



Faye Business Systems Group

Enhancement for Sage MAS 90 and MAS 200

Accounts Payable Document Integration

Overview

Accounts Payable Document Integration allows you to easily link any document or set of documents to accounts payable invoices in your Sage MAS 90 or MAS 200 software. It provides you with flexible setup capabilities so you can name and store your documents the way that works best for you.

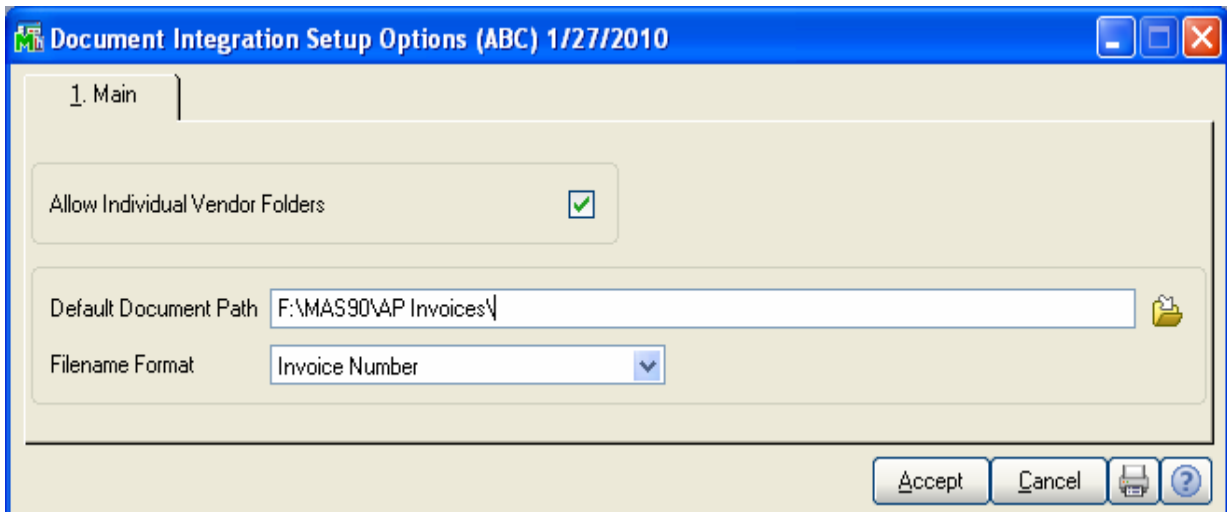
Key Features & Functions

- Integrate scanned AP invoices into Vendor Inquiry screens
- Integrate scanned AP invoices with AP Invoice History screens
- Store invoices in one “invoice folder” or in specific folders by vendor
- Name scanned documents with the invoice number or a combination of the vendor number and invoice number
- Find scanned AP documents using MAS90 and MAS200’s powerful searching capabilities and avoid implementing costly document management software

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Integration Setup

1. Launch MAS90.
2. Select **Accounts Payable** from the *MAS90 Modules Menu*.
3. Select **Document Integration Setup Options** from the *Accounts Payable Setup Menu*.



4. Click the **Allow Individual Vendor Folders** checkbox if you want to save each vendor's documents in their own private folder.

If you check this box, you will be prompted in Vendor Maintenance to indicate a specific folder for each vendor.

NOTE: If you check this box, but leave the “individual vendor folder” field blank in Vendor Maintenance, the system will look to the *Default Document Path* on this screen for documents.

NOTE: If you do not check this box, the “individual vendor folder” field will not appear in Vendor Maintenance.

Leave the checkbox unchecked if you will be saving ALL vendor invoices into the same folder.

5. Type or select the **Default Document Path**.

This is the folder where the system will expect to find source documents.

NOTE: If you are using MAS 200 (and not MAS 90), the path may be automatically converted to the path with the server name instead of a mapped drive.

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Integration Setup (Continued)

6. Select the **Filename Format** from the dropdown list. Options are:

Invoice Number
Vendor Number-Invoice Number

Example: if you have invoice number 12345XYZ from vendor number ABCCO:

<u>Option</u>	<u>Example</u>
Invoice Number	12345XYZ
Vendor Number-Invoice Number	ABCCO-12345XYZ

Depending on the option you choose, these are the filenames you will need to give the scanned or saved images.

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Vendor Setup

If you checked the **Allow Individual Vendor Folders** in AP Document Integration Setup, then you will be able to designate a specific folder for each vendor.

1. Launch MAS90.
2. Select **Accounts Payable** from the *MAS90 Modules Menu*.
3. Select **Vendor Maintenance** from the *Accounts Payable Main Menu*.
4. Select the vendor.
5. Click the **Additional** tab.

6. Enter the specific document path where you will be saving documents for this vendor.

NOTES:

- This field will not appear if the checkbox is not checked in AP Document Integration Setup.
- If this field is left blank, the system will look for documents in the Default folder specified in AP Document Integration Setup.

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Using Document Integration – AP Invoice History Inquiry

1. Launch MAS90.
2. Select **Accounts Payable** from the *MAS90 Modules Menu*.
3. Select **AP Invoice History Inquiry** from the *Accounts Payable Main Menu*.
4. Type the Invoice Number.

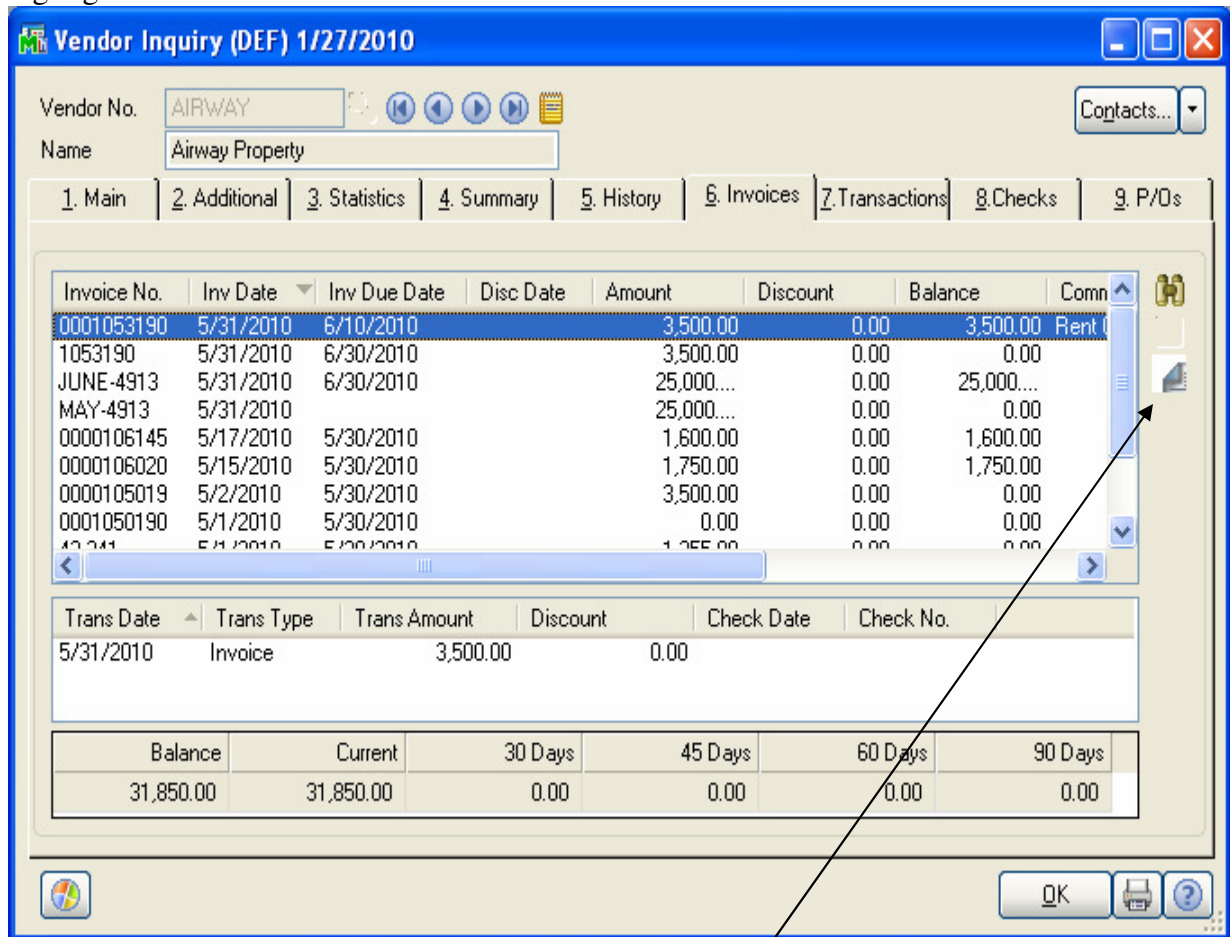
The screenshot shows the 'A/P Invoice History Inquiry (DEF) 1/27/2010' window. At the top, there are fields for 'Invoice No.' (0001050190), 'Type' (INV), and 'Date' (5/1/2010). Below these are tabs for '1. Main', '2. Lines', and '3. Payments'. The main area is divided into several sections: 'Vendor No.' (AIRWAY), 'Source Journal' (AP-000009), 'Invoice Due Date' (5/30/2010), 'Discount Due Date' (empty), 'Discount Amount' (.00), 'Terms Code' (03 NET END OF MONTH), 'Prepaid Invoice' (empty), 'Prepaid Date' (empty), 'Prepaid Check' (empty), 'Separate Check' (checkbox), 'Hold Payment' (checkbox), 'Comment' (empty), '1099 Form' (empty), 'Invoice Amount' (3,500.00), 'Subject to Discount' (3,500.00), and 'Balance' (.00). A blue icon representing the Document Integration Button is located in the 'Prepaid Invoice' field area, with an arrow pointing to it from step 5 of the instructions.

5. Click the new **Document Integration Button**.
6. The related document will display.

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Using Document Integration – AP Vendor Inquiry: Invoices Tab

1. Launch MAS90.
2. Select **Accounts Payable** from the *MAS90 Modules Menu*.
3. Select **Vendor Maintenance/Inquiry** from the *Accounts Payable Main Menu*.
4. Type the Vendor Number.
5. Click the **Invoices** Tab.
6. Highlight or select the invoice of interest.



7. Click the new **Document Integration Button**.
8. The related document will display.

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Technical Notes

Supported File Types:

- PDF
- BMP
- JPG
- GIF
- DOC

Scanner: Any kind of scanner will work as long as it allows the user to individually name each scanned file and specifically save the file to a designated folder.