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*.

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.

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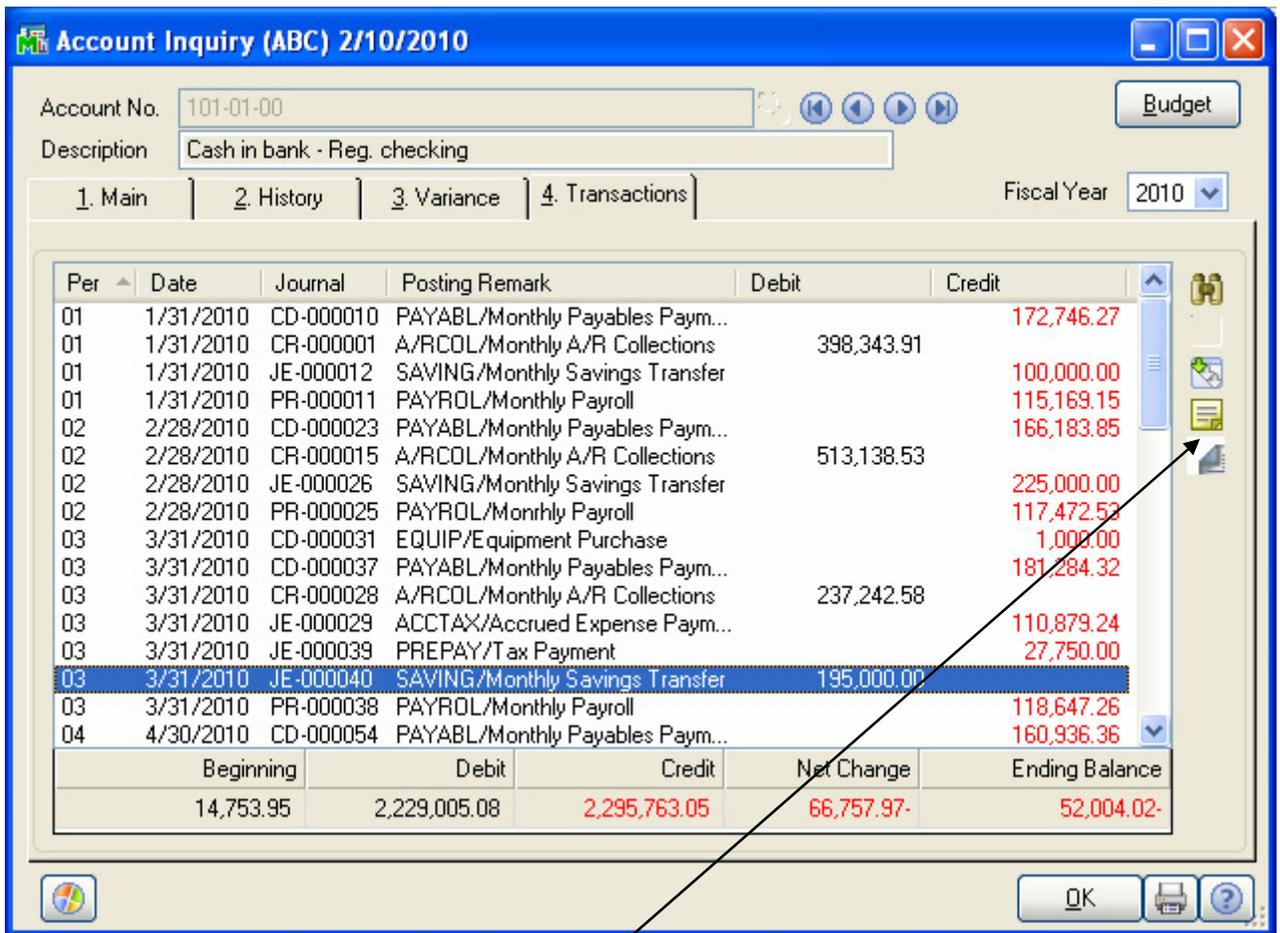
9.   Type up to three user codes that can provide Manager Approval 1. The user codes must already exist in the MAS90*User Maintenance* screen.

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.

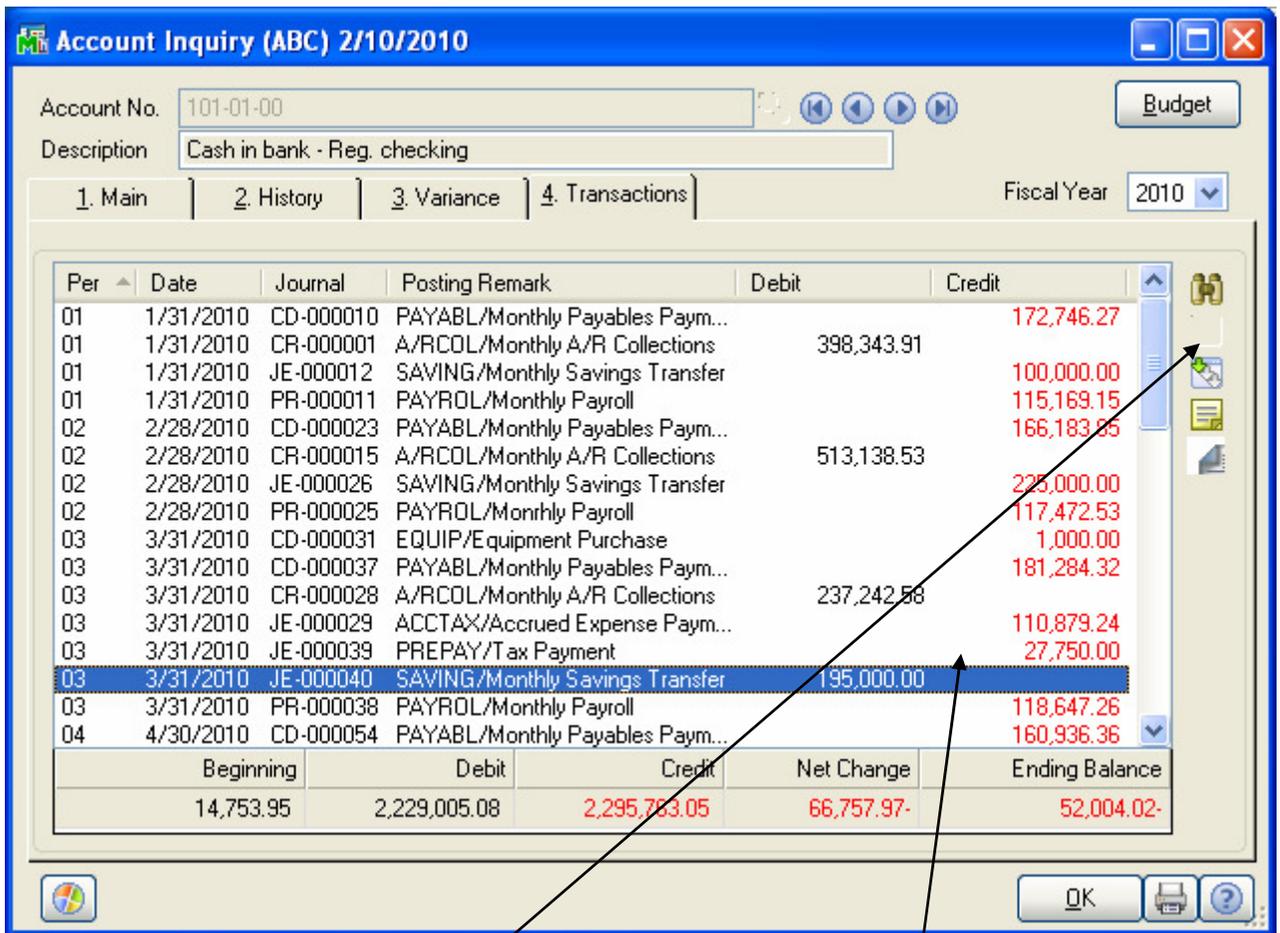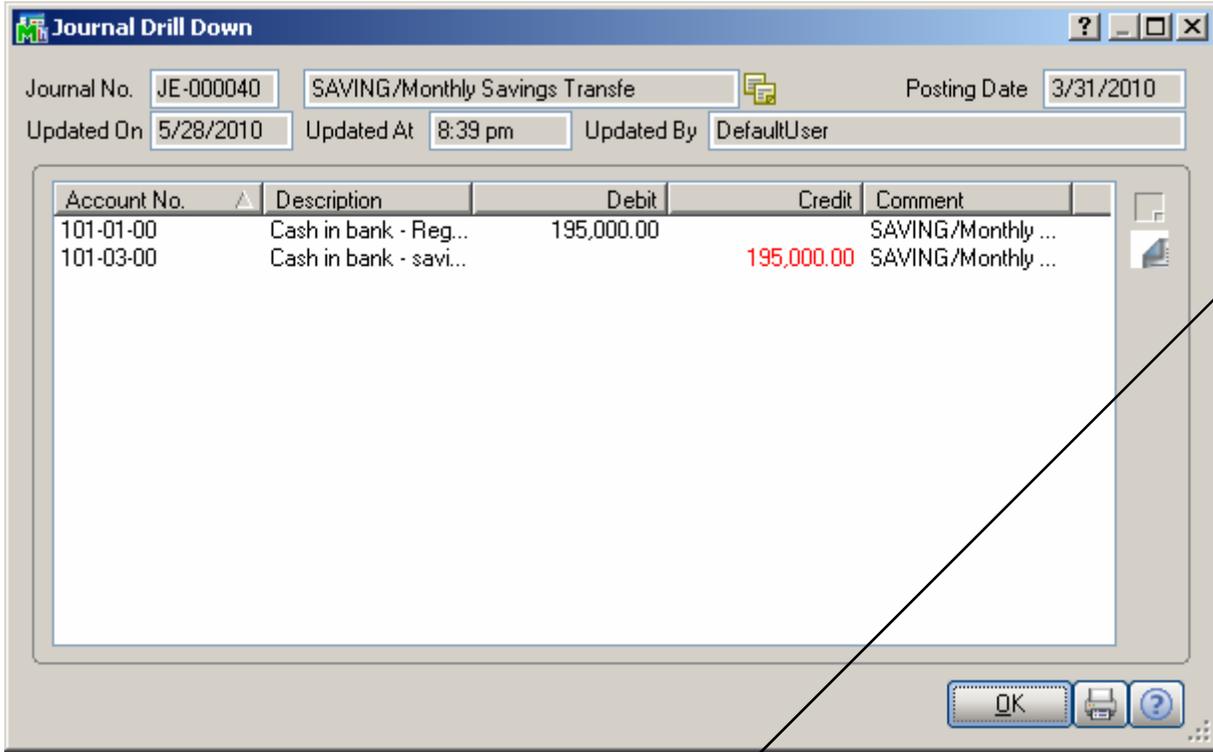6. Highlight or select the transaction of interest.

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.

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)

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*.

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 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.

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*.

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

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

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.
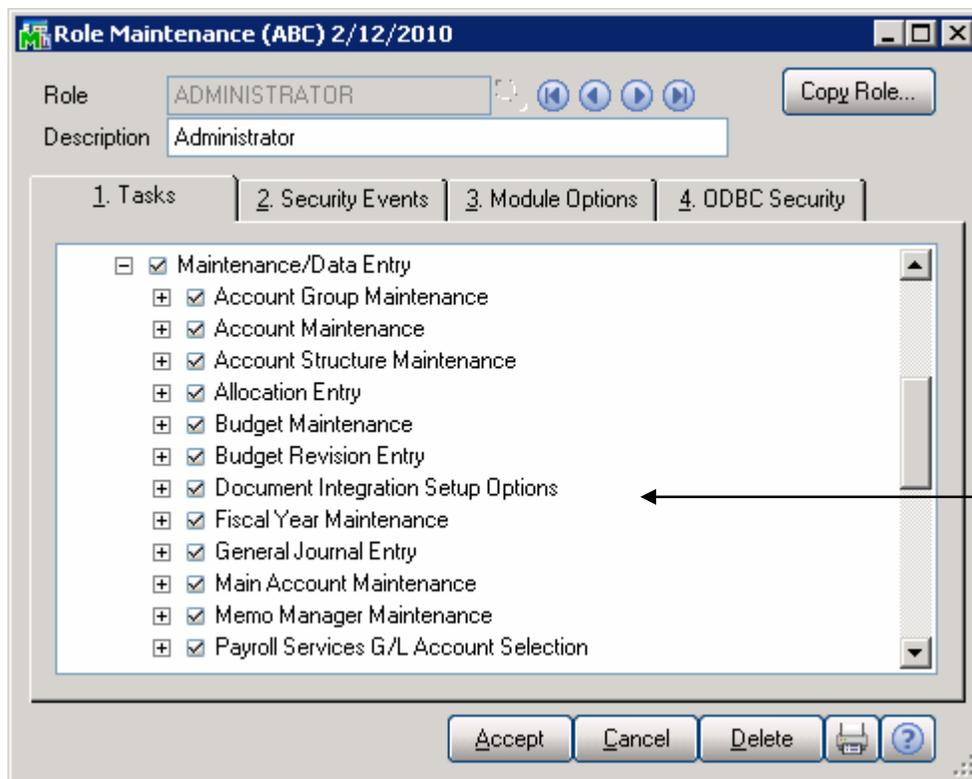
Security (continued)

7.   Navigate to **General Ledger -> Reports/Forms**.

8.   Find the *Journal Approvals Report* task and provide the appropriate access.
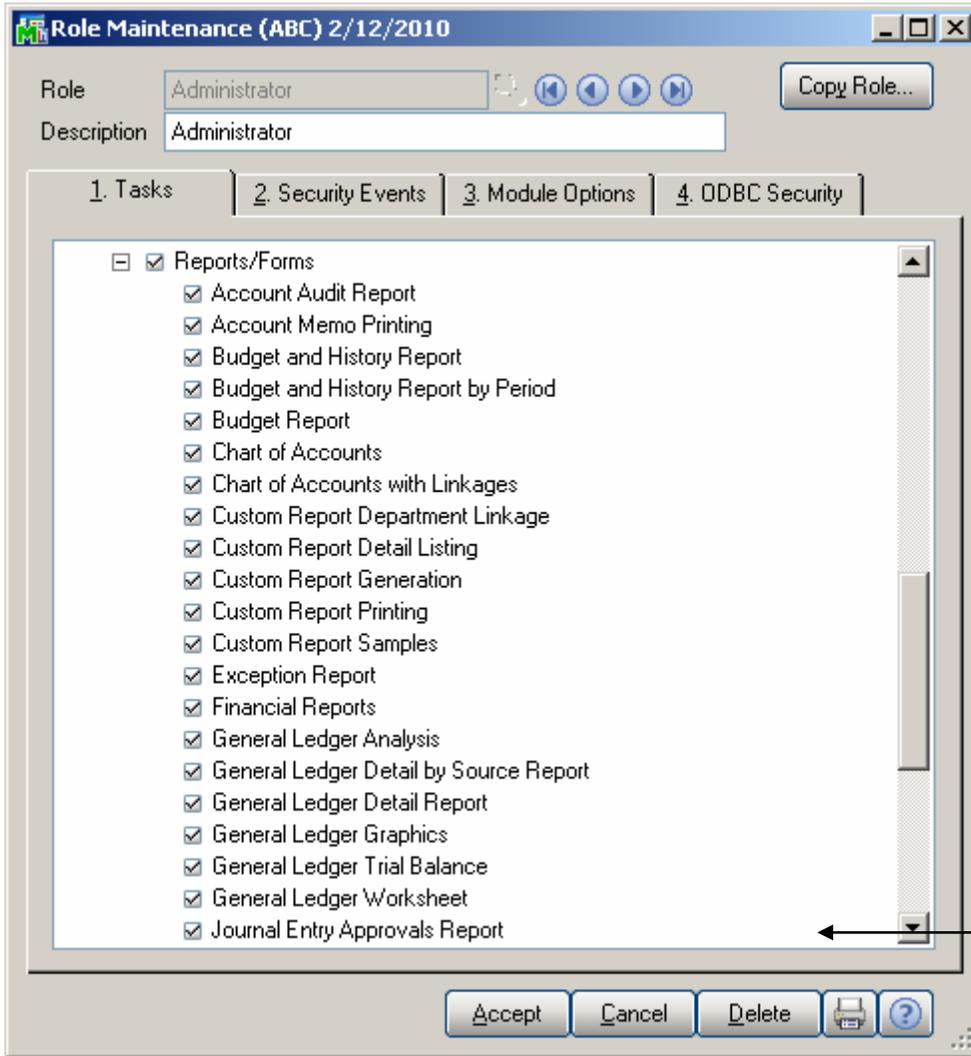
Technical Notes

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_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	