



DSD
BUSINESS SYSTEMS

DSD Business Systems

MAS 90 Enhancements

APLC

Accounts Payable License Check

Version 4.20



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Accounts Payable License Checking User's Manual
Version 4.20

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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>

The Enhancement page contains:

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

APMC Accounts Payable Multi-Currency: <http://www.dsdinc.com/enh/pages/APMC.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.

A/P License Checking Features

License Checking allows the assigning of license descriptions and corresponding expiration dates for vendors that require subcontractor licenses or insurance policies. This enhancement is used for tracking vendor licenses and expiration dates and for preventing payment to those vendors with expired licenses or policies. **APLC** features:

- License descriptions and expiration dates can be set-up for each vendor. Up to three license descriptions and expiration dates can be set-up for each.
- A new option: **Disallow Check Entry For Expired Licenses** has been added to the A/P Options window. This feature prevents checks being entered for vendors with expired licenses.
- A/P Invoice Data Entry, P/O Purchase Order Data Entry, P/O Receipt of Goods Entry, P/O Receipt of Invoice Entry, and P/O Return of Goods Entry have been modified to alert the user during data entry of expired vendor licenses.
- A/P Manual Check Entry and A/P Check Data Entry have been modified to alert the user during data entry of expired vendor licenses. In addition, if the new A/P Option has been set to **Yes**, then check entry will be disallowed for those vendors.
- A/P Invoice Payment Selection has been modified to not select any invoices for payment for those vendors with expired licenses. This will occur if **Disallow Check Entry For Expired Licenses** has been selected.

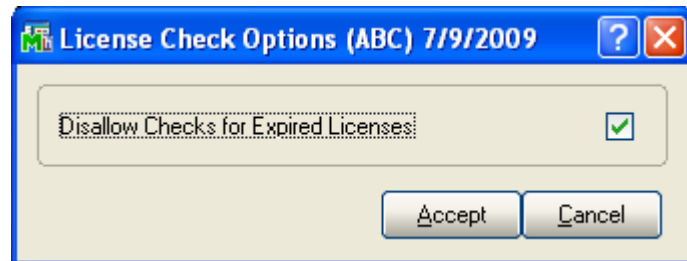
SECTION B System Operations

A/P License Check Options

The A/P License Check Options program has been added to the end of the A/P Setup menu.

Disallow Checks For Expired Licenses:

If this field is checked, APLC will not allow check processing for vendors with expired licenses, and **A/P Invoice Payment Selection** will not select invoices for vendors with expired licenses.

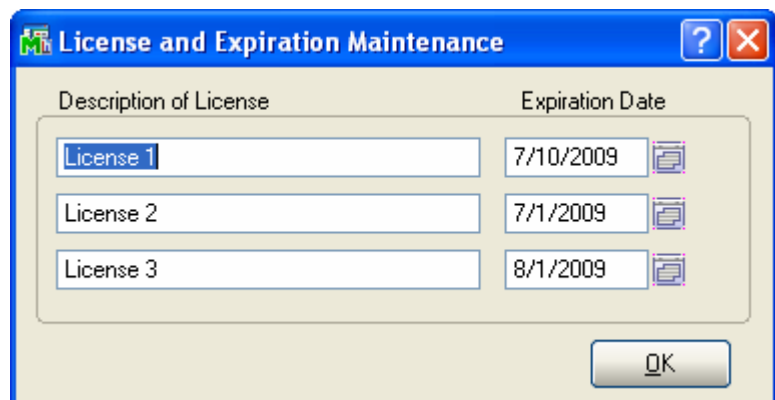


A/P Vendor Maintenance / Inquiry

The A/P Vendor Maintenance / Main Panel has been modified to have a new **License** button.

To access the **License and Expiration Maintenance Check Panel**, select the **License** button.

As you can see in the example on the right, there is a group of six fields in this window, two for each of three licenses to track. For each license, enter a description and an expiration date. This date is checked against when APLC checks for expired licenses.



The A/P Vendor Inquiry / Main Tab panel has also been modified to allow inquiry into the License information. To access the **License and Expiration Maintenance Check Panel**, select the **License** button.

The A/P Vendor Inquiry / Main Tab panel has also been modified to allow inquiry into the License

Expired License Warning

A new **Expired License Warning** pop-up window will be displayed during data entry when a vendor is selected that has an expired license. This window displays the license(s) that have expired and the expiration dates. An example of a License Warning Window is shown below.



The following data entry programs have been modified to display this warning for expired licenses:

- A/P Invoice Data Entry.
- A/P Manual Check Entry
- A/P Check Data Entry
- P/O Order Purchase Order Entry
- P/O Receipt of Goods Entry
- P/O Return of Good Entry

Once the user presses the **Ok** button to continue, the data entry can continue except for **A/P Manual Check Entry** and **A/P Check Data Entry**. See the next section for a description of these check-processing programs.

Check Processing

The **A/P Manual Check Entry** and **A/P Check Data Entry** programs, like the other data entry programs, have been modified to display the **Expired License Warning** pop-up window during data entry when a vendor is entered that has an expired license. If the **A/P License Check Options** checkbox, **Disallow Checks For Expired Licenses**, has been checked, then check processing may continue as normal. Otherwise, processing for that vendor will be disallowed, and the program will prompt for another vendor number.

A/P Invoice Payment Selection

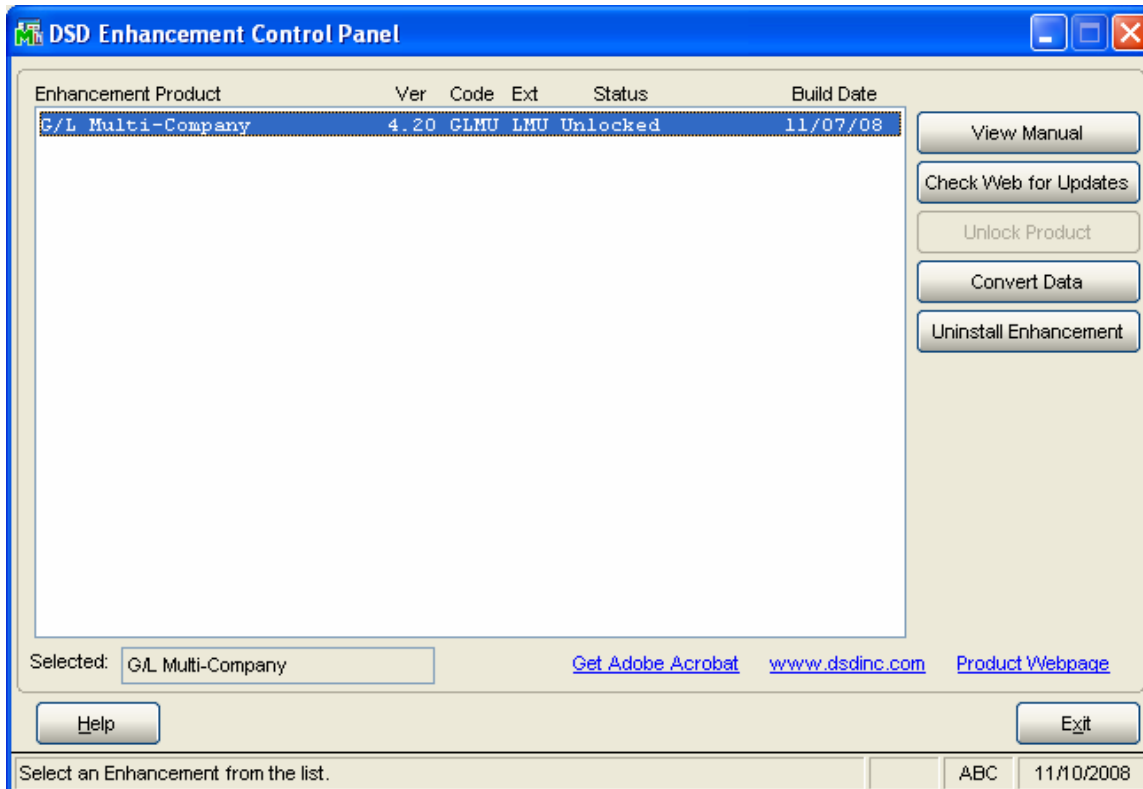
If the **A/P License Check Options** checkbox, **Disallow Checks For Expired Licenses**, has been checked, then invoices for vendors with expired licenses will not be selected.

A/P Vendors without Licenses

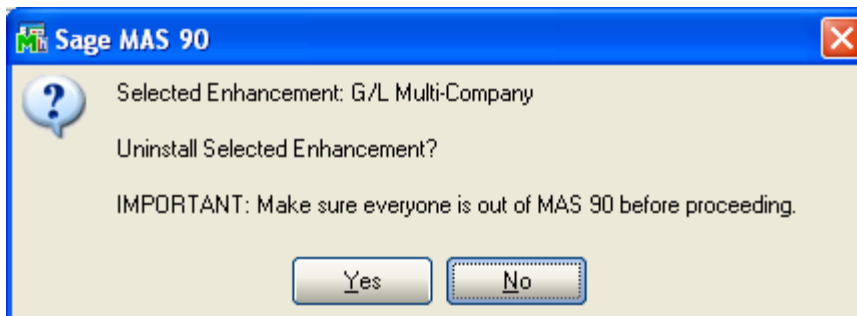
For those vendors that do **not** require license checking, simply leave the license fields blank for those vendors.

Section C: 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.

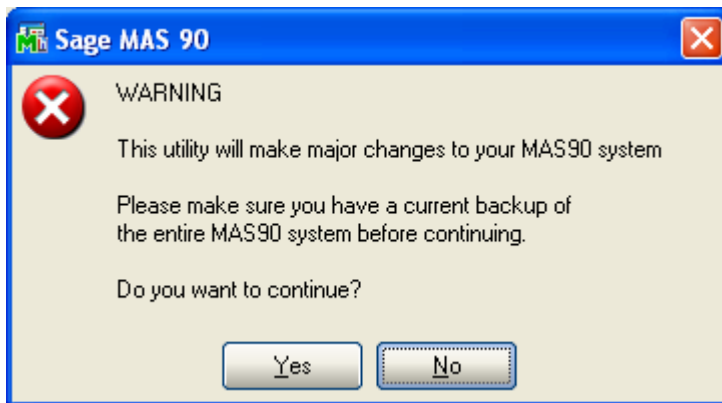


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

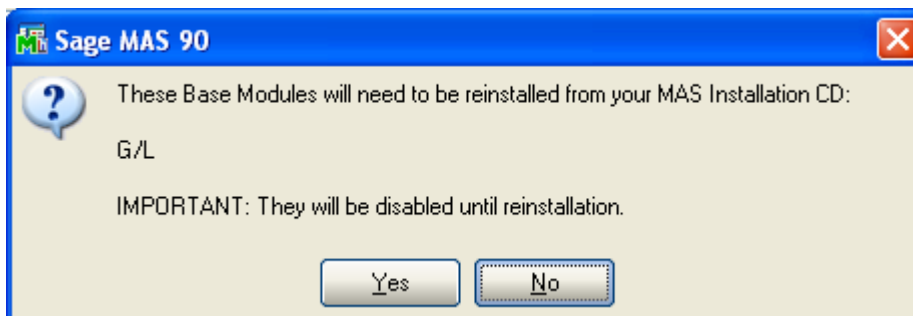
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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.

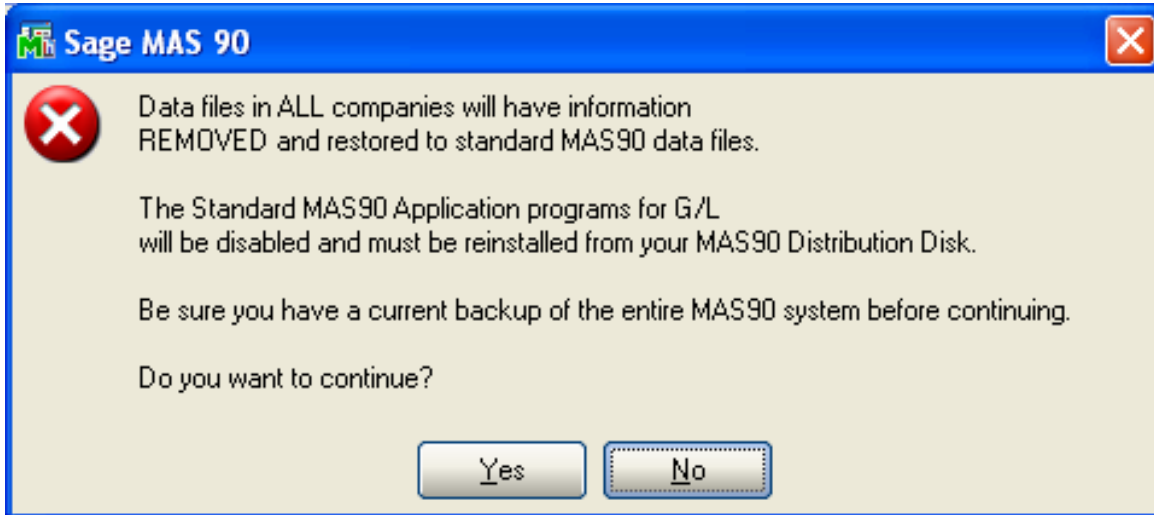


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

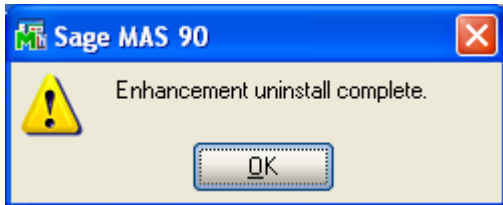
The following message box will appear, displaying the final warning message.

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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Fax Transmittal Form

| | | | | |
|----------|--|----------------------------|----------|---------------------|
| 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>APMC Accounts Payable Multi-Currency</i> | | Version: | <i>4.20</i> |

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