Faye Business Systems Group

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Enhancement for Sage MAS 90 and MAS 200

Move Invoices from Batches

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OVERVIEW

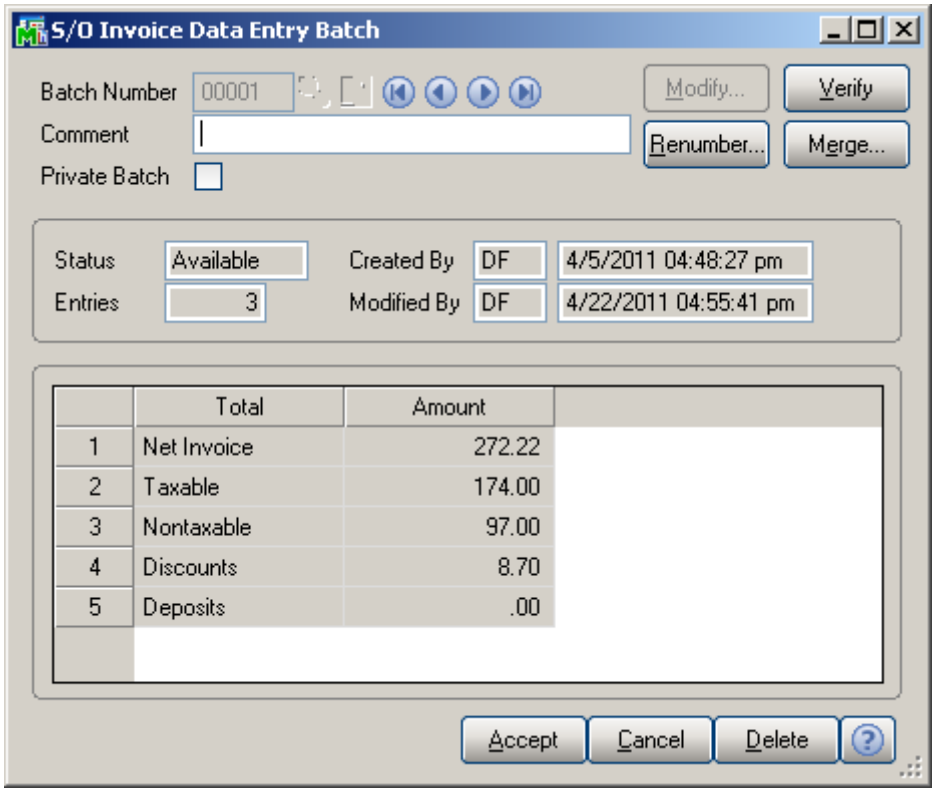
The Move Invoices from Batches enhancement allows users to selectively move invoices, one at a time from the current batch to a separate private batch. This is useful when facing a situation where a batch of several invoices refuses to post because of complications in just one (1) invoice. In moving the problem invoice, it will free up the remaining invoices to update as needed.

Key Features & Functions

- No longer have your invoice batches be "held hostage" by one problem invoice
- Isolate problem invoices for future resolution
- Streamline invoice updating
- Make your accounting team more efficient
- Update invoice batches more timely

Using Move Invoices from Batches

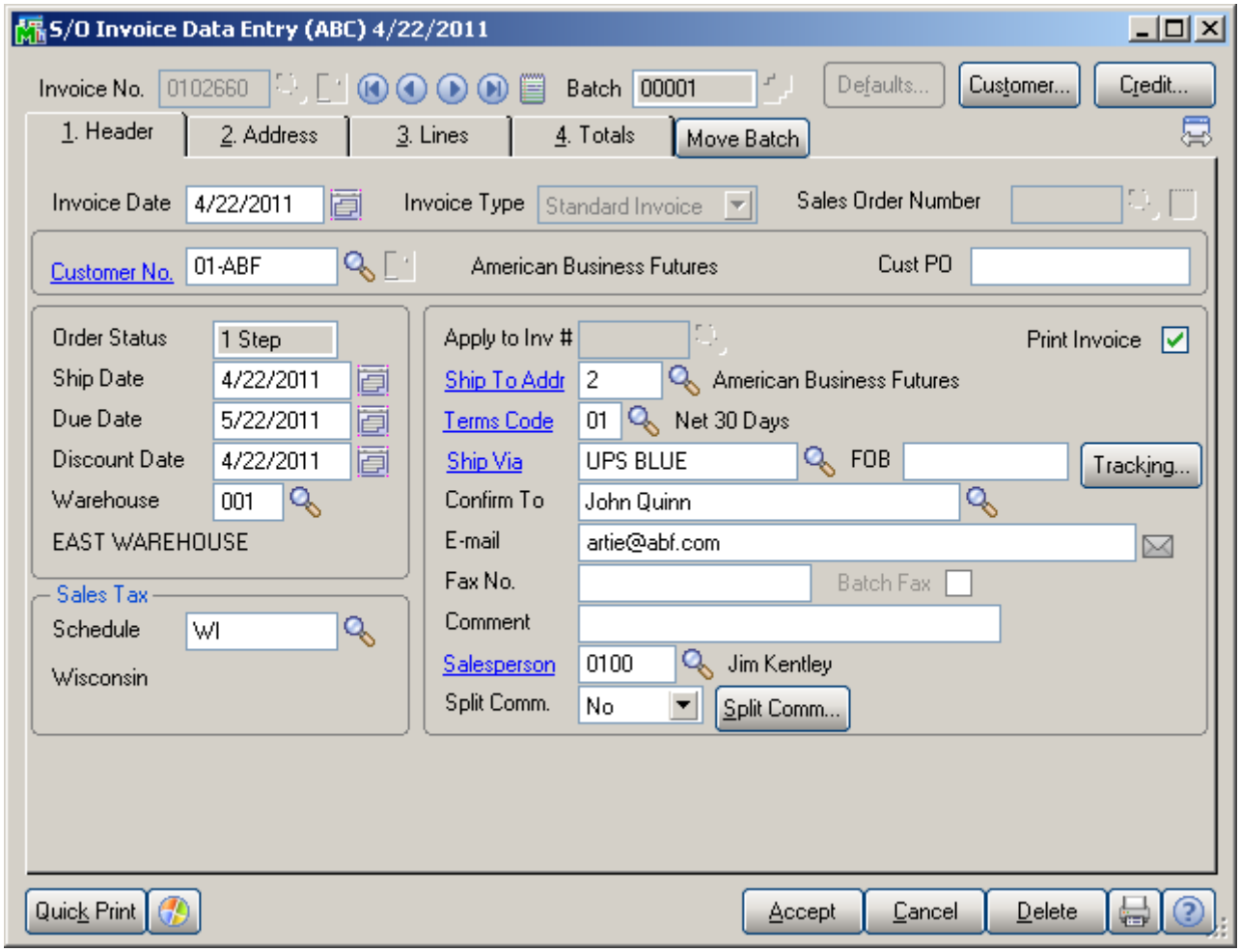
1. Launch MAS 90.
2. Select **Sales Order** from the *MAS 90 Modules Menu*.
3. Select **Invoice Data Entry** from the *Sales Order Main Menu.*
4. Enter a *Batch Number*.



5. Press the **Accept** button.

Using Move Invoices from Batches (Continued)

6. Enter an *Invoice No.*



7. Press the **Move Batch** button.

8. After a brief pause, the invoice will have been assigned a new batch.

See Moved Invoices

1. Launch MAS 90.

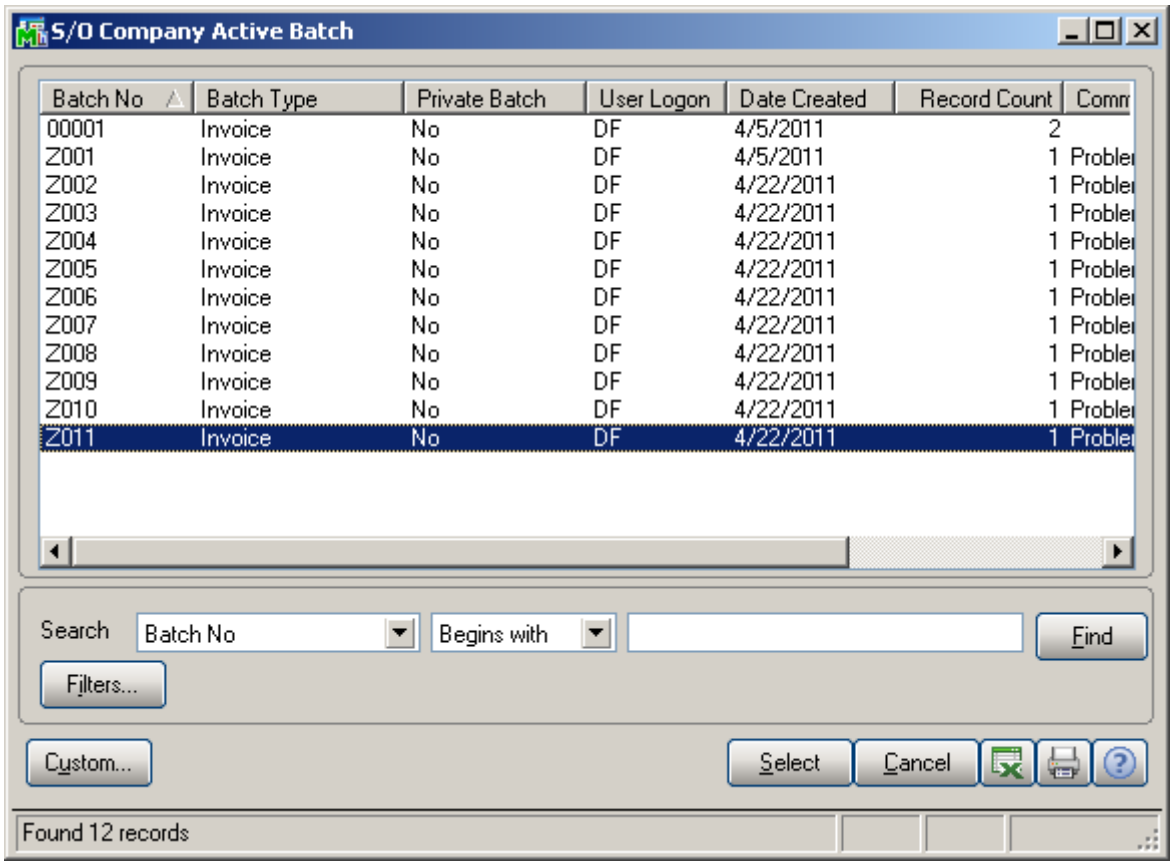
2. Select **Sales Order** from the *MAS 90 Modules Menu*.

3. Select **Invoice Data Entry** from the *Sales Order Main Menu.*

4. Press the magnifying glass button of the *Batch Number*. field.

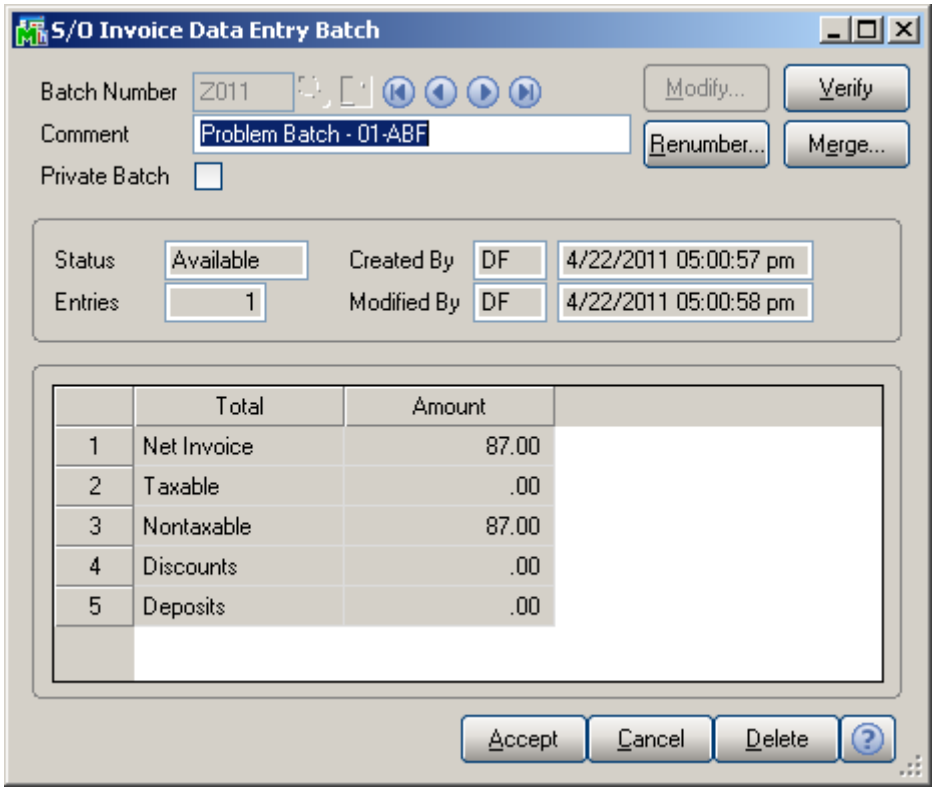
5. Notice a new batch.

   NOTE: All new batches created for moved invoices begin with "Z", followed by the next available sequential number.

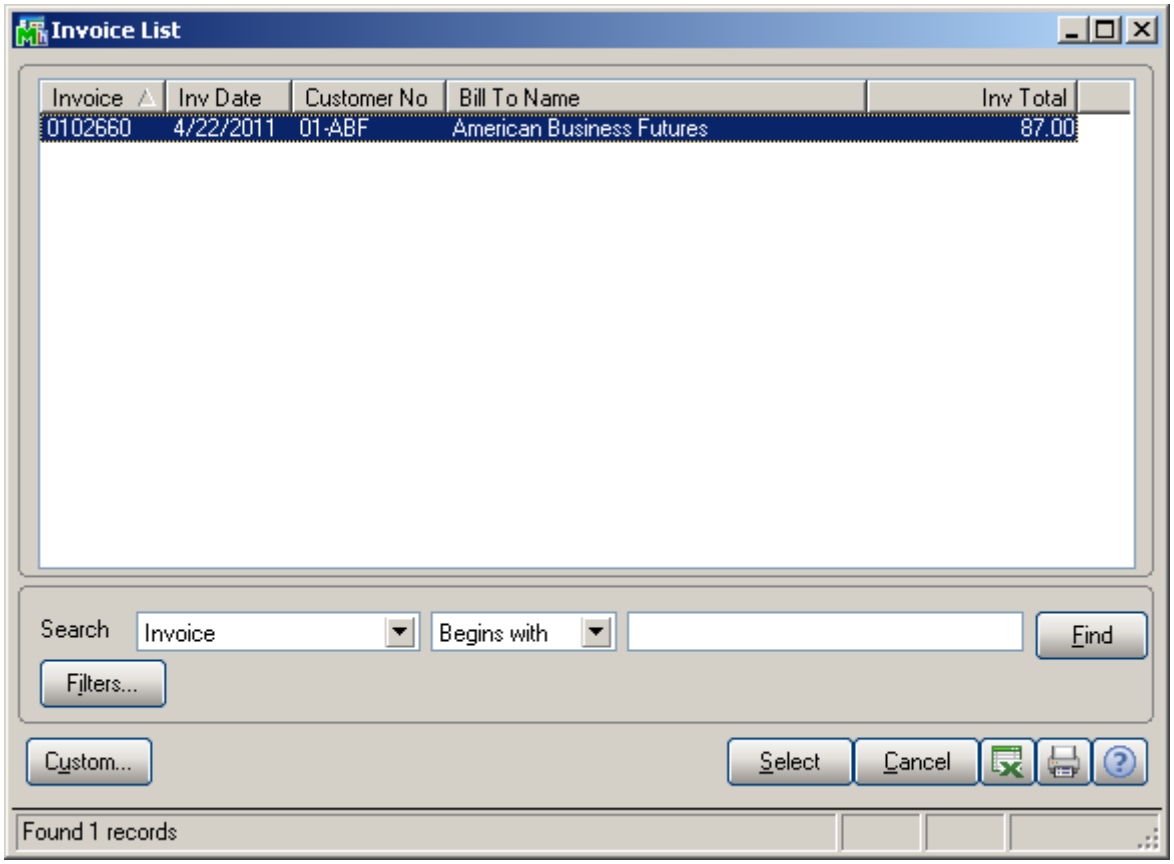


See Moved Invoices (continued)

6. Highlight the new invoice and press the **Select** button.



7. Press the **Accept** button.

See Moved Invoices (continued)

8. Press the magnifying glass button next to the *Invoice No.* field to see (with the option to select) the moved invoice.