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## Distribution Table for Invoice Entry

AP-1043

### Overview

This Extended Solution adds user defined 'distribution tables' to Accounts Payable. Each table lists General Ledger Account Numbers and a corresponding percentage value for each account. During Invoice Data Entry, a distribution table may be selected and used to generate distribution lines for the invoice.



The Custom Office module must be activated. Additional functionality is available if you have one (not both) of the following Sage Software Extended Solutions installed and enabled:

- AP-1046, *Division Code by Distribution Line*
- AP-1027, *Multiple Company Accounts Payable*

### 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](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](mailto:extendedsolutions.na@sage.com) and we will assist you during normal business hours.

#### ***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

- 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).

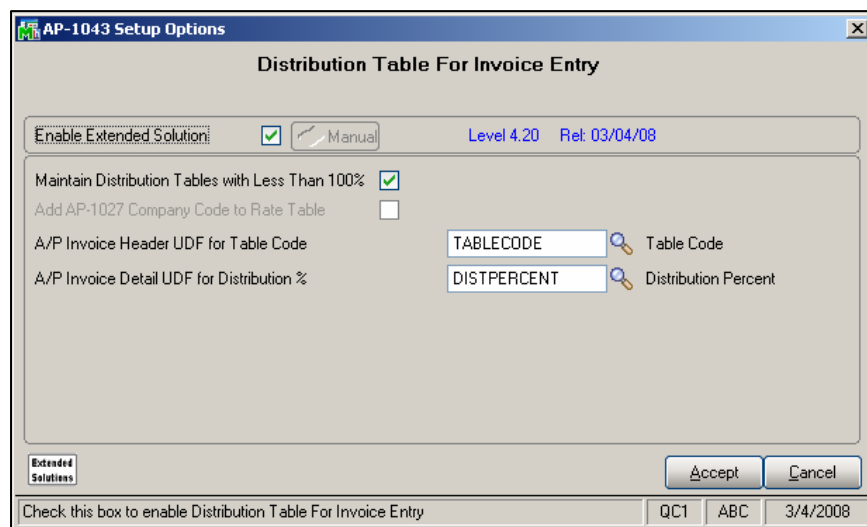


Figure 1

**MAINTAIN DISTRIBUTION TABLES WITH LESS THAN 100%:** Check this box to allow total distribution of a table to be less than 100% in Table Maintenance.

If AP-1027 is installed and enabled and AP-1046 is NOT installed and enabled, you can answer this prompt:

**ADD AP-1027 COMPANY CODE TO RATE TABLE:** Check this box to add the AP-1027 Company Code to the Rate Table in Distribution Table Maintenance and Manual Check Entry.

## Extended Solutions

**A/P INVOICE UDF FOR TABLE CODE:** Specify the 2 character uppercase type A/P Invoice header UDF which will hold the Table Code. If you set up an identical A/P Manual Check Header UDF, then AP-1043 will work with G/L distributions in Manual Check Entry. This field is required.



To add lookup and validation capabilities to your UDF, in Custom Office User Defined Field Maintenance - Validation tab, check the User Defined Table radio button and select the AP\_DistributionTableHeader\_001 table in the drop down box (Figure 2). You can do so before enabling this Extended Solution.

Figure 2

**A/P INVOICE DETAIL UDF FOR DISTRIBUTION %:** Specify the Custom Office A/P Invoice Detail UDF which will store the Distribution %. This field is not required.

If you want functionality in Manual Check Entry, then a Manual Check Header UDF of the same name as the A/P Invoice Header UDF must exist and a Manual Check Detail UDF of the same name as the Invoice Detail UDF should exist.

You will need to add these fields to Invoice Data Entry and Manual Check Entry via Customizer.

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

## Extended Solutions

**Role Maintenance**

The following Task has been added to Accounts Payable, Maintenance/Data Entry Tasks:

- Distribution Table Maintenance

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

- Extended Solutions Setup

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events. Please review your security setup in Role Maintenance and make appropriate changes.

**Operation***Distribution Table Maintenance*

This new option can be found on the A/P Setup menu. After you select Distribution Table Maintenance, you may enter a two-digit table code, its 30 character description, and G/L Account Numbers with their corresponding percentages (Figure 3).

	G/L Account	Dist. Percent
1	100-00-00	25.000
2	101-01-00	60.000
3	101-03-00	40.000
4		0.000

Total Percent 100.000

Figure 3

## Extended Solutions

The program will prevent you from entering a percentage that would cause the total distribution to exceed 100% unless you checked the Setup option 'Maintain Distribution Tables with Less Than 100%'. When entering a percentage, the 'Balance' button will distribute the remaining balance to that line.

While in the Table Code field, click the lookup button for a list of existing codes or 'browse' the available records. You may click 'Print' or 'Preview' to print a list of on-file Distribution Tables (Figure 4).

Distribution Table Listing		ABC Distribution and Service Corp. (ABC)	
Table Code:	A1	A sample table	
G/L Account:	101-01-00	Cash in bank - Reg. checking	Percentage: 60.00
G/L Account:	101-03-00	Cash in bank - savings	Percentage: 40.00
Table Code:	AA	AA first	
G/L Account:	100-00-00	Cash on hand	Percentage: 50.00
G/L Account:	100-00-A	Cash in Trust Fund	Percentage: 50.00
Table Code:	BB	BB 70 percent	
G/L Account:	101-01-00	Cash in bank - Reg. checking	Percentage: 35.00
G/L Account:	100-00-00	Cash on hand	Percentage: 30.00
G/L Account:	101-03-00	Cash in bank - savings	Percentage: 5.00

Figure 4

#### A/P Invoice Data Entry

You must add the 'Distribution Table Code' UDF field specified in Setup to the A/P Invoice Entry for new invoices. A lookup button for the Distribution Table file can be set up to list available table codes (Figure 2).

As you exit the header tab, if the UDF contains a valid table code, the G/L Account Numbers from the distribution table will be placed on the invoice with the line distribution amount being the account's percentage of the Invoice Amount.

If you specified a Distribution % UDF in Setup, that UDF will default to the percentage value from the table specified on the header. You can then override each line's percentage or distribution amount and each will recalculate the other.

The sum of the line's distribution amounts must equal the Invoice Amount. If you defined less than 100% in a Distribution Table, then the balance of the Invoice distribution will go to the last account referenced in that Distribution Table. If your table allocates percentages equaling 100% (for example, 22%, 17%, 58% & 3%) and the allocation results in a small remainder (such as \$0.04 left over) that remainder will go to the last account referenced in that Distribution Table.

## Extended Solutions

You can add your UDFs to the A/P Invoice Register. The report will print the information you have selected.

#### Manual Check Entry

If you have a setup a corresponding Manual Check Header UDF for the table code and placed in on the Manual Check Entry header screen, you can apply a table code to an Invoice created on the fly in Manual Check Entry. If you defined the Validation table to this UDF, a lookup button for the Table Code UDF will exist (Figure 2).

If a valid Table Code has been entered, the distribution line account numbers will be defaulted to the account numbers from the referenced Distribution Table. The line distribution amount will be calculated as the account's percentage of the Check Amount.

You can add the A/P Manual Check Detail UDF for Distribution Percentage to the GL distribution grid. Changing the Invoice Amount on the line will cause the distribution percentages to be recalculated.

You can add your UDFs to the Manual Check Register.

#### With AP-1027

When the Setup option to 'Add AP-1027 Company Code to Distribution Table Maintenance' is enabled, you will see a new field for the entry of a subsidiary company code (Figure 5).

The screenshot shows the 'Distribution Table Maintenance (ABC) 3/12/2008' window. It features a 'Table Code' field with 'A1' and navigation buttons. The 'Table Description' field contains 'A sample table'. Below is a table with the following data:

	Company	G/L Account	Dist. Percent
1	ABC	101-01-00	60.000
2	ABC	101-03-00	39.000
3			0.000

At the bottom of the table area, it shows 'Total Percent 99.000'. To the right of the table are icons for adding, deleting, and refreshing rows, and a 'Balance' button. At the bottom of the window are 'Accept', 'Cancel', 'Delete', and a printer icon.

Figure 5

## Extended Solutions

When you enter the Account Number to be used, the program will confirm that it exists in the subsidiary company code. Entry of a G/L Account Number that does not exist in the specified company code will not be allowed.

If you checked the option in AP-1027 to 'Specify Valid Subsidiary Codes,' only those company codes that were assigned Account Numbers during 'G/L Account by C/O Maintenance' will be allowed for entry at this window. The Companies assigned in the Distribution Table will print on the Distribution Table Listing.

During Invoice Entry, the new company code data in the Distribution Table will populate the AP-1027 line detail subsidiary company code field.

If the table contains a distribution account that does not have a corresponding Company Code, the AP-1027 Company Code referenced on the header of the A/P Invoice will be used. Before invoice distribution happens, the program will check if all companies are valid subsidiary companies. Distribution will not happen if any error is found.

*Manual Check Entry with AP-1027*

Any subsidiary company codes maintained in the distribution table will be defaulted into the AP-1027 distribution line company code field. If the table referenced contains a distribution line that does not have a corresponding Company Code, the AP-1027 Company Code referenced on the header of the Manual Check Entry will be used.

*With AP-1046*

If you have AP-1046 installed and enabled, you will have the ability to add a Division Number for each account in Distribution Table Maintenance (Figure 6). The Division Number field is not required.

	G/L Account	Division	Dist. Percent
1	100-00-00	02	50.000
2	100-00-A	01	50.000
3			0.000
Total Percent			100.000

Figure 6

The divisions assigned in the Distribution Table will print on the Distribution Table Listing. For more information on the functionality of AP-1046, refer to that product's installation manual.

### Helpful Hints

- When the distribution balance is less than .001% of the invoice total, the total distribution percent will display 99.999% or 100.001% instead of rounding to 100%. To bring your invoice into balance, adjust the money on the lines, NOT the distribution percent UDF.

### ODBC Dictionary

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

*File:*

AP\_DistributionTableHeader\_001  
AP\_DistributionTableDetail\_001

*Fields:*

All Fields  
All Fields

## Extended Solutions

AP\_DistributionTable\_001Wrk

All Fields

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

### What's New

*With the 4-16-08 release:*

- Added integration with Extended Solution AP-1046.

*With the 3-6-08 release:*

- Converted to the Business Framework.
- Extended Solution AP-1046 is not supported with this release; will be added at a future date.
- Dedicated fields for Table Code and Distribution Percentage are now Custom Office user defined fields.

### 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.

### Acknowledgments

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