

## Accounts Payable Interface with CPAPractice Manager

AP-1106

### Overview

This Extended Solution to the Accounts Payable module allows you to synchronize CPAPractice Manager Client, Employee and Service Code data against three corresponding User Defined Validation tables in MAS90. When the corresponding UDFs have been added to the detail grid, Invoice Entry and Manual Check Entry of an Invoice on the fly will prompt the user to fill in this data (it is not required). Invoice Register update and Manual Check Register update have been modified to export the A/P data back to CPAPractice Manager's SQL Time In table.



Accounts Payable cannot be integrated with Job Cost and the Custom Office Module must be activated.

### 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

**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

Answer the following prompts:

## Extended Solutions

**A/P INVOICE DETAIL UDF FOR 'CLIENT':** Specify the 21 character string UDF which holds the Client ID.Engagement. An A/P Manual Check Invoice Detail UDF of the same name will need to exist if you want to perform CPAPractice entry there as well.

**A/P INVOICE DETAIL UDF FOR 'SERVICE':** Specify the 17 character string UDF which holds the Cat Code – Sub Cat Code – Service Code. An A/P Manual Check Invoice Detail UDF of the same name will need to exist if you want to perform CPAPractice entry there as well.

**A/P INVOICE DETAIL UDF FOR 'EMPLOYEE':** Specify the 9 character string UDF which holds the Employee Number. An A/P Manual Check Invoice Detail UDF of the same name will need to exist if you want to perform CPAPractice entry there as well.

**A/P INVOICE DETAIL UDF FOR 'CLIENT DESC.':** Specify the 40 character string UDF which holds the Client Sort Description. An A/P Manual Check Invoice Detail UDF of the same name will need to exist if you want to perform CPAPractice entry there as well.

**A/P INVOICE DETAIL UDF FOR 'SERVICE DESC.':** Specify the 30 character string UDF which holds the Cat Code – Sub Cat Code - Service Code Description. An A/P Manual Check Invoice Detail UDF of the same name will need to exist if you want to perform CPAPractice entry there as well.

**A/P INVOICE DETAIL UDF FOR 'EMPLOYEE NAME':** Specify the 41 character, string UDF which holds the Employee First Name + Last Name. An A/P Manual Check Invoice Detail UDF of the same name will need to exist if you want to perform CPAPractice entry there as well.

**SN FOR SQL TABLES:** Enter DSN.

**SYNCHRONIZATION NUMBER OF HOURS:** Input the maximum number of hours allowed between synchronization uploads. This field defaults to '24'.

**SQL LOGIN:** Enter SQL Login (please contact CPASoftware for this information).

**SQL PASSWORD:** Enter password for SQL Login (please contact CPASoftware for this information).

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

The following Task has been added to Accounts Payable, Miscellaneous Tasks:

- Synchronize CPAPractice Manager Data

## Extended Solutions

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.

## Operations

### *User Defined Field Maintenance*

Each of the A/P Invoice Detail and A/P Manual Check Detail UDFs which have been specified will need to have their user defined table validation data sources set to the appropriate value. For the Client UDF that is: AP\_CPAClientValidate\_001 (Figure 2). For the Employee UDF that is: AP\_CPAAEmployeeValidate\_001 (Figure 3). And for the Service Code UDF that is: AP\_CPAServiceValidate\_001 (Figure 4).

If you want to write this data to the Invoice History or Open Invoice files, make sure that you establish UDFs in those tables as well and set your data sources accordingly.

Figure 2

Extended Solutions

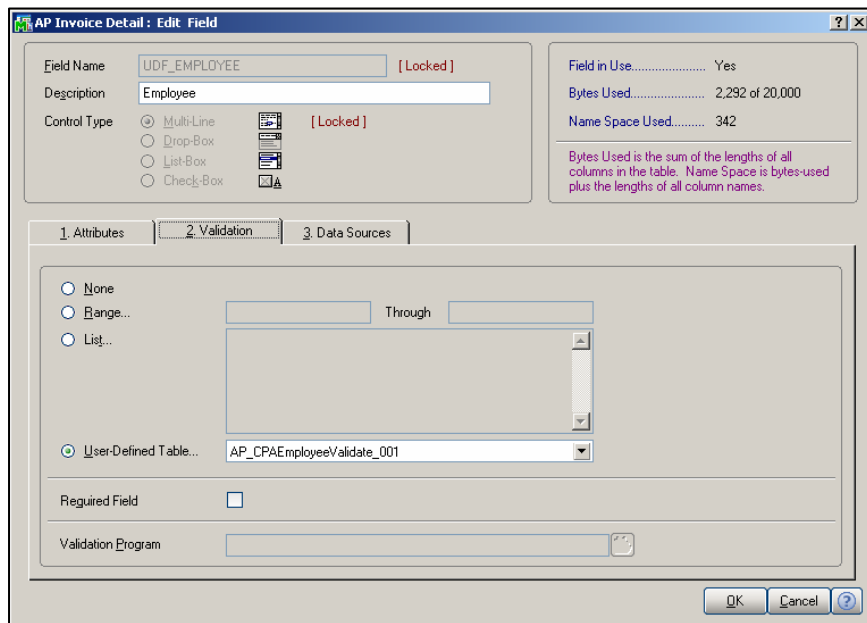


Figure 3

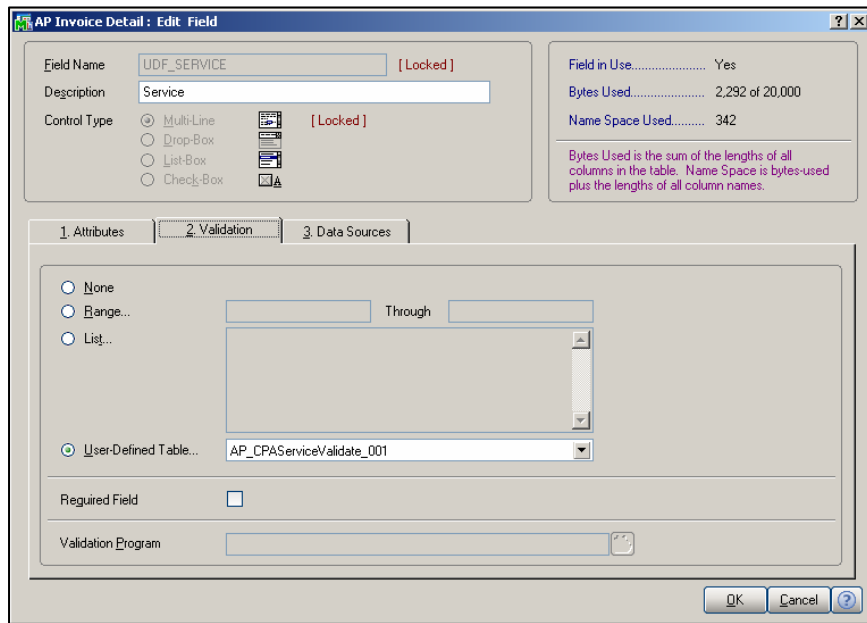


Figure 4

## Extended Solutions

*Synchronize CPAPractice Manager Data*

Found on the A/P Setup menu, this option (Figure 5) uploads the data from the SQL Tables for Clients, Employees and Service Codes to the 3 new data files for AP\_CPAClients\_001.M4T, AP\_CPAEmployees\_001.M4T and AP\_CPAServiceCodes\_001.M4T. You will see a dialog with a progress bar while this activity takes place (Figure 6).

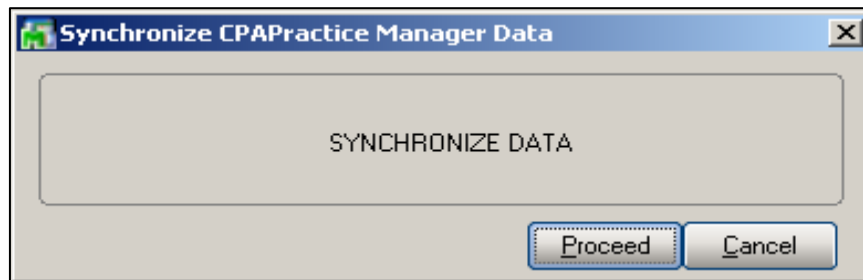


Figure 5

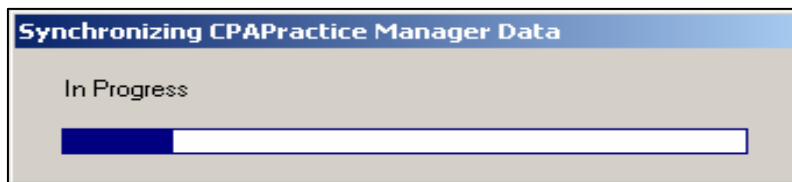


Figure 6

*A/P Invoice Data Entry and Manual Check Entry*

A/P Invoice Entry and Manual Check Entry will compare the workstation's date and time to the time that the Employee, Client and Service Code files were last updated. When greater by at least the number of hours noted for Synchronization Number of Hours in setup, then an Auto Synchronization will take place.

Each of the specified user defined fields will contain a lookup into the respective Practice Manager validation file. The Client field's lookup will provide columns for Client Number, Engagement Number and Client Name (Figure 7) and will populate the field with Client Number, a period, and the Engagement Number.

## Extended Solutions

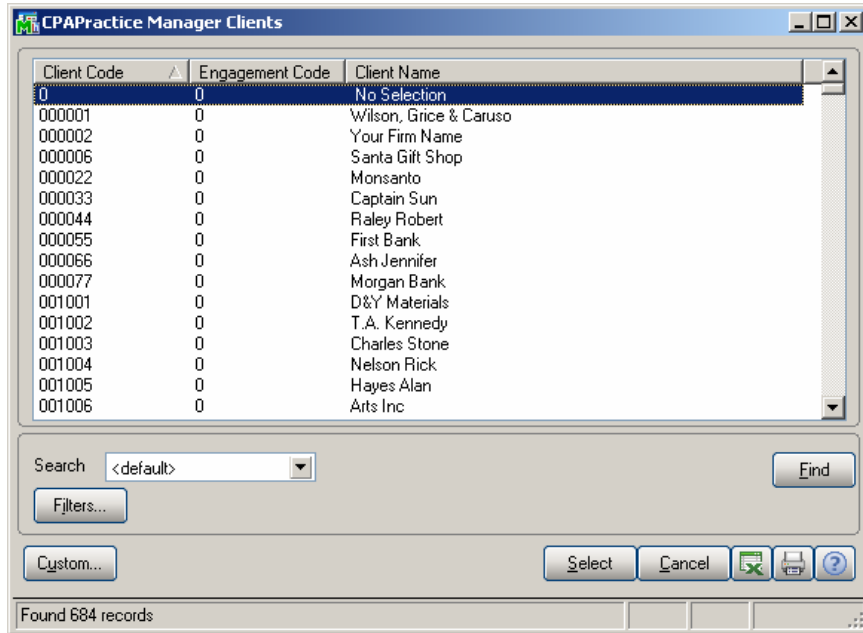


Figure 7

Service Code lookup will provide columns for Service Code, Category, Sub Category Code, and Service Description (Figure 8). It will populate the field with the Category Code, a dash, the Sub Category Code, a dash, the Service Code. If you manually enter this field, you only need to enter the Service Code and the rest of the field will automatically populate.

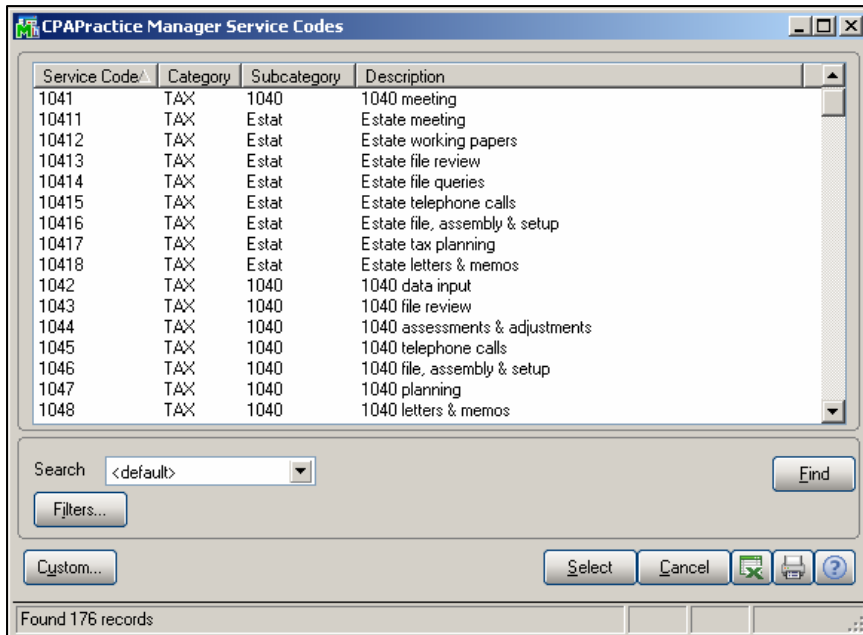


Figure 8

## Extended Solutions

Employee will provide columns for Employee Number, Employee Last Name, Employee First Name (Figure 9) and will populate the field with the Employee Number.

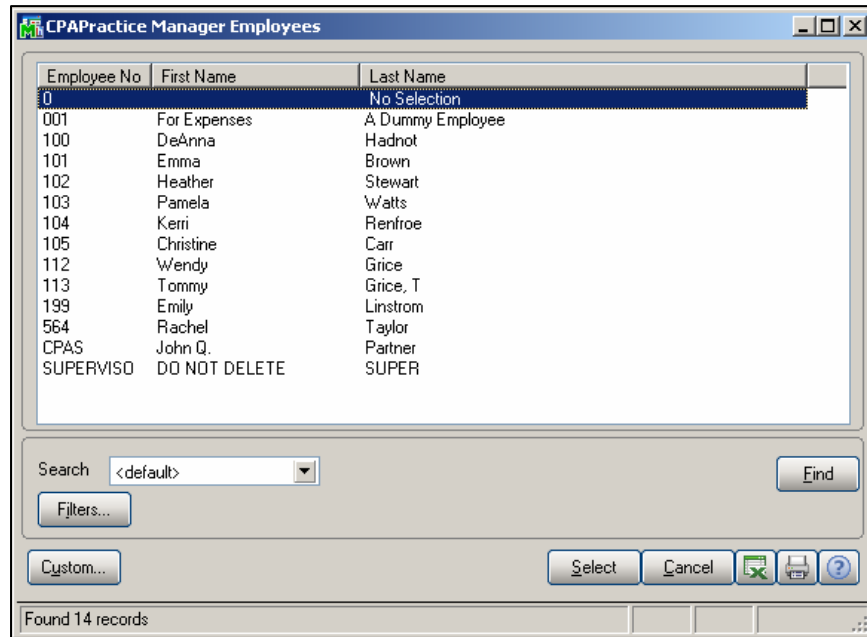


Figure 9

You are not required to define these fields in order to complete the line entry; however if one value is defined then they ALL must be defined in order to exit the screen (Figure 10).

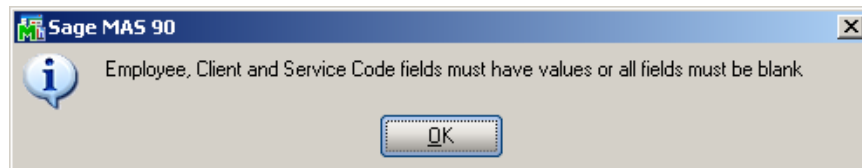


Figure 10

#### *A/P Invoice Register and Manual Check Register Update*

The A/P Invoice Register Update will export any detail line with non blank values in its CPAPractice manager fields to CPAPractice Manager's TIME\_IN table. The data is mapped as follows:

## Extended Solutions

CPA Field Name	MAS90
ID	Blank
TEDate	Invoice Date
Empnum	UDF for Employee Code
Cltnum	UDF characters to the left of the '.' in Client Number UDF
ClEng	UDF characters to the right of the '.' in Client Number UDF
ServiceCode	UDF characters after second '.' in Service Code UDF
Hours	ignore
Expense	A/P Invoice Detail Line Amount
TERef	Invoice Line Detail comment if it exists, otherwise Invoice Header comment
TEDue	0
ImportFlag	0
ImportDate	blank
ExternalID	Vendor Number + Invoice Number

### 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>Fields:</i>
AP_CPAClients_001.M4T	All Fields
AP_CPAEmployees_001.M4T	All Fields
AP_CPAServiceCodes_001.M4T	All Fields
AP_CPATimeIn_001.M4T	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 04-01-08 release:

- Added Setup options 'A/P Invoice Detail UDF for 'Client Desc.', 'A/P Invoice Detail UDF for 'Service Desc.', and 'A/P Invoice Detail UDF for Employee Name'.

### 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 to the standard operation of 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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