DSD Business Systems

MAS 90 Enhancements

APDT
A/P Expense Distribution Entry

Version 4.05

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A/P Expense Distribution Entry User's Manual
Version 4.05
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DSD Business Systems
7050 Friars Road
Suite 100
San Diego, California 92108
619/683-9900 8:00am to 5:00pm PST
619/683-9975 Fax

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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. For instructions on using MAS 90, refer to the appropriate MAS 90 manual, or call your MAS 90 reseller. DSD Business Systems offers excellent MAS 90 support, at an hourly rate.

Web Resources

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

MAS 90 Enhancements: **http://www.dsdinc.com/enh**

The Enhancement page contains:

Current Release Schedule
Purchasing Information
Installation Instructions
Product Support
Enhancement Links

APDT A/P Expense Distribution Entry: **http://www.dsdinc.com/apdt.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 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is 619/683-9900. Fax: 619/683-9975.

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

Error number.
Program name.
Line number.
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.

Accounts Payable Expense Distribution Entry Features

- The APDT enhancement for the MAS 90 Accounts Payable module allows the user to simplify and automate frequently utilized G/L Distributions for A/P Invoice Data Entry. (This feature is not implemented in Manual Check Invoice Distribution Entry). Where standard MAS90/200 allows for only one Default G/L Account to be assigned to a Vendor, which then defaults to 100% of the Invoice Amount, Distribution Table Codes allow for multiple G/L Accounts to be assigned on a percentage basis of the total Invoice Amount.
- Distribution Table Codes can be maintained on the Accounts Payable Setup Menu, Distribution Table Maintenance. Within each Code, multiple Distribution Lines and individual percentages of distribution can be assigned to each Code. Two types of Distribution Table Lines are supported:

  Multiple discrete G/L accounts can be assigned to a Distribution Table Code, each with their own percentage. These override the default Vendor G/L Account.

  A G/L Segment can be indicated and percentages assigned to values for that segment. These are applied to the default Vendor G/L Account.

- Default Distribution Table Codes can be assigned to each Vendor on the Main tab in Vendor Maintenance.
- In AP Invoice Entry, if a Distribution Table is assigned in the Header panel, the Lines panel is calculated based on the Table Type and G/L Accounts. The Line Panel Distribution can then be manually edited if desired.

Reports

The Distribution Table Listing can be printed from Distribution Table Maintenance by clicking the Printer icon.

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SECTION B: Getting Started

- **If you reinstall or upgrade one of the MAS 90 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Master 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 Module	Module Required	Required Level
A/P	**Y**	4.05

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 / MAS 200 sessions. Back-up existing MAS 90 / MAS 200 data.
2. **Check Levels:** MAS 90 / MAS 200 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Insert the installation CD-ROM. The installation will normally run automatically, otherwise, run SETUP.EXE on the CD-ROM. This can be run from the server or a workstation. Follow on-screen instructions. *If installing from an e-mail message or from a Web download, run the program sent to you (or downloaded). This will self-extract and run same Setup program.*
4. **Re-Start MAS 90 / MAS 200:** MAS 90 / MAS 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 **619-683-9900**.

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

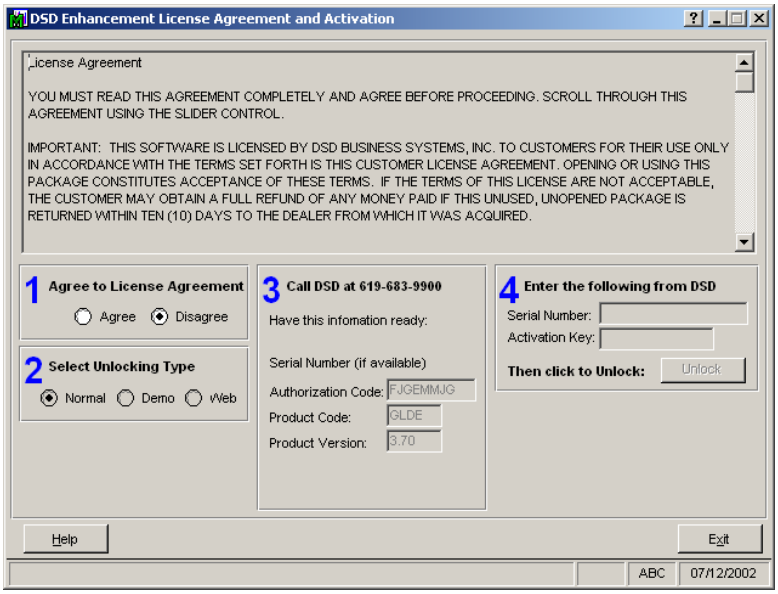
to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.*
- *The MAS 90 / MAS 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 an WebUnlock code. Later, you can unlock the product fully, during business hours.*

Note: *You can also unlock a DSD Enhancement through the DSD Utility Suite window. This is accessed at the bottom of the Library Master Utility menu. In the DSD Utility Suite window, click the* ***DSD Enhancement Control Panel*** *button on the bottom of the window. 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.*

DSD Enhancement Control Panel

Starting with version 4.05, all DSD Enhancement products include DSD's Utility Suite menu and DSD's Enhancement Control Panel. The **DSD Utility Suite is accessed from the Library Master Utilities menu**. The **DSD Enhancement Control** Panel is accessed from a **button on the bottom of the DSD Utility Suite window**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 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.

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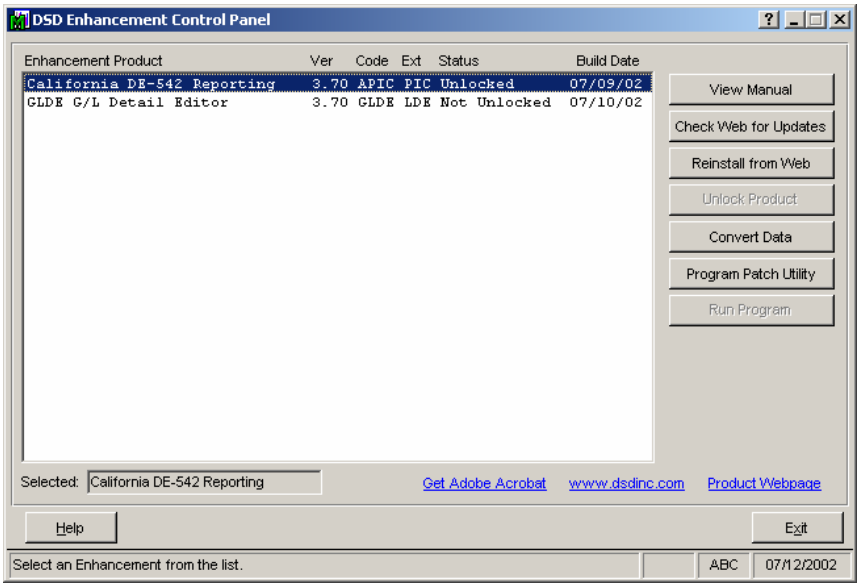


View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the “MAS90/PDF” folder in the MAS 90 system. If the file is not present, and the system has web access, the correct 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 a web connection on the MAS 90 / MAS 200 system.*

Reinstall from Web: After a verify dialog, this will automatically download and reinstall the selected Enhancement from the DSD website. *This requires a web connection on the MAS 90 / MAS 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.

Program Patch Utility: Only use this option under the guidance of a DSD Enhancement Technician. That person will guide you in its use.

Run Program: This button is enabled for certain DSD Utility programs only.

Additional Controls

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

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.

SECTION C: System Setup

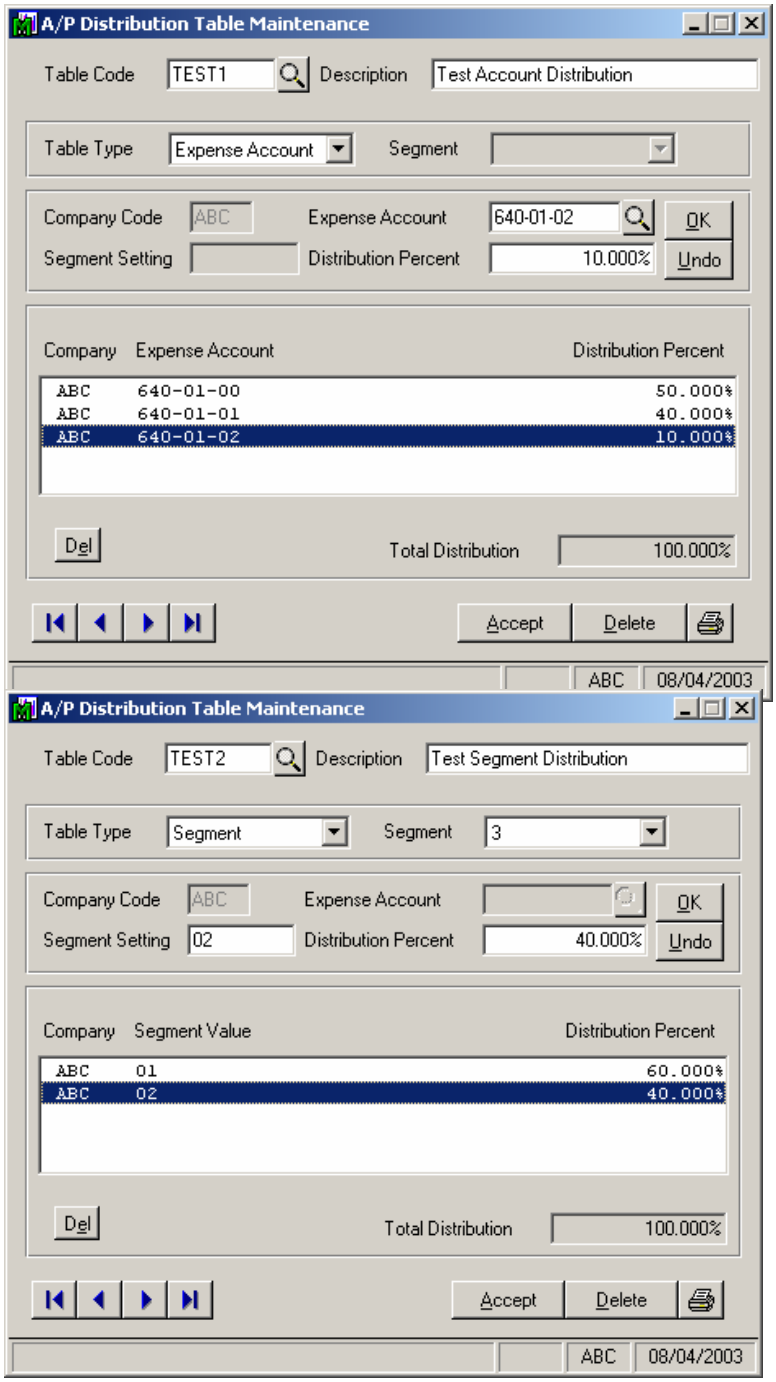
A new menu item has been added to the Accounts Payable Setup Menu, **Distribution Table Maintenance**. Select this to bring up the Distribution Table Maintenance.

In Distribution Table Maintenance, Distribution Table Codes can be created that have up to 10 uppercase letters and numbers. You may enter the following information for each Distribution Table Code:

Description: enter a description of this Table Code of up to 30 characters.

Table Type: This Drop Box allows you to select one of the two Table Types, Expense Account or Segment. If one selects Expense Account, one can choose specific G/L Accounts for assigning the percentage distributions. If one chooses Segment, one can choose a specific G/L Segment Number to assign the percentage that will be applied to the Default Vendor G/L Account.

Segment: This Drop Box is enabled only if the Table Type is Segment. It displays the valid G/L Segment numbers for this Company from G/L Option Maintenance.



Distribution Table Line Items:

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Company Code: This field is enabled only if the APDT enhancement is also installed with DSD's APMU A/P Multi-Company enhancement. See the APMU manual for it's use.

Expense Account: This field is enabled only if the Table Type is Expense Account. It allows the lookup and entry of a valid G/L Account for the Company Code displayed for this line item percentage.

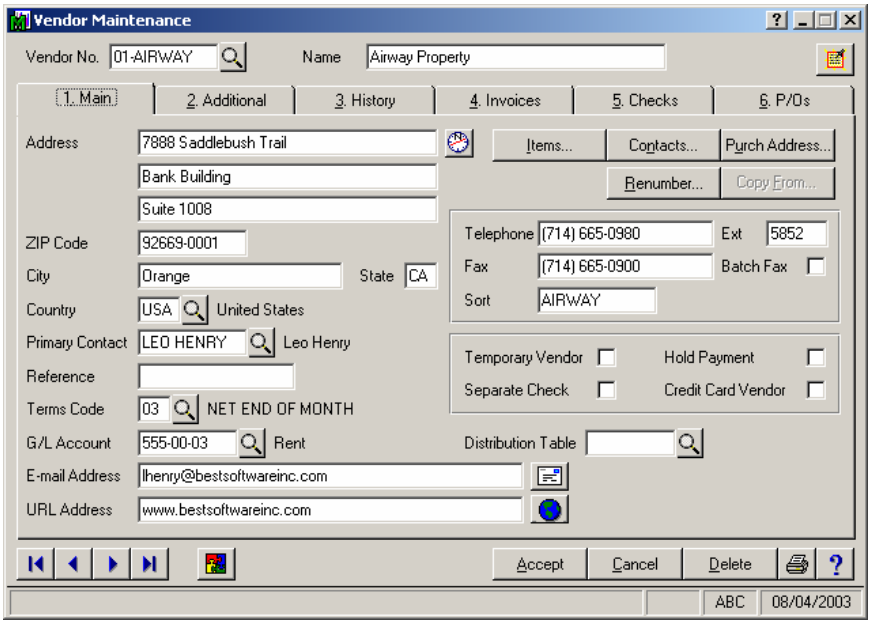
Segment Setting: This field is enabled only if the Table Type is Segment. Enter the Segment value for this line item percentage.

Distribution Percent: Enter the percentage to be distributed to this line item. This will always default to the percentage required to balance the Total Distribution to 100%.

Click **OK** to save the Distribution Line. Highlight a line and click **Del** to remove it. Click **Accept** to save this Distribution Table (if it does not total to 100% Distribution the Accept button will be disabled and the Table Entry cannot be saved). Click **Delete** to remove this Distribution Table.

Distribution Table Default in Vendor Maintenance

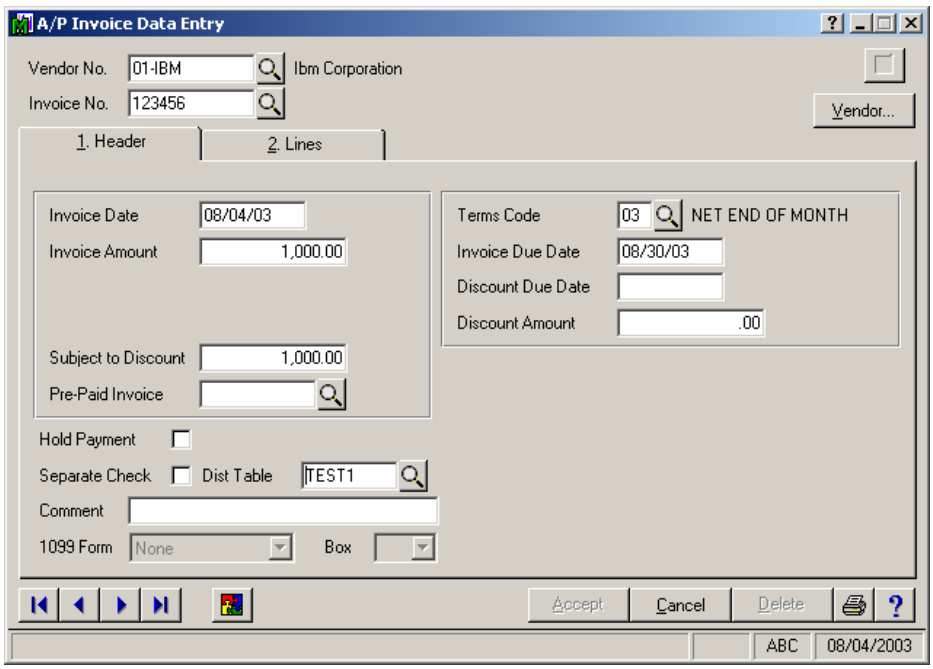
In Vendor Masterfile Maintenance, a new field appears to the right of the default G/L Account field. If one enters a Distribution Table in this field, it will be selected as the default Table in A/P Invoice Data Entry for Invoices entered for this Vendor.



SECTION D: System Operations

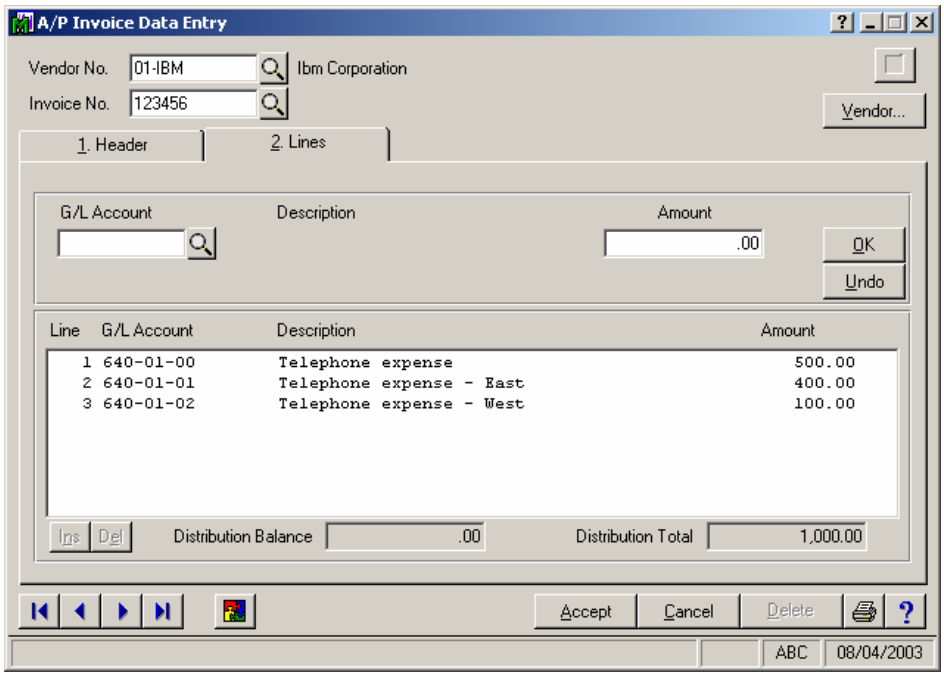
Distribution Tables are utilized to create Distribution Lines in Accounts Payable Invoice Data Entry. They are only utilized as each new Invoice is entered, when there are no existing Lines already entered for that Invoice. After Lines are calculated via the Distribution Table, the Lines can be manually changed as in regular A/P Invoice Entry.

One can enter a Distribution Table in the Invoice Header Tab (or it will default to the Vendor Maintenance entry if one exists).



Once the Header Tab information is complete and the Lines Tab is accessed, the G/L Accounts and Line amounts will be calculated depending on the Table Type.

If one wishes to change the Table, one must either Cancel the Invoice and start it over or delete all existing Lines. However, Lines can also be edited manually after the Table Distribution is calculated.



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Product:	***APDT A/P Distribution Table***	Version:	***4.05***

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