DSD Business Systems

MAS 90 Enhancements

ARCB

Accounts Receivable Cash Basis

Version 4.10

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Accounts Receivable Cash Basis User's Manual
Version 4.10

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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

ARCB Accounts Receivable Cash Basis: http://www.dsdinc.com/enh/pages/ARCB.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.

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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.

Accounts Receivable Cash Basis Features

- Enter Accounts Receivable transactions in the normal fashion. The A/R Cash Basis modifications are nearly transparent to the user performing data entry.
- General Ledger postings are not made when the Invoice Journal is posted. Instead, the detail is stored and posted when that cash is received. The only exception is State Sales Tax, which may continue to be posted on an accrual basis. The A/R Cash Basis module has special considerations built-in for handling sales tax.
- There is full integration with both the Sales Order and Job Cost programs.
- There is a utility feature built into the Accounts Receivable Sort Rebuild program that can be used to initialize the necessary A/R Cash Basis files, from existing Open Invoice information that was originally posted on an accrual basis.

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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/R	Y	4.10
S/O	N	4.10
J/C	N	4.10

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.

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

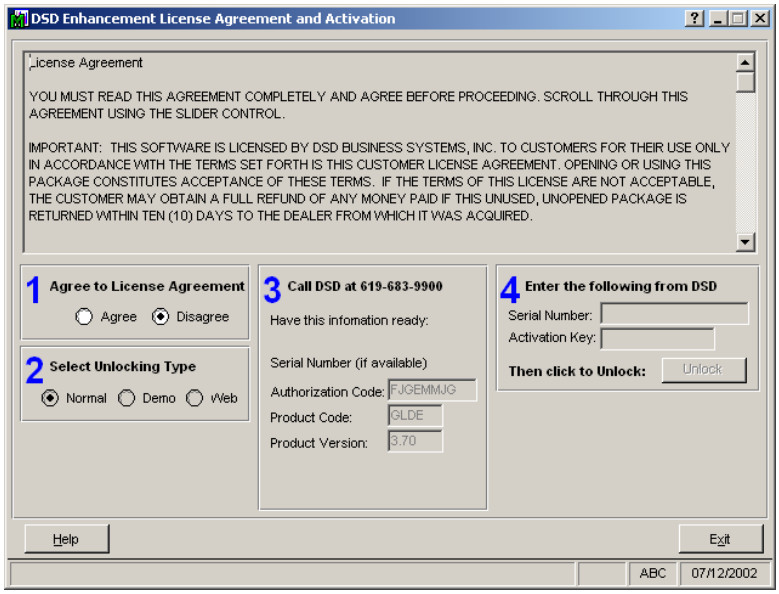
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click 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 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 3.70, 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**.

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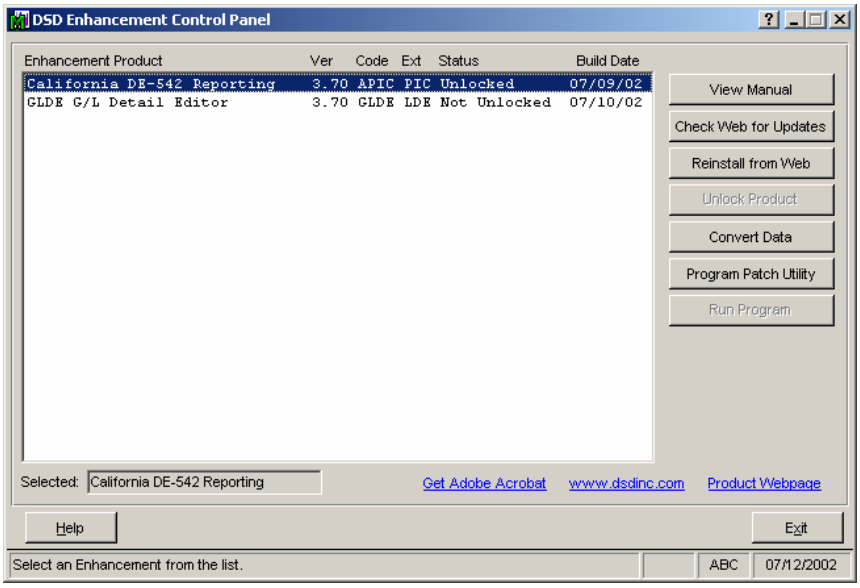
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the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

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.

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SECTION C: Setup

Accounts Receivable Cash Basis Options

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

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

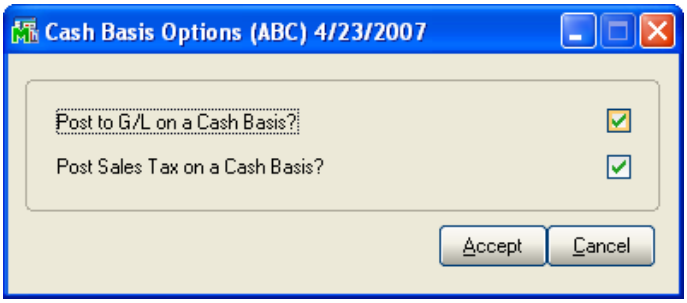

Figure 1: A/R Cash Basis Option

When the first option is set by the user, before the system allows the option to be set, (to cash basis) the system first determines whether any balance forward customers currently exist. Because balance forward customers are not allowed with ARCB, if any exist, the system will not allow this option to be set. If balance forward customers exist, the window shown on the right will appear.

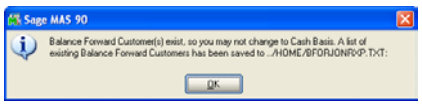

Figure 2: Balance Forward Warning Window

If balance forward customers are detected, the system will create a file in the MAS90/HOME directory that will contain a list of balance forward customers. That file will be called **BFOR*tttt*.TXT** (where ***tttt*** is the terminal ID for the workstation that created the file. After the file is created, a window prompt will appear, reminding the user of the existence of this file.

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.

Important

ARCB cannot be used if there are any Balance Forward customers in the customer database. ***All*** customers must be set to Open Invoice, or the **Cash Basis Options** will display an error message. Refer to the A/R manual for the details of converting a customer to Open Invoice. In general, all balance forward invoices must be paid and cleared from the invoice history files in order to perform that conversion.

For this reason, the flag that determines whether to use Cash Basis or Accrual Basis is initially set to Accrual Basis. When the user sets this flag to Cash Basis, the system scans the A/R Customer Master file to make sure that no Balance Forward customers exist.

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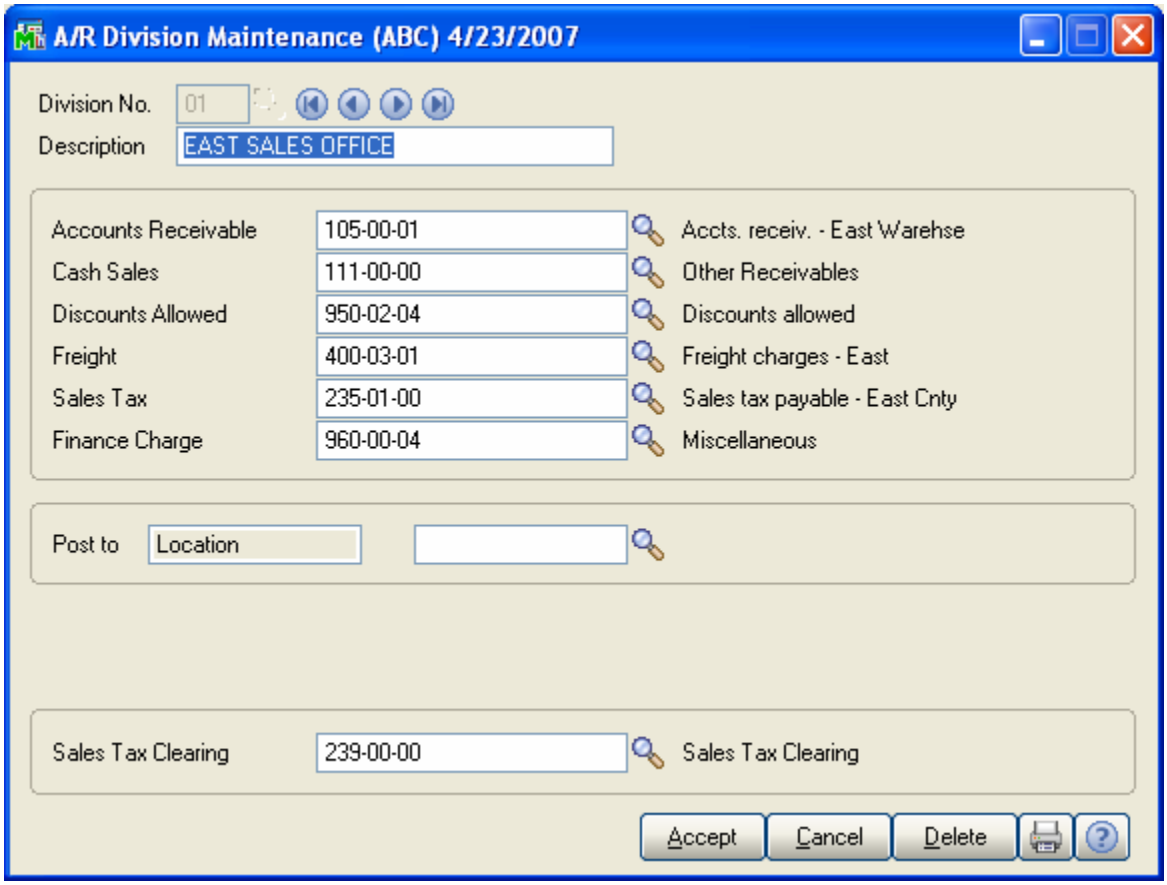
Division Maintenance

If you have elected to post Sales Tax in an Accrual method, then a new Sales Tax Clearing Account will be available in AR Division Maintenance.



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SECTION D: System Operations

Using Cash Basis Accounts Receivable

There are few visible differences in using ARCB compared to standard A/R. When invoices are updated no G/L transactions are created, except for sales tax postings. G/L postings are created when cash is received.

Sales Taxes

Sales taxes are handled in a special way, if the system is cash basis, but sales taxes have been defined to be on an accrual basis. If this is the case, when an invoice is updated which contains sales tax, the **Sales Tax Payable** account is credited, and a new **Sales Tax Clearing** account is debited. This account is found in the **Accounts Receivable Division Maintenance** screen, and must be defined if sales tax is to be posted. As cash is received against invoices, the **Sales Tax Clearing** account is credited for the sales tax amount. This new account will only contain, therefore, an amount equal to the total sales tax accrued for open invoices. When the **Daily Transaction Register** is run after the **Invoice Update**, the only **General Ledger** postings that will appear on the report are to the two sales tax accounts. The new account may be defined by the user as a **Current Liability** account, and will normally contain a credit balance.

If sales taxes have been defined to be on a cash basis, they will be posted to G/L when cash is received.

A/R Clearing Account

In a Cash Basis system, the **Accounts Receivable** account in the **Division Maintenance** screen will act as a "**A/R Clearing Account**". When the **Sort Rebuild** is performed for an A/R system having existing open invoices, the system "builds" the **Cash Basis** posting file by debiting the existing open invoice balances to the A/R Clearing account (*formerly Accounts Receivable*). As these existing invoices are paid, the balance in this account, which was formerly a credit balance representing the total of **Accounts Receivable**, will be drawn down to zero as this account is debited. New invoice activity will contain the correct expense account. This allows the maintenance of both old and new invoices without your having to manage the G/L aspects manually.

When invoices are partially paid, the **Cash Basis** module distributes the payment proportionally among all G/L 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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Sort Rebuild

ARCB allows the **Sort Rebuild** for A/R to check all invoices for out-of-balance conditions. When the Sort Rebuild is run, a new prompt will appear asking whether to recalculate customer invoice G/L distribution.

If this prompt is answered as **Yes**, then the Sort Rebuild will check the Cash Basis General Ledger Distribution.

Receiving Cash

When cash is received, G/L postings are created for all revenues and costs associated with those invoices.

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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:	*ARCB Accounts Receivable Cash Basis*		Version:	*4.10*

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