

Terms Codes with Multiple Due Dates

AP-1107

Overview

This Extended Solution to the Account Payable module allows an unlimited number of due dates and a corresponding percentage of the invoice amount to be assigned to designated terms codes during A/P Invoice Entry. The program defaults the Due Dates and Percentages from the Terms Code Masterfile. Invoice Payment Selection and the A/P Aging process have been modified to recognize portions of Invoices for aging and payment selection.



This Extended Solution does not support 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

Extended Solutions

- 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:

MAINTAIN DUE DATES IN TERMS CODE MAINTENANCE: Check this box to maintain specific dates and corresponding percentages. Uncheck this box to maintain a Number of Days Before Due along with a corresponding percentage.

SUPPORT DISCOUNTS: Check this box to support discounts. Discount Amount and Discount Due Date will be calculated for the Invoice amount during Payment Selection and applied on the first payment.

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USE DISCOUNT EARNED METHOD: This option is only available if 'Support Discounts' is checked. Check this box to have the Terms Discount Amount spread out over each payment due date rather than the entire discount amount being applied to the first payment.

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.

Operation

A/P Terms Code Maintenance:

There is a new 'Multiple Due Dates' option available in A/P Terms Code Maintenance. Check this box to add Multiple Due Date support to the Terms Code (Figure 2).

The screenshot shows a window titled "A/P Terms Code Maintenance (SDN) 5/9/2008". It contains the following fields and controls:

- Terms Code: 99
- Description: Multiple Due Days
- Days Before Due: 99
- Days Discount Allowed: 80
- Discount Rate: 12.345%
- Day of the Month:
- Minimum Days Allowed: 11
- Day of the Month:
- Minimum Days Allowed: 02
- Multiple Due Dates:

Buttons at the bottom include: Mult Due (dropdown), Accept, Cancel, Delete, and a help icon.

Figure 2

If 'Maintain Due Dates in Terms Code Maintenance' was checked during setup, then you will be prompted to maintain an unlimited number of specific dates and corresponding percentages (Figure 3).

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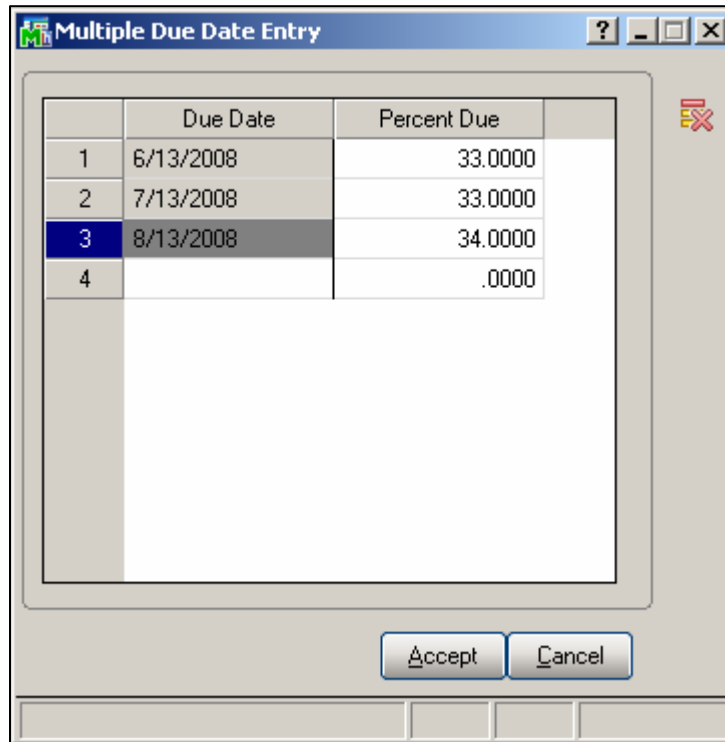


Figure 3

If the setup option was unchecked, then you will be prompted to maintain an unlimited number of Days Before Due along with the corresponding percentages (Figure 4).

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| | Days Before Due | Percent Due |
|---|-----------------|-------------|
| 1 | 30 | 25.0000 |
| 2 | 60 | 25.0000 |
| 3 | 90 | 25.0000 |
| 4 | 120 | 25.0000 |
| 5 | | .0000 |

Figure 4

Regardless of how the setup question was answered, the sum of the percentages must total 100%.

A/P Invoice Entry

If the terms code selected is a Multiple Due Date Terms Code, a Multiple Due Dates screen will be available via the 'Mult. Due' button (Figure 5).

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Figure 5

The program will default the Due Dates and Percentages using either the Days Before Due or the Specific Due Dates from the Terms Code Maintenance (Figure 6).

| | Due Date | Percent Due |
|---|-----------|-------------|
| 1 | 7/30/2008 | 50.0000 |
| 2 | 8/31/2008 | 50.0000 |
| 3 | | .0000 |

Figure 6

If the setup option 'Maintain Due Dates in Terms Code Maintenance' was checked and a Terms Code is referenced with a Due Date earlier than the Invoice Date, the following warning will be displayed (Figure 7):



Figure 7

You can override the default Dates and Percentages. When the 'Accept' button is clicked, this Extended Solution will verify that the percentages are equal to 100 and that the Due Dates are in sequential order. You will be prevented from exiting this screen until both conditions are true.

Upon exiting the window, the earliest Due Date will populate the Invoice Due Date field. If the Support Discounts check box is checked in setup and the Terms Code has a Discount Amount and Discount Due Date associated with it, then the date and amount will be calculated per standard MAS90 and will populate the Discount Due Date and Discount Amount fields.

Invoice Register Update will record the dates and percentages associated with any Terms Codes with Multiple Due Dates for A/P Open Invoices.

P/O Receipt of Goods with an Invoice and P/O Receipt of Invoice:

If Purchase Order is also activated, then the same Multiple Due Date features of A/P Invoice Entry will also be available in P/O Receipt of Invoice Entry (Figure 8) and P/O Receipt of Goods Entry when it references an Invoice number.

Daily Receipt Registers/Update will record the dates and percentages associated with any Terms Codes with Multiple Due Dates for A/P Open Invoices.

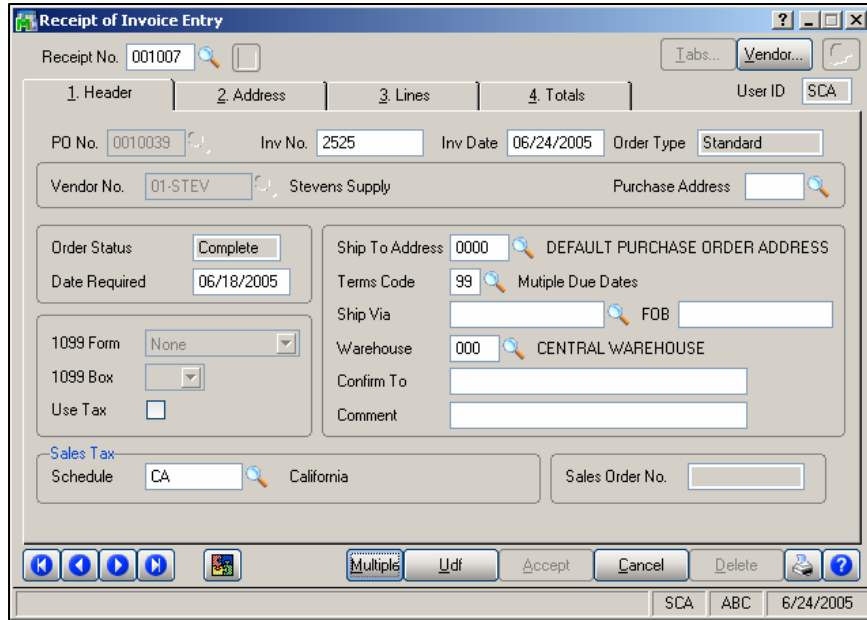


Figure 8

Aging Calculations

The A/P Aged Invoice Report (Figure 10) and the A/P Cash Requirements Report will age the portions of the invoices according to their multiple due dates.

| ABC Distribution and Service Corp. | | | | | | | | | | | |
|--|-----------------|-------|-------------|--------------------|--------------------|---------|-----------|-----------|----------|-----------|-----------|
| ACCOUNTS PAYABLE AGED INVOICE REPORT | | | | | | | | | | | |
| ALL OPEN INVOICES - AGED BY INVOICE DATE | | | | | | | | | | | |
| DIVISION NO: 01 TRADE ACCOUNTS PAYABLE | | | | | | | | | | | |
| VENDOR/ INVOICE NO. | DATES | | H L D | INVOICE BALANCE | DISCOUNT AMOUNT | CURRENT | 30 DAYS | 45 DAYS | 60 DAYS | 90 DAYS | |
| | INVOICE | DUE | | | | | | | | | DSCNT |
| AIRWAY | Airway Property | | | | | | | | | | |
| 1234 | 06/27/05 | 07/27 | 07/07 | N | 5,200.00 | 104.00 | 5,200.00 | | | | |
| 323215 | 06/28/05 | 02/27 | | N | 81,551.66 | .00 | | 32,620.66 | | 24,465.50 | |
| 3323 | 06/28/05 | 04/28 | | N | 505.05 | .00 | 353.54 | 101.01 | | 50.51 | |
| 56565 | 06/28/05 | 04/28 | 07/08 | N | 1,091.07 | 12.12 | 848.61 | 242.46 | | | |
| 88888 | 06/29/05 | 04/29 | 05/29 | N | 800.00 | .00 | 700.00 | 100.00 | | | |
| 99995 | 04/28/05 | 04/30 | | N | 1,000.00 | .00 | | | 1,000.00 | | |
| 99996 | 05/28/05 | 05/30 | | N | 2,000.00 | .00 | | 2,000.00 | | | |
| 99997 | 06/29/05 | 06/30 | | N | 3,000.00 | .00 | 3,000.00 | | | | |
| VENDOR AIRWAY TOTALS: | | | | | 95,147.78 | 116.12 | 10,102.15 | 35,064.13 | .00 | 25,516.01 | 24,465.50 |
| DIVISION 01 TOTALS: | | | | | 95,147.78 | 116.12 | 10,102.15 | 35,064.13 | .00 | 25,516.01 | 24,465.50 |
| REPORT TOTALS: | | | | | 95,147.78 | 116.12 | 10,102.15 | 35,064.13 | .00 | 25,516.01 | 24,465.50 |

Figure 10

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If you have elected to 'Use Discount Earned Method' then it should be noted that the Discount Amount will reflect the standard MAS90 Terms Discount which was calculated during A/P Invoice Register update. This value will never be used in Payment Selection, nor relieved during Check Register update.

Invoice Payment Selection:

Payment Selection has been modified to select only the amount of the Invoice that is due according to the Due Date and Invoice percentage when a Terms Code with Multiple Due Dates is referenced on the Invoice. (This is the percentage of the Invoice Total, not a percentage of the balance of the Invoice.)

If the last payment percentage tier is being selected, then the remaining balance on the Invoice will be used as the selected payment amount.

If you checked 'Use Discount Earned Method', the Terms Discount will be calculated on each Multiple Due Date Invoice selected as; Terms Discount percentage multiplied by the selected Payment amount. This only occurs if the 'Always Take Discount' option is selected on the Invoice Payment Selection screen.



Editing your selected payment amount or your discount amount could produce undesirable results with future payments and is not recommended.

Per standard MAS90 processing you will retain the ability to override the selected payment amount in Check Maintenance.

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_MultDueDatesAPIInvoices_001 | All Fields |
| AP_MultDueDatesOpenInv_001 | All Fields |
| AP_MultDueDatesPORceipts_001 | All Fields |
| AP_TermsMultDueDates_001 | All Fields |
| AP_TermsCode | MultipleDueDates_001 |

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 05-12-08 Release

- Converted to the Business Framework

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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