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## Invoice Creation in Sales Order from Purchase Order Receipts

PO-1086

### Overview

This Extended Solution allows you to automatically create Sales Order Invoices from Purchase Order Receipts.



Either Extended Solution PO-1020, *Purchase Orders Created From Sales Order Line Items*, PO-1164, *Enhanced Auto Generate Orders Selection*, or SO-1489, *Auto Generate Purchase Orders from S/O Entry* must be installed and enabled in order for this Extended Solution to function.



Additional functionality exists if the Custom Office module is activated or Extended Solution SO-1250, *Automatic Next Order/Invoice Number by Division* installed.

### 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.sagesoftwareonline.com/mas/extended\\_solutions/main.cfm](http://support.sagesoftwareonline.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](mailto: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

## Extended Solutions

options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

### Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install a Sage Software Extended Solution.

### Setup

Once the disk is installed, you will need to access the Purchase Order Setup menu option screen. After the standard 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).

Figure 1

Answer the following prompts:

## Extended Solutions

**SHIP RECEIVED QUANTITY:** If you check this box, each item's S/O Invoice Qty Shipped will be set to the corresponding P/O line's Quantity Received even if the Quantity Received exceeds the Quantity Ordered on the Sales Order. Leave this box unchecked to allow only up to the Sales Order Quantity Ordered in the S/O Invoice Quantity Shipped field.

**VENDOR NAME IN S/O INVOICE COMMENT:** Check this box to include the Vendor Name in the S/O Invoice Header Comment Field when S/O Invoices are created.

**INCLUDE ITEMS NOT ON SALES ORDER:** Check this box to add lines which are on the Receipt, but which are not on the Sales Order. Any additional items on the Purchase Order that are not on the Sales Order are added to the Invoice in the quantity received. The standard MAS 90 MAS 200 pricing calculation determines the Unit Price for these Items. Non-Inventory Items with no standard price will have a Unit Price equal to the Unit Cost on the Purchase Order Receipt.

**TRANSFER RECEIPT HEADER C/M UDFs TO INVOICE:** Check this box to default like-named S/O Invoice Custom Office UDFs from their P/O Receipt History UDF counterparts after all other defaulting has been completed.

**TRANSFER UNIT COST TO UNIT PRICE:** Check this box to override the Unit Price on the Sales Order Invoice with the Purchase Order Unit Cost value referenced for the item on the Receipt.

**CREATE INVOICES FOR RECEIPT OF GOODS ONLY:** Check this box to create Sales Order Invoices only from Receipt Of Goods, with or without an Invoice Number. Leave this unchecked to create Sales Order Invoices only from ROG with an Invoice Number, or from Receipt of Invoice.

If you checked 'Create Invoices for ROG Only' you will have access to the following option:

**CREATE INVOICES ONLY FOR ENTRIES WITH INVOICE NO:** Check this box to restrict S/O Invoice creation to ROG Entries which reference an Invoice Number.

**INVOICE DATE:** Select one of the following for the default Sales Order Invoice date

- System Date
- PO Delivery Date = the Required Date on the Purchase Order Header
- ROG Required Date = the Required Date on the Receipt Header.

**CALCULATE FREIGHT BY:** Select one of the following for the default S/O Invoice freight

- Sales Order Freight Charge - will default from the Sales Order's Freight field
- Purchase Order Freight Charge – will default from the Purchase Order Receipt's Freight field. This option will not be available if integrated with PO-1164.
- S/O Invoice Freight Charge – will calculate freight in the same manner as Sales Order Invoice entry does.

If you selected 'Purchase Order Freight' for the Calculate Freight By,' you will have access to the following option.

## Extended Solutions

**SHIP VIA CODE TO NOT INCLUDE FREIGHT:** Specify the Purchase Order Ship Via Code which designates that the freight charges should NOT be transferred to the Sales Order Invoice.

**SALES ORDER STATUS:** Check the appropriate Order Statuses (New, Open, Hold, and/or Closed). Invoices are not created for Orders that do not have a status matching one entered here.

Figure 2

Answer the following prompts in Tab 2 of the Setup Option screen (Figure 2):

**S/O INVOICE C/M UDF TO HOLD INVOICE NUMBER:** Enter a 10-character, uppercase string Custom Office UDF to hold the Invoice Number from Receipt Of Goods. This option is only available if the 'Create Invoices for Receipt Of Goods Only' is not checked.

**P/O HEADER C/M UDF TO HOLD 'SHIP VIA':** Enter a 15 character, uppercase string Purchase Order Custom Office Header UDF to contain the Ship Via, to be used on an Invoice if valid."

**S/O LINE C/M UDF THAT HOLDS ITEM ATTRIBUTE:** Enter a multi-line string Sales Order Line Custom Office UDF which contains the item attribute. You should have a Purchase Order Receipt Line Custom Office UDF of the same name and attributes. It will be used to match the PO Receipt line to the Sales Order line when there are duplicate items on the order.

## Extended Solutions



If PO-1164 is also installed, you must have the option, 'Custom Office P/O Line UDF for S/O Number' defined in order to integrate with this Extended Solution.



If SO-1489 is also installed, you must have the option, 'Purchase Order UDF for Sales Order Number' defined in order to integrate with this Extended Solution.

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

**Role Maintenance**

The following Task has been added to Purchase Order, Reports/Forms:

- Invoice Creation Register

Please review your security setup in Role Maintenance and make appropriate changes.

**Operation**

During Purchase Order Receipt Update, a file is created that stores the information needed to create Sales Order Invoices. Population of this file is based on when you specified to have S/O Invoices created, only from ROG, only from ROG with an Invoice and from ROI, or only from ROG with an Invoice. You will be prompted to print the Invoice Creation Register after updating the Receipt Register (Figure 3). It can be printed in Detail or Summary (Figure 4). It will list in Receipt order, all of the sales orders which will have Invoices created.

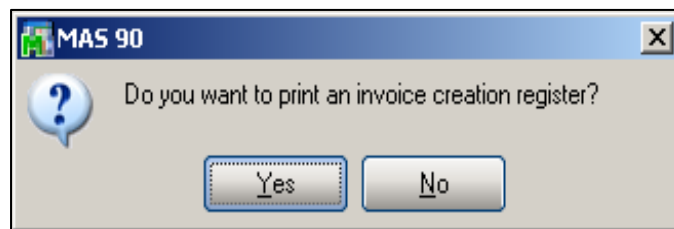


Figure 3

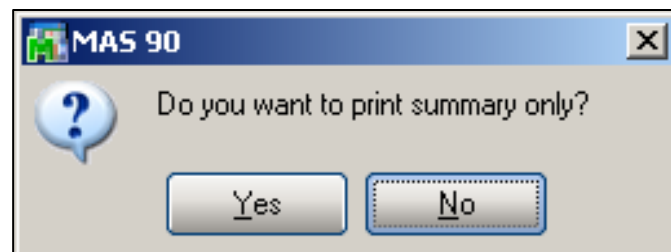


Figure 4

## Extended Solutions

With SO-1489 installed, during P/O Daily Receipt Register Update the system will check for a valid Sales Order number in the 'Purchase Order UDF for Sales Order Number.' If one exists, PO-1086 will create a S/O invoice for the goods received for that Sales Order.

If you selected Detail, then the register output includes Item Number, Description, P/O Quantity Received, S/O Quantity Ordered, P/O Unit Cost, P/O Extended Cost, S/O Unit Price, S/O Extended Price, Price/Cost Difference for each sales order along with the Date which will be used for the Sales Order Invoice Date (Figure 5).

ABC DISTRIBUTION AND SERVICE CORP.								
INVOICE CREATION REGISTER								
ITEM NUMBER	ITEM DESCRIPTION	QUANTITY RECEIVED	QUANTITY ORDERED	UNIT COST	EXTENDED COST	UNIT PRICE	EXTENDED PRICE	PRICE/COST DIFFERENCE
ORDER NO: 0000116 07/21/99								
ARS-9301	ART SPECIALTY BRONZE LAMP	4.00	4.00	115.95	463.80	115.95	463.80	.00
1001-40K-47254LK	MON 4 DRAWER LETTER FILE W/ LCK	3.00	3.00	135.00	405.00	135.00	405.00	.00
0000116 TOTAL:		7.00	7.00		868.80		868.80	
ORDER NO: 0000143 07/21/99								
1001-40K-47252	MON 2 DRAWER LETTER FILE W/ LCK	12.00	12.00	78.12	937.44	78.12	937.44	.00
1001-40K-47253LK	MON 2 DRAWER LETTER FILE W/ LCK	14.00	14.00	80.91	1,132.74	80.91	1,132.74	.00
1001-40K-47254	MON 4 DRAWER LETTER FILE W/ LCK	25.00	25.00	117.90	2,947.50	117.90	2,947.50	.00
1001-40K-47254LK	MON 4 DRAWER LETTER FILE W/ LCK	3.00	3.00	135.00	405.00	135.00	405.00	.00
0000143 TOTAL:		54.00	54.00		5,422.68		5,422.68	
REPORT TOTAL:		61.00	61.00		6,291.48		6,291.48	

Figure 5

If there is no date (because you selected in Setup to use a particular field and that field is blank) then the value 'BAD DATE' will print on the Register (Figure 6). The sales invoice will still be created; you will need to modify it in order to update it.

ABC Distribution and Service Corp.								
INVOICE CREATION REGISTER								
ITEM NUMBER	ITEM DESCRIPTION	QUANTITY RECEIVED	QUANTITY ORDERED	UNIT COST	EXTENDED COST	UNIT PRICE	EXTENDED PRICE	PRICE/COST DIFFERENCE
ORDER NO: 0000228 BAD DATE								
LOT	Lot Item	10.00	25.00	3.00	29.99	3.00	122.63	.00
SERIAL	Serial Item	8.00	10.00	700.00	5,599.99	700.00	13,950.00	.00
LIFO	LIFO Item	25.00	35.00	750.00	187.50	750.00	481.95	.00
FIFO	FIFO Item	35.00	50.00	25.65	897.75	25.65	2,772.50	.00
AVERAGE	Average Item	24.00	38.00	3.57	85.66	3.57	381.06	.00
STANDARD	Standard Item	16.00	45.00	24.95	399.20	24.95	2,938.75	.00
0000228 TOTAL:		118.00	203.00		7,200.09		20,866.89	
REPORT TOTAL:		118.00	203.00		7,200.09		20,866.89	

Figure 6

## Extended Solutions

If you selected Summary, then there will be no item detail. Only the sum of the Purchase Order's quantities and dollars received as well as the sum of the corresponding Sales Order line's quantities and extended prices (Figure 7).

ABC DISTRIBUTION AND SERVICE CORP.									
INVOICE CREATION REGISTER									
ITEM NUMBER	ITEM DESCRIPTION	QUANTITY RECEIVED	QUANTITY ORDERED	UNIT COST	EXTENDED COST	UNIT PRICE	EXTENDED PRICE	PRICE/COST DIFFERENCE	
ORDER NO: 0000116 07/21/99									
	0000116 TOTAL:	7 00	7 00		868 80		868 80		
ORDER NO: 0000143 07/21/99									
	0000143 TOTAL:	54 00	54 00		5,422 68		5,422 68		
	REPORT TOTAL:	61 00	61 00		6,291 48		6,291 48		

Figure 7

After the Invoice Creation Register has printed, you will be prompted to create Sales Order Invoices (Figure 8).

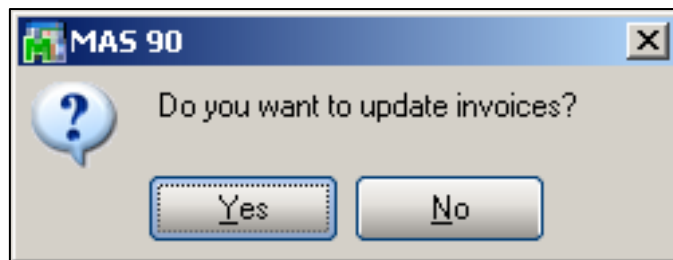


Figure 8

If you answer 'Yes', the sales orders detailed on the Invoice Creation Register will be created in Sales Order Invoice Data Entry. If you have batch processing enabled, then you will receive the S/O Invoice Batch prompt. No Invoice is created if the Sales Order referenced on the Receipt is no longer on file. After creation, invoices may be edited, printed, etc. as normal.

If you answer 'No', then no invoices are created. The file will contain the data until updated. You can select to run the Invoice Creation Register from the menu option.

For items that cannot be received via ROG (Drop Ships, /Ms), only Receipt of Invoice will create lines for the Sales Order Invoice.

If you elected to include Items not on Sales Orders then the program will add lines as follows:

## Extended Solutions

- **Inventory Item:** The Quantity Ordered, Quantity Shipped, UOM and WHS will be the same as the corresponding line on the Receipt. The standard MAS 90 MAS 200 pricing calculation determines the Unit Price.
- **Special (\*) Item:** It will copy the Item Description, Quantity and UOM to the S/O Invoice line. The Unit Cost on the Receipt will become the Unit Price on the Invoice. The Unit Cost will be zero. The G/L accounts will default from S/O Setup for Special Items.
- **Misc Charge:** It will copy the Item Number and Item Description from the P/O Receipt regardless of whether it exists in the Accounts Receivable Miscellaneous Item file. The S/O Extended Price will be equal to the P/O Receipt Extended Cost. The G/L accounts for the line will need to be defined manually.
- **Misc Item:** It will copy the Item Number, Item Description, Quantity Ordered, Quantity Shipped and UOM from the P/O Receipt regardless of whether it exists in the Accounts Receivable Miscellaneous Item file. The S/O Unit Price will be equal to the P/O Receipt Unit Cost. The Unit Cost will be zero. The G/L accounts for the line will need to be defined manually.
- **Comment lines** are not copied.

If a Receipt is performed in the same batch of subsequent Purchase Orders referencing the same Sales Order, the Items received on the subsequent Receipts increment the Invoice created by the first Receipt. The Vendor Name referenced on the comment line is the first Vendor encountered in the Batch. If you specified an 'S/O Invoice C/M UDF to Hold PO Invoice Number', then it will also contain the first one it encounters in the Batch.

If you checked the 'Transfer Receipt Header C/M UDFs To Invoice' option in Setup, like-named Sales Order Invoice Custom Office UDFs will default from their P/O Receipt History UDF counterparts after all other defaulting has been completed.

If you defined the UDF for 'S/O Line C/M UDF that Holds Item Attribute' during Setup and an item number appears multiple times on the sales order, the program will use the value in this UDF to match up the PO Receipt line and the Sale Order Invoice line.

Any Sales Order Line UDFs which have corresponding S/O Invoice Line UDFs will have their values copied to the Sales Order Invoice.

If Lot or Serial valued items are being processed, and you elect to create invoices from ROG, then the Lot/Serial Distribution on the S/O Invoice will contain the same Lot/Serial numbers that were received in Receipt of Goods. If you are creating S/O invoices from ROI, then no auto Lot/Serial Distribution will take place and you will need to perform the distribution manually in S/O Invoice Entry.

If you have SO-1250, *Automatic Next Order/Invoice Number by Division* installed, PO-1086 will use SO-1250's logic for 'next invoice number' when generating new invoices. The division number that determines the next invoice number comes from S/O Invoice Defaults.



## Extended Solutions

**What's New**

With the 04-01-08 release:

- Added integration with SO-1489, *Auto Generate Purchase Orders from S/O Entry*

**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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