



## **Faye Business Systems Group**

Enhancement for Sage MAS 90 and MAS 200

### Move Invoices from Batches

## OVERVIEW

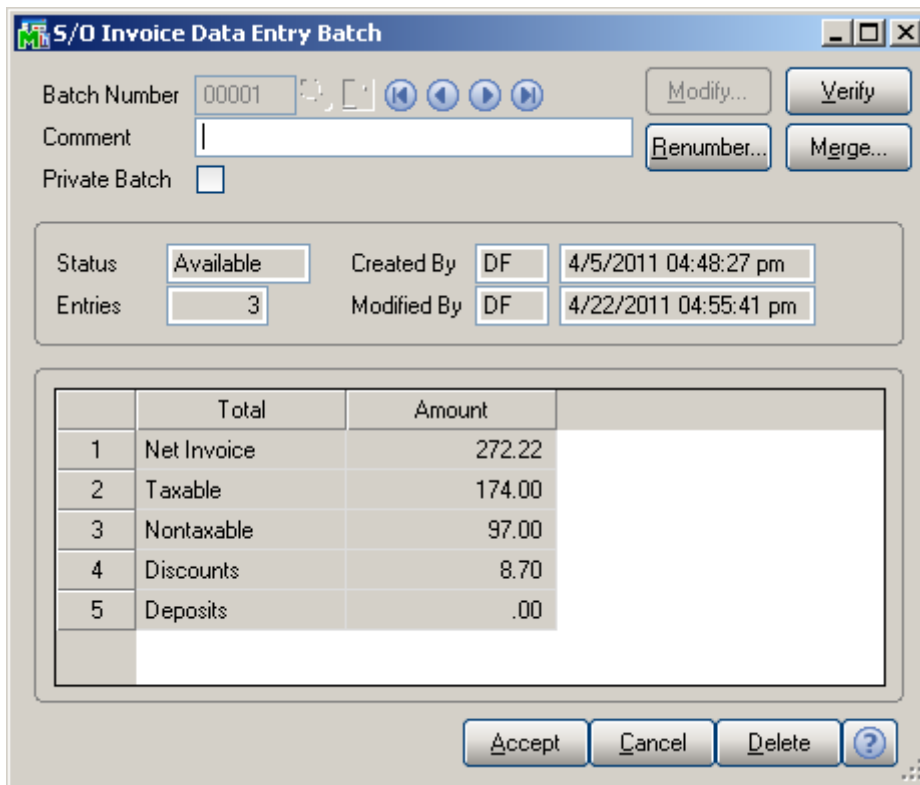
**The Move Invoices from Batches** enhancement allows users to selectively move invoices, one at a time from the current batch to a separate private batch. This is useful when facing a situation where a batch of several invoices refuses to post because of complications in just one (1) invoice. In moving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



S/O Invoice Data Entry Batch

Batch Number: 00001

Comment:

Private Batch:

Status: Available

Entries: 3

Created By: DF 4/5/2011 04:48:27 pm

Modified By: DF 4/22/2011 04:55:41 pm

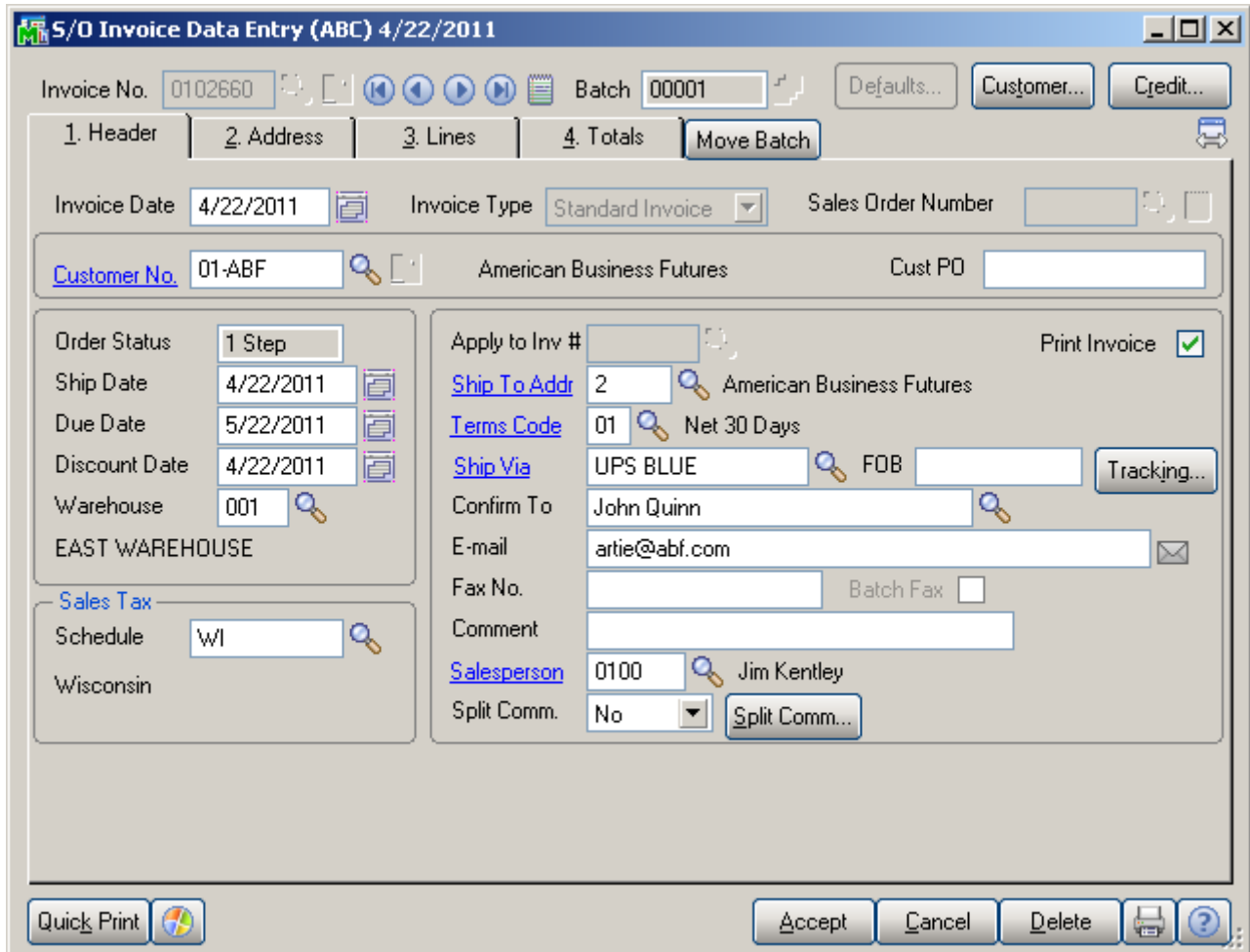
	Total	Amount
1	Net Invoice	272.22
2	Taxable	174.00
3	Nontaxable	97.00
4	Discounts	8.70
5	Deposits	.00

Accept Cancel Delete ?

5. Press the **Accept** button.

Using Move Invoices from Batches (Continued)

6. Enter an *Invoice No.*



S/O Invoice Data Entry (ABC) 4/22/2011

Invoice No. 0102660 Batch 00001 Defaults... Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals **Move Batch**

Invoice Date 4/22/2011 Invoice Type Standard Invoice Sales Order Number

Customer No. 01-ABF American Business Futures Cust PO

Order Status 1 Step Ship Date 4/22/2011 Due Date 5/22/2011 Discount Date 4/22/2011 Warehouse 001 EAST WAREHOUSE

Sales Tax Schedule WI Wisconsin

Apply to Inv # Ship To Addr 2 American Business Futures Terms Code 01 Net 30 Days Ship Via UPS BLUE FOB Tracking... Confirm To John Quinn E-mail artie@abf.com Fax No. Batch Fax Comment Salesperson 0100 Jim Kentley Split Comm. No Split Comm...

Print Invoice

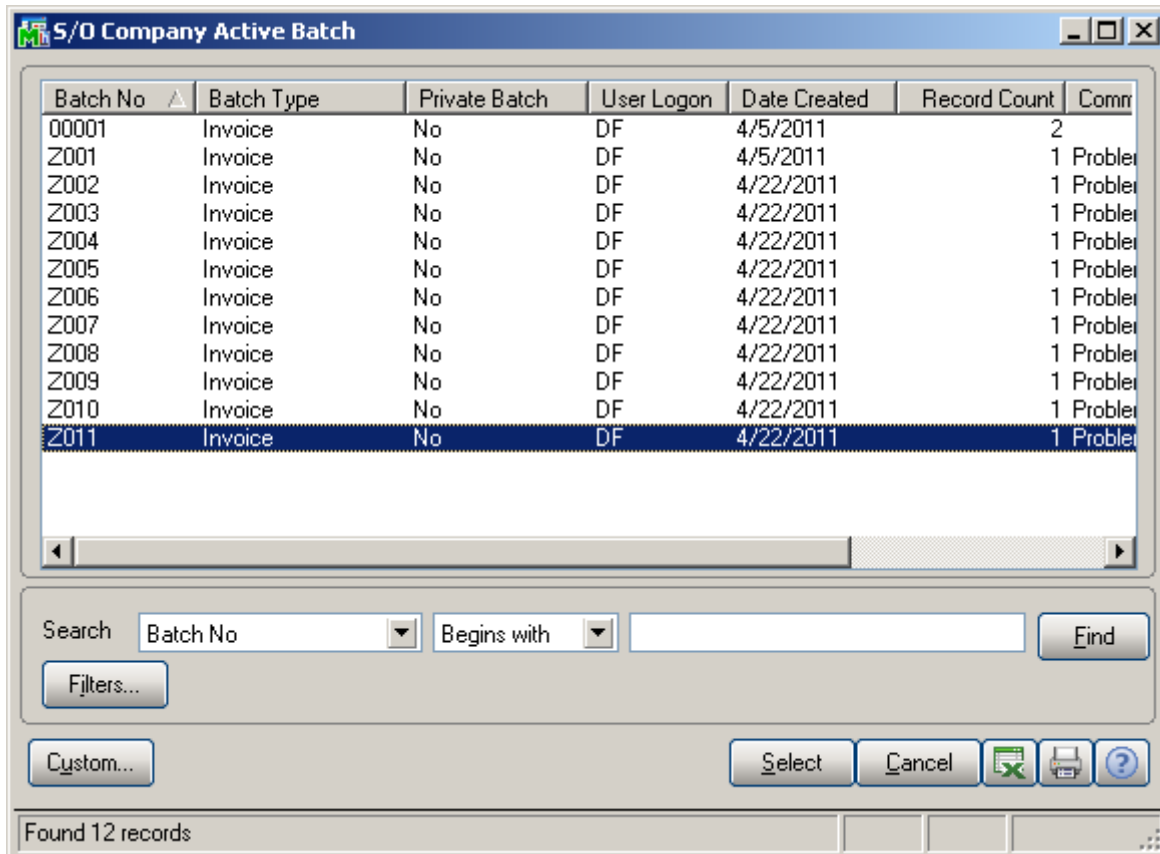
Quick Print Accept Cancel Delete ?

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.



Batch No	Batch Type	Private Batch	User Logon	Date Created	Record Count	Comments
00001	Invoice	No	DF	4/5/2011	2	
Z001	Invoice	No	DF	4/5/2011	1	Problem
Z002	Invoice	No	DF	4/22/2011	1	Problem
Z003	Invoice	No	DF	4/22/2011	1	Problem
Z004	Invoice	No	DF	4/22/2011	1	Problem
Z005	Invoice	No	DF	4/22/2011	1	Problem
Z006	Invoice	No	DF	4/22/2011	1	Problem
Z007	Invoice	No	DF	4/22/2011	1	Problem
Z008	Invoice	No	DF	4/22/2011	1	Problem
Z009	Invoice	No	DF	4/22/2011	1	Problem
Z010	Invoice	No	DF	4/22/2011	1	Problem
Z011	Invoice	No	DF	4/22/2011	1	Problem

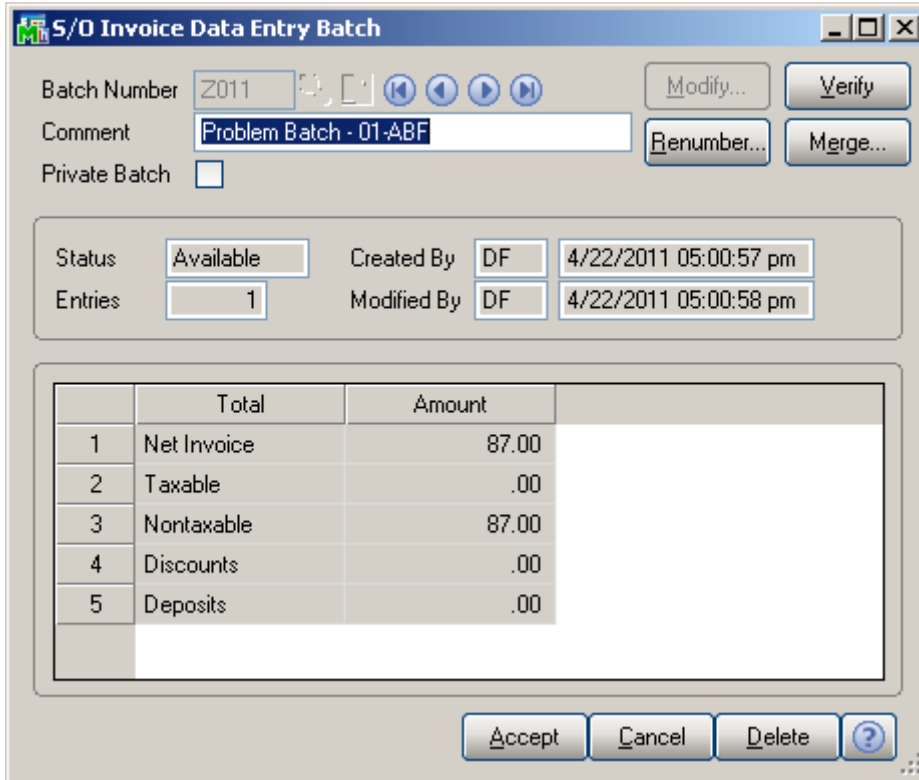
Search: Batch No [v] Begins with [v] [Find]

[Filters...] [Custom...] [Select] [Cancel] [Excel] [Print] [Help]

Found 12 records

See Moved Invoices (continued)

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



**S/O Invoice Data Entry Batch**

Batch Number: 2011

Comment: Problem Batch - 01-ABF

Private Batch:

Status: Available

Entries: 1

Created By: DF 4/22/2011 05:00:57 pm

Modified By: DF 4/22/2011 05:00:58 pm

	Total	Amount
1	Net Invoice	87.00
2	Taxable	.00
3	Nontaxable	87.00
4	Discounts	.00
5	Deposits	.00

Buttons: Accept, Cancel, Delete, ?

- 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.

