

End User Meeting

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Agenda

Introductions

MAS 90 / MAS 200 Business Insights Explore – aka BIE

- Dashboard v/s BIE
- Modifying existing views
- Saving modified views
- Adding and removing fields
- Creating Filters
- Chart data
- Exporting data

MAS 90 / MAS 200 Tips and Tricks

- Perform a negative cash receipt
- Adjusting an invoice
- How to credit Sales Tax

Sage Software Online Community

General Questions and Answers

Dashboard v/s Business Insights Explorer - BIE

Dashboard

Provides an financial executive view of the business
 Not able to drill down into the detail
 Able to generate reports from within the dashboard
 Charting

Business Insights Explorer

The ability to review detail data
 Charting
 The ability to filter the data
 Integrates with Microsoft office
 Customizable

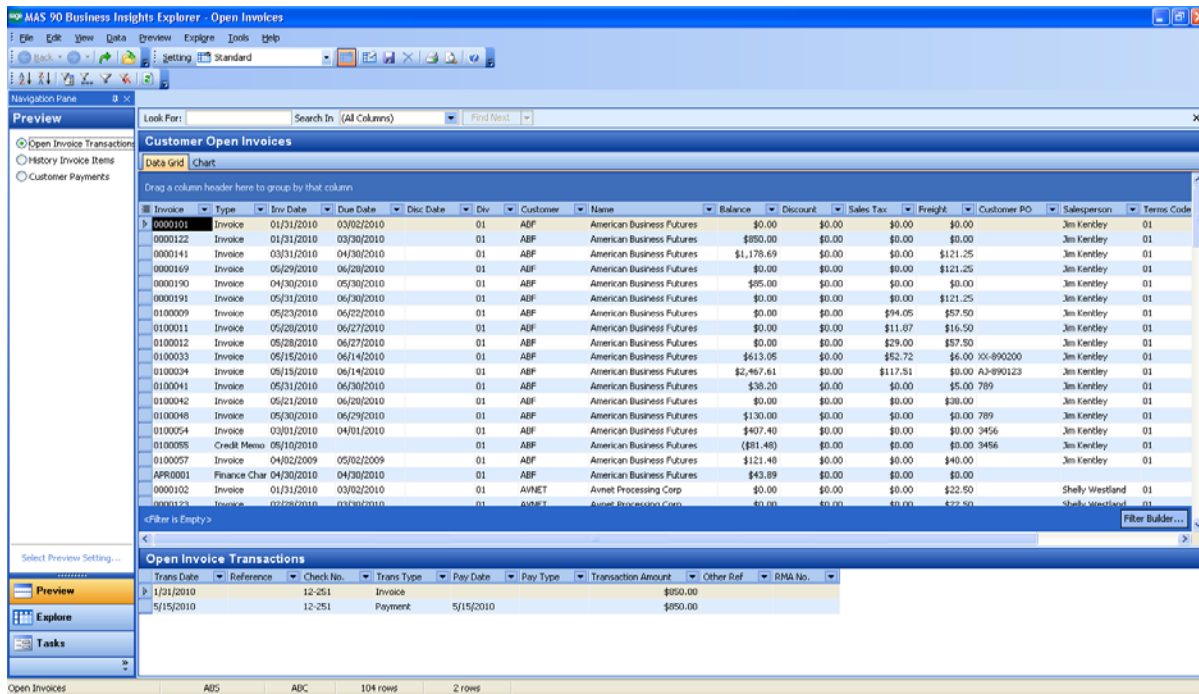
Modifying existing views

New views are created by modifying existing view. In this example we will use Accounts Receivable Module.

Select Accounts Receivable

Select Explore – this lists the existing views which may be modified. Additional views are added in 4.4

Select Customer Open Invoice View



Saving modified views

Once the existing view is modified the next step is to save the view.

In this example we have sorted the Customer Open Invoices by Division

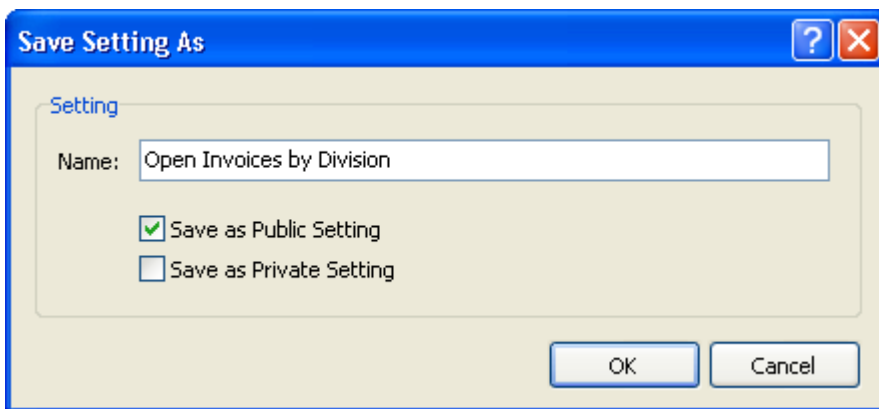
Select File

Select Save File Setting As

Name – enter the name of the view

Save as Public Setting – check this box to all others to view the modified view

Save as Private Setting – check this box for only you to view



Select Ok

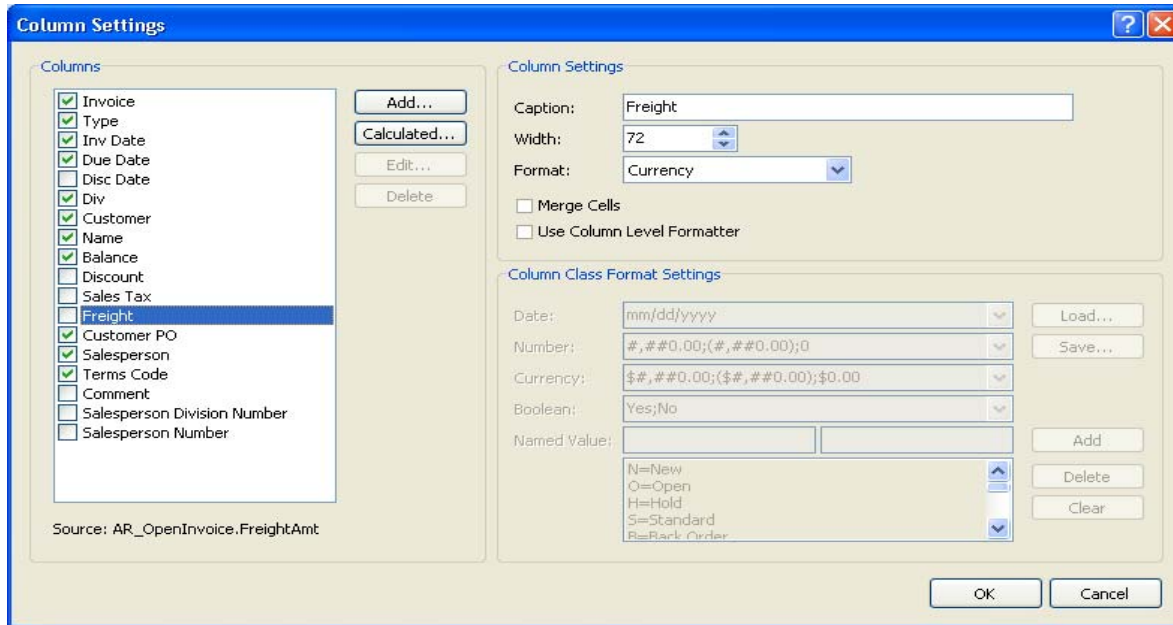
Adding or removing fields

Fields may be removed and added from the same table as well as from different tables provided.

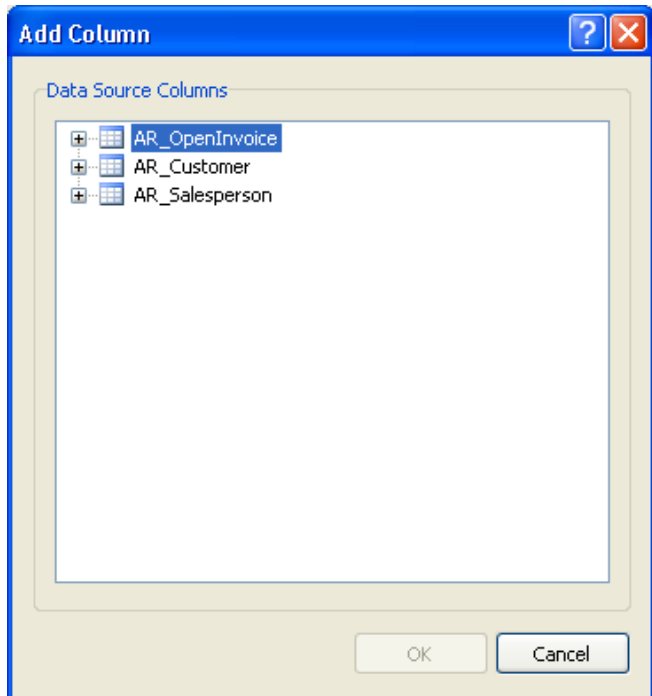
Select Edit

Select Column Settings

Columns – select the check box to add the column or unselect to remove the column.



Select the Add button to add fields from other tables



Creating Filters

Filters provide the ability to....

In this example, the list of invoices has been filtered to only view customers that have a balance of over \$100.00.

The screenshot displays the Sage MAS 90 Business Insights Explorer interface. The main window shows a list of 'Customer Open Invoices' filtered by '(Balance > 100.00)'. The data grid contains the following columns: Invoice, Type, Inv Date, Due Date, Div, Customer, Name, Balance, Customer PO, Salesperson, and Terms Code. The preview window below shows a detailed view of an invoice for 2/28/2010 with a balance of \$850.00.

Invoice	Type	Inv Date	Due Date	Div	Customer	Name	Balance	Customer PO	Salesperson	Terms Code
0000122	Invoice	01/31/2010	03/30/2010	01	ABF	American Business Futures	\$850.00		Jim Kentley	01
0000141	Invoice	03/31/2010	04/30/2010	01	ABF	American Business Futures	\$1,178.69		Jim Kentley	01
0100033	Invoice	05/15/2010	06/14/2010	01	ABF	American Business Futures	\$613.05	XX-890200	Jim Kentley	01
0100034	Invoice	05/15/2010	06/14/2010	01	ABF	American Business Futures	\$2,467.61	AJ-890123	Jim Kentley	01
0100048	Invoice	05/30/2010	06/29/2010	01	ABF	American Business Futures	\$130.00	789	Jim Kentley	01
0100054	Invoice	03/01/2010	04/01/2010	01	ABF	American Business Futures	\$407.40	3456	Jim Kentley	01
0100057	Invoice	04/02/2009	05/02/2009	01	ABF	American Business Futures	\$121.48		Jim Kentley	01
0000142	Invoice	03/31/2010	04/30/2010	01	AVNET	Avnet Processing Corp	\$1,751.00		Shelly Westland	01
0000170	Invoice	05/29/2010	06/28/2010	01	AVNET	Avnet Processing Corp	\$4,041.00		Shelly Westland	01
0000192	Invoice	05/31/2010	06/30/2010	01	AVNET	Avnet Processing Corp	\$606.00		Shelly Westland	01
0100043	Invoice	05/21/2010	06/20/2010	01	AVNET	Avnet Processing Corp	\$935.25		Shelly Westland	01
0000171	Invoice	05/29/2010	05/29/2010	01	BRESLIN	Breslin Parts Supply	\$1,250.00		Jim Kentley	03
0000172	Invoice	05/29/2010	06/28/2010	01	BRESLIN	Breslin Parts Supply	\$1,003.97		Jim Kentley	02
0000193	Invoice	05/31/2010	05/31/2010	01	BRESLIN	Breslin Parts Supply	\$1,250.00		Jim Kentley	03
0000194	Invoice	05/31/2010	06/30/2010	01	BRESLIN	Breslin Parts Supply	\$1,003.97		Jim Kentley	02
0100035	Invoice	05/15/2010	05/15/2010	01	BRESLIN	Breslin Parts Supply	\$149.13		Jim Kentley	03
0100040	Invoice	05/27/2010	05/27/2010	01	BRESLIN	Breslin Parts Supply	\$9,596.76		Jim Kentley	03
0100044	Invoice	05/21/2010	05/21/2010	01	BRESLIN	Breslin Parts Supply	\$1,646.13		Jim Kentley	03
MAR3190	Bal Fied	03/31/2010	03/31/2010	01	BRESLIN	Breslin Parts Supply	\$626.84			
0000164	Invoice	05/16/2010	06/15/2010	01	HILLSB	Hillborn Service Center	\$1,225.00		Shelly Westland	02

Perform a negative Cash Receipts

A negative cash receipt is performed for the following reasons:

- To account for NSF
- To reverse a payment and re-open the invoice
- Move payment from once customer to another
- Reverse a Credit Card Receipt
- Reverse a payment applied to the wrong invoice number for the same customer

In this example, we are going to reverse a customer payment which was applied to the wrong account, re-open the invoice and apply the payment to the correct customer account without hitting the GL.

A payment of \$1,000.00 was applied to 01-ABF invoice no. 0000141 which it should have been applied to 01-AVENET invoice no. 0000142.

Customer Maintenance (ABC) 8/5/2009

Customer No. 01-ABF
 Name American Business Futures

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/D's

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance
0100012	Invoice	5/28/2010	6/27/2010		666.53	0.00	
0100009	Invoice	5/23/2010	6/22/2010		2,032.54	0.00	
0100042	Invoice	5/21/2010	6/20/2010		864.25	0.00	
0100033	Invoice	5/15/2010	6/14/2010		1,113.05	0.00	
0100034	Invoice	5/15/2010	6/14/2010		2,467.61	0.00	
0100055	Credit Memo	5/10/2010			81.48	0.00	
0000190	Invoice	4/30/2010	5/30/2010		85.00	0.00	
APR0001	Finance Charge	4/30/2010	4/30/2010		43.89	0.00	
0000141	Invoice	3/31/2010	4/30/2010		1,226.25	0.00	
0100054	Invoice	3/1/2010	4/1/2010		407.40	0.00	
0000101	Invoice	1/31/2010	3/2/2010		850.00	0.00	
0000122	Invoice	1/31/2010	3/30/2010		850.00	0.00	
0100057	Invoice	4/2/2009	5/2/2009		121.48	0.00	

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RM
3/31/2010	Invoice	1,226.25					
5/1/2010	Payment	1,000.00	5/1/2010	987789			
5/31/2010	Credit Memo	47.56			0100039		

Balance	Current	30 Days	60 Days	90 Days	120 Days
4,853.84	3,474.96	1,257.40	0.00	0.00	121.48

Accept | Cancel | Delete

Select Cash Receipts
Select a batch number if using batches
The deposit amount is 0.00

Cash Receipts Deposit

Deposit Number: 00007 Batch: 00004

Description: [Empty]

Bank Code: D Wells Fargo Checking

Deposit Date: 5/1/2010

Cash Deposit Amount: .00

Credit Card Deposit Amount: .00

Deposit Balance: .00

Buttons: Accept, Cancel, Delete, ?

Step 1 – select the original customer, enter the original check number, amount posted enter a negative amount.

Cash Receipts Entry (ABC) 8/5/2009

Customer No.: 01-ABF Deposit Type: Cash

Name: American Business Futures

Check No.: 987789

1. Header 2. Lines

Amount Received: 1,000.00- Auto...

Customer Balance: 4,853.84

Posting Balance: 1,000.00-

Deposit Information

Deposit Number: 00007

Description: [Empty]

Bank Code: D

Deposit Date: 5/1/2010

Cash Amount Remaining: 1,000.00

Credit Card Amount Remaining: .00

Deposit Remaining: 1,000.00

Buttons: Accept, Cancel, Delete, Print, ?

The screenshot shows the 'Cash Receipts Entry' window for customer 01-ABF. The window title is 'Cash Receipts Entry (ABC) 8/5/2009'. The 'Customer No.' is 01-ABF, 'Name' is American Business Futures, and 'Check No.' is 987789. The 'Deposit Type' is set to 'Cash'. The window is divided into '1. Header' and '2. Lines' tabs. The 'Lines' tab is active, showing a table with the following data:

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0000141-IN	3/31/2010	178.69	.00	1,000.00-	
2			.00	.00	.00	

Below the table, there are fields for 'Line Type' (set to Invoice), 'Discount Date', 'GL Account', and 'GL Post Desc'. To the right, 'Posting Balance' is .00 and 'Total Posted' is 1,000.00-. At the bottom, there are 'Accept', 'Cancel', and 'Delete' buttons.

Select Accept

Step 2 – select the new customer and enter the check number an amount as a positive number

The screenshot shows the 'Cash Receipts Entry' window for customer 01-AVNET. The window title is 'Cash Receipts Entry (ABC) 8/5/2009'. The 'Customer No.' is 01-AVNET, 'Name' is Avnet Processing Corp, and 'Check No.' is 987789. The 'Deposit Type' is set to 'Cash'. The window is divided into '1. Header' and '2. Lines' tabs. The 'Header' tab is active, showing the following fields:

Amount Received: 1,000.00
Customer Balance: 7,377.37
Posting Balance: 1,000.00

Deposit Information:

Deposit Number: 00007
Description: [empty]
Bank Code: D
Deposit Date: 5/1/2010
Cash Amount Remaining: .00
Credit Card Amount Remaining: .00
Deposit Remaining: .00

At the bottom, there are 'Accept', 'Cancel', and 'Delete' buttons.

Cash Receipts Entry (ABC) 8/5/2009

Customer No. 01-AVNET Deposit Type Cash

Name Avnet Processing Corp

Check No. 987789

1. Header 2. Lines

Quick Row 1

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0000142-IN	3/31/2010	1,751.00	.00	1,000.00	
2			.00	.00	.00	

Line Type Invoice Posting Balance .00

Discount Date Total Posted 1,000.00

GL Account

GL Acct Desc

Accept Cancel Delete

Accept
 Post the Cash Receipt
 The cash account is Debited and Credited therefore causing a wash

View Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 5/1/2010

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CR-000003	101-01-00	Cash in bank - Reg. checking		1,000.00
	101-01-00	American Business CHK: 987789 BATCH:00004	1,000.00	
	101-01-00	Cash in bank - Reg. checking		1,000.00
	105-00-01	Avnet Processing C CHK: 987789 BATCH:00004	1,000.00	
	105-00-01	Accts. receiv. - East Warehse	0.00	
		A/R Cash Receipts Entry - 5/1/2010		
Journal 000003 Totals:			<u>1,000.00</u>	<u>1,000.00</u>
Source CR Totals:			<u>1,000.00</u>	<u>1,000.00</u>
5/1/2010 Totals:			<u>1,000.00</u>	<u>1,000.00</u>
Report Totals:			<u>1,000.00</u>	<u>1,000.00</u>

The payment has been applied to the new customer:

Customer Maintenance (ABC) 8/5/2009

Customer No. 01-AVNET
Name Avnet Processing Corp

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance
0000192	Invoice	5/31/2010	6/30/2010		606.00	0.00	
0000170	Invoice	5/23/2010	6/28/2010		4,041.00	0.00	4,041.00
0100043	Invoice	5/21/2010	6/20/2010		1,935.25	0.00	
APR0002	Finance Charge	4/30/2010	4/30/2010		44.12	0.00	
0000142	Invoice	3/31/2010	4/30/2010		1,751.00	0.00	
0000123	Invoice	2/28/2010	3/30/2010		595.00	0.00	
0000102	Invoice	1/31/2010	3/2/2010		595.00	0.00	

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA N
3/31/2010	Invoice	1,751.00					
5/1/2010	Payment	1,000.00	5/1/2010	987789			

Balance	Current	30 Days	60 Days	90 Days	120 Days
7,377.37	0.00	0.00	0.00	0.00	7,377.37

Buttons: Accept, Cancel, Delete

Removed from the other customer:

Customer Maintenance (ABC) 8/5/2009

Customer No. 01-ABF
Name American Business Futures

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance
0100012	Invoice	5/28/2010	6/27/2010		666.53	0.00	
0100009	Invoice	5/23/2010	6/22/2010		2,032.54	0.00	
0100042	Invoice	5/21/2010	6/20/2010		864.25	0.00	
0100033	Invoice	5/15/2010	6/14/2010		1,113.05	0.00	
0100034	Invoice	5/15/2010	6/14/2010		2,467.61	0.00	
0100055	Credit Memo	5/10/2010			81.48	0.00	
0000190	Invoice	4/30/2010	5/30/2010		85.00	0.00	
APR0001	Finance Charge	4/30/2010	4/30/2010		43.89	0.00	
0000141	Invoice	3/31/2010	4/30/2010		1,226.25	0.00	
0100054	Invoice	3/1/2010	4/1/2010		407.40	0.00	
0000101	Invoice	1/31/2010	3/2/2010		850.00	0.00	
0000122	Invoice	1/31/2010	3/30/2010		850.00	0.00	
0100057	Invoice	4/2/2009	5/2/2009		121.48	0.00	

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA
3/31/2010	Invoice	1,226.25					
5/1/2010	Payment	1,000.00	5/1/2010	987789			
5/1/2010	Payment	1,000.00	5/1/2010	987789			

Balance	Current	30 Days	60 Days	90 Days	120 Days
5,853.84	4,474.96	1,257.40	0.00	0.00	121.48

Buttons: Accept, Cancel, Delete

Moving a payment from one invoice to another is performed the same way however with a few exceptions:

Cash Receipts Entry Amount Received = 0.00

In the lines section select the invoice to apply the payment to

On the second line select the invoice to re-open – reverse as shown below

Cash Receipts Entry (ABC) 8/5/2009

Customer No. 01-ABF Deposit Type Cash Customer... Deposit...

Name American Business Futures

Check No. 12345

1. Header 2. Lines

Quick Row 3

	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balar
1	0100034-IN	5/15/2010	2,467.61	.00	500.00	
2	0000122-IN	1/31/2010	350.00	.00	500.00	
3			.00	.00	.00	

Line Type Invoice

Discount Date

GL Account

Posting Balance .00

Total Posted .00

Accept Cancel Delete

View Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 5/1/2010

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CR-000005	105-00-01	Accts. receiv. - East Warehse A/R Cash Receipts Entry - 5/1/2010	0.00	
Journal 000005 Totals:			0.00	0.00
Source CR Totals:			0.00	0.00
5/1/2010 Totals:			0.00	0.00
Report Totals:			0.00	0.00

Credit Memos

Credit memos are created in the module where the original invoice was generated. Invoices created in sales order module the credit memo is created from within Sales Order Invoice Data Entry.

Creating credit memo's in sales order provides the ability to:

- Apply the credit memo to the original invoice
- Returns inventory items to inventory
- Provides improved traceability
- Displays as a Credit Memo against the invoice

IMPORTANT – performing an invoice adjustment in AR Invoice Data Entry does **NOT** return inventory items to inventory. An adjustment is used for adjusting an invoice generated from AR Invoice Data Entry or changing the dates on the header of an AR Invoice.

How to Credit Sales Tax

The instructions below provide instructions on how to credit sales tax only in the event a customer was charged sales tax or the incorrect amount of sales tax. When crediting the sales tax use the module in which the original invoices was generated.

The invoice shown below, we will be crediting the sales tax.

Customer No.	Ship To	Source Journal	Terms Code	Ship Via	FDB	Customer PO	Salesperson	Confirm To	Comment	E-mail	Fax	Batch Fax	Taxable	Nontaxable	Freight	Sales Tax	Discount	Invoice Total	Deposit	Net Invoice	Balance
02-ORANGE	Orange Door & Window Co.	SO-000011	02 2% Ten Days, Net 30 D	UPS BLUE		789	02-0300 Harvey Earlwright	Harold English, President				<input type="checkbox"/>	407.40	.00	.00	26.48	.00	433.88	.00	433.88	433.88

Select SO → Main → Invoice Data Entry

Customer – Select the customer

Customer PO – Enter the customers PO from original invoice or enter note

Sales Tax Schedule – Select the taxable sales tax schedule used on original invoice

Select Tab 2 – Lines

Item Code – select the item code used on the invoice or you may select any item code.
 Tax Class – Line 1 will be non-taxable and the 2nd line will be taxable as shown below.
 Qty – enter the qty from the original invoice
 Price – defaults in based on sales code used, may be overwritten

S/O Invoice Data Entry (ABC) 8/5/2009

Invoice No. 0100065

1. Header | 2. Address | 3. Lines | 4. Totals

	Item Code	Ordered	Tax Class	Shipped	Unit Price	Extension
1	1001-HON-H252	5.00	NT	5.00	81.480	407.40
2	1001-HON-H252	5.00	TX	5.00	81.480	407.40
3		.00		.00	.000	.00

Description
Warehouse
Unit Of Measure
Back Ordered .00

Total Amount .00

Buttons: Quick Print, Accept, Cancel, Delete

Select Tab 3 for sales tax – Note the tax amount

S/O Invoice Data Entry (ABC) 8/5/2009

Invoice No. 0100065

1. Header | 2. Address | 3. Lines | 4. Totals

Invoice Date 8/5/2009 Invoice Type Standard Invoice

Customer No. 02-ORANGE Orange Door & Window Co. Salesperson 0300

Amount Subject to Discount 0.00
 Discount Rate .000%
 Discount Amount .00

Taxable Amount 407.40
 Nontaxable Amount 407.40

Ship Zone
 Ship Weight 00000
 Freight Amount .00

Payment Type NONE
 Check Number
 Deposit Available .00
 Deposit Amount .00

Commission Rate 11.500%
 Sales Tax Amount 26.48
 Invoice Total 26.48
 Net Invoice 26.48

Buttons: Quick Print, Accept, Cancel, Delete

Accept the invoice

View Sales Order Tax Journal Summary

Sales Order Tax Journal Summary
Journal Posting Date: 8/8/2010
Register Number: SO-000012

ABC Distribution and Service Corp. (ABC)

Tax Code/Description	Sales Amount	Taxable Sales	Non-taxable Sales	Taxable Freight	Non-taxable Freight	Taxable Tax	Exempt Sales	Sales Tax Amount
WI Wisconsin	0.00	407.40	407.40	0.00	0.00	0.00	0.00	20.37
WI MIL Milwaukee	0.00	407.40	407.40	0.00	0.00	0.00	0.00	4.07
WI MILMIL Milwaukee	0.00	407.40	407.40	0.00	0.00	0.00	0.00	2.04
Report Total:								26.48

View Daily Transaction Register

Daily Transaction Register

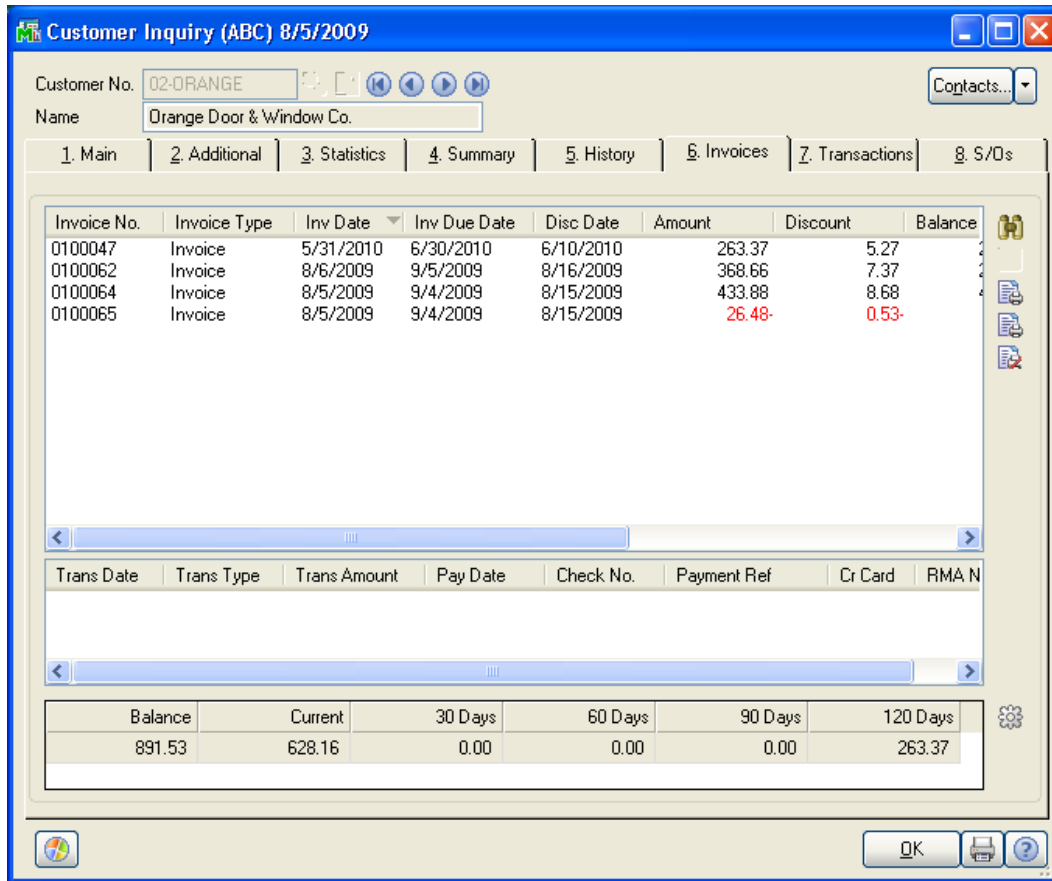
ABC Distribution and Service Corp. (ABC)

Postings For: 8/8/2010

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
SO-000012	105-00-02	Accts. receiv. - West Warehouse		26.48
	115-00-01	S/O Invoice Entry - 8/8/2010		171.25
	115-00-01	Inventory - East Warehouse	163.75	
	235-02-00	Orange Door & Wind REF: 0100065		
	235-02-00	Inventory - East Warehouse	20.37	
	235-02-00	Orange Door & Wind REF: 0100065		
	235-02-00	Sales tax payable - West Cnty	4.07	
	235-02-00	DIV: 02 WEST SALES OFFICE		
	235-02-00	Sales tax payable - West Cnty	2.04	
	235-02-00	DIV: 02 WEST SALES OFFICE		
	400-01-00	Sales tax payable - West Cnty		407.40
	400-01-00	Distribution sales (history)		
	400-01-00	Orange Door & Wind REF: 0100065	407.40	
	400-01-00	Distribution sales (history)		
	450-01-00	Orange Door & Wind REF: 0100065	171.25	
	450-01-00	Purchases		163.75
	450-01-00	Orange Door & Wind REF: 0100065		
	450-01-00	Purchases		163.75
	450-01-00	Orange Door & Wind REF: 0100065		
		Journal 000012 Totals:	<u>768.88</u>	<u>768.88</u>
		Source SO Totals:	<u>768.88</u>	<u>768.88</u>
		8/8/2010 Totals:	<u>768.88</u>	<u>768.88</u>
		Report Totals:	<u>768.88</u>	<u>768.88</u>

The GL posting Debits and Credits the same account therefore causing a wash.

Once the invoice is accepted, post the invoice. Once posted a negative invoice is posted to the customer as shown below.



Use Cash Receipts to apply the negative invoice to the original invoice.

Sage Software Online Community

The Sage Software online community possesses a wealth of information, which re-sellers and end users may benefit from.

Log into - <http://community.sagemas.com/sagemas/>