



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

SAGE 100

ACCOUNTS PAYABLE DOCUMENT INTEGRATION OPERATING MANUAL

<http://fayebsg.com/sage-accounts-payable-document-integration/>

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Overview

Accounts Payable Document Integration allows you to easily link any document or set of documents to accounts payable invoices in your 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.

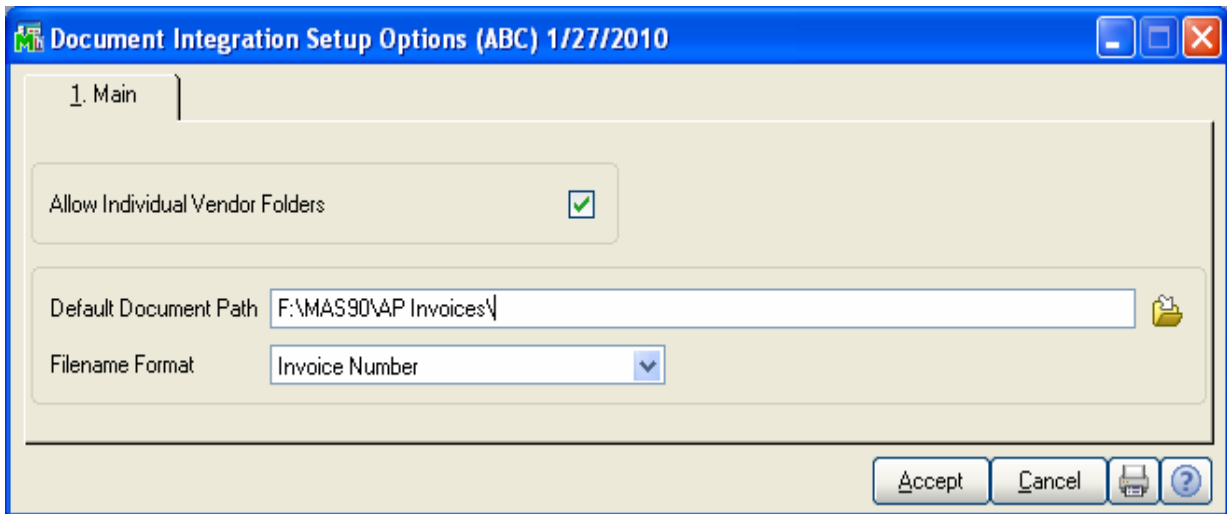
Key Features & Functions

- Integrate scanned AP invoices into Vendor Inquiry screens
- Integrate scanned AP invoices with AP Invoice History screens
- Store invoices in one “invoice folder” or in specific folders by vendor
- Name scanned documents with the invoice number or a combination of the vendor number and invoice number
- Find scanned AP documents using Sage 100's powerful searching capabilities and avoid implementing costly document management software

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Integration Setup

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



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

If you check this box, you will be prompted in Vendor Maintenance to indicate a specific folder for each vendor.

NOTE: If you check this box, but leave the “individual vendor folder” field blank in Vendor 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 vendor folder” field will not appear in Vendor Maintenance.

Leave the checkbox unchecked if you will be saving ALL vendor invoices into the same folder.

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 not using Sage 100, the path may be automatically converted to the path with the server name instead of a mapped drive.

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Integration Setup (Continued)

6. Select the **Filename Format** from the dropdown list. Options are:

Invoice Number

Vendor Number-Invoice Number

Example: if you have invoice number 12345XYZ from vendor number ABCCO:

Option

Invoice Number

Vendor Number-Invoice Number

Example

12345XYZ

ABCCO-12345XYZ

Depending on the option you choose, these are the filenames you will need to give the scanned or saved images.

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Vendor Setup

If you checked the **Allow Individual Vendor Folders** in AP Document Integration Setup, then you will be able to designate a specific folder for each vendor.

1. Launch Sage 100
2. Select **Accounts Payable** from the *Sage 100 Modules Menu*.
3. Select **Vendor Maintenance** from the *Accounts Payable Main Menu*.
4. Select the vendor.
5. Click the **Additional** tab.

The screenshot shows the 'Vendor Maintenance (DEF) 1/27/2010' window. The 'Additional' tab is selected. The 'Vendor No.' is AIRWAY and the 'Name' is Airway Property. The 'G/L Account' is 555-00-03. The 'Vendor Document Path' is F:\MAS90\Invoices\Airway. An arrow points to the 'Vendor Document Path' field.

6. Enter the specific document path where you will be saving documents for this vendor.

NOTES:

- This field will not appear if the checkbox is not checked in AP Document Integration Setup.
- If this field is left blank, the system will look for documents in the Default folder specified in AP Document Integration Setup.

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Using Document Integration – AP Invoice History Inquiry

1. Launch Sage 100
2. Select **Accounts Payable** from the *Sage 100 Modules Menu*.
3. Select **AP Invoice History Inquiry** from the *Accounts Payable Main Menu*.
4. Type the Invoice Number.

The screenshot shows the 'A/P Invoice History Inquiry (DEF) 1/27/2010' window. At the top, there are tabs for '1. Main', '2. Lines', and '3. Payments'. Below the tabs, there are several input fields and buttons. On the left, there are fields for 'Vendor No.' (AIRWAY), 'Source Journal' (AP-000009), 'Terms Code' (03), 'Prepaid Invoice', 'Prepaid Date', 'Prepaid Check', 'Separate Check', 'Hold Payment', 'Comment', and '1099 Form'. On the right, there are fields for 'Invoice Due Date' (5/30/2010), 'Discount Due Date', 'Discount Amount' (.00), 'Invoice Amount' (3,500.00), 'Subject to Discount' (3,500.00), and 'Balance' (.00). A blue icon representing the Document Integration Button is located in the center of the window, and an arrow points to it from step 5.

5. Click the new **Document Integration Button**.
6. The related document will display.

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Using Document Integration – AP Vendor Inquiry: Invoices Tab

1. Launch Sage 100
2. Select **Accounts Payable** from the *Sage 100 Modules Menu*.
3. Select **Vendor Maintenance/Inquiry** from the *Accounts Payable Main Menu*.
4. Type the Vendor Number.
5. Click the **Invoices** Tab.
6. Highlight or select the invoice of interest.

Vendor Inquiry (DEF) 1/27/2010

Vendor No. AIRWAY
Name Airway Property

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comm
0001053190	5/31/2010	6/10/2010		3,500.00	0.00	3,500.00	Rent t
1053190	5/31/2010	6/30/2010		3,500.00	0.00	0.00	
JUNE-4913	5/31/2010	6/30/2010		25,000.00	0.00	25,000.00	
MAY-4913	5/31/2010			25,000.00	0.00	0.00	
0000106145	5/17/2010	5/30/2010		1,600.00	0.00	1,600.00	
0000106020	5/15/2010	5/30/2010		1,750.00	0.00	1,750.00	
0000105019	5/2/2010	5/30/2010		3,500.00	0.00	0.00	
0001050190	5/1/2010	5/30/2010		0.00	0.00	0.00	
42,241	5/1/2010	5/30/2010		1,255.00	0.00	0.00	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.
5/31/2010	Invoice	3,500.00	0.00		

Balance	Current	30 Days	45 Days	60 Days	90 Days
31,850.00	31,850.00	0.00	0.00	0.00	0.00

OK

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

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Technical Notes

Supported File Types:

- PDF
- BMP
- JPG
- GIF
- DOC

Scanner: Any kind of scanner will work as long as it allows the user to individually name each scanned file and specifically save the file to a designated folder.