
Cash Basis Accounting and History Posting

AP-1006

Overview

This Extended Solution provides the ability to operate a cash basis accounting system in the Accounts Payable module. Posting to the General Ledger occurs only when an Accounts Payable check is generated to pay an Invoice created from Invoice Data Entry or Manual Check Entry.

Three new reports have been added:

- Invoice Distribution by G/L Account
- Invoice Distribution by Vendor
- Check History by G/L Account

Alternately, you may continue to post to G/L on an accrual basis and use this Extended Solution to track the original G/L distribution of cash disbursements.



This Extended Solution effects only A/P generated invoices. If you wish to write P/O generated invoices to the distribution files you will need to use Sage Software Extended Solution PO-1037, *Cash Basis Accounting and History Posting*.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows

From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

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Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

Setup

Upon completion of software installation, you will need to access Extended Solutions Setup from the Accounts Payable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear (Figure 1). Check the 'Enable Extended Solution' box to activate this Extended Solution. The manual for this Extended Solution can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

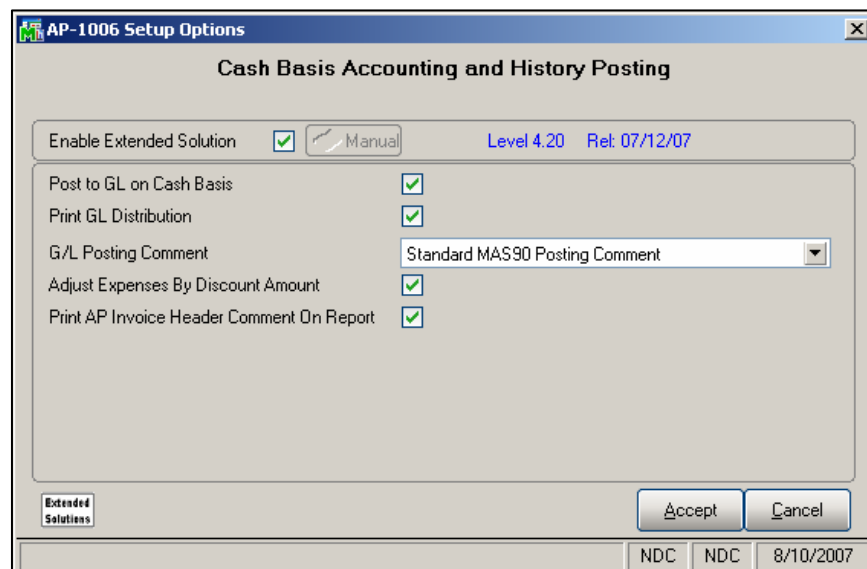


Figure 1

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Answer the following prompts:

POST TO G/L ON A CASH BASIS: Check this box if you wish to enable the delayed G/L Posting capabilities of this Extended Solution. Leave it unchecked to post on the standard accrual basis but retain the reporting capabilities of this Extended Solution.



If Job Cost is installed and you are using retention and you are posting on a cash basis, be aware that no G/L postings will ever be made to the Retention Payable account as it is an accrual account.

PRINT GL DISTRIBUTION: Check this box to include the account distributions on the Invoice Payment Selection Register.

The following option is available only if you checked 'Post to G/L on a Cash Basis':

G/L POSTING COMMENT: Select one of the following

- Standard MAS90 Posting Comment (will use whatever standard MAS90 uses for expense account posting comment)
- Vendor Name + Invoice Number + Check Number
- Vendor Name + Check Number + Invoice Header Comment.

The following option is only available if the standard MAS 90 MAS 200 A/P Setup Option 'Account for Discounts Earned or Lost' is set to 'Earned'.

ADJUST EXPENSES BY DISCOUNT AMOUNT: Check this box to adjust Expenses by the Discount Amount. Please see 'Accounting for Discounts Earned' in the 'Operation' section of this manual.

PRINT A/P INVOICE HEADER COMMENT ON REPORTS: Check this box if you wish to print the A/P Invoice Header Comment on the 'A/P Check History by G/L Account' and 'A/P Invoice Distribution by G/L Account' reports.

Role Maintenance

The following Tasks have been added to Accounts Payable, Reports menu:

- Invoice Distribution by Vendor Report
- Invoice Distribution by G/L Report
- Check History by G/L Report

The following Task has been added to Accounts Payable, Setup Options:

- Extended Solutions Setup

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

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- Select Record Sort Expert from the Report menu
- Add AP.InvoicePaymentListingWrk.SortField to sort fields

To add account distribution details to the Invoice Payment Selection Register (with J/C) modify AP_InvoicePaymentListingJC.rpt as follows:

- Select Database/Verify Database
- Go into Section Expert
- Insert new Details section
- Click the formula button next to the 'Suppress' check box
- Enter and save this formula:
formula = {AP_InvoicePaymentListingWrk.AccountKey_001} = ""
- Click OK to leave Section Expert
- Add account fields to this new section

The AccountBalance_001 field in the work file contains the current balance of each distribution. It is not necessarily the amount that will be posted to General Ledger when the check register is updated unless you are paying off the entire invoice with that check.

Check Register Update and Manual Check Register Update

All the General Ledger postings are made during the Check Register Update and Manual Check Register Update. The expense accounts that were captured during the Invoice Register Update are used.

When a partial payment is made on an invoice through Check Entry or Manual Check Entry, the same expense accounts are used as when a full payment is made. However, the amounts posted to each account are calculated using that account's proportion of the total invoice amount. For example, if an invoice for \$100.00 is created with expense account A of \$60.00 and expense account B of \$40.00 and a \$50.00 payment is made, a debit of \$30.00 would be made to account A and a debit of \$20.00 would be made to account B.

During the updates the Bank Code, Check Number, Invoice Number, G/L Account Key and Payment Amount are captured to the 'Cash Disbursements' file for reporting purposes.

If there are any undistributed amounts on an invoice, they will be distributed to the Accounts Payable account upon update of the Daily Transaction Register, after updating the A/P Check Register.



Any invoices in existence at the time of installation of this Extended Solution will also post to the Accounts Payable Account.

Accounting for Discounts Earned

When a discount is taken on an Invoice during Check Register Update or Manual Check Update and the MAS 90 MAS 200 A/P Option 'Do You Account for Discounts Earned or Lost?' option is set to account for discounts earned, the discount is normally posted to the Discount Earned Account. However, when the 'Adjust Expenses by Discount Amount' option is set to

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Yes, discounts taken are allocated to each Expense Account directly based on the account's balance as a proportion of the payment amount. For example:

On an invoice for \$100.00, a 10% discount is taken, making the check amount \$90.00. The Invoice line distributions are to an expense Account A of \$60.00 and an expense Account B of \$40.00. The \$10 discount would be allocated as follows: \$6.00 to Account A, \$4.00 to Account B.

All reports showing the G/L distribution will reflect the net values for the expense accounts. No posting is made to the G/L Discount Account. In the case of the example above, \$54.00 would be posted to Account A and \$36.00 to Account B. In the unusual case where the payment amount is zero and the discount amount is non-zero, the full discount amount will be posted to the expense account of the last distribution line.

Accounts Payable Check History Report

The option 'Print Invoices and Accounts' has been added to the Main tab of the report selection screen (Figure 3). Select 'Invoice and G/L Detail' to include the invoices and their corresponding account distributions on the report. Select 'G/L Summary' to print a summary of the G/L accounts and distribution amounts that were paid with each check.

Figure 3

In order to print invoice and G/L account information on the Check History Report (AP_CheckHistory.rpt) you need to modify it as follows:

- Select Database - Verify Database
- Go into Section Expert

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- Add a new Details d section
- Click the formula button next to the 'Suppress' check box
- Enter and save this formula:
formula = {AP_CheckHistoryWrk.AccountSeqNo_001} = ""
- Select Details b section
- Click the formula button next to the 'Suppress' check box
- Enter and save this formula:
formula = {@SortedBy} = "V" or {@SortedBy} = "N" or
{AP_CheckHistoryWrk.AccountSeqNo_001} <> ""
- Click OK to leave Section Expert
- Add invoice and account fields to Details d section

A/P Invoice Distributions by G/L Account Report

This report reflects the invoices and account distributions, the posting amount for each distribution, and the balance remaining on the distribution when a partial payment has been made to the invoice. Answer the following prompts (Figure 4):

Figure 4

SORT BY G/L SEGMENT: Select the segment for the main sort from the drop box.

INVOICE OR TRANSACTION DATE: Select invoices for inclusion based on the Invoice Date or the Transaction Date from the A/P Invoice Transaction History file.

PAGE BREAK BY ACCOUNT SEGMENT: Check this box to page break the report by account segment.

INCLUDE ZERO BALANCE ENTRIES: Check this box to include zero balance records.

PRINT SUMMARY: Check this option to print a summary posting for each account.

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(MAIN) SEGMENT: Title will depend on the segment specified in 'Sort by G/L Segment' option above. Define the range of segments.

G/L ACCOUNT: Specify the range of G/L accounts.

VENDOR NUMBER: Specify the fine the range of vendors.

INVOICE NUMBER: Specify the range of invoice numbers.

(TRANSACTION/INVOICE) DATE: Title will depend on the date specified in 'Invoice or Transaction Date' option above. Specify the range of dates.

Figure 5 is an example of the report.

							NDC Company	
A/P INVOICE DISTRIBUTIONS BY G/L ACCOUNT								
	VENDOR NUMBER	NAME	INVOICE NUMBER	INVOICE DATE	TRANSACTION DATE	POSTING AMOUNT	BALANCE	
665 Miscellaneous expense								
665-01-00 - Miscellaneous expense								
	01-AIRWAY	Airway Property	100044	07/17/07	05/01/10	1.19	1.19	
	01-AIRWAY	Airway Property	100045	07/17/07	05/01/10	1.19	.00	
	01-AIRWAY	Airway Property	100046	07/18/07	05/01/10	1.41	1.41	
						665-01-00 TOTAL:	3.79	2.60
						665 TOTAL:	3.79	2.60
765 Miscellaneous expense								
765-00-04 - Miscellaneous expense								
	01-AIRWAY	Airway Property	100044	07/17/07	05/01/10	15.00	15.00	
	01-AIRWAY	Airway Property	100044	07/17/07	05/01/10	8.81	8.81	
	01-AIRWAY	Airway Property	100045	07/17/07	05/01/10	15.00	.00	
	01-AIRWAY	Airway Property	100045	07/17/07	05/01/10	8.81	.00	
	01-AIRWAY	Airway Property	100046	07/18/07	05/01/10	15.00	15.00	
	01-AIRWAY	Airway Property	100046	07/18/07	05/01/10	8.59	8.59	
						765-00-04 TOTAL:	71.21	47.40
						765 TOTAL:	71.21	47.40
950 Discounts earned								
950-01-04 - Discounts earned								
	01-AIRWAY	Airway Property	100046	07/18/07	05/01/10	2.91-	2.91-	
						950-01-04 TOTAL:	2.91-	2.91-
						950 TOTAL:	2.91-	2.91-
						REPORT TOTAL:	72.09	47.09

Figure 5

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If you selected 'Print A/P Invoice Header Comment on Reports' in Setup, the A/P Invoice Header Comment will print (Figure 5a).

							NDC Company
A/P INVOICE DISTRIBUTIONS BY G/L ACCOUNT							
VENDOR NUMBER	NAME	INVOICE NUMBER	INVOICE DATE	TRANSACTION DATE	POSTING AMOUNT	BALANCE	
665 Miscellaneous expense							
665-01-00 - Miscellaneous expense							
01-AIRWAY	Airway Property Garbage collection and Recycling	100044	07/17/07	05/01/10	1.19	1.19	
01-AIRWAY	Airway Property Plumbing	100045	07/17/07	05/01/10	1.19	.00	
01-AIRWAY	Airway Property New plants and flowers	100046	07/18/07	05/01/10	1.41	1.41	
					665-01-00 TOTAL:	3.79	2.60
					665 TOTAL:	3.79	2.60
765 Miscellaneous expense							
765-00-04 - Miscellaneous expense							
01-AIRWAY	Airway Property Garbage collection and Recycling	100044	07/17/07	05/01/10	15.00	15.00	
01-AIRWAY	Airway Property Garbage collection and Recycling	100044	07/17/07	05/01/10	8.81	8.81	
01-AIRWAY	Airway Property Plumbing	100045	07/17/07	05/01/10	15.00	.00	
01-AIRWAY	Airway Property Plumbing	100045	07/17/07	05/01/10	8.81	.00	
01-AIRWAY	Airway Property New plants and flowers	100046	07/18/07	05/01/10	15.00	15.00	
01-AIRWAY	Airway Property New plants and flowers	100046	07/18/07	05/01/10	8.59	8.59	
					765-00-04 TOTAL:	71.21	47.40
					765 TOTAL:	71.21	47.40
950 Discounts earned							
950-01-04 - Discounts earned							
01-AIRWAY	Airway Property New plants and flowers	100046	07/18/07	05/01/10	2.91-	2.91-	
					950-01-04 TOTAL:	2.91-	2.91-
					950 TOTAL:	2.91-	2.91-
					REPORT TOTAL:	72.09	47.09

Figure 5a

Figure 5b is the result if you checked the option to run in summary.

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		POSTING AMOUNT	BALANCE
NDC Company			
A/P INVOICE DISTRIBUTIONS BY G/L ACCOUNT			
760 Office supplies			
760-00-04 - Office supplies			
	760-00-04 TOTAL:	79.88	39.94
	760 TOTAL:	79.88	39.94
765 Miscellaneous expense			
765-00-04 - Miscellaneous expense			
	765-00-04 TOTAL:	5,716.57	1,987.46
	765 TOTAL:	5,716.57	1,987.46
770 Postage & other freight			
770-00-04 - Postage & other freight			
	770-00-04 TOTAL:	325.20	124.43
	770 TOTAL:	325.20	124.43
950 Discounts earned			
950-01-04 - Discounts earned			
	950-01-04 TOTAL:	87.40-	56.58-
950-02-04 - Discounts allowed			
	950-02-04 TOTAL:	2.01-	.00
	950 TOTAL:	89.41-	56.58-
	REPORT TOTAL:	6,032.24	2,095.25

Figure 5b

A/P Invoice Distributions by Vendor Report

Similar to the A/P Invoice Distributions by G/L Account Report only it sorts the data by Vendor Number rather than G/L Account Number. Answer the following prompts (Figure 6):

Figure 6

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INCLUDE ZERO BALANCE ENTRIES: Check this box to include zero balance entries.

INVOICE OR TRANSACTION DATE: Select invoices for inclusion based on the Invoice Date or the Transaction Date from the A/P Invoice Transaction History file.

VENDOR NUMBER: Specify the fine the range of vendors

INVOICE NUMBER: Specify the range of invoice numbers.

(TRANSACTION/INVOICE) DATE: Title will depend on the date specified in 'Invoice or Transaction Date' option above. Specify the range of dates.

Figure 7 is an example of the report.

A/P INVOICE DISTRIBUTIONS BY VENDOR NUMBER				NDC Company		
VENDOR NUMBER	INVOICE NUMBER	GL ACCOUNT	POSTING AMOUNT	BALANCE		
01-AIRWAY	100044	665-01-00	1.19	1.19		
		765-00-04	15.00	15.00		
		765-00-04	8.81	8.81		
	100044 TOTAL:			25.00	25.00	
	100045	665-01-00	1.19	.00		
		765-00-04	15.00	.00		
		765-00-04	8.81	.00		
	100045 TOTAL:			25.00	.00	
	100046		665-01-00	1.41	1.41	
			765-00-04	15.00	15.00	
765-00-04			8.59	8.59		
950-01-04			2.91-	2.91-		
100046 TOTAL:			22.09	22.09		
01-AIRWAY TOTAL:			72.09	47.09		
REPORT TOTAL:			72.09	47.09		

Figure 7

Check History by G/L Account Report

This report reflects the posting amounts by invoice / check for specific G/L accounts. Answer the following prompts (Figure 8):

Figure 8

PRINT SUMMARY: Check this option to print a summary posting for each account.

PAGE BREAK BY ACCOUNT SEGMENT: Check this box to page break the report by account segment.

SORT BY G/L ACCOUNT SEGMENT: Select the segment for the main sort from the drop box.

(MAIN) SEGMENT: Title will depend on the segment specified in 'Sort by G/L Segment' option above. Define the range of segments.

G/L ACCOUNT: Specify the range of G/L accounts.

VENDOR NUMBER: Specify the fine the range of vendors.

INVOICE NUMBER: Specify the range of invoice numbers.

CHECK NUMBER: Specify the range of check numbers.

CHECK DATE: Specify the range of check dates.

Figure 9 is a sample of the report.

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							NDC Company		
A/P CHECK HISTORY BY G/L ACCOUNT									
	BANK CODE	CHECK NUMBER	CHECK DATE	VENDOR NUMBER		INVOICE NUMBER		POSTING AMOUNT	
665 Miscellaneous expense									
665-01-00 - Miscellaneous expense									
	D	000008	07/26/07	01-AIRWAY	Airway Property	100050		4.98	
	D	000008	07/26/07	01-AIRWAY	Airway Property	100051		9.91	
							665-01-00 TOTAL:		14.89
							665 TOTAL:		14.89
765 Miscellaneous expense									
765-00-04 - Miscellaneous expense									
	D	000008	07/26/07	01-AIRWAY	Airway Property	100050		40.00	
	D	000008	07/26/07	01-AIRWAY	Airway Property	100050		43.02	
	D	000008	07/26/07	01-AIRWAY	Airway Property	100051		165.09	
							765-00-04 TOTAL:		248.11
							765 TOTAL:		248.11
770 Postage & other freight									
770-00-04 - Postage & other freight									
	D	000008	07/26/07	01-AIRWAY	Airway Property	100050		12.00	
	D	000008	07/26/07	01-AIRWAY	Airway Property	100050		10.25	
	D	000008	07/26/07	01-AIRWAY	Airway Property	100051		25.00	
	D	000008	07/26/07	01-AIRWAY	Airway Property	100051		20.38	
							770-00-04 TOTAL:		6.37
							770 TOTAL:		6.37
							REPORT TOTAL:		269.37

Figure 9

If you selected 'Print A/P Invoice Header Comment on Reports' in Setup, the A/P Invoice Header Comment will print on the report (Figure 9a).

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							NDC Company
A/P CHECK HISTORY BY G/L ACCOUNT							
	BANK CODE	CHECK NUMBER	CHECK DATE	VENDOR NUMBER		INVOICE NUMBER	POSTING AMOUNT
665 Miscellaneous expense							
665-01-00 - Miscellaneous expense							
	D	000008	07/26/07	01-AIRWAY	Airway Property Carpet cleaning	100050	4.98
	D	000008	07/26/07	01-AIRWAY	Airway Property landscaping	100051	9.91
						665-01-00 TOTAL:	14.89
						665 TOTAL:	14.89
765 Miscellaneous expense							
765-00-04 - Miscellaneous expense							
	D	000008	07/26/07	01-AIRWAY	Airway Property Carpet cleaning	100050	40.00
	D	000008	07/26/07	01-AIRWAY	Airway Property Carpet cleaning	100050	43.02
	D	000008	07/26/07	01-AIRWAY	Airway Property landscaping	100051	165.09
						765-00-04 TOTAL:	248.11
						765 TOTAL:	248.11
770 Postage & other freight							
770-00-04 - Postage & other freight							
	D	000008	07/26/07	01-AIRWAY	Airway Property Carpet cleaning	100050	12.00
	D	000008	07/26/07	01-AIRWAY	Airway Property Carpet cleaning	100050	10.25
	D	000008	07/26/07	01-AIRWAY	Airway Property landscaping	100051	25.00
	D	000008	07/26/07	01-AIRWAY	Airway Property landscaping	100051	20.38
						770-00-04 TOTAL:	6.37
						770 TOTAL:	6.37
						REPORT TOTAL:	269.37

Figure 9a

Figure 9b is the result if you checked the option to run in summary.

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		POSTING AMOUNT
NDC Company		
A/P CHECK HISTORY BY G/L ACCOUNT - SUMMARY		
665 Miscellaneous expense		
665-01-00 - Miscellaneous expense		
	665-01-00 TOTAL:	102.21
	665 TOTAL:	102.21
765 Miscellaneous expense		
765-00-04 - Miscellaneous expense		
	765-00-04 TOTAL:	2,734.58
	765 TOTAL:	2,734.58
770 Postage & other freight		
770-00-04 - Postage & other freight		
	770-00-04 TOTAL:	111.47
	770 TOTAL:	111.47
	REPORT TOTAL:	2,948.26

Figure 9b

Period End Processing

The invoice distribution records are purged when the corresponding invoice is purged from the Open Invoice file during Period End Processing. The cash disbursement records are purged when the corresponding check is purged from the Check History file.

ODBC Dictionary

The files listed below have been added or changed in the Dictionaries by this Extended Solution for Crystal Reports or visual Integrator purposes.

File:

AP_CashDisbursements_001
 AP_CheckDtIPostingwork_001
 AP_CheckHistWrk

Field

All Fields
 All Fields
 AccountSeqNo_001
 InvoiceNo_001
 AccountCompanyCode_001
 AccountKey_001
 Account_001
 AccountDesc_001

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AP_InvoiceDistributions_001	AccountPaymentAmt_001
AP_InvoiceDtIPostingWork_001	All Fields
AP_InvoicePaymentListingWrk	All Fields
	AccountSeqNo_001
	AccountCompanyCode_001
	AccountKey_001
	Account_001
	AccountDesc_001
	AccountBalance_001

The Data Dictionaries may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

Helpful Hints

- Check reversals are supported, however, if the check was issued prior to implementing AP-1006, the GL postings will reflect the postings at the time the check was issued.

What's New

With the 08-10-07 release:

- Upgraded to Business Framework
- Added support for standard MAS90 Posting Comment

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to their specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

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Acknowledgments

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