



Welcome to the software you've always wanted....

SAGE 100

GENERAL LEDGER DOCUMENT INTEGRATION OPERATING MANUAL

<http://fayebsg.com/sage-general-ledger-document-integration/>

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Overview

General Ledger Document Integration allows you to easily link any document or set of documents to general ledger journal entries in your Sage Sage 100 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 Sage 100's powerful searching capabilities and avoid implementing costly document management software

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General Ledger Document Integration

Integration Setup

1. Launch Sage 100
2. Select **General Ledger** from the *Sage 100 Modules Menu*.
3. Select **Document Integration Setup Options** from the *General Ledger Setup Menu*.

Document Integration Setup Options (ABC) 4/16/2010

1. Main

Allow Individual Journal Folders

Default Document Path C:\MAS90\GL Documents\

Track Document Approvals Optional Require 2nd Approval
Require Approvals to Update

Manager Approval 1 - Authorized User Codes DF EJ LB

Manager Approval 2 - Authorized User Codes User2

Accept Cancel

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 in Source Journal 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 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.

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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 2nd 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 **Updated** 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.

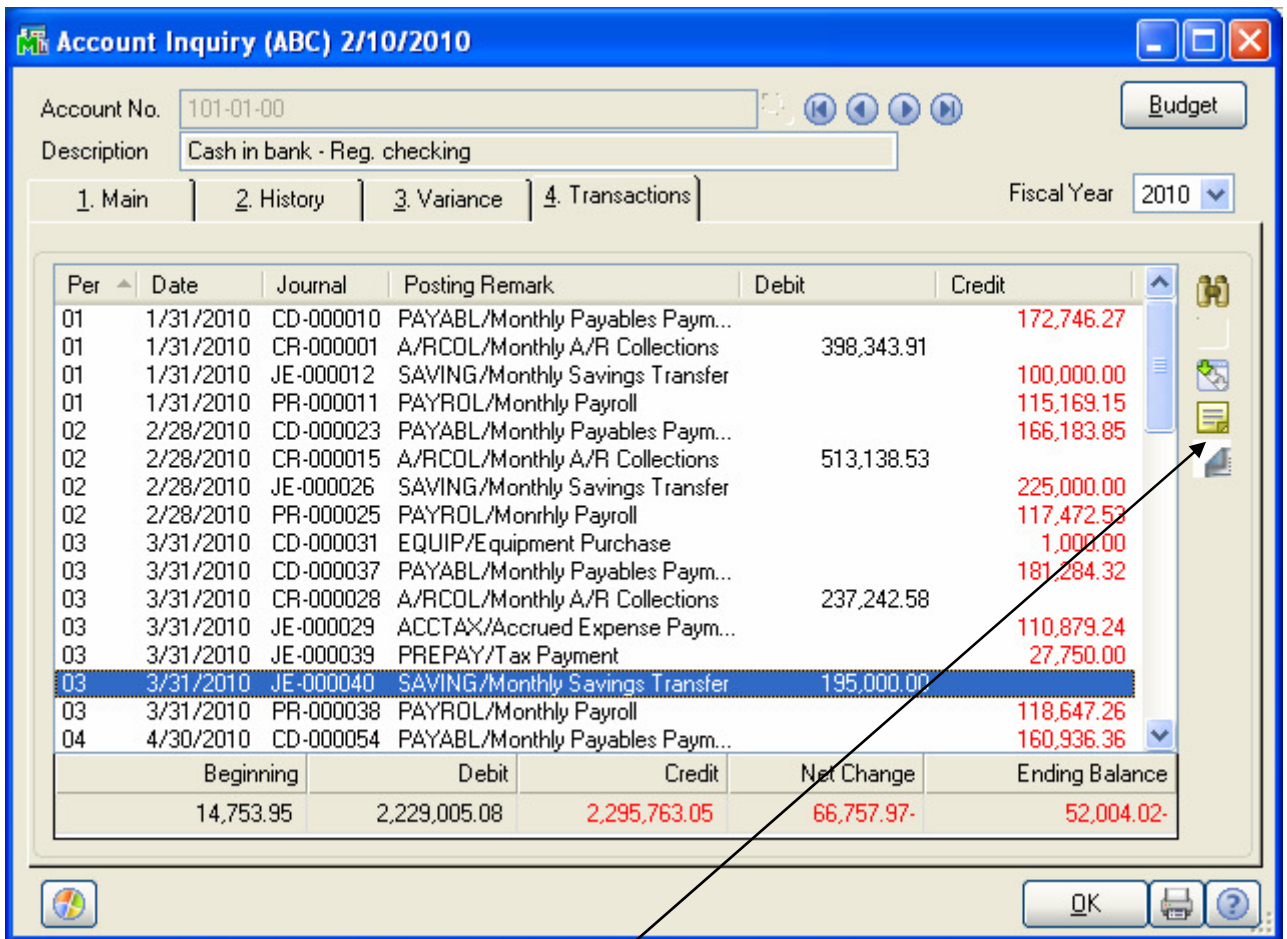
9. Type up to three user codes that can provide Manager Approval 1. The user codes must already exist in the Sage 100 *User Maintenance* screen.

10. Type up to three user codes that can provide Manager Approval 2. The user codes must already exist in the Sage 100 *User Maintenance* screen.

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Using Document Integration – GL Account Inquiry: Transactions Tab

1. Launch Sage 100
2. Select **General Ledger** from the *Sage 100 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.

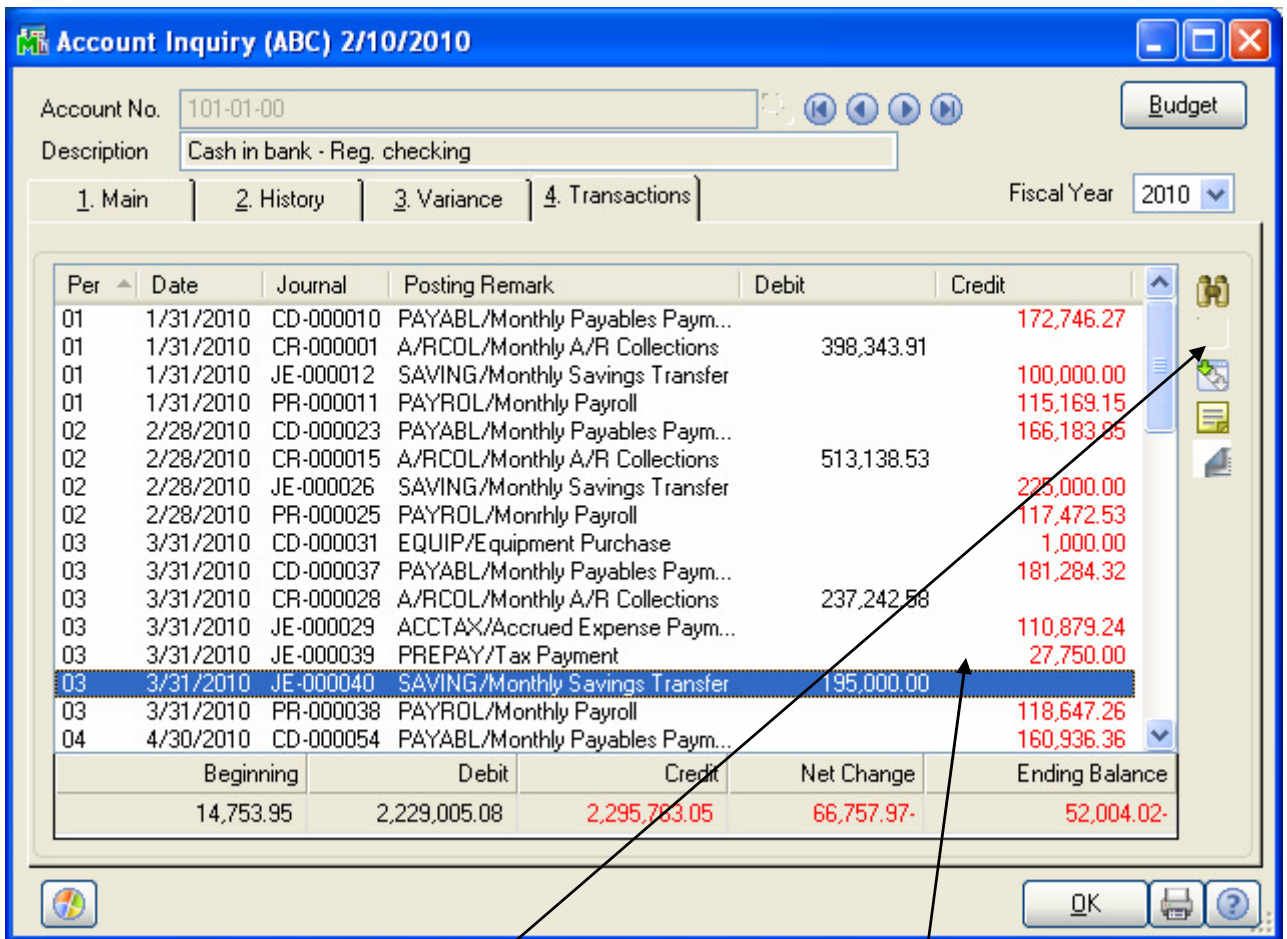


7. Click the new **Document Integration Button**.
8. The related document will display.

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Using Document Integration – GL Account Inquiry: Journal Drill Down

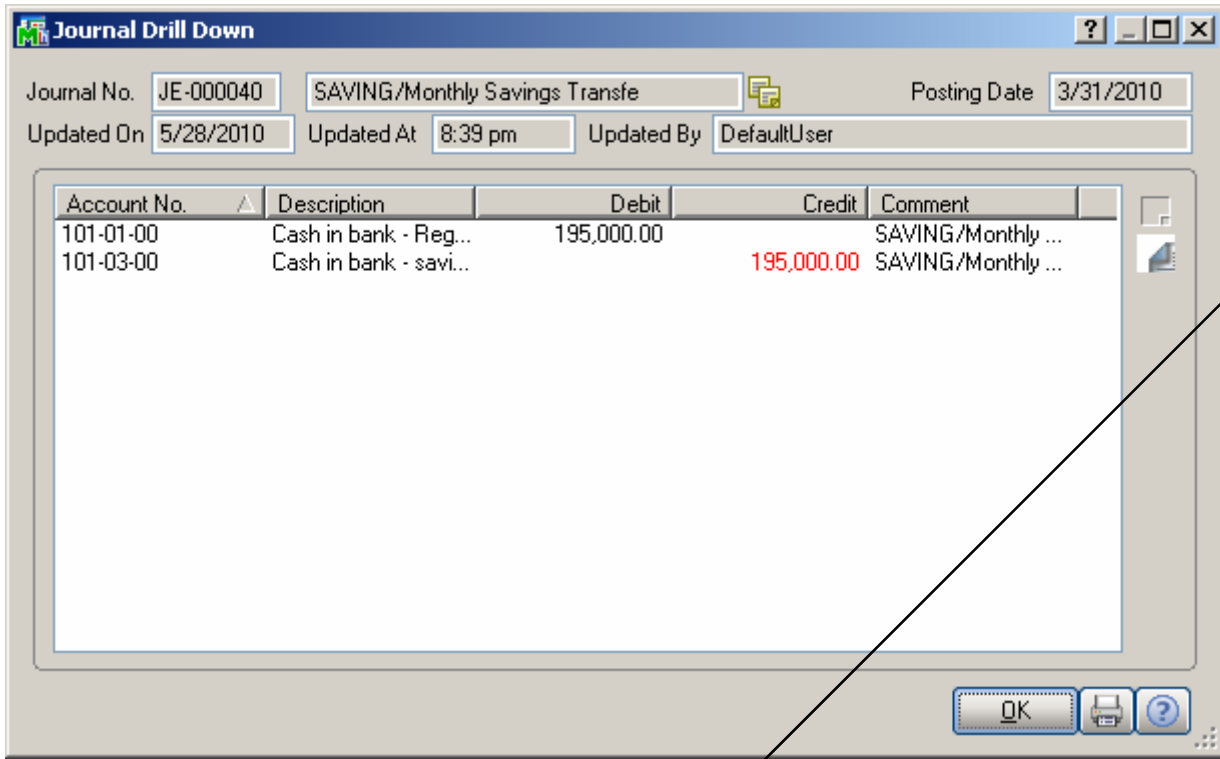
1. Launch Sage 100.
2. Select **General Ledger** from the *Sage 100 Modules Menu*.
3. Select **Account Maintenance/Inquiry** from the *General Ledger Main Menu*.
4. Type the Account Number.
5. Click the **Transactions** Tab.
6. Highlight or select the transaction of interest.



9. Press the **Journal Drill Down** button.
 or
 Double-Click the transaction or press the Enter key while it is selected.

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



10. Press the new **Document Integration Button**.
11. The related document will display.

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General Journal Entry Approvals

1. Launch Sage 100
2. Select **General Ledger** from the *Sage 100 Modules Menu*.
3. Select **Account General Journal Entry** from the *General Ledger Main Menu*.

General Journal Entry (ABC) 2/12/2010

Source Journal: GJ
Entry Number: 000002

1. Header | 2. Lines

Posting Date: 5/31/2010
Reversing Date:
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

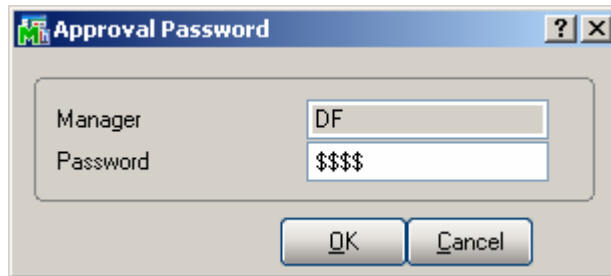
Accept Cancel Delete

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.

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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 Security section of this document) are valid for password entry.



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

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Journal Entry Approvals Report

1. Launch Sage 100.
2. Select **General Ledger** from the Sage 100 *Modules Menu*.
3. Select **Journal Entry Approvals Report** from the *General Ledger Custom Reports Menu*.

4. Select a date range and print options as required.
5. Press **Print** or **Preview** to generate the report.

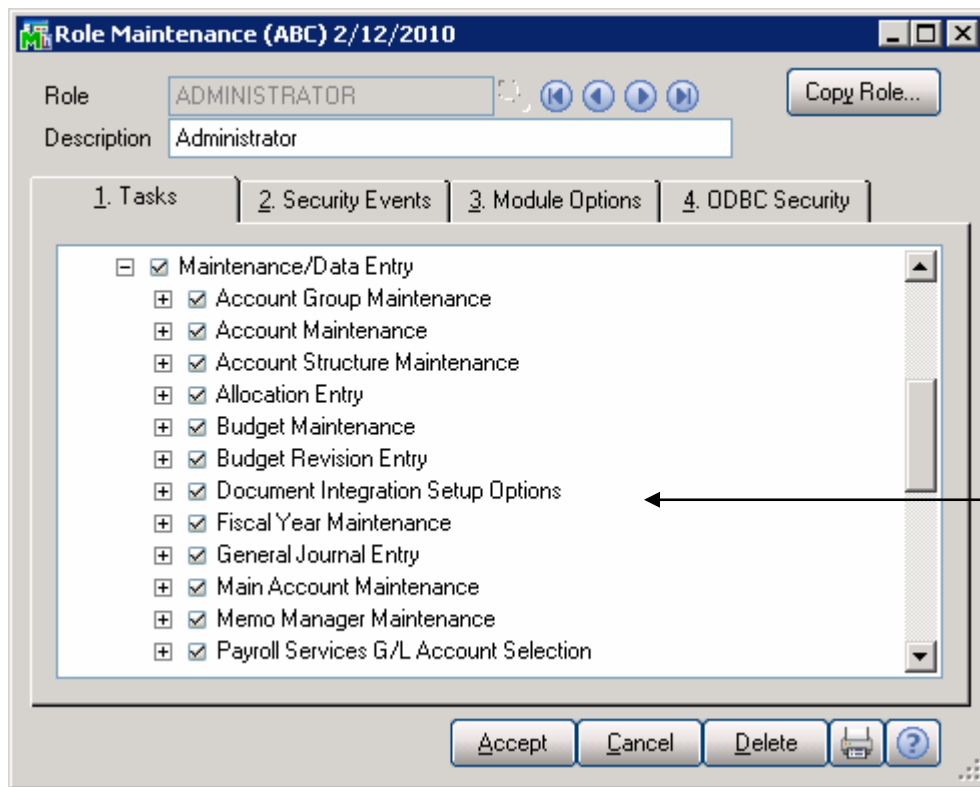
Journal Entry Approvals Report											
ABC Distribution and Service Corp. (ABC)											
Posting Date	Journal Number	Description	Account	Debit	Credit	User ID	Manager	Approval 1 Date	Time	Manager Approval 2 Date	Time
5/31/2010	AP-000012	Accounts Payable Journal	100-00-00	0.11		User2	DF	2/19/2010	02:59PM	EJ	2/19/2010 02:59PM
5/31/2010	AP-000012	Accounts Payable Journal	100-00-00		0.11	User2	DF	2/19/2010	02:59PM	EJ	2/19/2010 02:59PM
5/31/2010	GL-000012	Recurring Journals	100-00-00	0.06		User2	DF	2/19/2010	04:05PM	EJ	2/19/2010 04:05PM
5/31/2010	GL-000012	Recurring Journals	110-01-00		0.06	User2	DF	2/19/2010	04:05PM	EJ	2/19/2010 04:05PM
5/31/2010	GL-000013	Recurring Journals	100-00-00	0.07		User2	LB	2/19/2010	04:07PM	EJ	2/19/2010 04:07PM
5/31/2010	GL-000013	Recurring Journals	110-01-00		0.07	User2	LB	2/19/2010	04:07PM	EJ	2/19/2010 04:07PM
Report Total:				<u>0.24</u>	<u>0.24</u>						

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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:

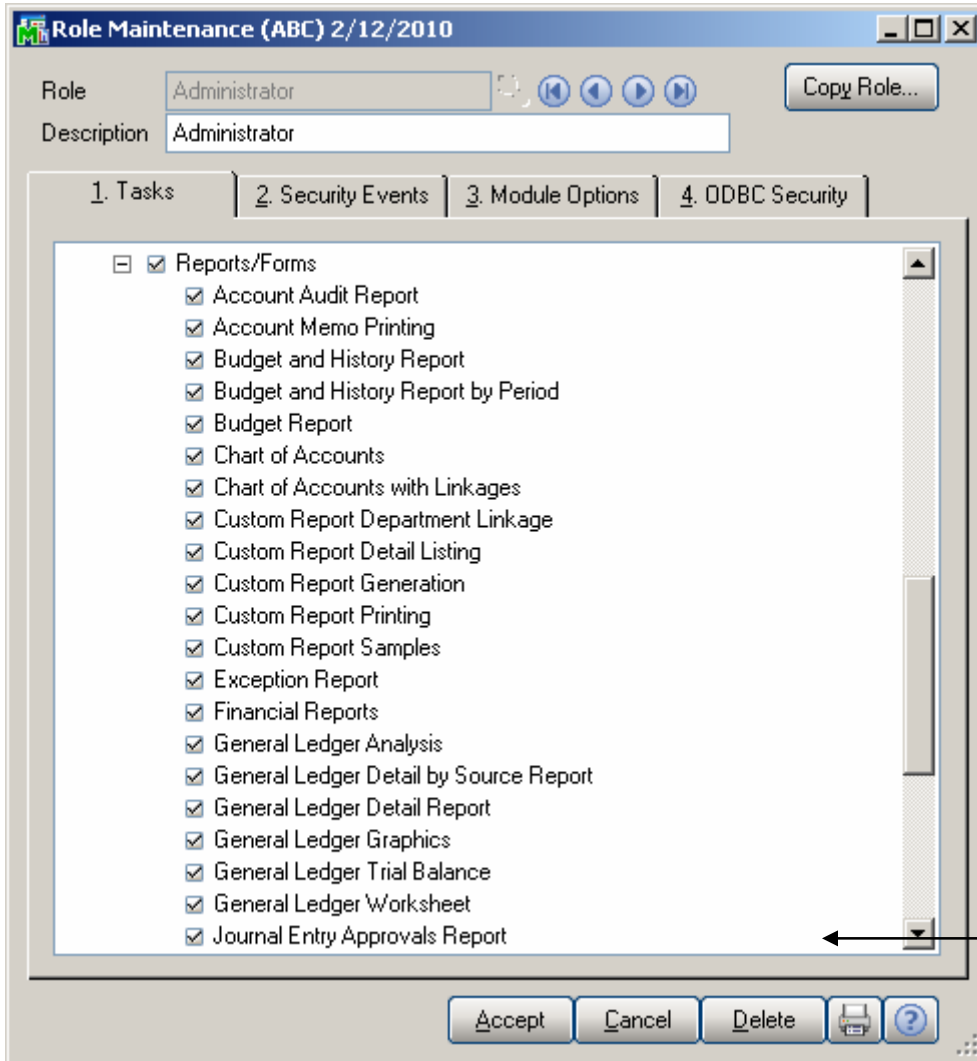
1. Launch Sage 100.
2. Select **Library Master** from the Sage 100 *Modules Menu*.
3. Select **Role Maintenance** from the *Library Master Main Menu*.
4. Select the appropriate ROLE.
5. Navigate to **General Ledger -> Maintenance/Data Entry**.
6. Find the *Document Integration Setup Options* task and provide the appropriate access.



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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.



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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

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Technical Notes (continued)

Databases:

Additions	GL_DailyPosting, GL_DetailPosting, GL_DetailReportWrk, GL_GeneralJournalHeader, GL_GeneralJournalHistory UDF_0503593_MA1DATE UDF_0503593_MA1MNGRAPP UDF_0503593_MA1TIME UDF_0503593_MA2DATE UDF_0503593_MA2MNGRAPP UDF_0503593_MA2TIME GL_DailyPosting, GL_DetailPosting, GL_DetailReportWrk, GL_GeneralJournalHistory { Copied from standard MAS User Created/Updated fields } UDF_0503593_USERCREATEDKEY UDF_0503593_USERUPDATEDKEY UDF_0503593_DATECREATED UDF_0503593_DATEUPDATED UDF_0503593_TIMECREATED UDF_0503593_TIMEUPDATED GL_SourceJournal UDF_0503593_JRNLDOCUMENTPATH
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