



# **DSD Business Systems**

MAS 90 Enhancements

APMV

Accounts Payable Master Vendor

Version 4.10



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A/P Master Vendor User's Manual  
Version 4.10

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## 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*

APMV A/P Master Vendor: <http://www.dsdinc.com/enh/pages/APMV.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 Master Vendor Features**

The A/P Master Vendor enhancement allows single check payment to a single Master Vendor for invoices from that Master Vendor and its affiliates (Sub-Vendors). A new field has been added to Vendor Maintenance called Master Vendor. This field is left blank for Master Vendors. For Sub-Vendors, this field contains the Vendor Number of the Master Vendor (parent company).

When paying invoices, whether by Manual Check or Check Data Entry, invoices for a Master Vendor's Sub-Vendors can be selected, as well as invoices for the Master Vendor itself. The <F2> List Mode selection lists have been amended to include the Sub-Vendor numbers when invoices are being selected.

Check forms have been enhanced so that it is possible to print Sub-Vendor numbers on checks.

## **Reports**

The following reports have been created or modified:

- ◆ Second Check Register, sorted by Sub-Vendor, has been added that prints after the Check Register is printed.
- ◆ The Manual Check Register has been modified to show Sub-Vendors.
- ◆ The A/P Trial Balance report has been modified to include the Master Vendor field for each Master Vendor check.
- ◆ Check forms have been modified to include the Sub-Vendor field.
- ◆ The Invoice Payment Selection Register has been modified to show Sub-Vendors.

***Important***

When using Manual Check Entry, two invoices with the same Invoice Number by two different Sub-Vendors cannot be selected for the same Master Vendor check. Check Data Entry and Invoice Payment Selection, however, allow this feature.

## 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	4.10
P/O	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.

**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.*

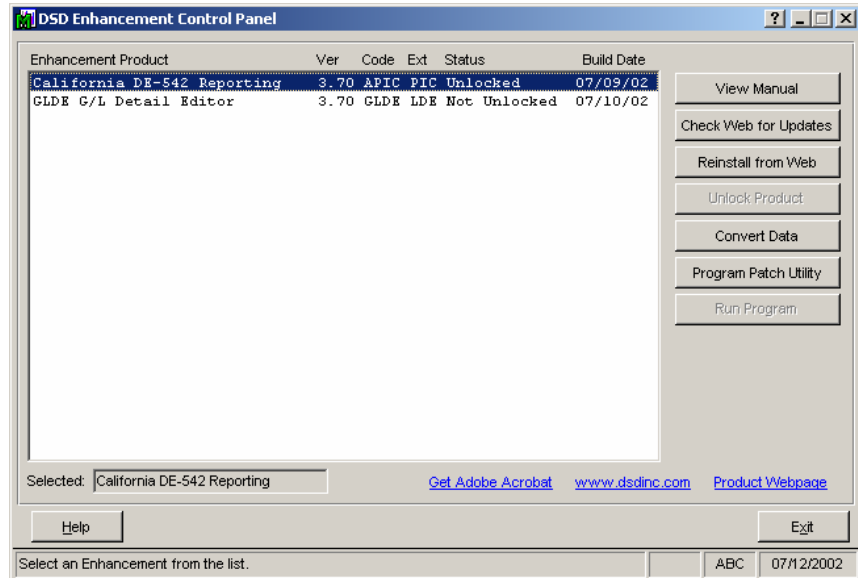
## DSD Enhancement Control Panel

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**.

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

In the system used by A/P Master Vendor, some vendors are designated as Master Vendors and some vendors as Sub-Vendors. Both types of vendors are normal A/P Vendors that require standard MAS 90 A/P setup.

Master Vendors do not require any additional setup, only Sub-Vendors require set-up.

If you're installing this product on a system with pre-existing vendors and open invoices, you **must** set-up all of the sub-vendors, **then** run the A/P Sort File Rebuild to rebuild the Master Vendor number into the current Sub-Vendors invoices.

In Vendor Maintenance and Inquiry, a Master Vendor button has been added. For Sub-Vendor's, click on this button and enter the Vendor Number of the Master Vendor for the Sub-Vendor.

For Master Vendors, this field is left blank.

The screenshot shows the 'Vendor Maintenance' window for 'Airway Property'. The Vendor No. is '01-AIRWAY'. The window is divided into several tabs: 1. Main, 2. Additional, 3. History, 4. Invoices, 5. Checks, and 6. P/Os. The 'Main' tab is active. The form contains the following fields and options:

- Address: 7888 Saddlebush Trail, Bank Building, Suite 1008
- ZIP Code: 92669-0001
- City: Orange, State: CA
- Country: USA, United States
- Primary Contact: LEO HENRY, Leo Henry
- Reference: (blank)
- Terms Code: 03, NET END OF MONTH
- G/L Account: 555-00-03, Rent
- E-mail Address: lhenry@bestsoftwareinc.com
- URL Address: www.bestsoftwareinc.com
- Telephone: (714) 665-0980, Ext: 5852
- Fax: (714) 665-0900, Batch Fax:
- Sort: AIRWAY
- Temporary Vendor:  Hold Payment:
- Separate Check:  Credit Card Vendor:

Buttons at the bottom include: Accept, Cancel, Delete, and a help icon. The status bar shows 'ABC 03/18/2003'.

The screenshot shows the 'Master Vendor Maintenance' window. It contains a single input field for the Master Vendor Number, which is '01-ALLCLIM', and the name 'Allclimate Maintenance'. There are 'Accept' and 'Cancel' buttons at the bottom right.

## SECTION D: Operations

After Master and Sub Vendors have been set-up, the primary way that operation is affected is in paying invoices and related operations. Invoice data entry and printing is not affected.

### Manual Check Entry

When paying invoices for a Master Vendor, invoices can be selected for that Master Vendor's Sub-Vendors, as well as the Master Vendor.

A Sub-Vendor field (display only) has been added to the **2. Lines** tab screen, (as shown on the right) below the 1099 Form field. Operation is similar to standard MAS 90 A/P Manual Check Entry, however, invoices from Sub-Vendors can be selected.

Line	Invoice No.	Invoice Date	Due Date	Discount Date	Invoice Amount	Discount Amount
1	1	12/11/96	12/21/96		100.00	.00

Figure 1: Lines tab screen, with Sub-Vendor field added

Sub-Vendor invoices appear in <F2> List Mode Invoice List, as shown to the right. A Sub-Vendor field has been added to the Invoice List.

Invoice No.	Sub-Vendor	Inv Amount	Inv Date	Disc Date
0001033190	01-AIRWAY	.00	03/31/90	//
0001043090	01-AIRWAY	.00	04/30/90	//
0001053190	01-AIRWAY	3,500.00	05/31/90	//
1053190	01-AIRWAY	.00	05/31/90	//
43-241	01-AIRWAY	.00	05/01/90	//
JUNE-4913	01-AIRWAY	25,000.00	05/31/90	//
MAY-4913	01-AIRWAY	.00	05/31/90	//
0001043090		.00	04/30/90	//
0001053190		75.00	05/31/90	//
1		100.00	12/11/96	//
1053190		75.00	05/31/90	//
0001043090	01-ANDERS	.00	04/30/90	05/09/90
0001053190	01-ANDERS	980.89	05/31/90	06/10/90
0002043090	01-ANDERS	.00	04/15/90	04/25/90
0002053190	01-ANDERS	.00	05/31/90	06/10/90

Figure 2: Invoice List showing Sub-Vendors

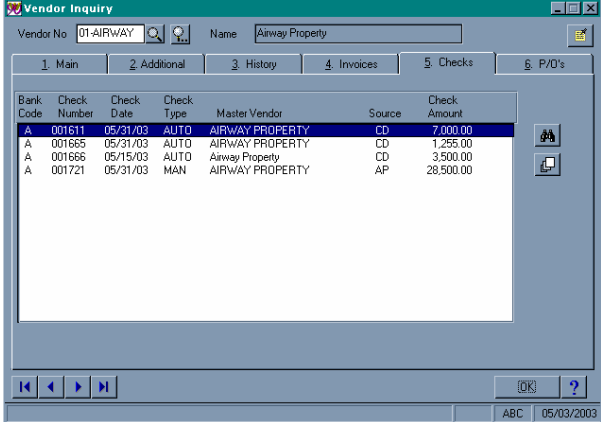
### Important

*When using Manual Check Entry, two invoices with the same Invoice Number by two different Sub-Vendors cannot be selected for the same Master Vendor check. Check Data Entry and Invoice Payment Selection, however, allow this feature.*

## Vendor Inquiry

The fifth tab screen **Checks** has been modified to include a column called **Master Vendor**. This is shown in the example on the right.

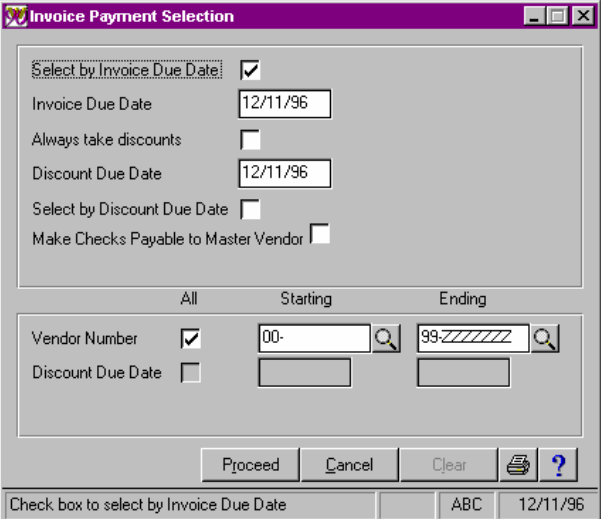
Check Entry Update and Manual Check Update posts check payments for *both* the Master Vendor and the Sub-Vendor. The Check Amount for the Sub-Vendor will be equal to the Total of that Sub-Vendor's invoices paid on that check.



Bank Code	Check Number	Check Date	Check Type	Master Vendor	Source	Check Amount
A	001611	05/31/03	AUTO	AIRWAY PROPERTY	CD	7,000.00
A	001665	05/31/03	AUTO	AIRWAY PROPERTY	CD	1,255.00
A	001696	05/15/03	AUTO	Airway Property	CD	3,500.00
A	001721	05/31/03	MAN	AIRWAY PROPERTY	AP	28,500.00

## Invoice Payment Selection

Invoice Payment Selection has been modified so that checks can be made payable to the Master Vendor for Sub-Vendors. As shown on the screen image shown on the right, a new check box has been added to the Invoice Payment Selection window called **Make Checks Payable to Master Vendor**. When checked, checks paying invoices of Sub-Vendors will be made out to the Master Vendor.



Select by Invoice Due Date

Invoice Due Date: 12/11/96

Always take discounts

Discount Due Date: 12/11/96

Select by Discount Due Date

Make Checks Payable to Master Vendor

All Starting Ending

Vendor Number  00- [ ] 99- [ ]

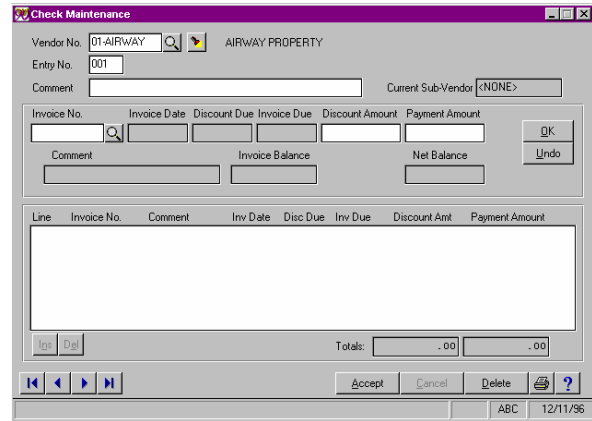
Discount Due Date  [ ] [ ]

Proceed Cancel Clear [ ] [ ] [ ]

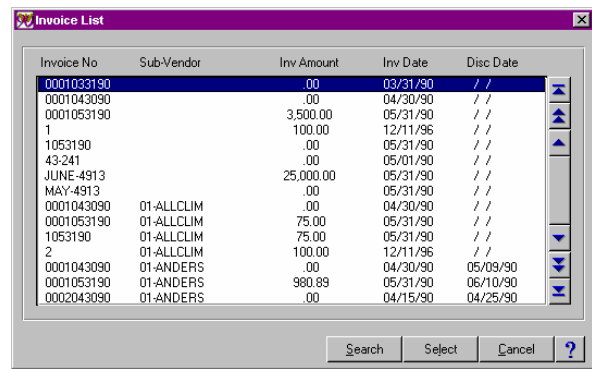
Check box to select by Invoice Due Date [ ] ABC 12/11/96

**Check Maintenance**

Check Maintenance has been modified to include a field called **Current Sub-Vendor** (display only). This field appears to the right of the Comment field, as shown on the right. This field is updated with the Current Sub-Vendor that is in data entry.



When selecting an invoice, for the **Invoice No.** field, the hourglass icon or <F2> invoice list can be used. It has been modified to include a Sub-Vendor column (as shown on the right).

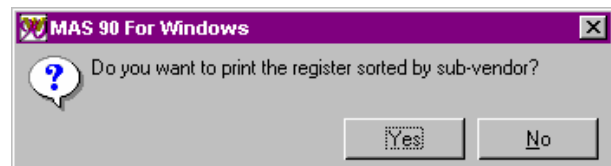


**Check Printing**

A field called **Sub-Vendor Number** and **Sub-Vendor Name** has been added to check forms (it has been added to the bottom of the list of fields). This field can be used to print the Sub-Vendor number on checks.

**Check Register**

After the standard Check Register is printed, A/P Master Vendor will prompt whether to print the register sorted by Sub-Vendor, as shown on the right. If **Yes** is selected, the check register sorted by Sub-Vendor will be printed.



## Appendix A: MAS 90/200 Program & File Changes

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The following MAS 90/200 Programs are modified or added by A/P Master Vendor:

APWCAA	APWDBA	APWDBA.LIB	APWDBB	APWDCA
APWDCA.LIB	APWDDA	APWDDA.LIB	APWDDB	APWDDD
APWFJA	APWFJB	APWFOA	APWFOB	APWIAA
APWIAA.LIB	APWIAD	APWJAA	APWJBA	APWJD1
APWJDA	APWLIB	APWLL1	APWLST	APWMAA
APWMAA.LIB	APWMNA	APWMNA.LIB	APWPAA	APWRAA
APWRAB	APWRIA	APWRJA	APWRJB	APWRLA
APWRLB	APWROA	APWROB	APWRPA	APWRPB
APWU1A	APWU1A.LIB	APWUAA	APWUBA	APWUBB
APWUDA	APWUZA	APZJD1	APZU2D	APZU2M
APZU2S	POWJBA	POWUBA	POWUBB	POWUDA
POWUDB				

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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>APMV A/P Master Vendor</i>		Version:	<i>4.10</i>

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