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SAGE 100

AMERICAN EXPRESS
ACCOUNTS PAYABLE INTEGRATION
OPERATING MANUAL

http://fayebsg.com/sage-american-express-integration/

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BENEFITS

- Eliminate manual entry of American Express charges into Sage 100

- Eliminate double entry of invoices then transferring invoices to AMEX vendor in Sage 100

- Increase accuracy of American Express charge postings

- Retain invoice history by vendor for all AMEX charges while still processing payment via AMEX

OVERVIEW

The AMEX Import to AP Invoice Entry will import invoices for all charges downloaded from the user's American Express account online.   The charges will appear on each vendor's individual account and then be transferred to the AMEX vendor for payment.   There are two phases to the import:

1. Download the charges to Excel/CSV, import to the individual vendors as invoices into the invoice data entry file, and update.
2. Transfer the invoices from the individual vendors to the AMEX vendor.

American Express Import – Phase 1

1.   Launch Sage 100.

2.   Select **Accounts Payable** from the *Sage 100 Modules Menu*.

3.   Select **American Express Import – Phase 1** from the *Accounts Payable Main Menu.*

4.   At the *American Express Import – Phase 1* window, enter an Import Invoices From.
        Note: You can browse and select from a list of files by pressing the adjacent *folder* button.
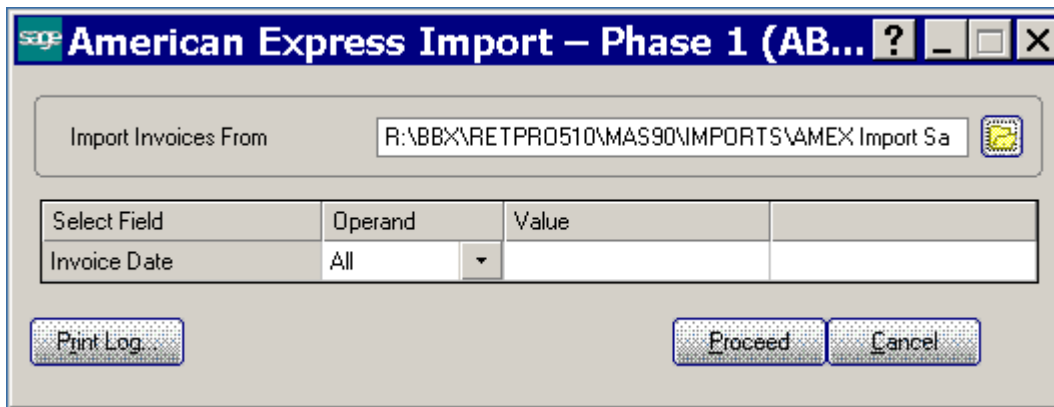
5.   You can enter a filter for an invoice date as well.   Or you can accept the default of ALL invoices for ALL invoice dates.

6.   When the file is selected and you are ready for the import, press the **Proceed** button.

7.   At the *About to import Accounts Payable Invoice records. Continue?* prompt, press the **OK** button.
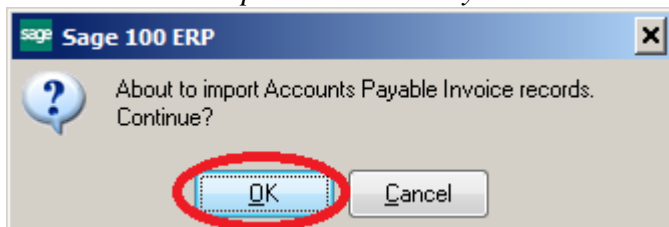
American Express Import – Phase 1 (continued)

8.   If a *Vendor Not Found* prompt appears, it means an import record was encountered where the displayed *Name* could not be found in Sage ERP or find a corresponding record in the *AMEX Vendor Cross Reference* to match an existing Vendor No. Assist the procedure by supplying a Sage *Vendor No.* and *G/L Account* associated with the displayed Name and press the **Ok** button. If none exists, press the **Skip** button. Repeat this step as needed
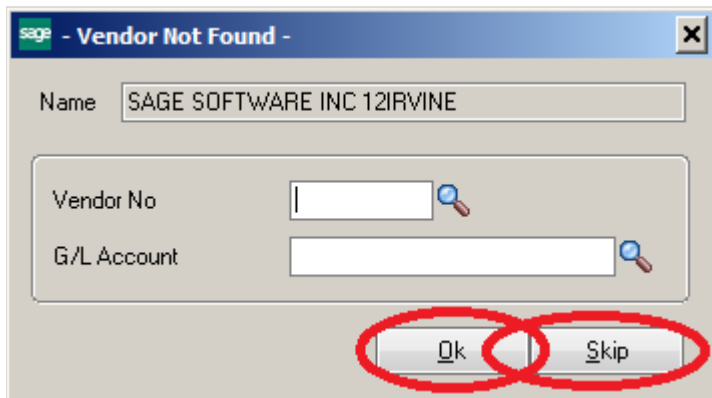
9.   When finished, press **OK** at the *IMPORT COMPLETE Press OK to Continue* prompt.
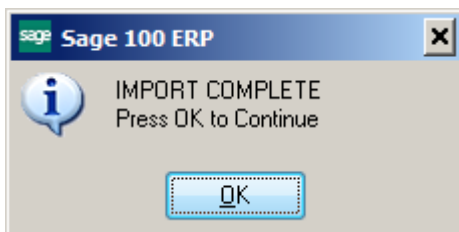
10.   At the *Do you want to print the Invoice Register?* prompt, press the **Yes** button.
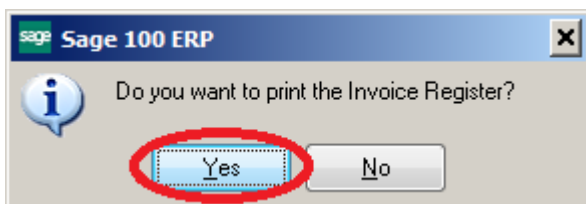
11.   Proceed to print and post the Invoice Register as normal.

12.   At the *Do you want to print the Daily Transaction Register?* prompt, press the **Yes** button.
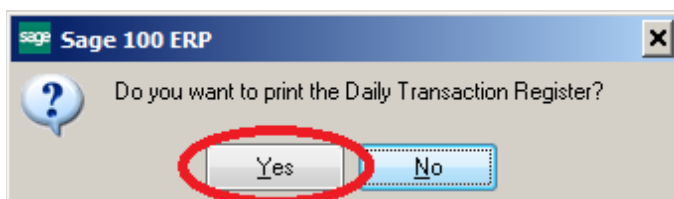
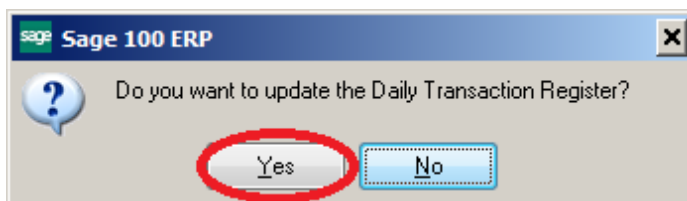American Express Import – Phase 1 (continued)

13.   At the *Daily Transaction Register* screen, press the **Print** or **Preview** button.
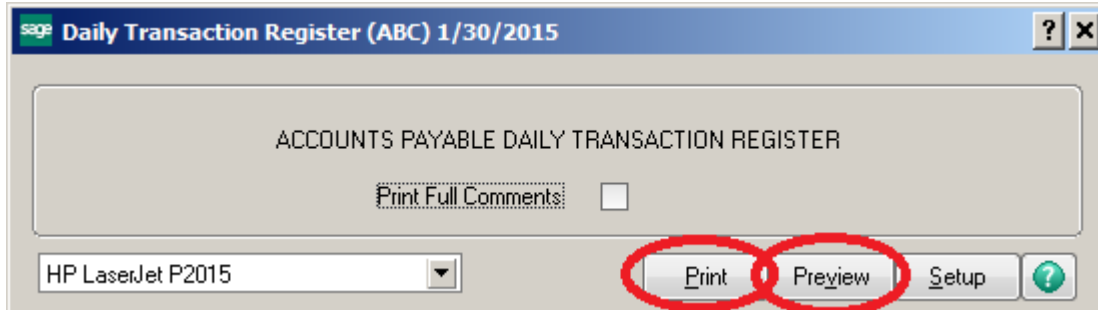
14.   When finished, the resulting *Daily Transaction Register* will print similar to the below. If in a Preview window, close the window when finished.

15.   At the *Do you want to update the Daily Transaction Register?* prompt, press the **Yes** button.

Review of Imported Invoices Prior to Updating

Before updating the Invoice Register (see Use American Express Import – Phase 1), you may review the AP invoices prior to updating through standard AP Invoice Entry functionality.

1.   Select **Accounts Payable** from the *Sage 100 Modules Menu*.

2.   Select **Invoice Data Entry** from the *Accounts Payable Main Menu.*

3.   If prompted for a Batch Number, enter a corresponding *Batch Number* and press the **Accept** button.
       Note: you can browse and select from a range of batches by pressing the adjacent *magnifying glass* button.

Review of Imported Invoices Prior to Updating (continued)

4.   At the A/P Invoice Data Entry screen, press the button resembling a *flashlight*.

Review of Imported Invoices Prior to Updating (continued)

5.   From the *Invoice List*, highlight an invoice and press the **Select** button.

6.   The invoice will appear similar to the below. To observe the invoice lines, press the *2. Lines* tab.
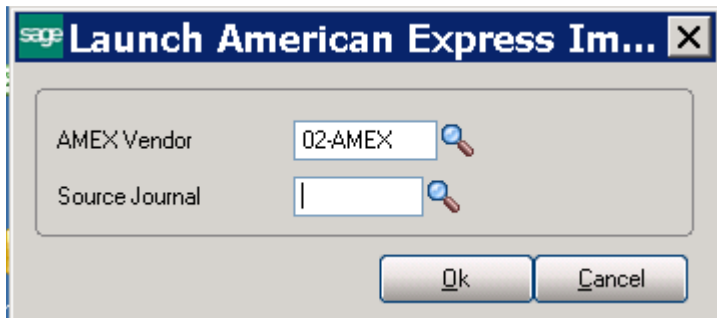
American Express Import – Phase 2

1.   Launch Sage 100.

2.   Select **Accounts Payable** from the *Sage 100 Modules Menu*.

3.   Select **American Express Import – Phase 2** from the *Accounts Payable Main Menu.*

4.   At the *Launch American Express Import – Phase 2* window, enter an *AMEX Vendor*.
        Notes:
        - You can browse and select from a list of Vendor No.'s by pressing the adjacent *magnifying glass* button.
        - The selected Vendor must be a Credit Card Vendor (where Credit Card Vendor checkbox is checked in Vendor Maintenance.

5.   Enter the *Source Journal* number posted from *Use American Express Import – Phase 1* above.
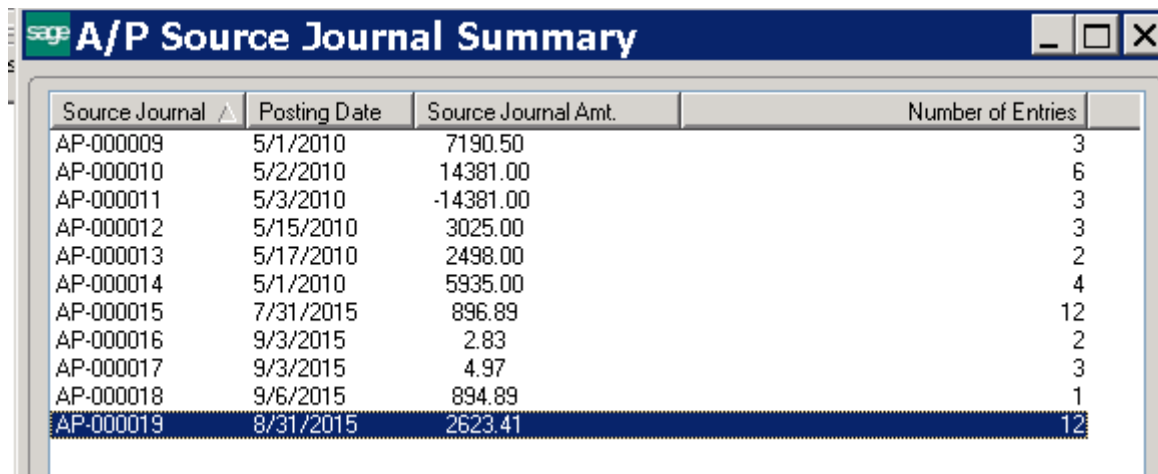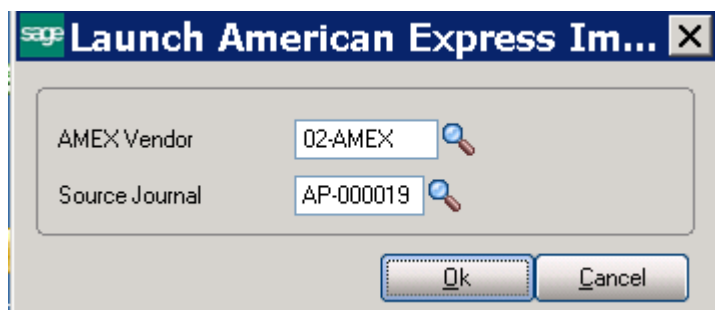
American Express Import – Phase 2 (continued)

6.   You can use the search button to display a list of available journals.

Source Journal △	Posting Date	Source Journal Amt.	Number of Entries
AP-000009	5/1/2010	7190.50	3
AP-000010	5/2/2010	14381.00	6
AP-000011	5/3/2010	-14381.00	3
AP-000012	5/15/2010	3025.00	3
AP-000013	5/17/2010	2498.00	2
AP-000014	5/1/2010	5935.00	4
AP-000015	7/31/2015	896.89	12
AP-000016	9/3/2015	2.83	2
AP-000017	9/3/2015	4.97	3
AP-000018	9/6/2015	894.89	1
AP-000019	8/31/2015	2623.41	12

7.   When finished, press the **Ok** button.
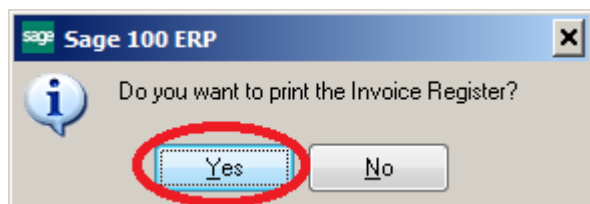
8.   At the *Do you want to print the Invoice Register?* prompt, press the **Yes** button.

9.   Proceed to print and post the Invoice Register and Daily Transaction Registers as normal.
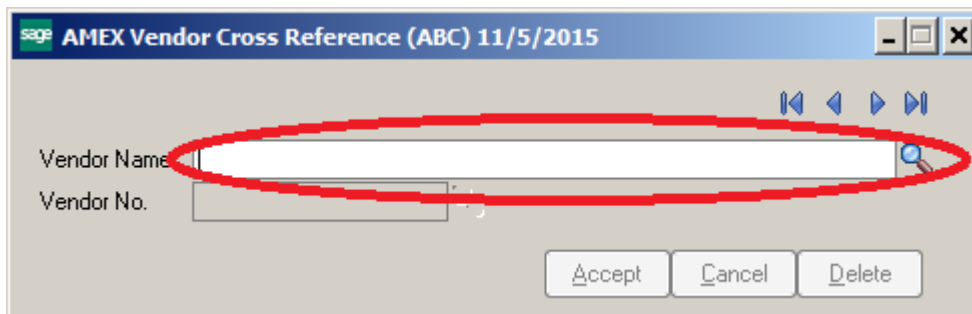
AMEX Vendor Cross Reference

For those users who want some help "translating" how American Express records a vendor name into actual vendors in Sage 100, we've created an AMEX Vendor Cross Reference file function.   The AMEX Vendor Cross Reference will allow you to designate SAGE Vendors to incoming Vendor Names (as written in the AMEX CSVfile). Contents can be used to match incoming Vendor Names to SAGE Vendors for cases where the American Express Import is unable to find the Vendor by looking at the Sage Vendor records itself.
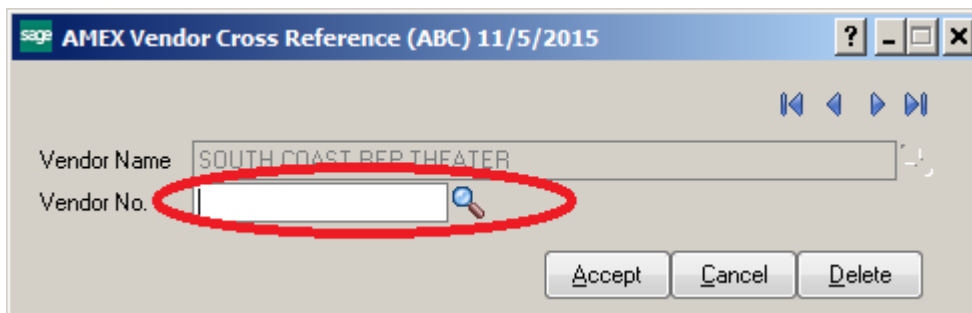
1.   Launch Sage 100.

2.   Select **Accounts Payable** from the *Sage 100 Modules Menu*.

3.   Select **AMEX Vendor Cross Reference** from the *Accounts Payable Utilities Menu*.

4.   Enter a *Vendor Name*.

5.   Enter a SAGE *Vendor No.*

        Note: You can browse and select from a list of available Vendors by pressing the adjacent *magnifying glass* button.
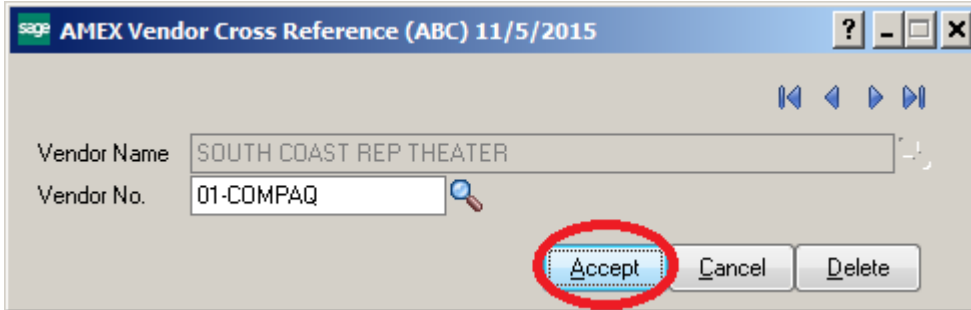
AMEX Vendor Cross Reference (continued)

6.   When finished, press the **Accept** button.

American Express Download Procedures

1. Log into your American Express Account.
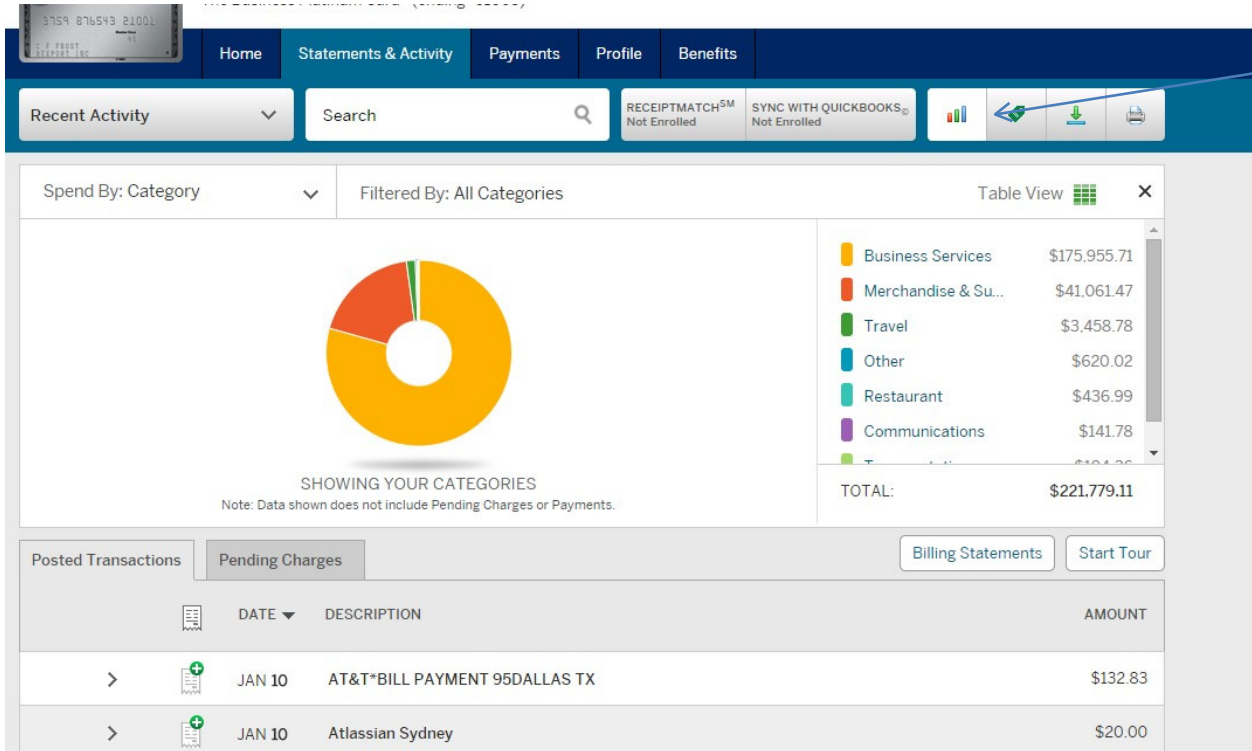
2.

3. Click the DOWN ARROW button indicating *Download*.

4. Click **Card Activity**.

American Express Download Procedures (continued)

6. Save the resulting file in an appropriate folder where you'll want to import it from.

Technical Notes

1. The following programs were created as a part of this enhancement:

   - AP0504452_ImpInvoiceUtil.M4L
   - AP0504452_MissingVendor.M4L
   - AP0504452_AmerExpressPhase2_ui.pvc
   - AP0504452_ImpInvoiceLog_bus.pvc
   - AP0504452_ImpInvoiceLog_svc.pvc
   - AP0504452_ImpInvoiceUtil.pvc
   - AP0504452_ImpInvoiceUtil_Ui.pvc
   - AP0504452_ImportLog_rpt.pvc
   - AP0504452_ImportLog_UI.pvc
   - AP0504452_MissingVendor_ui.pvc
   - AP0504452_AmerExpressPhase2.M4L
   - AP0504522_VendorXRef.M4L
   - AP0504522_VendorXRef_ui.pvc
   - AP0504522_VendorXRef_svc.pvc
   - AP0504522_VendorXRef_bus.pvc

2. The following fields were added as a part of this enhancement:

   - AP_InvoiceHistoryHeader {UDF_0504452_BATCHNO$}
   - AP_InvoiceHeaderPosting {UDF_0504452_BATCHNO$}

3. The following Tasks were added as a part of this enhancement:

   - American Express Import – Phase 1
   - American Express Import – Phase 2

4. The following Menu items were added as a part of this enhancement:

   - American Express Import – Phase 1
   - American Express Import – Phase 2

5. For the "Phase 1" portion of the import, the import file must be in a comma-delimited format with the following layout:

   - Invoice Date
   - N / A (not used)
   - Invoice Amount
   - Vendor Name (will be used to "match" the corresponding Vendor Name in Sage to apply proper Sage Vendor No.
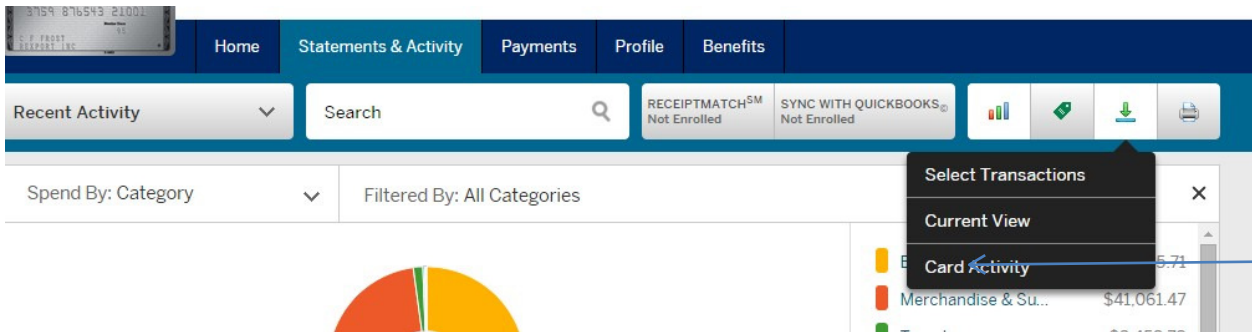   - General Ledger Account (optional – used to override the default General Ledger Account)

Sage 100 ERP – American Express Integration
AMEX Import to AP Invoice Entry
V2.0

Compatibility

The FayeBSG Sage 100 ERP – American Express Integration import is compatible with MAS90 v4.5 and above and Sage 100 ERP 2013 and above.

Inquiries

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