
MICROSOFT DYNAMICS-SL
SOLOMON™

ASI- AP TO AR INVOICING
MANUAL



140 Washington Ave
North Haven, CT 06473
203.239.7740
www.asillc.com
sales@asillc.com

Last Revision: February 2007

The forms and policies presented in this manual may not be the most current available. Please consult a representative of your reseller or consultant for the most up-to-date information. This manual has been developed for *Microsoft Dynamics-SL Version 5.x, 6.x and 7.x*.

This document may contain technical inaccuracies or typographical errors. Any documentation with respect to Microsoft Dynamics-SL products is provided for information purposes only and does not extend or modify the limited warranty extended to the licensee of Microsoft Dynamics-SL products.

Trademark Acknowledgements

Windows, Visual Basic and Microsoft Dynamics-SL are registered trademarks of Microsoft, Inc.

All other products mentioned are trademarks of their respective manufacturers.

Printed in the United States of America.

LICENSE

For each Microsoft Dynamics-SL (Solomon) ASI- AP to AR Invoicing Module purchased, Accounting System Integrators, LLC, grants to you the right to use the Microsoft Dynamics-SL (Solomon) ASI AP to AR Invoicing Module (Software) including documentation. You may physically install such License, on a single user computer or in a network environment based upon edition purchased. Title to Software shall remain with Accounting System Integrators, LLC.

The Software may not be copied except for required backup. Copying of the manual is restricted for company use. You shall protect the Software under this License as confidential information and trade secret of Accounting System Integrators, LLC, and will take reasonable steps to prevent use of the Software outside of its intended purpose. You will not remove any product identifications, copyright or other proprietary notices from the Software or documentation.

LIMITATION OF LIABILITY

Accounting System Integrators, LLC, warrants that the program will substantially conform to published specifications and to the documentation, provided that it is used on the computer hardware and with the operating system for which it was designed. Accounting System Integrators, LLC, also warrants that the magnetic media on which the program is distributed and the documentation are free from defects in materials and workmanship for a period of 60 days. Accounting System Integrators, LLC, will replace defective media or documentation or correct substantial program errors at no charge, provided you return the item to Accounting System Integrators, LLC, within 90 days of the date of delivery. If Accounting System Integrators, LLC, is unable to replace defective media or documentation or correct substantial program errors, Accounting System Integrators, LLC, will refund the purchase price. These are your sole remedies for any breach of warranty.

Except as specifically provided above, Accounting System Integrators, LLC, makes no warranty or representation, either express or implied, with respect to this program or documentation, including their quality, performance, merchantability, or fitness for a particular purpose.

Because computer programs are inherently complex and may not be completely free from errors, you are advised to verify your work and make periodic backups of your data. In no event will Accounting System Integrators, LLC, be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the program or documentation, even if advised of the possibility of such damages. In particular, Accounting System Integrators, LLC, is not responsible for any costs including but not limited to those incurred as a result of lost profits or revenue, loss of use of the computer program, loss of data, the cost of a substitute program, claims by third parties or for any other similar costs. In no case shall Accounting System Integrators', LLC, liability exceed the amount of the payment price.

COPYRIGHT

Under the copyright laws, neither the documentation nor the software may be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form, in whole or in part, without prior written consent of Accounting System Integrators, LLC, except in the manner described in the documentation.

Copyright 2007
Printed February 2007
Solomon Releases: 5.x, 6.x, 7.x

Accounting System Integrators, LLC
140 Washington Avenue
North Haven, CT 06473

All Rights Reserved. First Edition Printed June 2005. Printed in the United States.

Table of Contents

ASI-AP TO AR INVOICING	2
Overview	2
AP to AR Setup	3
Category Maintenance	5
Job ID Maintenance	6
Voucher & Adjustment Entry	7
Change AP to AR info	8
Generate AR Invoices	9

ASI-AP to AR Invoicing

Overview

ASI - AP to AR Invoicing enables Accounts Payable line items to be billed automatically to Accounts Receivable, through the Invoice and Menu process. Each AP Voucher line item is able to be assigned a customer, billing type (category), and Job ID (optionally). Each billing type may have an assigned account, sub account, and percent increase for cost plus billing. The billing account and sub account can be used from the expense account of the voucher line item or from the billing type assigned from Category maintenance; as well as bill the voucher line item at actual amount or cost plus. Finally, the user can preview the invoices before creation.

AP to AR Setup

- ✓ **AR Batch Handling:** Batch management function performed upon completion of the AR batch creation. Options for AR Batch Handling are:
 - **Hold:** save the batch for future editing.
 - **Release Later:** set the batch status to Balanced to prepare for later release for posting on Release AR Batches.
 - **Release Now:** release the batch for posting upon completion of the creation AR Invoice Batch.

- ✓ **AR PerPost:** Choose the option for selection of the PerPost for the AR Invoice Batch.
 - **Default from current AP period:** Will use the PerPost value in AP Setup.
 - **Default from current AR period:** Will use the PerPost value in AR Setup.
 - **Same as AP Document:** Will match the PerPost of the AP document.

- ✓ **Able to Change AR PerPost:** If the above selection is set to *Default from current AR Period* or *Default from current AP Period* then the Yes / No option is available for changing the PerPost of the Invoice Batch.

- ✓ **Able to Change same as AP Document:** If the above selection is set to *Same as AP Document* then the Yes / No option is available for changing the PerPost of the Invoice Batch.

NOTE: These options are selected in Setup to prevent a user from changing during invoice creation.

- ✓ **AR Acct Source:** Enter an account nbr associated to the category ID.
- ✓ **AR Sub Acct Source:** Enter a sub-account nbr associated to the category ID.
- ✓ **AR Tran Desc Default:** Customer ID & Name or AP Transaction description.
- ✓ **Cost Plus:** Choose the method to calculate the AR transaction amounts.
 - **NO** – Amounts for the AR transaction will equal the AP transaction amounts.
 - **Constant** – the system will apply a constant percentage to all transactions
 - **Category Percentage** – the system will use the percent based upon the category ID. (see *Category Maintenance*)
- ✓ **Use Job Field:** Choose Yes to use the Job ID function, otherwise select NO. (see *Job ID Maintenance*)
- ✓ **Calculate Tax in AR:** The system is able to calculate sales tax using the customer maintenance default tax ID's. If you would like to have the system calculate sales tax on the AR Invoices choose YES otherwise select NO
- ✓ **Create Credit Memos:** The system is able to create Credit Memos when the total of the AR invoice is negative. If you would like to have the system create Credit Memos choose YES otherwise select NO.

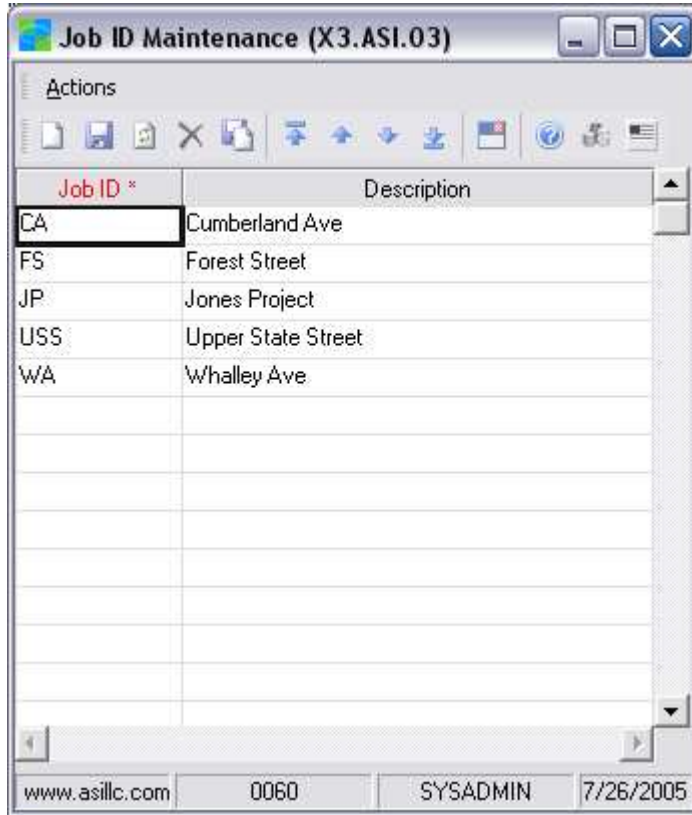
Category Maintenance

Category ID *	Description	Account	Sub Account	Percent
LD	Lodging	7150	000000000000	15.00
ML	Mileage	9040	01000FR00001	12.50
OT	Other Business Expense	6010	000000000000	9.85
TR	Travel	6020	01000FR00001	15.00

Category maintenance is used to define billing codes to identify how each Accounts Payable line item will be billed in Accounts Receivable. AP to AR setup option allows the designation of the account and sub-account to be used in Accounts Receivable. The Category maintenance enables the line items created in the invoicing process to use the account and sub-account assigned to the category. Billing amount can be the same as the Accounts Payable line item or the Accounts Payable amount plus the percentage in category maintenance.

- ✓ **Category ID:** This is a unique alphanumeric code that distinguishes the Category ID's from all of the other Category ID's. Select a code that will be easy to identify and use in the AP to AR Invoicing process.
- ✓ **Description:** Explanation of the AP to AR Invoice Category ID. Enter a description for a new Category ID.
- ✓ **Account:** The GL Account nbr that is to be used in the AR creation process- based upon AP to AR setup.
- ✓ **Sub Account:** The GL Sub-Account nbr that is to be used in the AR creation process- based upon AP to AR setup.
- ✓ **Percent:** The percentage available to be used for cost plus situations for the category ID- based upon AP to AR setup

Job ID Maintenance



Job Maintenance is used for classifying or categorizing line item records in AP vouchers and AR Invoices.

- ✓ **Job ID:** This is a unique alphanumeric code that distinguishes the Job ID's from all other Job ID's. Select a code that will be easy to identify and use for the AP to AR Invoicing process.
- ✓ **Description:** This is simply an explanation of the AP to AR Invoice Job ID. Enter a description for a new Job ID.

Voucher & Adjustment Entry

***Voucher and Adjustment Entry (03.010.00)**

Batch
 Number: 000182 Status: Hold Total: 355.00
 Per to Post: 12-1999 Handling: No Action Control: 0.00

Document
 Ref Nbr: 000158 Vendor ID: V00207 Date: 12/23/1999 Invoice Date: 12/23/1999
 Type: Voucher Rental Tools & Equipment Invoice Nbr: 1447866 Balance: 355.00

Voucher/Adjustment | Defaults | Override | Manual Check | Apply Adjustment

Terms: 05 Due in 30 Days Active PO Nbr: Discount Date: 12/23/1999
Amount: 355.00 Company ID: 0060 PO Receipt Nbr: Due Date: 1/22/2000
Discount: 0.00 Contoso, Ltd Pre-Pay Nbr: Pay Date: 12/23/1999

Detail (F4 - for grid/form view)

Company ID	Line Type *	Account *	Subacct *	Inv Ext Price	Cust ID	Job ID	Category	Billed Y/N
0060	Invoice	7010	01-100-AA-00-00-1	100.00	C331	USS	LD	No
0060	Invoice	7055	01-100-AA-00-00-1	155.00	C315	FS	TR	No
0060	Invoice	6530	01-100-AA-00-00-1	100.00	CT0110	JP	OT	No

Landed Cost Allocation... Purchasing Detail... Tag...
 0060 SYSADMIN 7/26/2005

All activity to be used within the AP to AR Invoicing process will begin in the **AP Voucher and Adjustment Entry** screen. The screen has been modified to add some additional fields for input. These fields are used to capture line item details to be a part of the AR creation process. Each grid line will have a Customer ID field, Category ID field, a Billed Yes/NO, and Job ID (optionally). If no information is entered then these specific lines will not be a part of the AR creation process.

- ✓ **Customer ID:** Select a customer ID for this line item. F3 is available for searching.
- ✓ **Category ID:** Select a category ID for this line item. F3 is available for searching
- ✓ **Job ID:** Select a Job ID for this line item. F3 is available for searching
- ✓ **Billed Y/N:** This is a display only field which identifies if a line item has been billed in AR through the ASI – AP to AR Invoicing process.

Change AP to AR info

Change AP to AR Info (X3.ASI.04)

Actions

Vendor ID: Display 'AR Interface' information ONLY.
 Documents Transaction Details

AP Batch Nbr *	AP RefNbr *	Doc Type	Doc Date	AP Invoice Nbr *	Period	Amount
000170	000145	VO	11/22/2003	6654421	1999-12	250.00

Details - AP Reference Number 000145

Account	Sub Account	Cust ID	Job ID	Category	Tran Amount	Billed
6020	EN0000000000	CT0110	JP	LD	50.00	No
6020	EN0000000000	C300	FS	OT	100.00	No
6020	EN0000000000	C331	USS	LD	50.00	No
6020	EN0000000000	C389	WA	TR	25.00	No
6020	EN0000000000	C407	CA	LD	25.00	No

Reminder: Only the CustID, Job ID, & Category fields can be modified.

0060 SYSADMIN 7/26/2005

The **Change AP to AR Info** screen is available to modify the Customer ID, Job ID and/or Category ID for line items of Vouchers that have been released into Accounts Payable. Modification can be made to any transaction up to the point of AR invoice creation. Modify line items with AP to AR information or add data to entries with no AP to AR invoicing data. Use this screen for editing, changes, additions, or deletions for the AP to AR invoicing system.

- Select a vendor ID. Next, options enable viewing AR interface information only or viewing ALL AP documents and transactions.
- The user is in full control over data to be used in the AR creation process.

Generate AR Invoices

Generate AR Invoices (X3.ASI.05)

Actions

AP Period Post Selection: 12-1999

AR Invoice Date: 12/31/1999

AR Period Post: 12-1999

Select	Customer ID	Name	Available Amt
No	C300	Archon Associates	205.00
No	C331	Systems 1000	85.00
No	C376	University Of Minnesota	25.00
Yes	C389	Petroleum Heat & Power	470.00
No	C407	Software House	25.00
No	C420	Malls, Inc.™	240.00

Details - Customer C389

Select	Vendor ID	Tran Amt	Job ID	Category	AP Batch Nbr	AP RefNbr	Tran Type	Tran D
Yes	E01181	25.00	WA	TR	000170	000145	VO	11/22/2005
No	E01184	125.00	P002	LD	000170	000149	VO	1/15/2006
Yes	E01192	275.00	P003	LD	000170	000150	VO	1/15/2006
Yes	E01192	45.00	P003	ML	000170	000150	VO	1/15/2006

Select All Clear All View All AP Data View Selections Begin Processing

To learn about our other products visit us on the web at www.asilic.com 0060 SYSADMIN 7/26/2005

The **Generate AR Invoices** screen is used to process invoices to the Accounts receivable module. When opening the Generate AR Invoices screen, all Customers that are to be invoiced will be displayed in the top grid with accumulative amounts by customer. The user is able to select the customers to be a part of the invoicing process by selecting YES or NO.

- The details grid at the bottom will show all details for the selected customer in the top grid. The user is able to select specific detail line items to be a part of the AR Invoice generation. Select YES or NO to select the details.
- Once all of the selections are made, select BEGIN PROCESSING to generate invoices.