

DSD Business Systems

MAS 90 Enhancements

APSM
Accounts Payable
Multi-Currency
Spanish Check Printing

Version 4.05

SQL-Compatible



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A/P Multi-Currency Spanish Printing User's Manual
Version 4.05

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SECTION A: Introduction

How to Use This Documentation

The DSD Business Systems **Accounts Payable Multi-Currency Spanish Check Printing (APSM)** enhancement has been designed to work in conjunction with the State of the Art **MAS 90** Evolution/3 Accounts Payable Module and DSD Business Systems' A/P Multi-Currency (APMC) enhancement.

IMPORTANT: Different Master Developers' enhancements are not designed to work together. If you install two different enhancements on the same MAS90 system, there is a good chance that programming and data file conflicts could lead to serious data integrity problems. Please check with DSD Business Systems if you are contemplating the installation of more than one enhancement on your system.

The conventions used in this documentation follow those used in the **MAS 90** application modules. This documentation contains only a description of **Accounts Payable Multi-Currency Spanish Check Printing** enhancement. If you are having difficulty using the *Accounts Payable* programs, please refer to that application's manual, or to State of the Art Product Support. DSD Business Systems can support or answer questions related to the use of the standard **MAS 90** modules, but only at the DSD Business Systems normal hourly consulting rate.

If you are having difficulties, which you feel are the result of a problem or bug in this software, please contact DSD Business Systems at 619/683-9900. Our fax number is 619/447-0901.

Support Policy

If you encounter a problem with any DSD Business Systems enhancement or program, our support staff will try very hard to duplicate and solve the problem in a very timely way, after you have given us all of the details. However, it is not unusual for our staff to be unable to duplicate a particular problem, because of data corruption, or because we have not exactly duplicated your operating environment.

In such circumstances, we can only continue to try to fix the problem if:

1. We are able to gain remote access to the system via modem and DSD Business Systems supported remote communications software.
2. In lieu of remote access, DSD Business Systems must be sent a full set of the data files in question in a DSD Business Systems supported format. In general, backup tapes will not be accepted.

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.**

Required Levels

MAS 90 Module	Module Required	Required Level
A/P	Y	4.05
APMC	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.

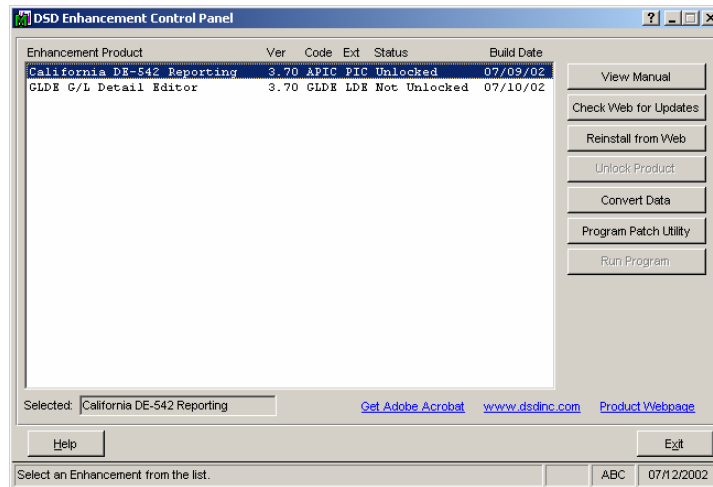
6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program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

DSD Enhancement Control Panel

Starting with version 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**.

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.

SECTION C: Setup

A/P Options

The A/P Options Panel has been enhanced for Spanish Check Printing options. A new **Spanish Chk...** button has been added to the **Additional Panel**.

The screenshot shows the 'Accounts Payable Options' dialog box with the 'Additional' tab active. The 'Track Changes Made to Vendor Masterfile' is set to 'No'. The 'Track Additions in Summary or Detail' is set to 'Summary'. The 'Format for Posting Invoice Comments to G/L' is 'Vendor Name + Invoice No.' and the 'Format for Posting Manual Check Comments to G/L' is 'Vendor Name + Check No.'. There are checkboxes for 'Sales Tax Reporting', 'Include Sales Tax and Freight in Vendor Purchase History', 'Sales Tax Calculation in A/P Data Entry', 'Print Tax Detail on Registers', 'Expense Freight Separately', and 'Print Tax Journal in Detail'. The 'Batch Processing' section has 'Allow Batch Entry' unchecked and a password field. The 'Integrate Accounts Payable with the Following' section has 'General Ledger' and 'Bank Reconciliation' checked, and 'Job Cost' and 'Time and Billing' unchecked. At the bottom, there are 'Accept', 'Cancel', and a help icon. The status bar shows 'ABC' and '02/10/2003'.

Select this button to pop-up the Spanish Check Printing Options:

Print 2nd line description on checks: If the Spanish Spelled-Out Amount is greater than 75 characters, then checking this will allow the Spelled-Out Amount to be printed on 2 separate lines. The 2nd Spelled-Out Amount will need to be setup on the printing form

The screenshot shows the 'Multi-Currency Settings - Spanish Check' dialog box. It has two checkboxes: 'Print 2nd line description on checks' which is checked, and 'Print 'CON' instead of 'Y' before decimals on checks' which is unchecked. At the bottom, there are 'Accept' and 'Cancel' buttons.

Print 'CON' instead of 'Y' before decimals on checks: Check this to use 'CON' instead of 'Y' for the English word 'AND'.

SECTION D: Operations

Manual Check Printing

The check Manual Check Printing screen has been modified as shown on the right.

Print Checks In Spanish: Check this option to print the Check Date and the Spelled-out Check Amount in Spanish using the Currency Name specified in Accounts Payable Options. Leave unchecked to print these items in English using Dollars for Currency.

Note: *If you are using Graphical Forms (Crystal Reports) to print checks, then the Spanish Check Printing modifications will not work. They only work when using regular forms.*

Figure 1: APSC Manual Check Printing

Regular Computer Check Printing

The Check Printing screen has been changed as shown on the right.

Print Checks In Spanish: Check this box to print the Check Date and the Spelled-out Check Amount in Spanish using the Currency Name specified in Accounts Payable Options. Leave unchecked to print these items in English using Dollars for Currency.

Figure 2: Check Printing Window

Crystal Form Printing (new with version 4.05)

When setting up the Crystal form for Spanish Check Printing, do the following steps:

1. Open up the Check Printing Form in Crystal,
2. Select the **Verify Database** menu option on the **Database** menu. Proceed to update the form from the changed ODBC settings,
3. Remove the **@Check Amount** formula (which is the English version of the Spelled-Out Amount).

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Fax Transmittal Form

To:	<i>DSD Business Systems Customer Service</i>		Fax:	619/683-9975
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>APSM A/P Multi-Curr Spanish Printing</i>		Version:	4.05

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