

Faye Business Systems Group

Enhancement for Sage MAS 90 and MAS 200

General Ledger Document Integration

Overview

General Ledger Document Integration allows you to easily link any document or set of documents to general ledger journal entries 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 documents into GL Journal Entry History Inquiry screens
- Integrate scanned documents with GL Account Inquiry Transaction screens
- Store documents in one "document folder" or in specific folders by source journal
- Implement required manager approvals for journal entries to prevent posting without approvals
- Find scanned GL documents using MAS90 and MAS200's powerful searching capabilities and avoid implementing costly document management software

Integration Setup

- 1. Launch MAS90.
- 2. Select **General Ledger** from the *MAS90 Modules Menu*.
- 3. Select **Document Integration Setup Options** from the *General Ledger Setup Menu*.

| R Document Integration Setup Options (ABC) 4/16/2010 | |
|--|----------|
| <u>1</u> . Main | |
| | |
| Allow Individual Journal Folders 🔽 | |
| | |
| Default Document Path C:\MAS90\GL Documents\ | 2 |
| | |
| Track Document Approvals Optional 👻 Require 2nd Approval | |
| Require Approvals to Update | |
| | |
| Manager Approval 1 - Authorized User Codes DF 🔍 EJ 🔍 LB | Q |
| Manager Approval 2 - Authorized User Codes User2 | Q |
| | |
| | ancel |

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

If you check this box, you will be prompted in Source Journal Maintenance to indicate a specific folder for each journal.

NOTE:If you check this box, but leave the "individual journal folder" field blank inSourceJournal Maintenance, the system will look to the Default Document Path
for documents.

NOTE: If you do not check this box, the "individual journal folder" field will not appear in Source Journal Maintenance.

Leave the checkbox unchecked if you will be saving ALL journal entry documents into the same folder.

Integration Setup (Continued)

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 a path with the server name instead of a mapped drive.

6. Select whether to **Track Document Approvals**. Options are:

| Required | - | requires the user to enter a document approval before Saving the entry |
|----------|---|---|
| Optional | - | allows the user to enter a document approval or not |
| No | - | does not allow the user to enter document approvals |

7. Indicate if you would like to **Require 2^{nd} Approval**.

If you check this box, it requires the user to enter a user code in the "Manager Approval 2" box on the *General Journal Entry* screen.

8. Indicate if you would like to **Require Approvals to Update**.

If you check this box, it means the General Journal cannot be <u>Updated</u> unless the Manager Approval user codes are entered in the General Journal. Only Manager Approval Code 1 is required unless **Require 2nd Approval** is also checked on this screen.

9. Type up to three user codes that can provide Manager Approval 1. The user codes must already exist in the MAS90*User Maintenance* screen.

10. Type up to three user codes that can provide Manager Approval 2. The user codes must already exist in the MAS90*User Maintenance* screen.

Using Document Integration - GL Account Inquiry: Transactions Tab

- 1. Launch MAS90.
- 2. Select **General Ledger** from the *MAS90 Modules Menu*.
- 3. Select Account Maintenance/Inquiry from the *General Ledger Main Menu*.
- 4. Type the Account Number.
- 5. Click the **Transactions** Tab.
- 6. Highlight or select the transaction of interest.

| 👫 Account l | nquiry (AB | BC) 2/10 | 0/2010 | | | | | |
|-----------------|-----------------|-------------|---------------------|----------------------------|---------------------------------------|--------|--------------|----------------|
| Account No. | 101-01-00 | | | | <u> </u> | | | <u>B</u> udget |
| Description | Cash in ban | nk - Reg. d | checking | | | | | |
| <u>1</u> . Main | <u>2</u> . Hist | ory] | <u>3</u> . Variance |] <u>4</u> . Transactions] | | | Fiscal Year | 2010 🔽 |
| Per 🔺 Da | ite Jo | ournal | Postina Ren | nark | Debit | Credit | | A 65 |
| 01 1/3 | 21/2010 CD | .000010 | PAYARI /Ma | othlu Pauables Paus | · · · · · · · · · · · · · · · · · · · | | 172 746 27 | 00 |
| 01 1/3 | 1/2010 CB | 2-000010 | A/BCOL/Mo | inthiu A/B Collection | ° 398.343 | 91 | 172,140.27 | |
| 01 1/3 | 1/2010 JE | -000012 | SAVING/Mo | nthlu Savings Transl | s | .01 | 100.000.00 | - 6 |
| 01 1/3 | 1/2010 PB | 8-000011 | PAYBOL/Mc | nthlu Pauroll | | | 115 169 15 | 29 |
| 02 2/2 | 28/2010 CD | -000023 | PAYABL/Mo | nthly Payables Payn | 1 | | 166,183,85 | |
| 02 2/2 | 28/2010 CR | 8-000015 | A/RCOL/Mo | nthly A/R Collection | s 513,138 | .53 | 10 | 74 |
| 02 2/2 | 8/2010 JE | -000026 | SAVING/Mo | nthly Savings Transl | er | | 225,000.00 | |
| 02 2/2 | 28/2010 PR | 8-000025 | PAYROL/Mo | onrhly Payroll | | | 117,472.52 | |
| 03 3/3 | 1/2010 CD | -000031 | EQUIP/Equi | pment Purchase | | | 1,008.00 | |
| 03 3/3 | 31/2010 CD | -000037 | PAYABL/Mo | nthly Payables Payn | ì | | 181,284.32 | |
| 03 3/3 | 31/2010 CR | 1-000028 | A/RCOL/Mo | nthly A/R Collection | s 237,242 | .58 | | |
| 03 3/3 | 31/2010 JE- | -000029 | ACCTAX/Ac | crued Expense Payr | n | / | 110,879.24 | |
| 03 3/3 | 3172010 JE- | -000039 | PREPAY/Ta | ix Payment | | | 27,750.00 | |
| 03 3/3 | 3172010 JE- | -000040 | SAVING/Mo | nthly Savings Transl | er 195,000 | .00/ | | |
| 03 3/3 | 31/2010 PR | 1-000038 | PAYROL/Mo | onthly Payroll | / | | 118,647.26 | |
| 04 4/3 | 30/2010 CD | -000054 | PAYABL/Mo | nthly Payables Payn | | | 160,936.36 | <u> </u> |
| | Beginning | | Debit | Cred | it Net Chang | je | Ending Balar | ice |
| | 14,753.95 | 2 | ,229,005.08 | 2,295,763.05 | 66,757.9 | 7- | 52,004. | 02- |
| 5 | | | | | | | | |
| | | | | | | | <u>о</u> к | |

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

Using Document Integration - GL Account Inquiry: Journal Drill Down

- 1. Launch MAS90.
- 2. Select **General Ledger** from the *MAS90 Modules Menu*.
- 3. Select Account Maintenance/Inquiry from the *General Ledger Main Menu*.
- 4. Type the Account Number.
- 5. Click the **Transactions** Tab.
- 6. Highlight or select the transaction of interest.

| 👫 Account Ind | quiry (AB | C) 2/1 | 0/2010 | | | | | _ 🗆 🗙 |
|----------------------------------|--|------------------------------|---------------------------------------|--|--------------|---------|--|----------------|
| Account No. | 01-01-00 | | | | <u>ः</u> 💽 🤆 | | | <u>B</u> udget |
| Description C | Cash in bank | -Reg. (| checking | | | | | |
| <u>1</u> . Main | <u>2</u> . Histor | ן א | <u>3</u> . Variance | <u>4</u> . Transactions | | | Fiscal Year | 2010 🔽 |
| Per 🔺 Date | Jou | ırnal | Posting Rem | ark | Debit | Cre | dit | <u>_</u> m |
| 01 1/31/ 01 1/31/ | /2010 CD- /2010 CR- | 000010 000001 | PAYABL/Mor A/RCOL/Mor | nthly Payables Paym nthly A/R Collections | 398 | ,343.91 | 172,746.27 | |
| 01 1/31/ 01 1/31/ 02 2/28/ | /2010 JE-0 /2010 PR-0 /2010 CD-0 | 000012 0000011 0000022 | SAVING/Mor PAYROL/Mo PAYABL/Mor | nthly Savings Transfi nthly Payroll nthly Payables Paym | er | | 100,000.00 115,169.15 166 183 25 | |
| 02 2/28/ 02 2/28/ 02 2/28/ | /2010 CR- /2010 JE-0 | 000015 | A/RCOL/Mor SAVING/Mor | nthly A/R Collections nthly A/R Collections | | ,138.53 | 225,000.00 | |
| 02 2/28/ 03 3/31/ | /2010 PR-/ /2010 CD-/ | 000025 | PAYROL/Mo EQUIP/Equip | nrhly Payroll oment Purchase | | | 117,472.53 1,000.00 | |
| 03 3/31/ 03 3/31/ 03 3/31/ | /2010 CD- /2010 CR- /2010 JE-0 | 000037 | A/RCOL/Moi | nthly Payables Paym nthly A/R Collections crued Expense Paur | | ,242 58 | 181,284.32 | |
| 03 3/31/ | /2010 JE-0 | 00039 | PREPAY/Ta: | x Payment | | | 27,750.00 | |
| | 2010 JE-0 /2010 PB-0 | 000040 | PAYING/Mor | nthly Savings Transfi Inthly Pauroll | er 195 | ,000.00 | 118 647 26 | |
| 04 4/30/ | 2010 CD- | 000054 | PAYABL/Mor | nthly Payables Paym | | | 160,936,36 | ✓ |
| | Beginning | | Debit | Credit | Net Cl | hange | Ending Balan | ice |
| | 14,753.95 | 2 | ,229,005.08 | 2,295,783.05 | 66,7 | 57.97- | 52,004.0 | 02- |
| <u></u> | | | | | | | | |
| | | | | | | | <u>0</u> K | |
| | | | | | | | | |

9. Press the **Journal Drill Down** button.

or

Double-Click the transaction or press the Enter key while it is selected.

Using Document Integration – GL Account Inquiry: Journal Drill Down (continued)

| 🕂 Journal Drill Down | | | | | ? _ 🗆 🗙 |
|--|--|-------------------------|----------------------|---|------------|
| Journal No. JE-000040 Updated On 5/28/2010 | SAVING/Monthly Savings Updated At 8:39 pm | s Transfe Updated By | DefaultUser | Posting Date | 3/31/2010 |
| Account No. △ Dest 101-01-00 Casi 101-03-00 Casi | scription | Debit | Credit 195,000.00 | Comment SAVING/Monthly SAVING/Monthly | |
| | | | | | |
| | | | | | |
| | | | / | | |
| | | | | <u>0</u> K | <u> 80</u> |

10. Press the new **Document Integration Button**.

11. The related document will display.

General Journal Entry Approvals

- 1. Launch MAS90.
- 2. Select **General Ledger** from the *MAS90 Modules Menu*.
- 3. Select Account General Journal Entry from the *General Ledger Main Menu*.

| 👫 General Journal En | try (ABC) 2/12/2010 | | | | | |
|--|-------------------------------------|------|-----------|------|--|--------------------------------|
| Source Journal GJ Entry Number 000 1. Header 2. Line | (*) (() () () 1002 15 | | | | Copy <u>F</u> rom S <u>t</u> andard Listing | Copy Standard Save Standard |
| Posting Date Reversing Date | 5/31/2010 | | | | | |
| Journal Comment | Reclassify Expenses | | | | | |
| Manager Approval 1 | EJ | Date | 2/12/2010 | Time | 08:59 AM | |
| Manager Approval 2 | DF | Date | 2/12/2010 | Time | 08:59 AM | |
| | | | | Acce | ept <u>C</u> ancel [| elete |

- 4. Complete the *Header* tab as needed. Please note:
 - a. Only user codes setup in **GL Document Integration Options** can be entered in the *Manager Approval* fields.
 - b. Depending on settings in **GL Document Integration Options**, the screen will have different attributes:
 - The *Manager Approval* fields may or may not be required..
 - The entry may or may not be able to be updated without entry of approvals.
 - *Manager Approval 2* may or may appear.

General Journal Entry Approvals (approved)

NOTE: When entering a *Manager Approval* code, a password is required. Have the selected manager type their password (it will be displayed as \$s) and press **OK** on the following prompt window. Only users with role permissions to use *Document Integration Setup Options* (see the <u>Security</u> section of this document) are valid for password entry.

| 👫 Approval Passwo | ord | ?× |
|-------------------|------------------------|------|
| Manager | DF | |
| Password | \$\$\$\$ | |
| | <u>0</u> K <u>C</u> ar | ncel |

- 5. Complete the *Lines* tab as needed.
- 6. Print the journal and update as usual.

Journal Entry Approvals Report

- 1. Launch MAS90.
- 2. Select **General Ledger** from the MAS90 *Modules Menu*.
- 3. Select Journal Entry Approvals Report from the *General Ledger Custom Reports Menu*.

| 👫 Journal Entry Ap | provals Rep | oort (ABC) 2 | 2/12/2 | 010 | | | |
|---|---------------------------|--------------|---------------------|----------------------------|------|--------------------------------|-----------------|
| Report Setting Description | STANDARD Journal Entry | Approvals Ri | Q eport | | | | S <u>a</u> ve 💌 |
| Setting Options Type Default Report | Public | P T | rint Rep hree Ho | oort Settings ble Punch | | Number of Copies | |
| Selections | | Operand | | Value | | | |
| Posting Date | | All | • | | | | |
| \\Fbsgsvrw2k3fs\Hf | P LaserJet P2 | 015 💌 F | (eep W Print | indow Open After: | Prin | t Pre <u>v</u> iew <u>S</u> et | up 💽 |

4. Select a date range and print options as required.

5. Press **Print** or **Preview** to generate the report.

| 5 🛃 100% | - | 1 / 1 | > >] # | | | | | | | | | CLA CLA |
|-----------------|-------------------|--------------------------|---------------|-------|--------|---------|-----------------------|-----------|-----------|-----------------------|-----------|------------|
| Journal En | try Approval | ls Report | | | | | | AE | C Distrib | ution and § | Bervice C | orp. (ABC) |
| Posting Date | Joum al Number | Description | Account | Debit | Credit | User ID | Manager Approval 1 | Date | Time | Manager Approval 2 | Date | Time |
| 5/31/2010 | AP-000012 | Accounts Payable Journal | 100-00-00 | 0.11 | | User2 | DF | 2/19/2010 | 02:59PM | EJ | 2/19/2010 | 02:59 PM |
| 5/31/2010 | AP-000012 | Accounts Payable Journal | 100-00-00 | | 0.11 | User2 | DF | 2/19/2010 | 02:59 PM | EJ | 2/19/2010 | 02:59 PM |
| 5/31/2010 | GL-000012 | Recurring Journals | 100-00-00 | 0.06 | | User2 | DF | 2/19/2010 | 04:05 PM | EJ | 2/19/2010 | 04:05 PM |
| 5/31/2010 | GL-000012 | Recurring Journals | 110-01-00 | | 0.06 | User2 | DF | 2/19/2010 | 04:05PM | EJ | 2/19/2010 | 04:05 PM |
| 5/31/2010 | GL-000013 | Recurring Journals | 100-00-00 | 0.07 | | User2 | LB | 2/19/2010 | 04:07 PM | EJ | 2/19/2010 | 04:07 PM |
| 5/31/2010 | GL-000013 | Recurring Journals | 110-01-00 | | 0.07 | User2 | LB | 2/19/2010 | 04:07PM | EJ | 2/19/2010 | 04:07 PM |
| | | | Report Total: | 0.24 | 0.24 | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Security

Make sure ROLES are configured properly so that only those users who you designate for access can access the GL Document Integration Setup Options and Journal Entry Approvals Report. To modify the ROLES accordingly, proceed as follows:

- 1. Launch MAS90.
- 2. Select Library Master from the MAS90 *Modules Menu*.
- 3. Select **Role Maintenance** from the *Library Master Main Menu*.
- 4. Select the appropriate ROLE.
- 5. Navigate to **General Ledger -> Maintenance/Data Entry**.
- 6. Find the *Document Integration Setup Options* task and provide the appropriate access.

| Role Maintenance (ABC) 2/12/2010 | \backslash |
|---|--------------|
| Role ADMINISTRATOR (Copy Role | |
| Description Administrator | \backslash |
| 1. Tasks 2. Security Events 3. Module Options 4. ODBC Security | |
| Maintenance/Data Entry ★ Account Group Maintenance ★ Account Maintenance ★ Account Structure Maintenance ★ Allocation Entry ★ Budget Maintenance ★ Budget Revision Entry ★ Budget Revision Entry | |
| ■ December integration octop options ■ Fiscal Year Maintenance ■ Main Account Maintenance ■ Memo Manager Maintenance ■ Memo Manager Maintenance ■ Payroll Services G/L Account Selection | |
| Accept Cancel Delete 😓 💿 🦽 | |

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Security (continued)

- 7. Navigate to **General Ledger -> Reports/Forms**.
- 8. Find the *Journal Approvals Report* task and provide the appropriate access.

| 👫 Role Maintenar | ce (ABC) 2/12/2010 | | - D × | |
|-------------------|--|------------------|----------|--------------|
| Bole Admir | nistrator | Copy F | ole | |
| Description Admir | pistrator | | | |
| Possipion Hami | | | | \backslash |
| <u>1</u> . Tasks | 2. Security Events 3. Module Options | 4. ODBC Security | | |
| | · · · | | | \backslash |
| 🖃 🗹 Repo | rts/Forms | | | \backslash |
| ✓ A | ccount Audit Report | | | |
| ✓ A | .ccount Memo Printing | | | |
| ⊠ E | udget and History Report | | | |
| ⊠ E | udget and History Report by Period | | | |
| 🛛 🖉 E | udget Report | | | |
| | hart of Accounts | | | \backslash |
| | hart of Accounts with Linkages | | | |
| Ø C | ustom Report Department Linkage | | | |
| 🛛 🖸 🖸 🗹 | Custom Report Detail Listing | | | |
| 🛛 🖸 🖸 🗹 | ustom Report Generation | | | |
| ☑ 0 | ustom Report Printing | | | |
| Ø C | ustom Report Samples | | | |
| 🖂 E | xception Report | | | \backslash |
| 🖂 F | inancial Reports | | | |
| | ieneral Ledger Analysis | | | |
| | ieneral Ledger Detail by Source Report | | | |
| | ieneral Ledger Detail Report | | | |
| | ieneral Ledger Graphics | | | |
| | ieneral Ledger Trial Balance | | | l l |
| | ieneral Ledger Worksheet | | | |
| | ournal Entru Approvals Benort | 4 | | |
| | | | | |
| | | | | |
| | <u>Accept</u> <u>C</u> ancel | Delete | ? | |
| | | | | |

Technical Notes

File Types: The following file types are supported as long as there is a related viewer on the computer.

.BMP .DOC .GIF .JPG .PDF .TIF .XLS

If multiple files for the document are found only the first (in the above order) will be displayed.

Scanner: Any scanner will work as long as it allows the user to individually name each scanned file.

Program Files List:

Overlay

GL050_Account.m4l GL050_GeneralJournal.M4L GL050_SourceJournal.m4l GL0503593_Account_ui.pvc GL0503593_GeneralJournal_UI.pvc GL0503593_GeneralJournal_upd.pvc GL0503593_JournalDrillDown_ui.pvc GL0503593_SourceJournal_ui.pvc

New

GL0503593_DocIntOptions.M4L GL0503593_DocIntOptions_ui.pvc GL0503593_JrnEntApprvReport.M4L GL0503593_JrnEntApprvReport_rpt.pvc GL0503593_JrnEntApprvReport_UI.pvc GL0503593_JrnEntApprvReport.rpt GL_UDT_0503593_DOCINTOPTIONS_bus.pvc GL_UDT_0503593_DOCINTOPTIONS_svc.pvc SY050_ENHActivation.pvc

Technical Notes (continued)

Databases:

| Additions | GL_DailyPosting, GL_DetailPosting, GL_I | DetailReportWrk, |
|-----------|--|---|
| | GL_GeneralJournalHeader, GL_GeneralJournalHead | ırnalHistory |
| | UDF_0503593_MA1DATE | UDF_0503593_MA1MNGRAPP |
| | UDF_0503593_MA1TIME | UDF_0503593_MA2DATE |
| | UDF_0503593_MA2MNGRAPP | UDF_0503593_MA2TIME |
| | GL_DailyPosting, GL_DetailPosting, GL_I | DetailReportWrk, GL_GeneralJournalHistory |
| | { Copied from standard MAS | S User Created/Updated fields } |
| | UDF_0503593_USERCREATEDK | EY |
| | UDF_0503593_USERUPDATEDK | EY |
| | UDF_0503593_DATECREATED | UDF_0503593_DATEUPDATED |
| | UDF_0503593_TIMECREATED | UDF_0503593_TIMEUPDATED |
| | GL_SourceJournal | |
| | UDF_0503593_JRNLDOCUMENT | РАТН |
| New | GL UDT 0503593 DOCINTOPTIONS | |
| | UDF_MODULECODE | UDF_ALLOWINDJRNFLD |
| | UDF_DEFAULTDOCPATH | UDF_MNGRAPP1_A |
| | UDF_MNGRAPP1_B | UDF_MNGRAPP1_C |
| | UDF_MNGRAPP2_A | UDF_MNGRAPP2_B |
| | UDF_MNGRAPP2_C | UDF_REQAPPTOUPDATE |
| | UDF_REQPASS2NDAPPRV | UDF_REQPASSFOR2ND |
| | UDF_TRACKDOCAPPROVE | - |
| | | |