
Batch Processing of Manual Check Entry

AP-1072

Overview

This Extended Solution to the standard MAS 90 MAS 200 Accounts Payable module adds batch processing capability to Accounts Payable Manual Check Entry.

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.

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

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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

Once the disk is installed, you will need to access the Accounts Payable Setup menu option screen. After the standard MAS 90 MAS 200 option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, 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

Answer the following prompts:

NEXT BATCH NUMBER: Enter the next batch number.

ENTRY OVERRIDE PASSWORD: Enter the password you wish to use for batch entry override.

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

Operation*Manual Check Entry*

When you choose the Manual Check Entry option from the menu, a pop-up window will appear (Figure 2) when you click on the Batch Number button (Figure 3). Enter the Batch

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Number you wish to use for your entries. Click '#...' for the Next Batch Number. You may click on the List button to see a list of previously entered Batch Numbers (Figure 4). The listing will display the Batch Number, User, and whether or not the batch is Private. Check the 'Private Batch' box if you wish to require other users to enter the password designated in Setup to access/update the batch of entries. The Batch Totals will display for the Batch Number entered.

Click 'OK' to begin Manual Check Entry. Click 'Modify' to pop up the 'Next Batch Number' window. Click 'Delete' if you wish to delete the batch and all of the entries it contains.

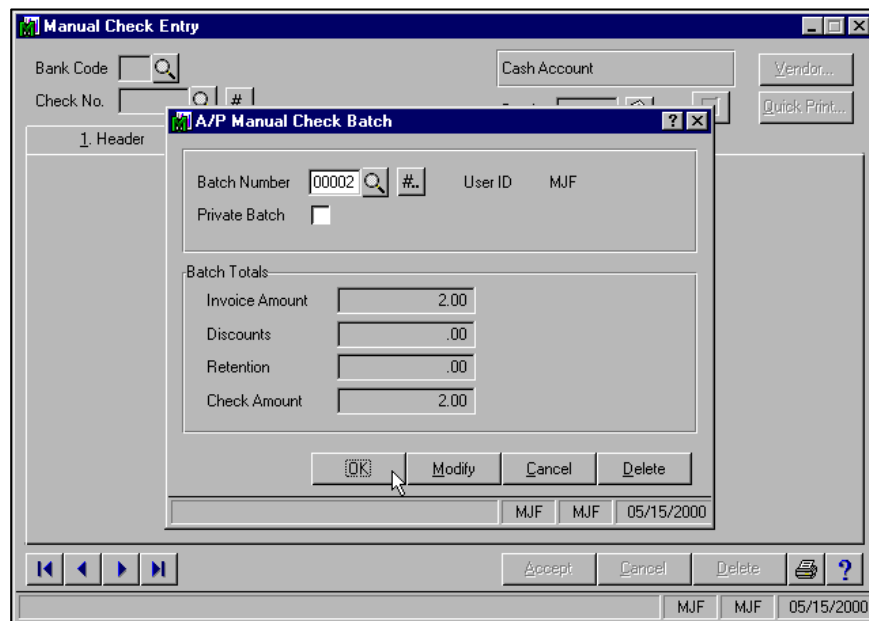


Figure 2

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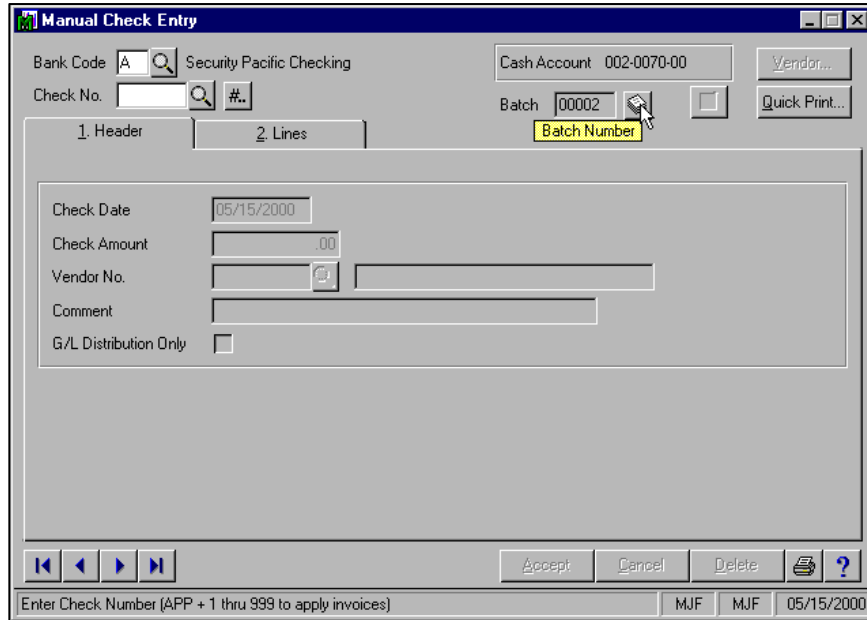


Figure 3

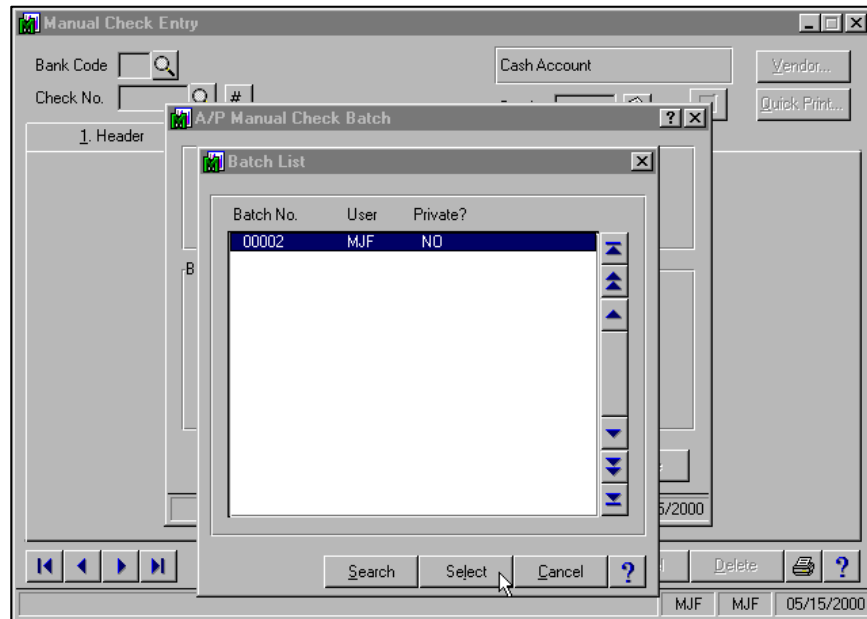


Figure 4

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Manual Check Journal Batch Print and Update

When you have made your selections to print the Manual Check Journal, a pop-up window will appear with prompts allowing you to print a specified batch (Figure 5). You may also check the 'Print All Batches' to print all batches. If you attempt to print a batch that is flagged as a Private Batch by another user, you will be required to enter the password designated in Setup. After you have printed the selected batch(es), you may update the register.

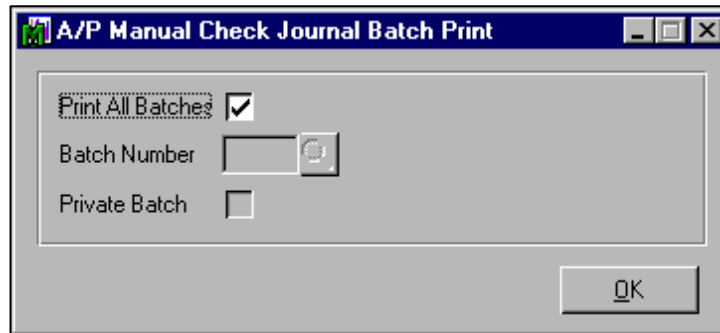


Figure 5

Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<i>New File:</i>	<i>Field:</i>
AP.MNCK_II	BATCH_NO.
AP.CK_BTCH	All Fields

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

ODBC Dictionary

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

<i>File:</i>	<i>Description</i>	<i>Field:</i>
AP_A7	Manual Check Header 2	BatchNumber
AP_BP	Manual Check Batch File	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.

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 its 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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