



## **Faye Business Systems Group**

Enhancement for Sage MAS 90 and MAS 200

### Move Invoices from Batches

## OVERVIEW

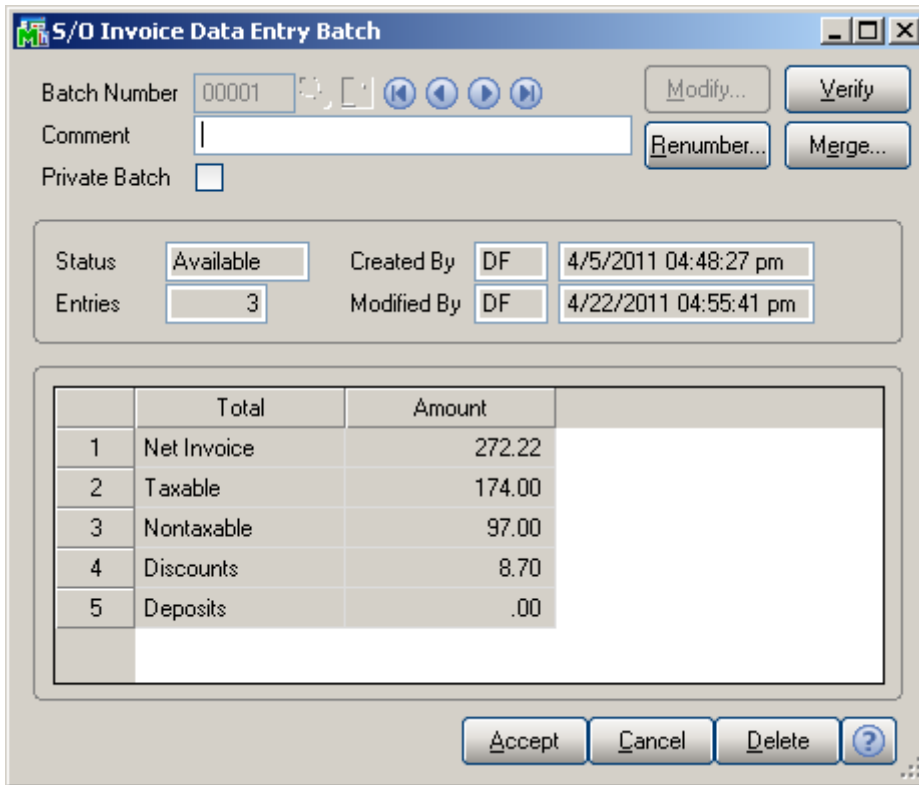
**The Move Invoices from Batches** enhancement allows users to selectively move invoices, one at a time from the current batch to a separate private batch. This is useful when facing a situation where a batch of several invoices refuses to post because of complications in just one (1) invoice. In moving the problem invoice, it will free up the remaining invoices to update as needed.

### Key Features & Functions

- No longer have your invoice batches be “held hostage” by one problem invoice
- Isolate problem invoices for future resolution
- Streamline invoice updating
- Make your accounting team more efficient
- Update invoice batches more timely

Using Move Invoices from Batches

1. Launch MAS 90.
2. Select **Sales Order** from the *MAS 90 Modules Menu*.
3. Select **Invoice Data Entry** from the *Sales Order Main Menu*.
4. Enter a *Batch Number*.



S/O Invoice Data Entry Batch

Batch Number: 00001

Comment:

Private Batch:

Status: Available

Entries: 3

Created By: DF 4/5/2011 04:48:27 pm

Modified By: DF 4/22/2011 04:55:41 pm

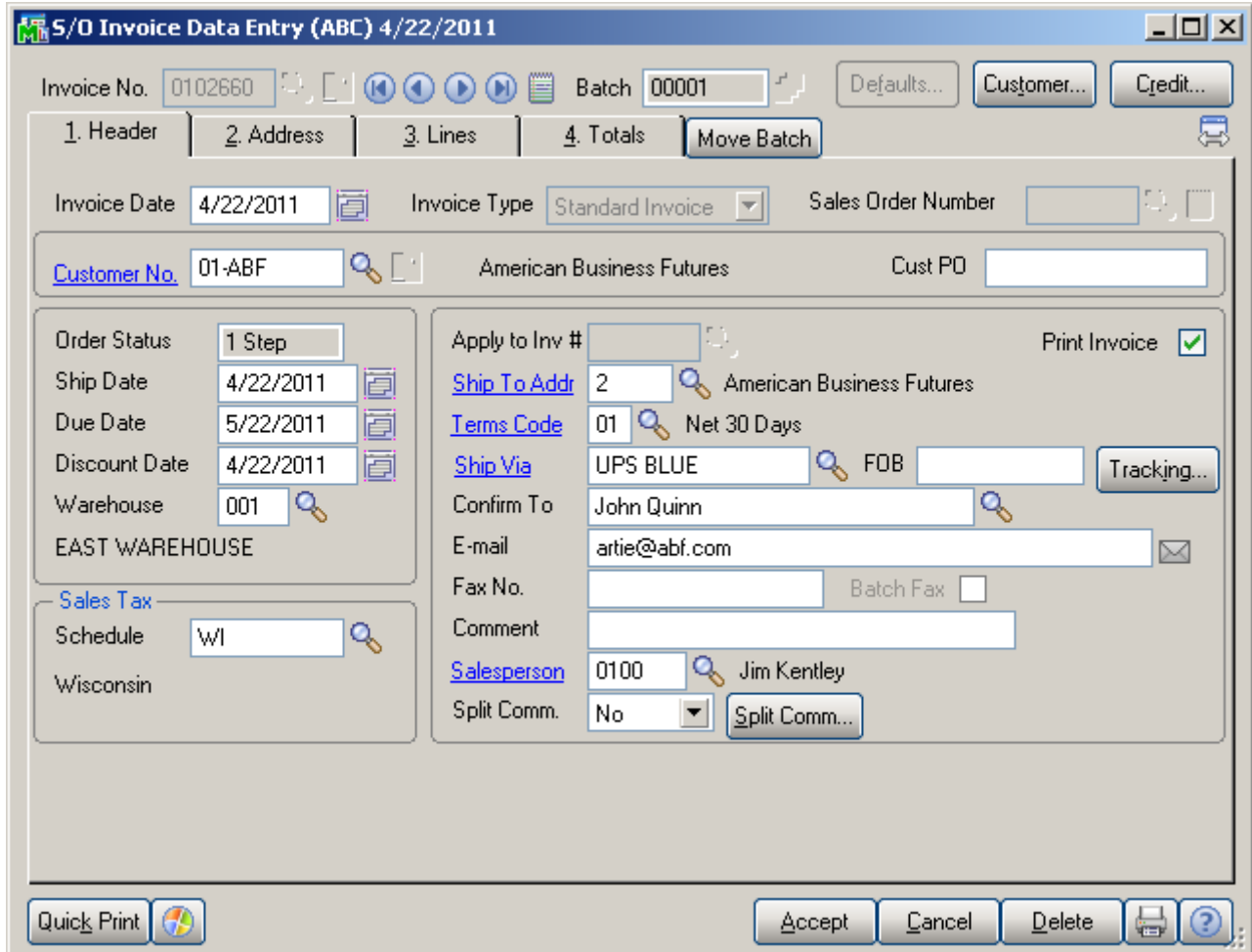
	Total	Amount
1	Net Invoice	272.22
2	Taxable	174.00
3	Nontaxable	97.00
4	Discounts	8.70
5	Deposits	.00

Accept Cancel Delete ?

5. Press the **Accept** button.

Using Move Invoices from Batches (Continued)

6. Enter an *Invoice No.*



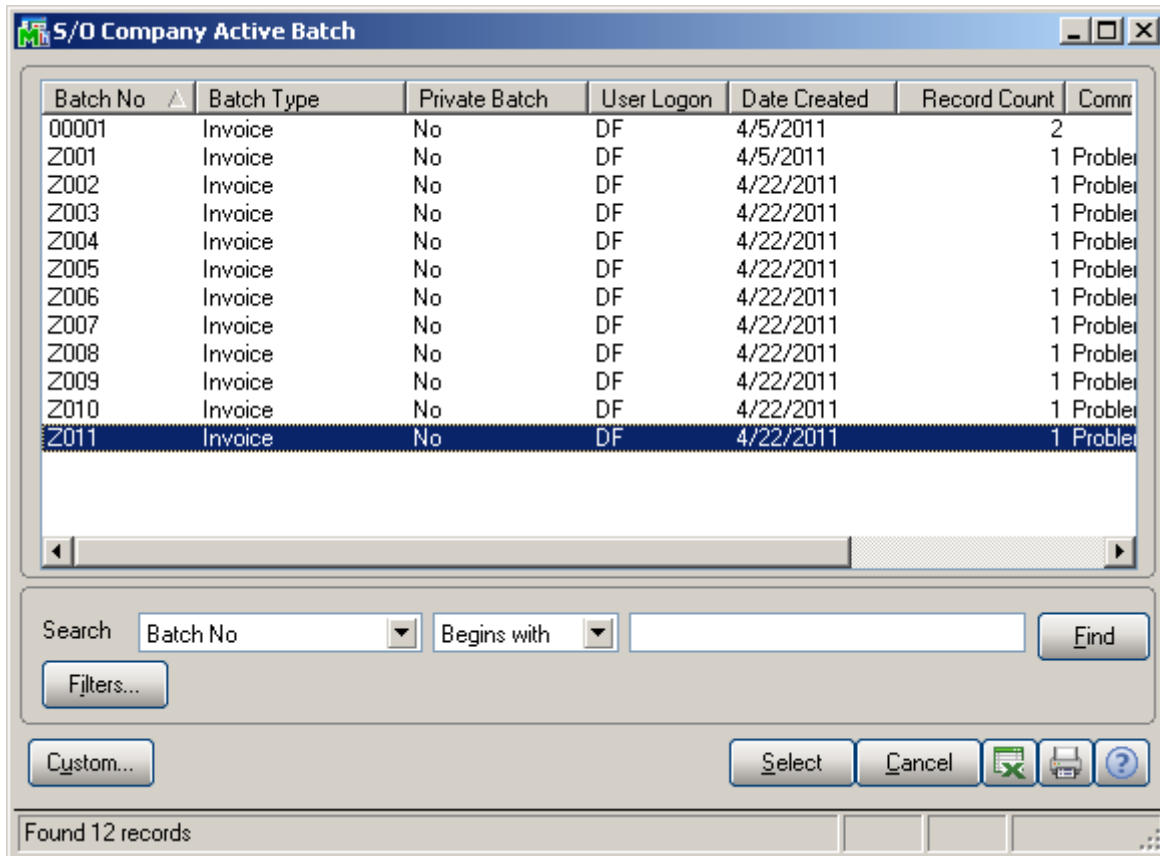
The screenshot shows the 'S/O Invoice Data Entry (ABC) 4/22/2011' window. At the top, there are buttons for 'Defaults...', 'Customer...', and 'Credit...'. Below these are fields for 'Invoice No.' (0102660) and 'Batch' (00001). A navigation bar contains tabs for '1. Header', '2. Address', '3. Lines', '4. Totals', and a highlighted 'Move Batch' button. The main form area includes fields for 'Invoice Date' (4/22/2011), 'Invoice Type' (Standard Invoice), and 'Sales Order Number'. Below this is the 'Customer No.' (01-ABF) and 'American Business Futures' information. There are sections for 'Order Status' (1 Step), 'Ship Date' (4/22/2011), 'Due Date' (5/22/2011), 'Discount Date' (4/22/2011), and 'Warehouse' (001). A 'Sales Tax' section shows 'Schedule' (WI) and 'Wisconsin'. On the right, there are fields for 'Apply to Inv #', 'Ship To Addr' (2), 'Terms Code' (01), 'Ship Via' (UPS BLUE), 'Confirm To' (John Quinn), 'E-mail' (artie@abf.com), 'Fax No.', 'Comment', 'Salesperson' (0100), and 'Split Comm.' (No). A 'Print Invoice' checkbox is checked. At the bottom, there are buttons for 'Quick Print', 'Accept', 'Cancel', 'Delete', and a help icon.

7. Press the **Move Batch** button.
8. After a brief pause, the invoice will have been assigned a new batch.

See Moved Invoices

1. Launch MAS 90.
2. Select **Sales Order** from the *MAS 90 Modules Menu*.
3. Select **Invoice Data Entry** from the *Sales Order Main Menu*.
4. Press the magnifying glass button of the *Batch Number*. field.
5. Notice a new batch.

NOTE: All new batches created for moved invoices begin with “Z”, followed by the next available sequential number.



Batch No	Batch Type	Private Batch	User Logon	Date Created	Record Count	Compr
00001	Invoice	No	DF	4/5/2011	2	
Z001	Invoice	No	DF	4/5/2011	1	Proble
Z002	Invoice	No	DF	4/22/2011	1	Proble
Z003	Invoice	No	DF	4/22/2011	1	Proble
Z004	Invoice	No	DF	4/22/2011	1	Proble
Z005	Invoice	No	DF	4/22/2011	1	Proble
Z006	Invoice	No	DF	4/22/2011	1	Proble
Z007	Invoice	No	DF	4/22/2011	1	Proble
Z008	Invoice	No	DF	4/22/2011	1	Proble
Z009	Invoice	No	DF	4/22/2011	1	Proble
Z010	Invoice	No	DF	4/22/2011	1	Proble
Z011	Invoice	No	DF	4/22/2011	1	Proble

Search: Batch No [v] Begins with [v] [Find]

[Filters...]

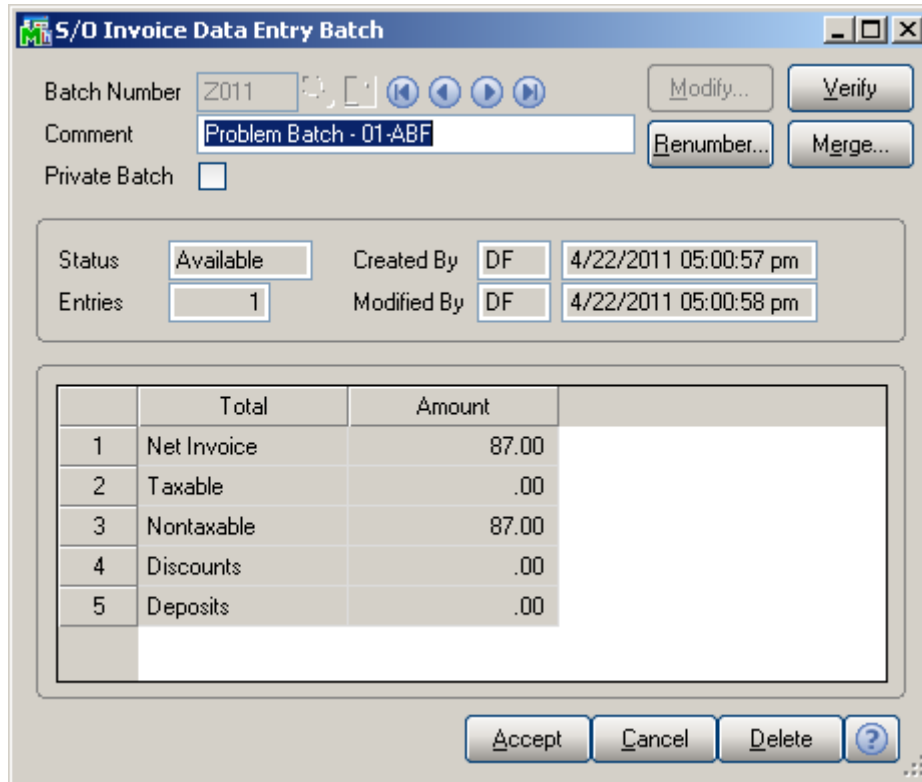
[Custom...]

[Select] [Cancel] [Excel] [Print] [Help]

Found 12 records

See Moved Invoices (continued)

- Highlight the new invoice and press the **Select** button.



**S/O Invoice Data Entry Batch**

Batch Number: 2011

Comment: Problem Batch - 01-ABF

Private Batch:

Status: Available

Entries: 1

Created By: DF 4/22/2011 05:00:57 pm

Modified By: DF 4/22/2011 05:00:58 pm

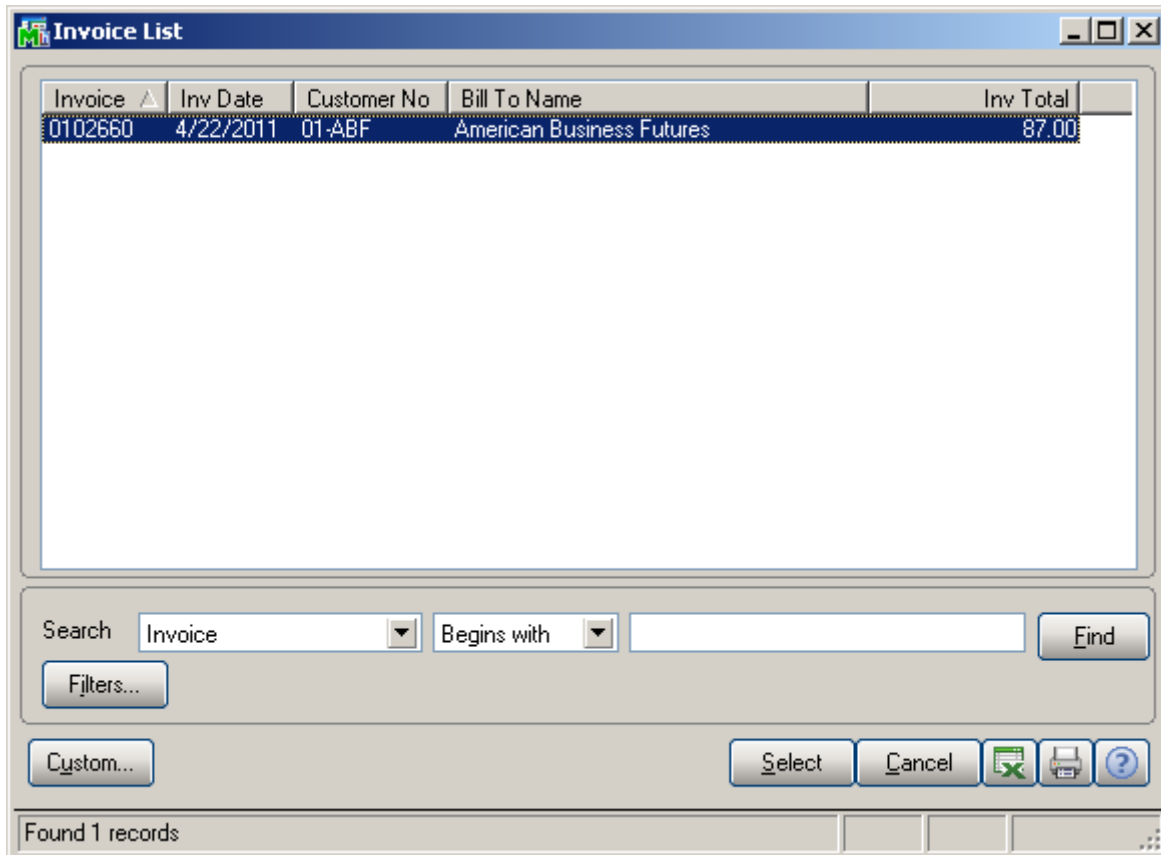
	Total	Amount
1	Net Invoice	87.00
2	Taxable	.00
3	Nontaxable	87.00
4	Discounts	.00
5	Deposits	.00

Buttons: Accept, Cancel, Delete, ?

- Press the **Accept** button.

See Moved Invoices (continued)

8. Press the magnifying glass button next to the *Invoice No.* field to see (with the option to select) the moved invoice.



The screenshot shows a window titled "Invoice List" with a table containing one record. Below the table are search and filter controls, and a status bar at the bottom.

Invoice	Inv Date	Customer No	Bill To Name	Inv Total
0102660	4/22/2011	01-ABF	American Business Futures	87.00

Search: Invoice [dropdown] Begins with [dropdown] [Find]  
Filters...  
Custom... [Select] [Cancel] [Excel] [Print] [Help]  
Found 1 records