**Time & Billing/Accounts Receivable Link**

**TB-1028**

**Overview**
This Extended Solution to the MAS 90 MAS 200 Time and Billing module adds a link to the Accounts Receivable module. Each Client in Time and Billing will correspond to a Customer in Accounts Receivable and vice versa. All activity from Accounts Receivable that would normally be captured in the A/R Customer records will also be captured in the T/B Client records. Invoicing activity in Accounts Receivable will post directly to the Time and Billing module. A utility is available to pull updated Sales Order Invoices into Time and Billing.

**Installation**
Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:
http://support.sagesoftware.com/mas/extended_solutions/main.cfm

**Installing Your Extended Solutions under Windows**
**From a CD**
If you have the autorun function turned on for your PC, the installation program will start up automatically. If not, find the autorun.exe file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

**From the Sage FTP site**
When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com’ telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center
Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions

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Setup
Once the disk is installed, you will need to access the Time and Billing Setup menu option screen. After the MAS 90 MAS 200 option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

Answer the following prompts:

**Engagement Code for A/R Activity:** Enter the Engagement Code you want to use for A/R activity. This will typically be a different engagement code than you use for Time and Billing activity.

**Default Engagement Description:** Whenever the 'A/R' engagement is created automatically, this value will be used as the Engagement Description. You can override it during Client Maintenance.

**Age Invoices by Invoice Date or Due Date:** Just as in standard Accounts Receivable, you can choose to age invoices by their Due Date rather than the Invoice Date that is standard in Time & Billing.

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**Note:** All invoices will be aged the same way regardless of from where they were posted.

**Number of Days Before Due:** You will be prompted for this only if you answered 'Due Date' to the question above. Invoices posted from S/O or A/R already have a due date that was calculated based on their Terms Code. Invoices posted from T/B do not have a due date as such. Enter here the number of days after the invoice date a Time & Billing invoice should be considered due. Enter zero to have the due date equal to the invoice date.

**Synchronize A/R & T/B Constant Data:** Check this box to synchronize Accounts Receivable and Time and Billing Constant Data. 'Synchronize' means that changes made to constant data in A/R Customer maintenance (or on-the-fly maintenance) are written to the TB Client Masterfile and vice versa. When a new A/R Customer is created, a TB Client also will be created, but only the 'A/R' engagement will be created (not the default engagement). When a new TB Client is created an A/R Customer will not be created. If an on-file A/R Customer Number is entered for that Client (see Operation section below), then that customer's constant data will be synchronized with the TB Client constant data.

This series of steps is required to complete the link Setup:

1. **Enable multiple engagements.** If you have not done so already, you must go to Time & Billing Options and on screen one, check the 'Multiple Engagements Per Client' box. You must also enter a default engagement. If an individual client record does not reflect a default engagement (which it won’t if you are turning on multiple engagements for the first time), then the default engagement is used when ‘fixing’ the ‘Bill Separate’ status of your current clients and their open invoices (see below for details on what this fix does).

2. **Establish a link between each A/R Customer and a T/B Client.** Every A/R customer must be linked to a single T/B Client. However, not every T/B Client needs to be linked to an A/R customer if that Client will never be invoiced out of A/R or S/O. Establishing the link consists of simply associating a customer number with a client record. For existing Clients this can be done manually by calling each client up in Client Maintenance and entering the A/R Customer Number for that client (see ‘Client Maintenance’ in the Operation section below) or automatically by using the ‘Establish Link to A/R Customers’ utility (explained below).

3. **Verify the links.** It is very important that you verify the links between customers and clients. The ‘Link Verification’ utility (explained below) has been provided to make this a quick and painless process. It is particularly important that the ‘Bill Separate’ issue is resolved before copying or posting invoices from A/R and S/O. (Refer to Helpful Hints below for more information on this topic.)

4. **Copy the A/R Invoices into T/B.** As all cash receipts, finance charge assessment, and open invoice reporting will be done from the Time & Billing module, it is necessary to copy the A/R invoices into the T/B files. The ‘Copy A/R Invoices’ utility (explained below) can be used to do this. It is suggested that you follow this procedure:

A. Make a complete backup of your T/B and A/R data files.

B. Run a Trial Balance in T/B and in A/R.
C. Run the ‘Copy A/R Invoices’ utility.
D. Run a Trial Balance in T/B; its total should match the combined total of the T/B and A/R Trial Balances you ran in step B.

5. **Change G/L Account Numbers & Balances.** If your accounts receivable accounts were the same in both T/B and A/R modules, you can skip this step. Otherwise, you need to decide which account will be used for accounts receivable and change the set up in the other module to reflect this new account. You should then make a General Journal entry to consolidate the A/R balances into the designated account.

A new menu of utilities designed to assist in the set up process has been added. Choose the ‘Time & Billing Utilities’ option on the Setup menu. You will see a new option ‘T/B to A/R Link Utilities’ (Figure 2). Choose this option and the submenu for the link utilities is displayed (Figure 3). The operation of each menu option is explained below.

![Figure 2](image1.png)

![Figure 3](image2.png)

**T/B To A/R Link Utilities—Establish Link to A/R Customers**

This option on the T/B to A/R Link Utilities submenu can be used to establish the link between an A/R customer and a T/B client based on either the customer number or the
telephone number (Figure 4). If your customer numbers (without division) are the same as the client numbers, choose the ‘Customer Number’ option. If you feel that linking on telephone number would be more successful, choose the ‘Telephone Number’ option. As the utility runs and the links are established, a report is printed indicating the customer number and client number that are now linked (Figure 5).

![Figure 4]

![Figure 5]

**T/B to A/R Link Utilities—Link Verification**

This option on the T/B to A/R Link Utilities submenu can be used to verify the link between customers and clients and optionally can fix many of the problems encountered (Figure 6). As the verification runs, a report is printed indicating the problems encountered and whether they have been fixed by the utility (Figure 7). The verification options are as follows:
Figure 6

Figure 7

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**REBUILD SORT FILE:** A sort file is used to speed access to A/R customers linked to clients. You can elect to rebuild this sort file and run verification, to skip the rebuild process and run verification only, or to rebuild sort file only.

**PRINT ONLY ‘BAD’ LINKS:** You can elect to report only links that have something wrong with them or to print all clients, regardless of status.

**CHECK FOR UNLINKED A/R CUSTOMERS:** Check this box to verify that every A/R customer is linked to a T/B client; the report will print the customer number and name of every customer not linked to a T/B client.

**CHECK FOR MISMATCHED CONSTANT DATA:** Select ‘Report On Mismatches’ to verify that the constant data is identical for customers and clients. Select ‘Don’t Check For Mismatches’ to skip this check. Select ‘Fix Mismatches Using T/B Data’ to force the A/R constant data to match the T/B constant data. Select ‘Fix Mismatches Using A/R Data’ to use A/R data to fix the T/B constant data. Constant data is considered to be the Name, Full Address, Contact, Phone And Fax (Telex) Number, Sales Tax Code, Tax Exempt Number, Sort Field, Statement Cycle, Dunning Message Flag, Comment, Customer Type, Open Item Status, and Finance Charge Rate.

**PRINT MISMATCHED CONSTANT DATA:** If you elected to check for mismatched data, you can opt to have any mismatched data print on the report. This is very useful for deciding which module has the correct values.

**CHECK FOR MISSING ‘A/R’ ENGAGEMENT:** An Engagement Code of ‘A/R’ is required for every client that is linked to an A/R customer. You can elect to verify that such an engagement exists, or to have an ‘A/R’ engagement created where necessary, or to skip this check altogether.

**CHECK FOR ‘BILL SEPARATE = N’:** Select ‘Report Only’ to have the utility check for clients with Bill Separate flag set to ‘No’. Select ‘Change Bill Separate and Engagement’ to have the utility change any ‘No’ values to ‘Yes’, and at the same time change any invoices on file that are for Engagement ‘All’ to be coded for the default engagement for that client. Select ‘Don’t Report or Change’ to skip this check.

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**Time & Billing Utilities—Copy MAS 90●MAS 200 A/R Customers**

This option has been enhanced to establish automatically the link between the Client that is created and the Customer that created it. In addition to the default engagement that is normally created for a new client, the ‘A/R’ engagement is created. All standard defaults are used except for ‘Bill Separate,’ which is set to Yes.

**Copy the A/R Invoices into T/B**

Since all cash receipts, finance charge assessment, and open invoice reporting will be done from the Time & Billing module, it is necessary to copy the A/R invoices into the T/B files. The ‘Copy A/R Invoices’ utility can be used to do this. It is suggested that you follow this procedure:
A. Make a complete backup of your T/B and A/R data files.
B. Run a Trial Balance in T/B and in A/R.
C. Run the ‘Copy A/R Invoices’ utility.
D. Run a Trial Balance in T/B; its total should match the combined total of the T/B and A/R Trial Balances you ran in step B.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

**Operation**

*Client Maintenance and Inquiry*

The ‘Address & Constant Data’ screen will prompt for an ‘A/R Customer Number’ (Figure 8). Press the List Button to see a list of on-file A/R Customers. You can enter a not-on-file customer number if you want (it will not be used until you set up the customer in A/R). Client Inquiry will display the A/R Customer number (Figure 9).
This Extended Solution allows you to renumber a Client even when the Client has open invoices (Figure 10). You can also merge two existing Clients by entering an existing Client Code in the renumber window (Figure 11).
Miscellaneous Changes
Several miscellaneous changes were made to the Time & Billing module to support the link. These include:
- Support for credit memos and invoice adjustments from A/R and S/O
- Support for aging invoices by Due Date rather than invoice date

Billing History Inquiry
The inquiry into invoices posted from A/R and S/O is a bit different from normal TB Billing History Inquiry. After entering the client number and the ‘A/R’ engagement, you will be presented with a new inquiry screen (Figure 12).
Transferring Sales Order Invoices
In order to have S/O Invoices appear in Time and Billing, you will need to run the ‘Copy A/R Invoices’ Utility after updating the Sales Journal (see the Setup section).

Helpful Hints
• **Bill Separate?** In nearly all cases, this flag must be set to Yes for all clients. As you will in fact be billing clients from A/R (or S/O) as well as T/B, and as the A/R and S/O invoices will not have other engagements on them, you will be billing separately. The invoices that are written to the T/B files from A/R and S/O will be writing the invoices with the engagement code specified in A/R. If you do not have the ‘Bill Separate’ flag set to Yes, you will not be able to do cash receipts for these invoices since the Engagement Field will be skipped during data entry. The ‘Link Verification’ utility will tell you that clients have their flag set incorrectly and give you the option of correcting this situation. By correcting, we mean that the ‘Bill Separate’ flag will be set to ‘Y’ and all open invoices that currently do not reference an engagement will be changed to reference the client’s default engagement. If the client has no default engagement, the default engagement from Time & Billing Setup will be used.

• A/R cannot be linked to J/C when it is linked to T/B.

• A/R, S/O and T/B will each calculate the current period using their own Setup as they always have.
• Terms discounts, normally calculated during invoice update, written to the Open Invoice file, and used during cash receipts, are not supported by the link.

• Only A/R Credit Memos can be applied to the A/R and S/O invoices transferred to T/B. S/O Credit Memos cannot be applied.

• This Extended Solution does not affect sales tax reporting. S/O and A/R sales tax reports come from normal A/R Sales Tax Report Printing. T/B Sales Tax Reports come from T/B Sales Tax Report Printing.

• A/R and S/O invoices that have been transferred to T/B do not show up in the A/R Open Invoice File. These invoices can be viewed only in the T/B Open Invoices for the particular customer. The transferred invoices can still be viewed in A/R and S/O Invoice History.

Report Master/Visual Integrator
The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<table>
<thead>
<tr>
<th>New File:</th>
<th>Field:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB.OPEN_II</td>
<td>All Fields</td>
</tr>
<tr>
<td>TB.SETUPAR</td>
<td>All Fields</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changed File(s):</th>
<th>Field(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB.CLIENT</td>
<td>AR_CUST_NO</td>
</tr>
</tbody>
</table>

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

Note: The Report Master module is not supported in MAS 200 SQL.

Crystal Reports and the ODBC Dictionary
The files listed below have been added, or changed, in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<table>
<thead>
<tr>
<th>File:</th>
<th>Description</th>
<th>Field:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB_AJ</td>
<td>T/B Open Invoice File 2</td>
<td>All Fields</td>
</tr>
<tr>
<td>TB_CA</td>
<td>T/B Setup A/R Invoices File</td>
<td>All Fields</td>
</tr>
<tr>
<td>TB1</td>
<td>Client Master File</td>
<td>AR_CustomerDivision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AR_CustomerNumber</td>
</tr>
</tbody>
</table>

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.
Upgrades and Compatibility
The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation
Only changes made to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the Specific Purpose Rule. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments
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