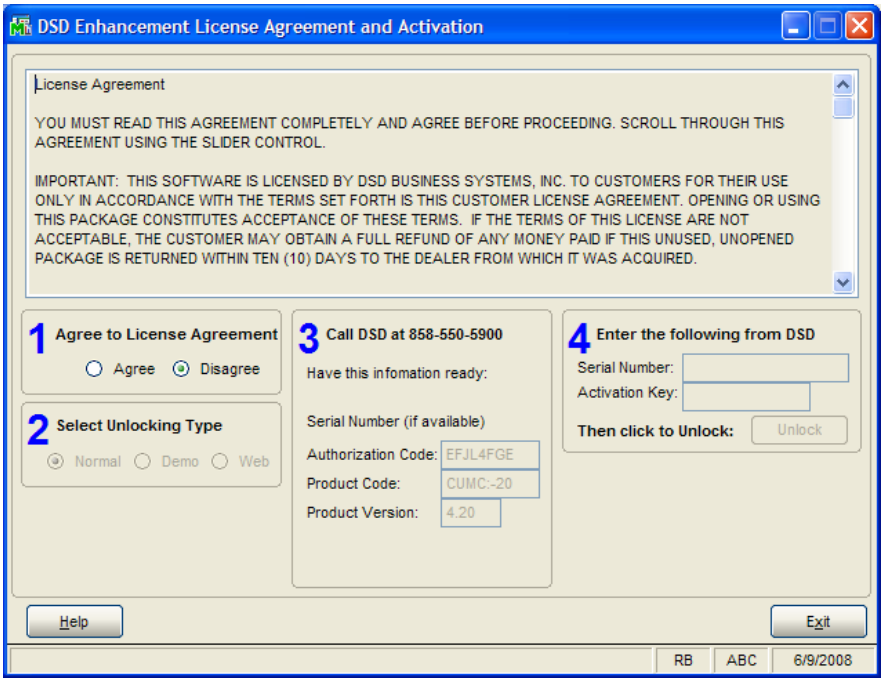
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, you can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.*
- *The MAS 90/200 system that is being used must have web access for this option to be available.*
- *You can get a WebUnlock Code from your DSD Enhancements sales representative.*



Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web access and/or a WebUnlock code. Later, you can unlock the product fully, during business hours.*

Note: *You can also unlock a DSD Enhancement through the* ***DSD Enhancement Control Panel*** *found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the* ***Unlock Product*** *button on the right side of the window.*

6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

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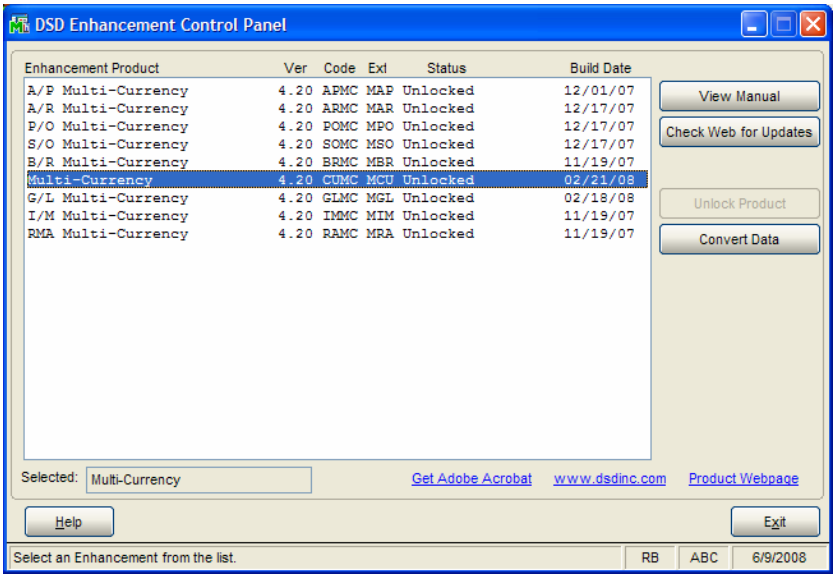
DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90/200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.



View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the MAS 90/200 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an ftp web connection on the MAS 90/200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Convert Data: After verification, the selected Enhancements data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.

Help: The Help button, located at the bottom left of the window, opens an HTML help file .

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

There are also links to the DSD website and the Enhancement page on that site.

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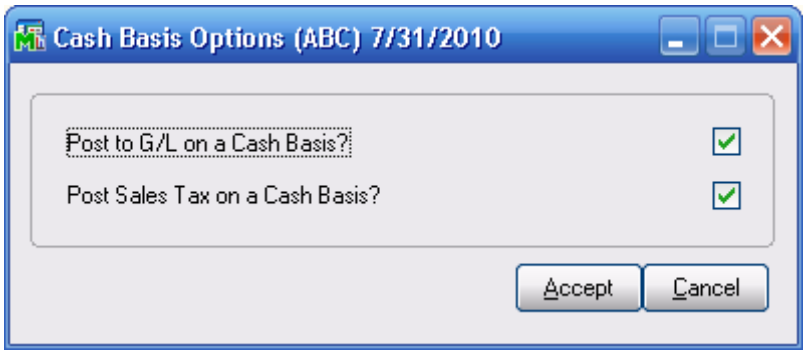
Section C: Setup

Setup Options

The **Cash Basis Options** menu item has been added to the A/P Setup Menu.



The first option determines whether to post on a cash or accrual basis. If checked, the system posts on a cash basis.

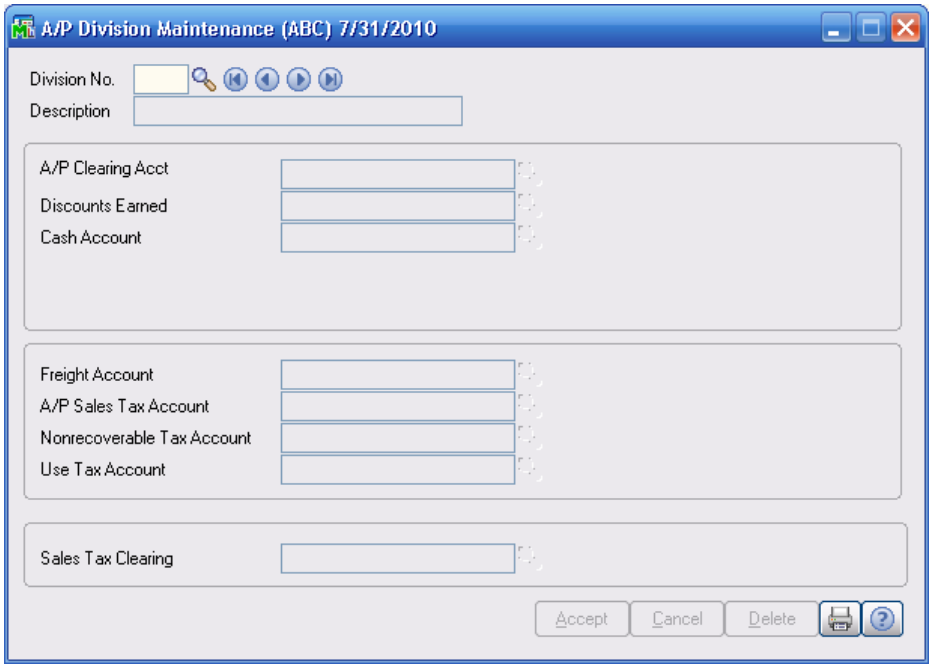
The second option is only activated if the first option is set. This option determines whether to post sales taxes on a cash or accrual basis. If set, (checked) the system will post on a cash basis.

Note: *If cash basis postings are required, this field should be set before updating journals!*

Division Maintenance

The Accounts Payable account in the Division Maintenance screen has been changed to "A/P Clearing Acct", if the company is set to operate on a cash basis.

Note: *The "Sales Tax Clearing" account will only appear if the second Cash Basis option, "Post Sales Tax on a Cash Basis?" has* ***not*** *been checked.*



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Section D: System Operations

Using Cash Basis Accounts Payable

There are very few operational differences visible while using APCB. When invoices are updated, there are no G/L transactions that are created. Postings are created when a Manual or Computer Check is created and updated.

Note: *If the second Cash Basis option, "Post Sales Tax on a Cash Basis?" has* ***not*** *been checked, the Sales Tax Accrual and Sales Tax Clearing Accounts will be debited and credited when the invoices are update. When any such invoices are paid, the Sales Tax Clearing Account will be debited by the same amount.*

Purchase Order Processing

When a Receipt of Goods is updated in P/O that contains inventory items, Inventory is debited at that time for the cost of the goods, and Purchases Clearing is credited. This is done so that whether you have elected cash basis or accrual, the Inventory G/L Account always contains an accurate valuation. When the corresponding invoices are paid, the Purchases Clearing Account is debited by the same amount. Miscellaneous charges, non-stock items, sales tax and freight are expensed on a cash basis, when the invoice is paid.

Note: *If the second Cash Basis option, "Post Sales Tax on a Cash Basis?" has* ***not*** *been checked, the Sales Tax Accrual and Sales Tax Clearing Accounts will be debited and credited when the invoices are update. When any such invoices are paid, the Sales Tax Clearing Account will be debited by the same amount*

Partial Payments

When invoices are partially paid APCB distributes the payment proportionally among all General Ledger accounts contained in the distribution file. If there is a round-off error, it is automatically applied to the last distribution account.

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Accounts Payable Sort Rebuild

The Sort Rebuild for A/P has the capability to check all invoices for out-of-balance conditions, and to "initialize" the cash basis distribution file for any existing open invoices which were expenses on an accrual basis. When the Sort Rebuild is run, a new prompt will appear that asks whether to recalculate Vendor Balances.

If **Yes** is selected, Sort Rebuild will check the Cash Basis General Ledger Distribution, and reconcile any out of balance between the suspended distributions and the invoice balance. If the invoice exists in the Cash Basis file, the discrepancy will be applied to the amount of the last distribution record suspended. If no distribution exists for the invoice, a new distribution will be created using the A/P Clearing account from the appropriate Division record.

If you are installing this enhancement with an existing A/P system (for which there are open invoices), Sort Rebuild creates a new suspended distribution record using the A/P Clearing account (formerly Accounts Payable) from the appropriate Division record. As these existing invoices are paid, the balance in this account (which was formerly a credit balance representing the total of Accounts Payable) will be drawn down to zero as the account is debited. New invoice activity will, of course, contain the correct expense account. This facility allows the computer to maintain both the old and the new invoices without your having to manage the G/L aspects manually.

Custom Reports

The Data Dictionary has been modified to include an added **AP.GLDIST** file. This file contains the Open Invoice G/L Distribution data, and is fully accessible to the Report Master and Import Master programs.

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Section E: Converting from *Cash* to *Accrual Basis*

Occasionally, a company needs to be converted from a ***cash basis*** to an ***accrual basis***, for instance when APCB is not longer required and is being removed from a MAS 90/200 installation.

1. Run the Open Invoice by G/L Account Detail Report.
2. This report should be the basis for a General Journal Entry, in which an entry is made for each G/L Account on the report. These expenses have not yet been recognized, because APCB is "holding" them until a check is cut. They should be expensed at this time, using the Accounts Payable account as the offset account. Check with your accountant in order to determine which period(s) these transactions should be posted to.
3. Turn the Cash Basis flag off in the A/P Options screen.
4. Print the Aged Invoice Report, and confirm that the total open invoice amount agrees with the new balance in your Accounts Payable account.

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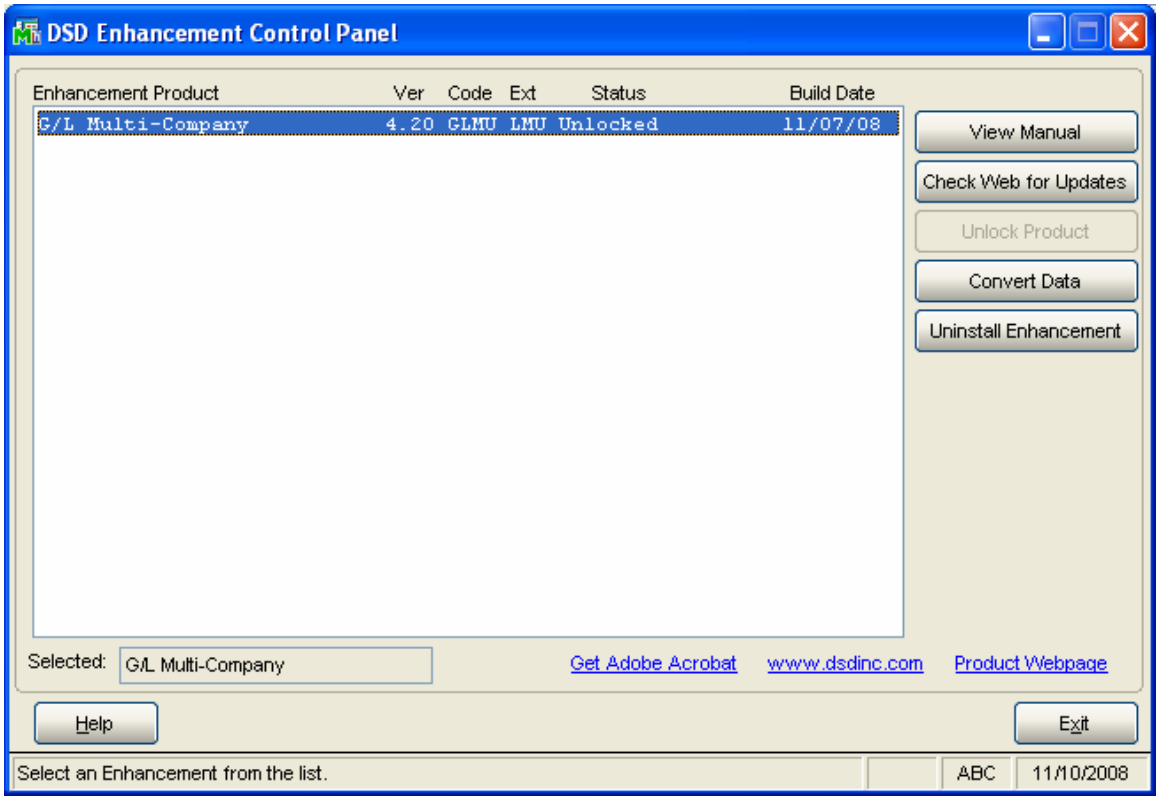
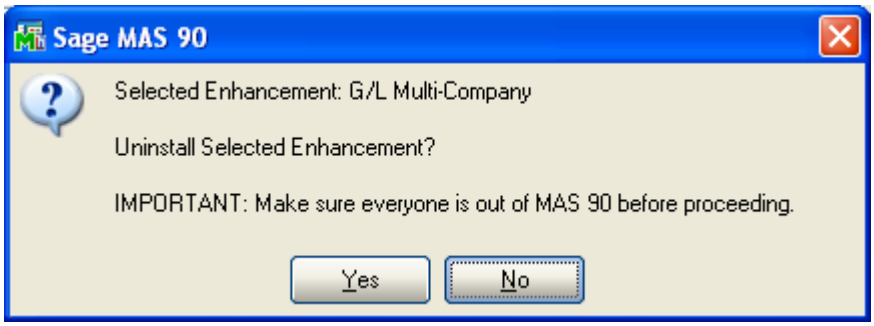
Section F: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.



When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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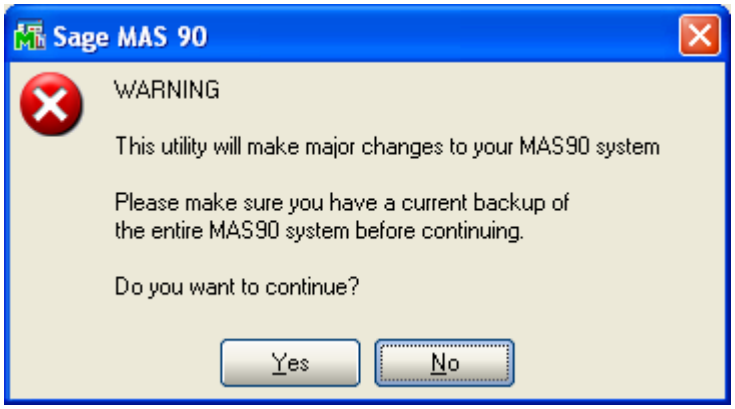
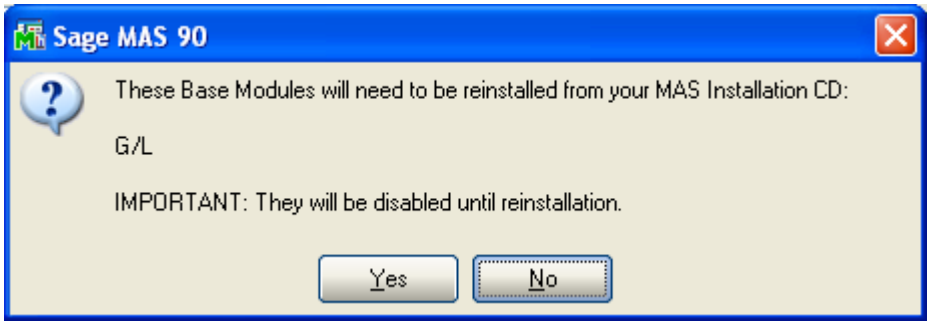
The following message box will appear, to remind you that a complete backup of your entire MAS90/200 system should be completed prior to uninstalling a DSD product.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific MAS 90/200 modules you must reinstall afterwards.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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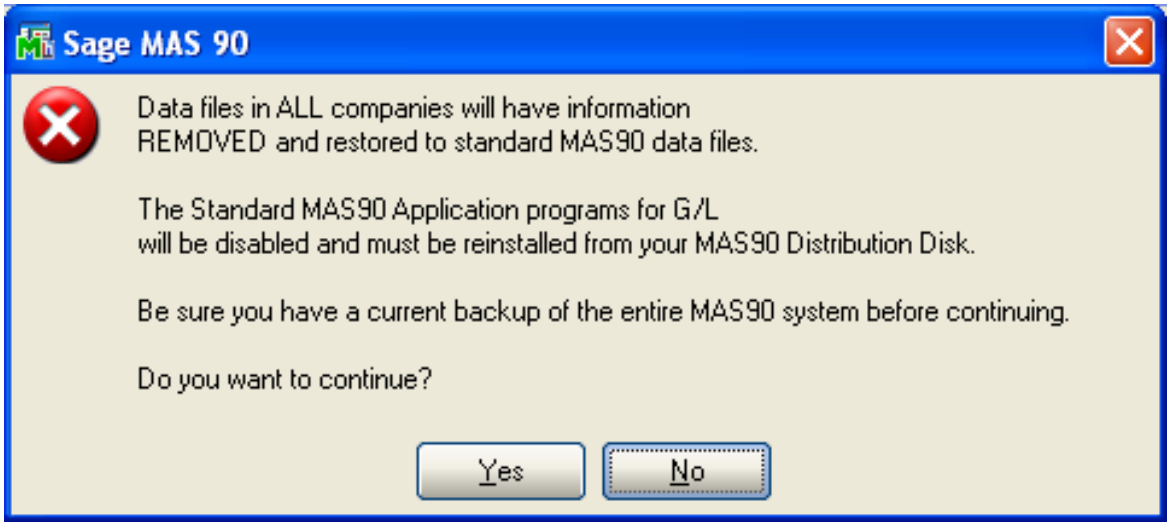
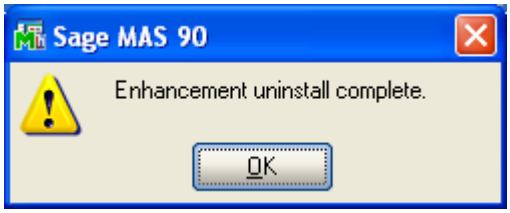
The following message box will appear, displaying the final warning message.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the MAS 90/200 system.



After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).

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Appendix A: MAS 90/200 Program and File Changes

The following MAS 90/200 Programs are modified or added by A/P Cash Basis:

APWCAA	APWJBA	APWSAA.LIB	APWUDA	POWJBA
APWDAA	APWJDA	APWSAR	APWUZA	POWUBA
APWDBA	APWPAA	APWSBA	APZCAA.PCB	POWUBB
APWDBB	APWR02	APWSBA.LIB	APZU1D	POWUBD
APWDBF	APWRPA	APWUAA	APZU1M	
APWJAA	APWRPB	APWUAB	APZU1S	
APWJAB	APWSAA	APWUBB		

The following MAS 90/200 Data Files are modified or added by A/P Cash Basis:

AP_CB

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Fax Transmittal Form

To:	*DSD Business Systems Customer Service*		Fax:	*858/550-4900*
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One:	☐Product Problem	☐Suggestions	
Product:	*APCB A/P Cash Basis*		Version:	*4.30*

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