



**DSD**  
BUSINESS SYSTEMS

# **DSD Business Systems**

MAS 90 Enhancements

APJC

Accounts Payable Joint Vendor Check

Version 4.20

**sage**  
software

**Master Developer**

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Accounts Payable Joint Vendor Check User's Manual  
Version 4.20

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## Table of Contents

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<b>SECTION A: INTRODUCTION</b>	<b>3</b>
WEB RESOURCES .....	3
SUPPORT .....	3
ACCOUNTS PAYABLE JOINT VENDOR CHECK FEATURES .....	3
REPORTS .....	3
<b>SECTION B: GETTING STARTED</b>	<b>3</b>
REQUIRED LEVELS .....	3
INSTALLATION .....	3
DSD ENHANCEMENT CONTROL PANEL .....	3
<b>SECTION C: SYSTEM OPERATIONS</b>	<b>3</b>
ENTERING VENDOR CHECKS .....	3
FORMS CUSTOMIZATION .....	3
<b>LICENSE AGREEMENT</b>	<b>3</b>
<b>FAX TRANSMITTAL FORM</b>	<b>3</b>

## Section A: Introduction

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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>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

APJC Accounts Payable Joint Vendor Check: <http://www.dsdinc.com/enh/pages/APJC.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 **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.*

*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 Joint Vendor Check Features

The **A/P Joint Vendor Checks** modifications allow the **Accounts Payable** user to:

- ◆ Enter **Joint Payee** names and to modify the **Mailing Address** during **Accounts Payable Check Maintenance**.
- ◆ Split a single invoice up among several checks (to the same vendor) in the same check run.
- ◆ **Joint Vendor Name** and **Address** information is posted to the **Monthly Checks Register File**, where it is available for custom reporting purposes.

These modifications are completely integrated with the **Job Cost** and **Purchase Order** modules. The **APJC** modifications will work even if these modules are not installed.

### Reports

The **APJC** enhancements have caused the following standard MAS 90 reports to be modified:

- ◆ Invoice Payment Selection Register
- ◆ Check Forms
- ◆ Check Register

The **Invoice Payment Selection Register** and the **Check Register** have been modified to correctly show the **Job Cost** distribution of the payments if **Job Cost** is installed, and to show the **Joint Payee's Name**. The new address block has been added to the **Check** form (see Section C). **Quick Printing of Manual Check Entries** *do not* have the capability of printing **Joint Vendors**.

No new reports have been added to the **Accounts Payable** or **Purchase Order** modules.

## Section B: Getting Started

### CAUTION

- **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	4.20
P/O	N	4.20

### 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 **858-550-5900**.

**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 Enhancement Control Panel window. This is accessed at the bottom of the Library Master Utility menu. Select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

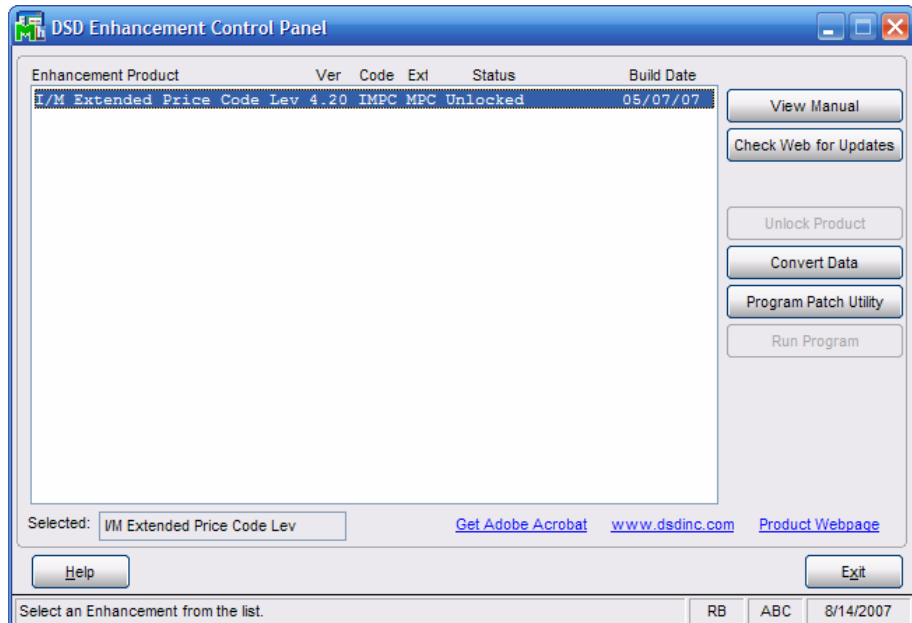
6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program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

## DSD Enhancement Control Panel

Starting with version 4.20, 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 / 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.

**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.*

**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 Operations

### Entering Vendor Checks

Checks can be created via **Invoice Payment Selection** or by manually entering them via **Check Maintenance**. This module has not substantially changed that process. If you wish to create a **Joint Check**, you may "create" it using **Check Selection** or **Check Maintenance**, then edit the **Payee Names** and **Mailing Addresses**, using the new **Check Address** dialog window, as described below.

A **Check Address** button has been added to the Check Maintenance screen, to the right of the Comment field in the screen header.

If the **Check Address** button is pressed, the new Check Address dialog window is displayed, as shown on the right.

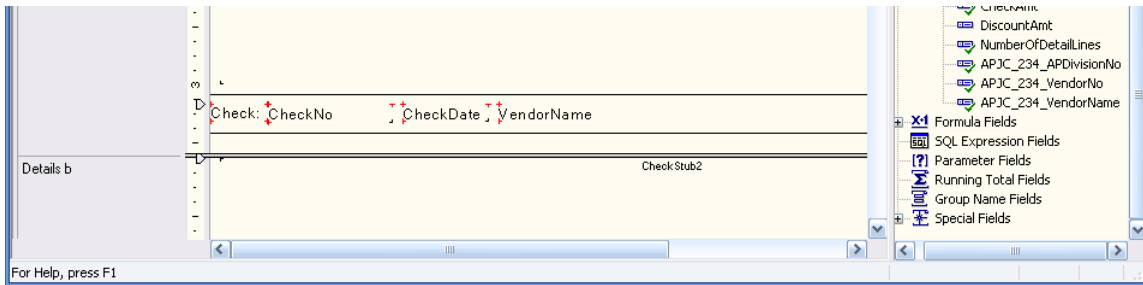
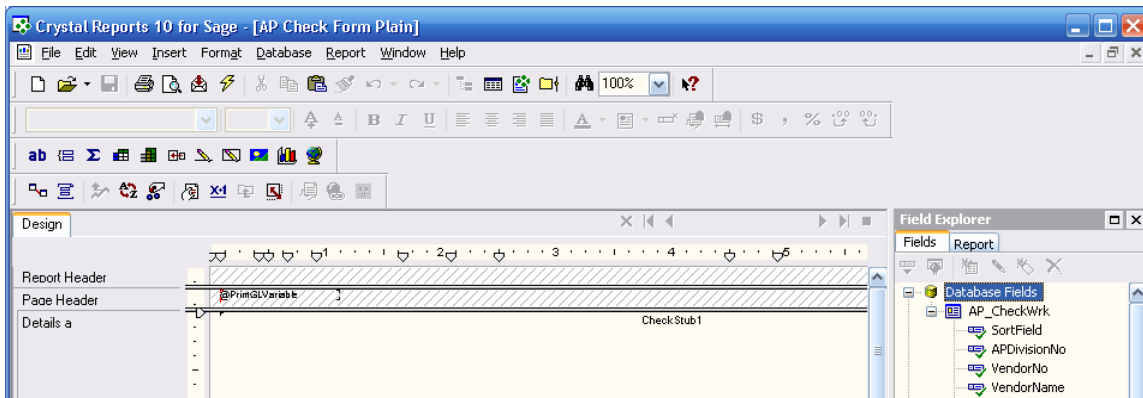
The **JOINT VENDOR NUMBER** field can be left blank. If the user enters a valid **Vendor Number** into this field, the **Vendor Name** will be read and displayed. If **Accept** is selected, all address fields will be set to that of the **Joint Vendor** specified in the **JOINT VENDOR NUMBER** field.

All other aspects of **Check Maintenance** remain virtually unchanged. One exception is that you can split a single invoice up among several checks (to the same vendor) in the same check run.

### Forms Customization

The **Accounts Payable Check** will automatically print the new Joint Vendor Name and Address. The Joint Vendor Number and Name fields are also available to be printed elsewhere on the Crystal form once the database has been verified. These fields are labeled: APJC\_234\_APDivisionNo, APJC\_234\_VendorNo and APJC\_234\_VendorName.

See next page.



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### Fax Transmittal Form

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To:	<i>DSD Business Systems Customer Service</i>		Fax:	<i>858/550-4900</i>
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>APJC Accounts Payable Joint Vendor Check</i>		Version:	<i>4.20</i>

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