
Paperless Office: A/P Checks & Dir. Deposit Stubs

AP-1095

Overview

This Extended Solution to the Accounts Payable module allows you to generate checks and Direct Deposit stubs as PDF documents.



The 'Enable Electronic Delivery and PDF Storage' option in Paperless Office Setup must have the 'Forms' option checked.



Additional functionality is available if you have Extended Solution AP-1063: *Electronic Payment for Accounts Payable* is enabled.

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

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).

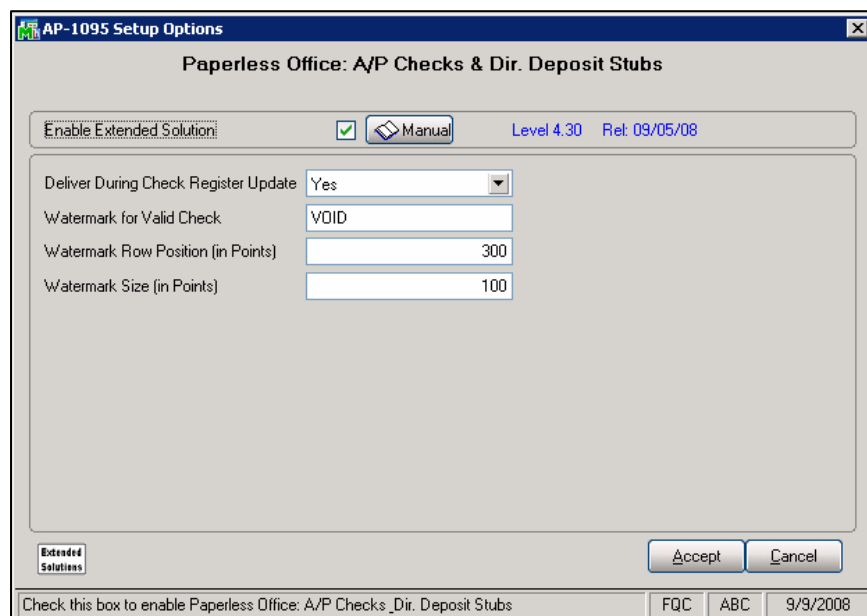


Figure 1

Answer the following prompts:

DELIVER DURING CHECK REGISTER UPDATE: Select 'Yes' to email or fax all documents in PDF format to Vendors during check register update. If you have AP-1063 installed and enabled, then 'Only Direct Deposit Stubs' will be available as an option. Selecting this will email/fax only the direct deposit stubs during check register update. Select 'No' if you wish to manually send documents via the Viewer (see Operations below).

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WATERMARK FOR VALID CHECK: Define a 'Non Negotiable' type message to appear as a watermark on a PDF Check.

WATERMARK ROW POSITION (IN POINTS): If you specified a Watermark, define the starting co-ordinate for the text.

WATERMARK SIZE (IN POINTS): If you specified a Watermark, define the size of the text.

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

Role Maintenance

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

- Extended Solutions Setup

Please review your security setup in Role Maintenance and make appropriate changes.

Implementation Guidelines

If you are using this Extended Solution in conjunction with *Paperless Office: Electronic Forms Delivery* then you will need to set up the Vendor's delivery options according to the specifications in that manual. It is suggested that you do a 'trial run' in Test Mode before sending your PDF documents electronically.

Operation

Paperless Office

Form Maintenance has been modified to allow entry of A/P as a module. When selected the Document drop box options will be All Documents and Checks (Figure 2).

Electronic Delivery Message Maintenance has been modified with the Module Code of A/P when Vendor Forms has been selected. The Document types All Documents and Checks will be available (Figure 3).

Form Maintenance (ABC) 9/9/2008

Company Code: ALL

Company Name: All Companies

Module Code: A/P Accounts Payable

Document: Check

1. Main | 2. Additional

Electronic Delivery

Enable Electronic Delivery:

From E-mail Address: payroll@sage.com

PDF Storage

PDF Directory: \\naatlwasfs01\qc6\MASQC147\MAS90\Home\T extout\

Keep Only Last Copy:

Override Password: []

Confirm Password: []

Accept Cancel Delete [Printer] [?]

Figure 2

Electronic Delivery Message Maintenance (ABC) 9/9/2008

Document Type: Vendor Forms

Company Code: ALL All Companies

Module Code: A/P Accounts Payable

Document: Check

Subject: Payment stub from <CompanyName> Insert Merge Field: []

<VendorName>,
<DocumentNo> <DocumentDate> detail is attached.

Accept Cancel Delete [Printer] [?]

Figure 3

Vendor Maintenance

Paperless Office Delivery Options has been modified with additional document type of A/P Check (Figure 4).

Figure 4

The Paperless icon has been added to the Checks Tab of Vendor Maintenance (Figure 5). Click this to access the Vendor Viewer (Figure 6).

Bank	Check No.	Check Date	Check Type	Vendor Name	Source	Amount	Co
A	001611	5/31/2010	Auto	AIRWAY PROPERTY	CD	7,000.00	
A	001665	5/31/2010	Auto	AIRWAY PROPERTY	CD	1,255.00	
A	001666	5/15/2010	Auto	Airway Property	CD	3,500.00	
A	001721	5/31/2010	Manual	AIRWAY PROPERTY	AP	28,500.00	

Figure 5

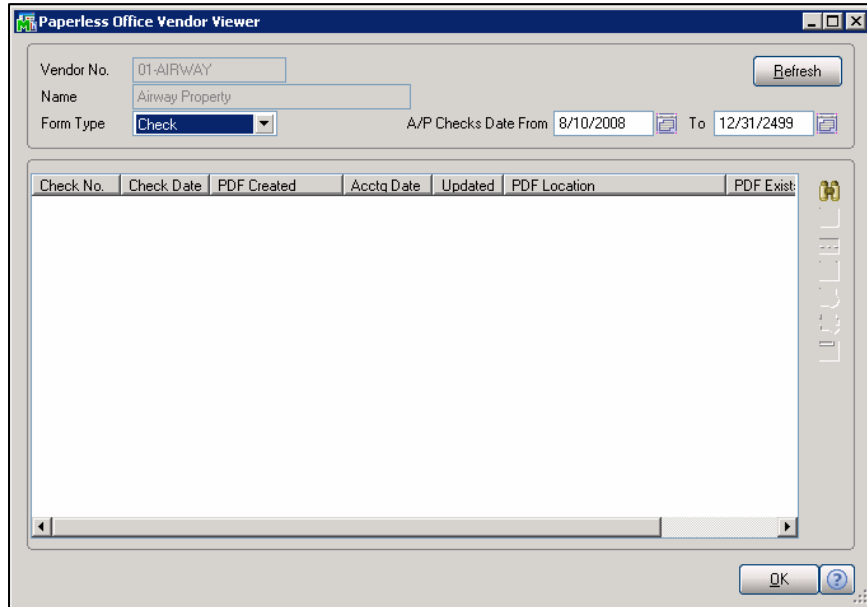


Figure 6

Check/Direct Deposit Stub Printing

Check Printing and Direct Deposit Stub Printing have been modified with a Paperless Office Output field (Figure 7).

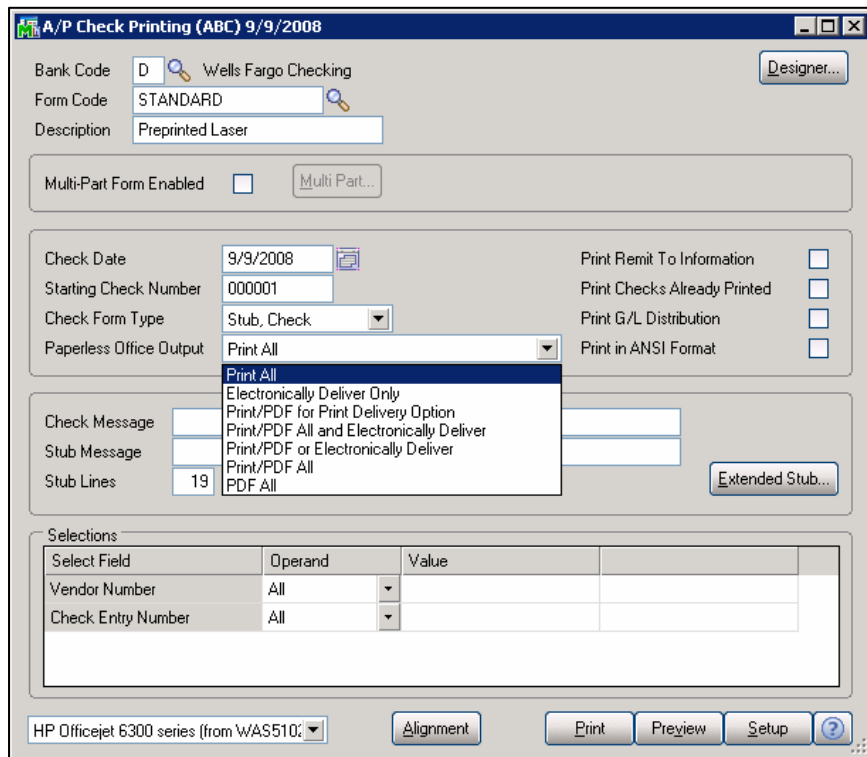


Figure 7

Extended Solutions

The options available and the results they produce are:

Produce Checks For	Electronic Delivery Vendor	Print Vendor
Print All	Printed	Printed
Electronic Delivery Only	PDF, Electronic deliver	Nothing
Print/PDF for Print Delivery Only	Nothing	Printed, PDF
Print/PDF All and Electronic Delivery	Printed, PDF, Electronic Deliver	Printed, PDF
Print/PDF or Electronic Delivery Vendors	PDF, Electronic Deliver	Printed, PDF
Print/PDF All	Printed, PDF	Printed, PDF
PDF All	PDF	PDF

To review the stubs/checks without printing them on paper first, print to 'Deferred Print'.

Checks and Stubs that are printed to PDF will be set with the Supervisor Password and with the Vendor's password (if one exists). The document will be named **Vendor Number + Stub Number + Sequence Number** and placed in the location specified in Extended Solution Setup. Checks, Stubs and Extended Stubs will all be printed in PDF format. Extended Stubs will contain an 'S' after Check Number in the viewer.



Manual check printing is not supported.

Extended Stub Report

Extended Stubs work the same as Check Printing/Direct Deposit Printing, except that the program adds an 'S' to the end of the PDF document name (Figure 8).

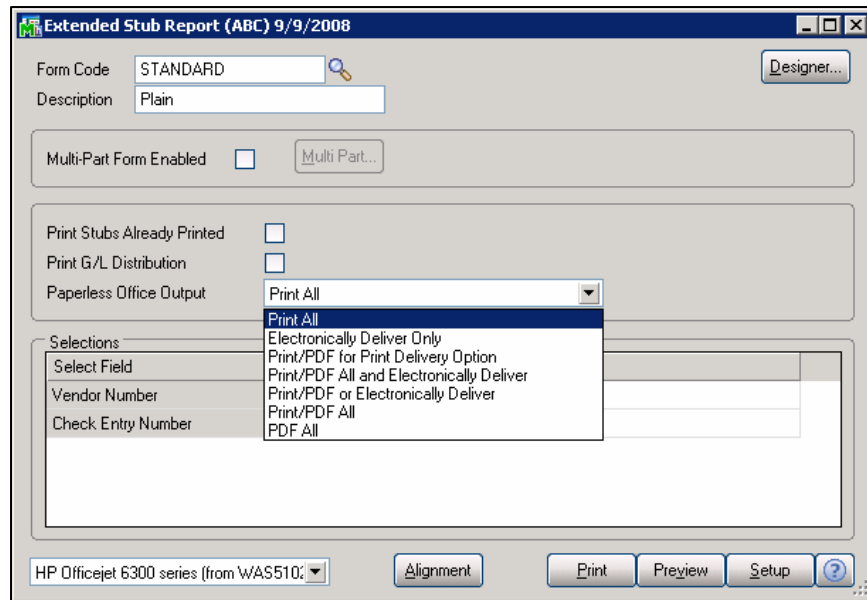


Figure 8

Check Register Update

During Check Register Update, documents will be electronically sent if you have enabled the Electronic Delivery options of Paperless and you answered 'Yes' to 'Deliver During Check Register Update' in Setup. The update flag will be set to 'Y.' Checks and their associated extended stub will be joined as one PDF and the stub PDF will be removed. All documents that have not been updated will be deleted and their associated PDF removed.

Paperless Office Vendor Viewer

This option will be available on the Paperless Main menu. When accessed, you will be presented with a listing of all records which currently exist in the log file (Figure 9).

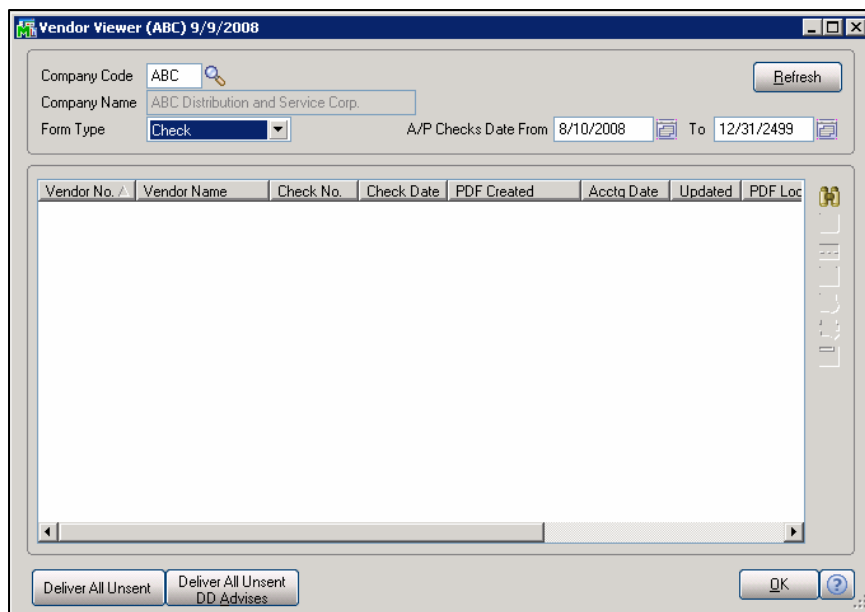


Figure 9

If you have Paperless Office, Electronic Forms Delivery enabled, two buttons will be available at the bottom of the Viewer:

DELIVER ALL UNSENT: When you click this button, each entry in the log file with the Sent flag is set to 'N' and the PDF Exists flag is set to 'Y' will be sent per the Vendor's electronic delivery specifications. As they are sent, the log file will update the Sent flag to 'Y.'

DELIVER ALL UNSENT DD ADVISES: Click this button to send only the Direct Deposit Stubs whose Sent flag is set to 'N' and the PDF Exists flag is set to 'Y' will be sent per the Vendor's electronic delivery specifications. As they are sent, the log file will update the Sent flag to 'Y.'

Clicking either of these buttons will then take you to the standard MAS90 MAS200 Electronic Delivery of Forms screen (Figure 10).

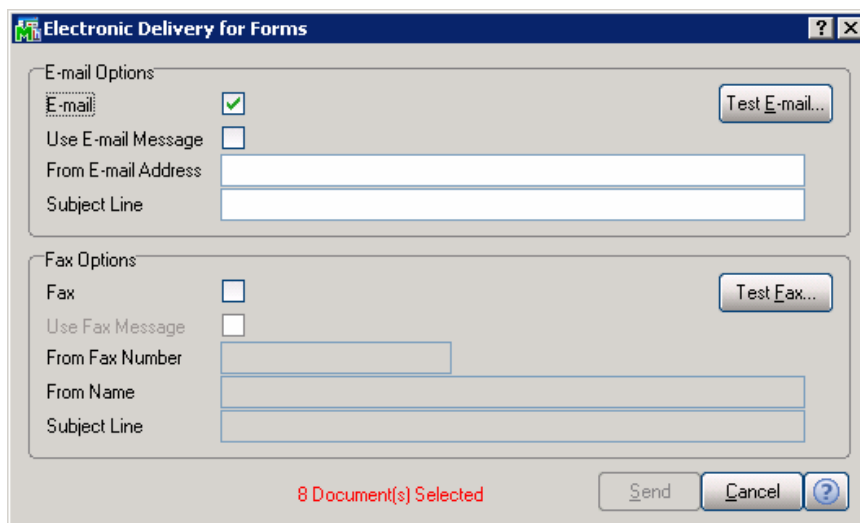


Figure 10

Vendor Renumber/Merge/Delete Utility

The Vendor Renumber/Merge/Delete Utility, as well as A/P Vendor 'Renumber' and 'Delete' options will be modified as follows:

Renumber: All records in the file will have the Vendor Number changed to be the new Vendor Number. The filename, which contains the original Vendor Number, will be unchanged.

Merge: Any records in the file that reference the From Vendor Number will be changed to reference the 'To' Vendor number. The File name, which contains the original Vendor Number, will be unchanged.

Delete: The record in the file will be deleted as well as the PDF.

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_CheckWrk

Field:
PLPrint\$ and PLPdf

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 08-28-08 release:

- Integrated with the Paperless Office module

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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