



Welcome to the software you've always wanted....

SAGE 100

AMERICAN EXPRESS ACCOUNTS PAYABLE INTEGRATION OPERATING MANUAL

<http://fayebsg.com/sage-american-express-integration/>

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BENEFITS

- Eliminate manual entry of American Express charges into Sage 100
- Eliminate double entry of invoices then transferring invoices to AMEX vendor in Sage 100
- Increase accuracy of American Express charge postings
- Retain invoice history by vendor for all AMEX charges while still processing payment via AMEX

Sage 100 ERP – American Express Integration

AMEX Import to AP Invoice Entry

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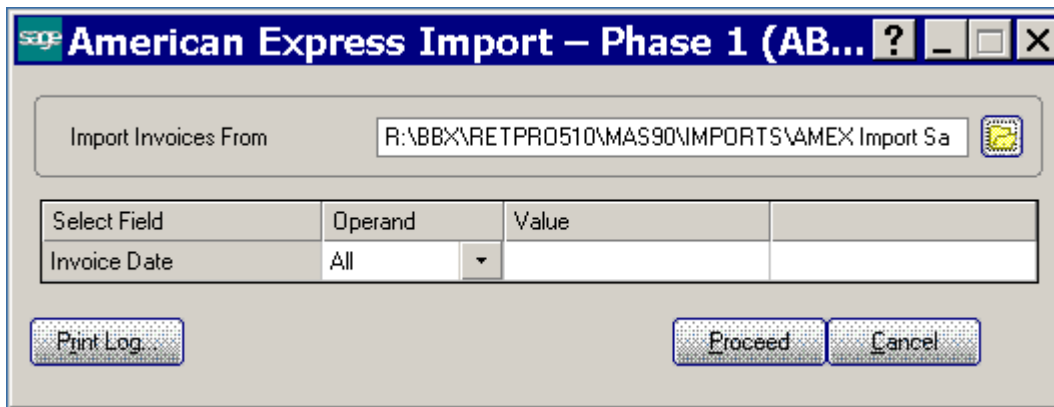
OVERVIEW

The AMEX Import to AP Invoice Entry will import invoices for all charges downloaded from the user's American Express account online. The charges will appear on each vendor's individual account and then be transferred to the AMEX vendor for payment. There are two phases to the import:

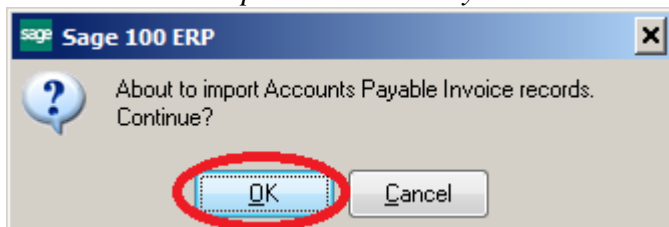
1. Download the charges to Excel/CSV, import to the individual vendors as invoices into the invoice data entry file, and update.
2. Transfer the invoices from the individual vendors to the AMEX vendor.

American Express Import – Phase 1

1. Launch Sage 100.
2. Select **Accounts Payable** from the *Sage 100 Modules Menu*.
3. Select **American Express Import – Phase 1** from the *Accounts Payable Main Menu*.
4. At the *American Express Import – Phase 1* window, enter an Import Invoices From.
Note: You can browse and select from a list of files by pressing the adjacent *folder* button.



5. You can enter a filter for an invoice date as well. Or you can accept the default of ALL invoices for ALL invoice dates.
6. When the file is selected and you are ready for the import, press the **Proceed** button.
7. At the *About to import Accounts Payable Invoice records. Continue?* prompt, press the **OK** button.



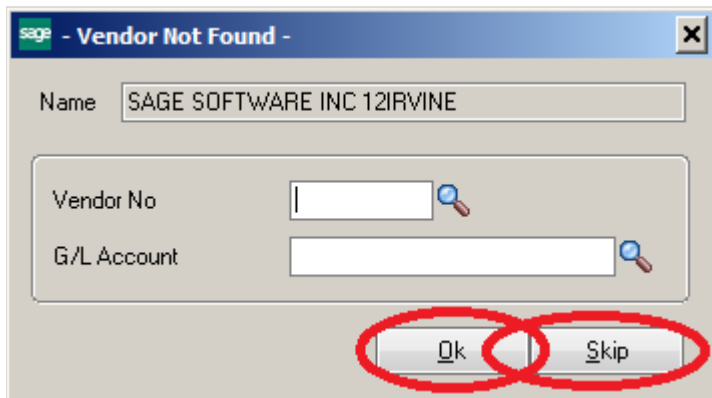
Sage 100 ERP – American Express Integration

AMEX Import to AP Invoice Entry

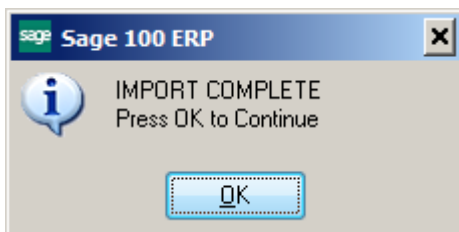
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American Express Import – Phase 1 (continued)

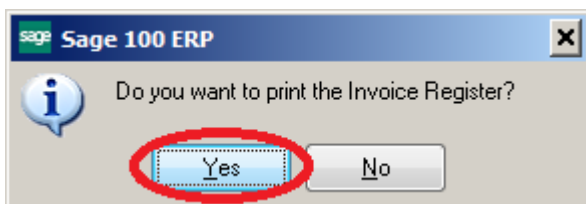
8. If a *Vendor Not Found* prompt appears, it means an import record was encountered where the displayed *Name* could not be found in Sage ERP or find a corresponding record in the *AMEX Vendor Cross Reference* to match an existing Vendor No. Assist the procedure by supplying a Sage *Vendor No.* and *G/L Account* associated with the displayed Name and press the **Ok** button. If none exists, press the **Skip** button. Repeat this step as needed



9. When finished, press **OK** at the *IMPORT COMPLETE Press OK to Continue* prompt.

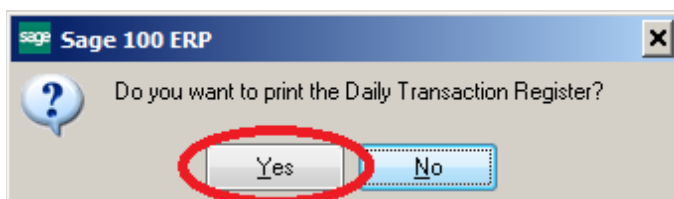


10. At the *Do you want to print the Invoice Register?* prompt, press the **Yes** button.



11. Proceed to print and post the Invoice Register as normal.

12. At the *Do you want to print the Daily Transaction Register?* prompt, press the **Yes** button.



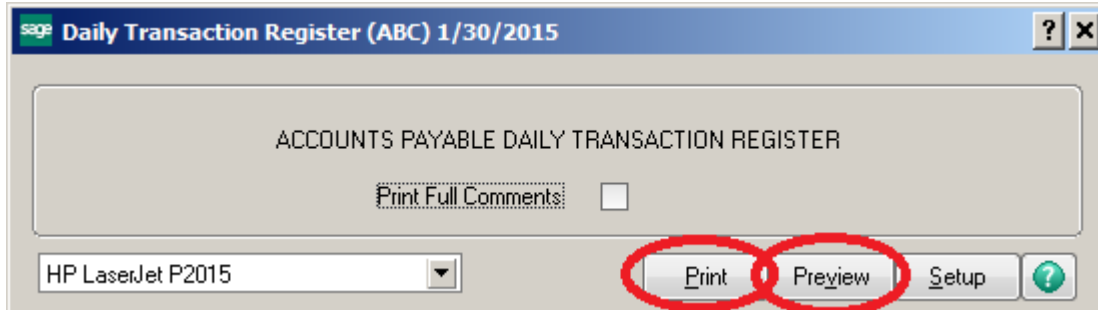
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American Express Import – Phase 1 (continued)

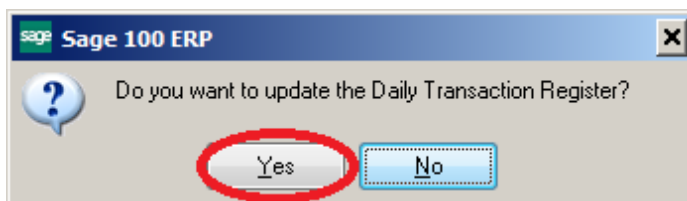
13. At the *Daily Transaction Register* screen, press the **Print** or **Preview** button.



14. When finished, the resulting *Daily Transaction Register* will print similar to the below. If in a Preview window, close the window when finished.

Daily Transaction Register		ABC Distribution and Service Corp. (ABC)		
Postings For: 1/30/2015				
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AP-000018	110-01-00	Notreceivable		71.84
		OFFICEDEPOT 005125 SIGNAL HIL//IN: 20150105		
	118-00-00	Inventory-Repairs Clearing	3,000.00	
		SUGARCRM 0271 CUPERTINO //IN: 20141231		
	118-00-00	Inventory-Repairs Clearing		71,693.32
		SUGARCRM 0271 CUPERTINO //IN: 20141231		
	118-00-00	Inventory-Repairs Clearing		82,165.18
		SUGARCRM 0271 CUPERTINO //IN: 20141231		
	200-01-00	Accounts payable - trade	180,311.22	
		A/P INVOICE ENTRY /DIV: 01		
	200-02-00	Accounts payable - other	71.84	
		A/P INVOICE ENTRY /DIV: 02		
	555-00-03	Rent		29,452.72
		Airway Property //IN: 20141230		
Journal 000018 Totals:			183,383.06	183,383.06
Source AP Totals:			183,383.06	183,383.06
1/30/2015 Totals:			183,383.06	183,383.06
Report Totals:			183,383.06	183,383.06

15. At the *Do you want to update the Daily Transaction Register?* prompt, press the **Yes** button.



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Review of Imported Invoices Prior to Updating

Before updating the Invoice Register (see Use American Express Import – Phase 1), you may review the AP invoices prior to updating through standard AP Invoice Entry functionality.

1. Select **Accounts Payable** from the *Sage 100 Modules Menu*.
2. Select **Invoice Data Entry** from the *Accounts Payable Main Menu*.
3. If prompted for a Batch Number, enter a corresponding *Batch Number* and press the **Accept** button.
Note: you can browse and select from a range of batches by pressing the adjacent *magnifying glass* button.

	Total	Amount
1	Invoice Amount	3,020.24
2	Net Amount	3,020.24
3	Discounts	.00
4	Prepayments	.00

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Review of Imported Invoices Prior to Updating (continued)

4. At the A/P Invoice Data Entry screen, press the button resembling a flashlight.

The screenshot shows the 'A/P Invoice Data Entry (ABC) 8/20/2015' window. At the top, there are fields for 'Vendor No.', 'Batch' (00247), and 'Vendor...'. Below these are 'Name' and 'Invoice No.' fields. The main area is divided into '1. Header' and '2. Lines' tabs. The 'Header' section contains several data entry fields: 'Invoice Date', 'Invoice Amount' (.00), 'Freight' (.00), 'Sales Tax' (.00), 'Subject to Discount' (.00), 'Prepaid Invoice', 'Terms Code', 'Invoice Due Date', 'Discount Due Date', and 'Discount Amount' (.00). There are also checkboxes for 'Hold Payment' and 'Separate Check', a 'Comment' field, and a '1099 Payment' section with 'Form' and 'Box' dropdowns. At the bottom right, there are 'Accept', 'Cancel', and 'Delete' buttons, along with a printer icon and a help icon. A red circle highlights a flashlight icon in the 'Vendor No.' field.

The screenshot shows the 'Invoice List' window with a table of invoices. The table has columns for 'Vendor No.', 'Name', 'Invoice No.', 'Inv Date', and 'Inv Amount'. Below the table is a search section with 'Search' (Invoice No), 'Begins with', and 'Find' buttons. At the bottom, there are 'Custom...', 'Select', 'Cancel', printer, and help icons. A red circle highlights the 'Select' button.

Vendor No.	Name	Invoice No.	Inv Date	Inv Amount
01-ALLCLIM	WISE COMPANY INC 065SALT LAKE	1	3/17/2015	85.00
01-ALLCLIM	WISE COMPANY INC 065SALT LAKE	2	3/16/2015	75.47
01-ALLCLIM	WISE COMPANY INC 065SALT LAKE	3	3/21/2015	609.86
01-ALLCLIM	WISE COMPANY INC 065SALT LAKE	4	3/24/2015	2,249.91

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Review of Imported Invoices Prior to Updating (continued)

- 5. From the *Invoice List*, highlight an invoice and press the **Select** button.
- 6. The invoice will appear similar to the below. To observe the invoice lines, press the *2. Lines* tab.

Sage 100 ERP A/P Invoice Data Entry (ABC) 8/20/2015

Vendor No. 01-ALLCLIM Batch 00247 Vendor...

Name WISE COMPANY INC 065SALT LAKE

Invoice No. 1

1. Header **2. Lines**

Invoice Date 3/17/2015

Invoice Amount 85.00

Freight .00

Sales Tax .00

Subject to Discount 85.00

Prepaid Invoice

Terms Code 01 NET 10

Invoice Due Date 3/27/2015

Discount Due Date

Discount Amount .00

Hold Payment Separate Check

Comment 20150820

1099 Payment

Form None Box

Accept Cancel Delete

Sage 100 ERP A/P Invoice Data Entry (ABC) 8/20/2015

Vendor No. 01-ALLCLIM Batch 00247 Vendor...

Name WISE COMPANY INC 065SALT LAKE

Invoice No. 1

1. Header **2. Lines**

Quick Row 2

	G/L Account	Amount	Comment
1	5250-00-003	85.00	20150820
2		.00	

Description

Distribution Balance 0.00 Total 85.00

Accept Cancel Delete

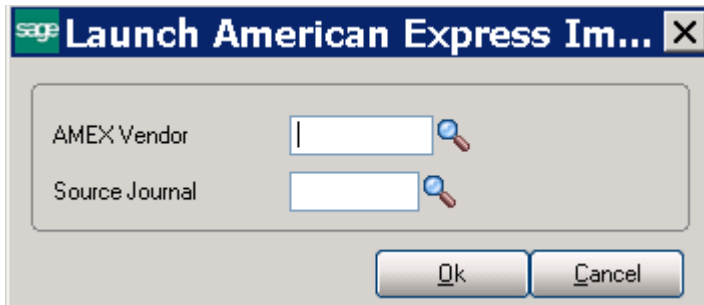
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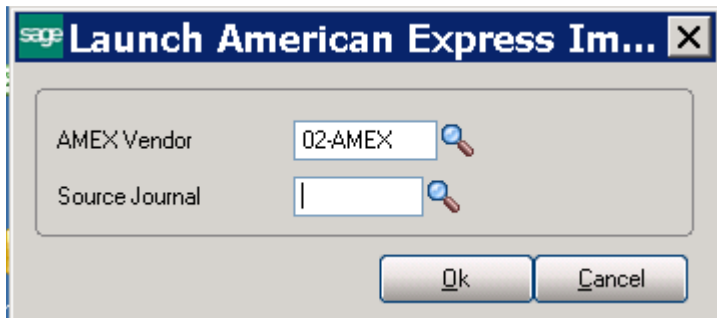
American Express Import – Phase 2

1. Launch Sage 100.
2. Select **Accounts Payable** from the *Sage 100 Modules Menu*.
3. Select **American Express Import – Phase 2** from the *Accounts Payable Main Menu*.
4. At the *Launch American Express Import – Phase 2* window, enter an *AMEX Vendor*.
Notes:
 - You can browse and select from a list of Vendor No.'s by pressing the adjacent *magnifying glass* button.
 - The selected Vendor must be a Credit Card Vendor (where Credit Card Vendor checkbox is checked in Vendor Maintenance).



The screenshot shows a dialog box titled "Launch American Express Import" with a Sage logo. It contains two input fields: "AMEX Vendor" and "Source Journal". Both fields are currently empty and have a magnifying glass icon to their right, indicating a search function. At the bottom of the dialog, there are "Ok" and "Cancel" buttons.

5. Enter the *Source Journal* number posted from *Use American Express Import – Phase 1* above.



The screenshot shows the same dialog box as above, but now the "AMEX Vendor" field contains the text "02-AMEX". The "Source Journal" field remains empty. The magnifying glass icons and the "Ok" and "Cancel" buttons are still present.

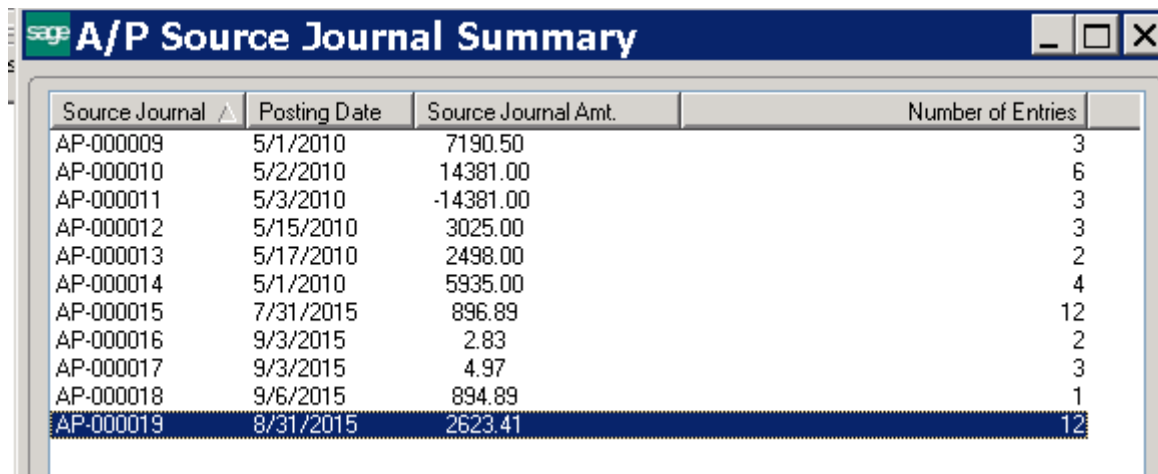
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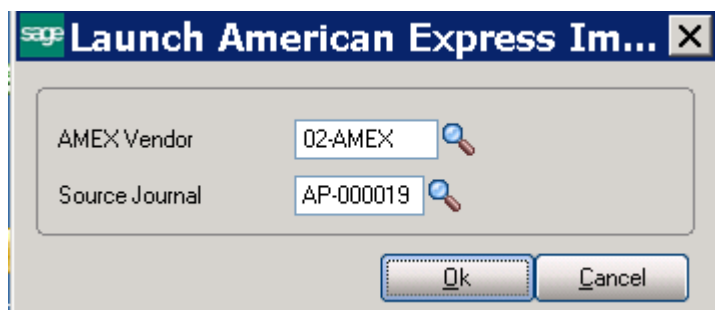
American Express Import – Phase 2 (continued)

6. You can use the search button to display a list of available journals.



Source Journal	Posting Date	Source Journal Amt.	Number of Entries
AP-000009	5/1/2010	7190.50	3
AP-000010	5/2/2010	14381.00	6
AP-000011	5/3/2010	-14381.00	3
AP-000012	5/15/2010	3025.00	3
AP-000013	5/17/2010	2498.00	2
AP-000014	5/1/2010	5935.00	4
AP-000015	7/31/2015	896.89	12
AP-000016	9/3/2015	2.83	2
AP-000017	9/3/2015	4.97	3
AP-000018	9/6/2015	894.89	1
AP-000019	8/31/2015	2623.41	12

7. When finished, press the **Ok** button.

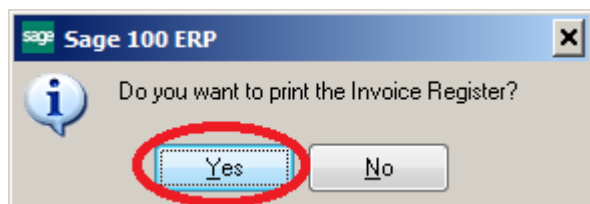


AMEX Vendor: 02-AMEX

Source Journal: AP-000019

Buttons: Ok, Cancel

8. At the *Do you want to print the Invoice Register?* prompt, press the **Yes** button.



Do you want to print the Invoice Register?

Buttons: Yes, No

9. Proceed to print and post the Invoice Register and Daily Transaction Registers as normal.

Sage 100 ERP – American Express Integration

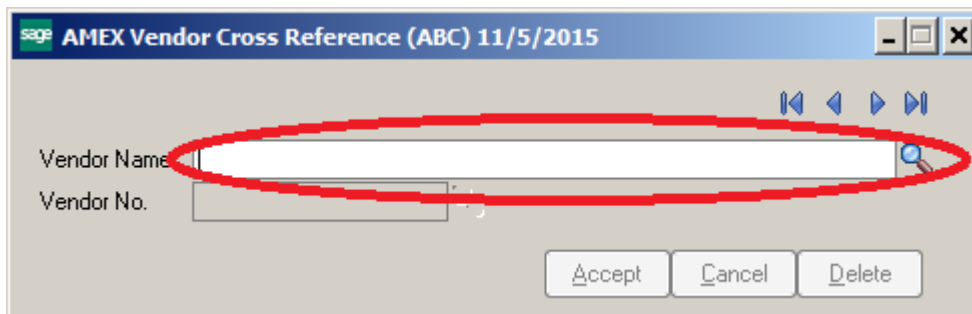
AMEX Import to AP Invoice Entry

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AMEX Vendor Cross Reference

For those users who want some help “translating” how American Express records a vendor name into actual vendors in Sage 100, we’ve created an AMEX Vendor Cross Reference file function. The AMEX Vendor Cross Reference will allow you to designate SAGE Vendors to incoming Vendor Names (as written in the AMEX CSVfile). Contents can be used to match incoming Vendor Names to SAGE Vendors for cases where the American Express Import is unable to find the Vendor by looking at the Sage Vendor records itself.

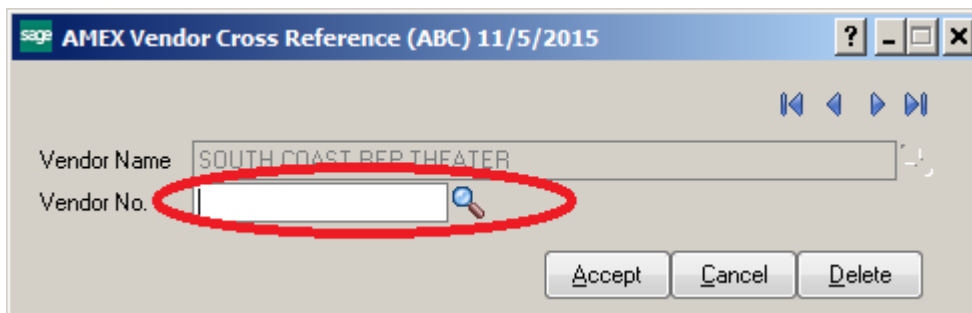
1. Launch Sage 100.
2. Select **Accounts Payable** from the *Sage 100 Modules Menu*.
3. Select **AMEX Vendor Cross Reference** from the *Accounts Payable Utilities Menu*.
4. Enter a *Vendor Name*.



The screenshot shows a window titled "sage AMEX Vendor Cross Reference (ABC) 11/5/2015". It features a search bar for "Vendor Name" which is currently empty and circled in red. Below it is a "Vendor No." field, also empty. To the right of the search bar is a magnifying glass icon. At the bottom are three buttons: "Accept", "Cancel", and "Delete".

5. Enter a SAGE *Vendor No.*

Note: You can browse and select from a list of available Vendors by pressing the adjacent *magnifying glass* button.



The screenshot shows the same window as above, but now the "Vendor Name" field contains the text "SOUTH COAST PER THEATER". The "Vendor No." field remains empty and is circled in red. The magnifying glass icon next to it is also circled in red. The "Accept", "Cancel", and "Delete" buttons are still present at the bottom.

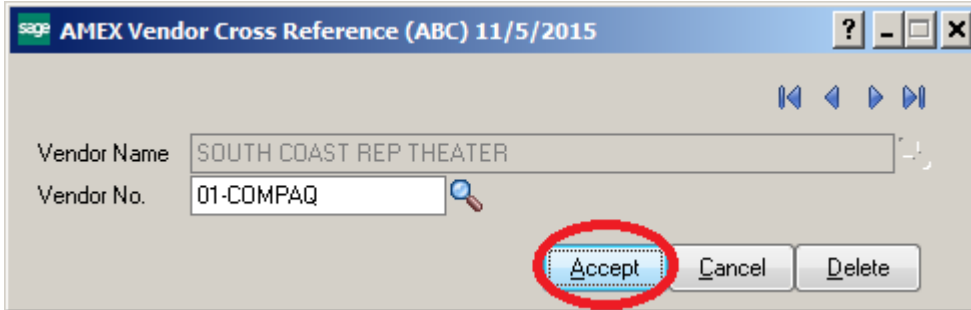
Sage 100 ERP – American Express Integration

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AMEX Vendor Cross Reference (continued)

6. When finished, press the **Accept** button.



The screenshot shows a software dialog box titled "sage AMEX Vendor Cross Reference (ABC) 11/5/2015". The dialog has a standard Windows-style title bar with a question mark, minimize, maximize, and close button. Below the title bar are navigation arrows. The main area contains two text input fields: "Vendor Name" with the value "SOUTH COAST REP THEATER" and "Vendor No." with the value "01-COMPAQ". At the bottom of the dialog are three buttons: "Accept", "Cancel", and "Delete". The "Accept" button is highlighted with a red circle.

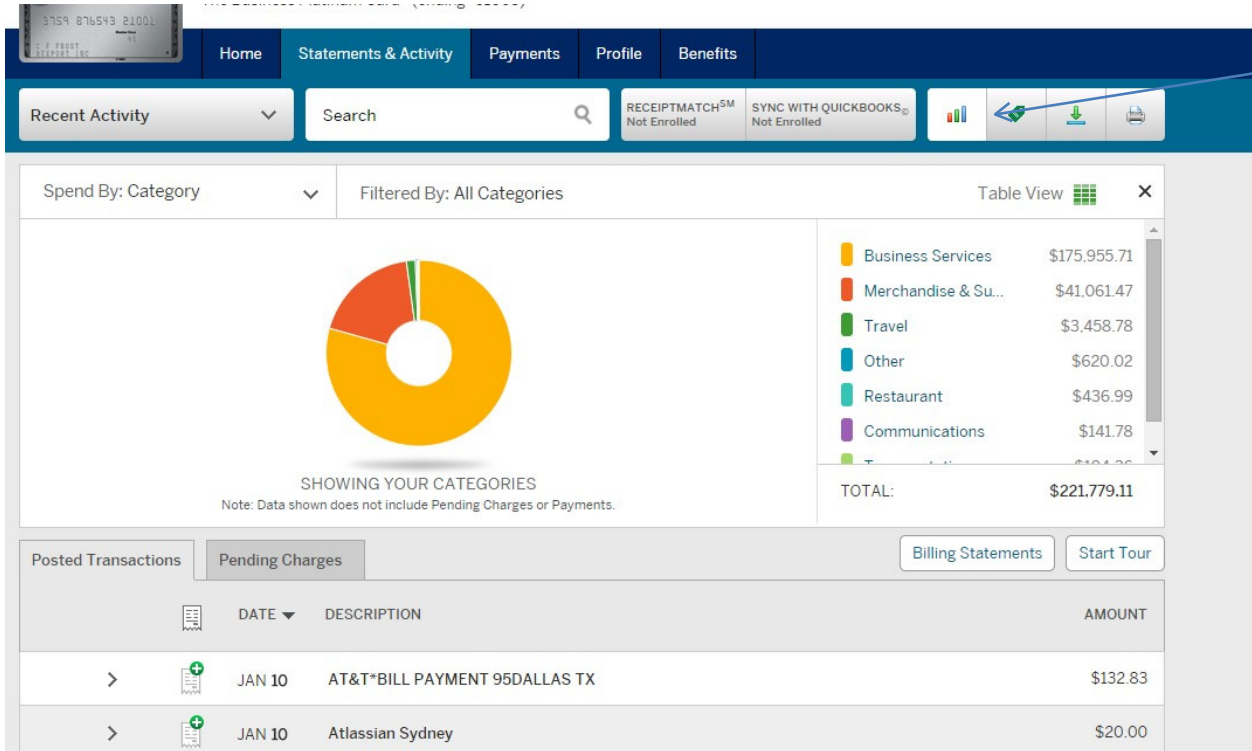
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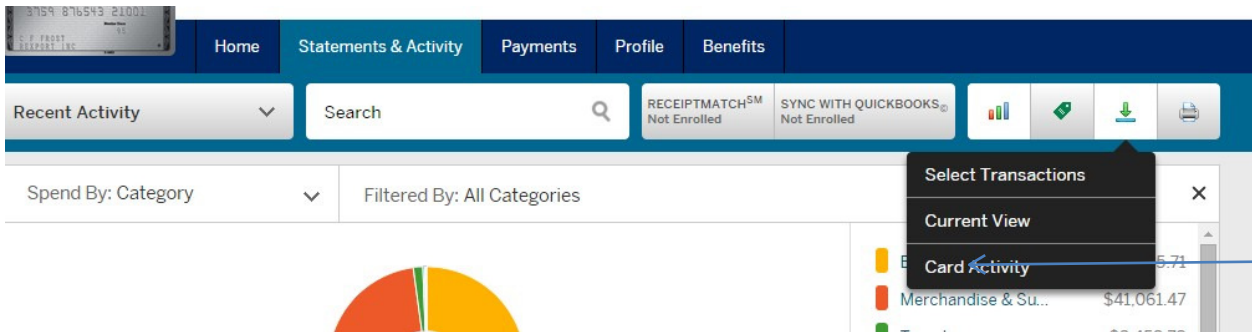
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American Express Download Procedures

1. Log into your American Express Account.



- 2.
3. Click the DOWN ARROW button indicating *Download*.



4. Click **Card Activity**.

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AMEX Import to AP Invoice Entry

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American Express Download Procedures (continued)

Individual statements available to download

Dec 30, 2014 to Present Aug 30, 2014 to Sep 28, 2014 Apr 29, 2014 to May 29, 2014

Nov 29, 2014 to Dec 29, 2014 Jul 30, 2014 to Aug 29, 2014 Mar 29, 2014 to Apr 28, 2014

Oct 30, 2014 to Nov 28, 2014 Jun 28, 2014 to Jul 29, 2014 Feb 27, 2014 to Mar 28, 2014

Sep 29, 2014 to Oct 29, 2014 May 30, 2014 to Jun 27, 2014

Include additional transaction details (only one statement at a time).

Clear Selections

Download

6. Save the resulting file in an appropriate folder where you'll want to import it from.

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Technical Notes

1. The following programs were created as a part of this enhancement:

- AP0504452_ImpInvoiceUtil.M4L
- AP0504452_MissingVendor.M4L
- AP0504452_AmerExpressPhase2_ui.pvc
- AP0504452_ImpInvoiceLog_bus.pvc
- AP0504452_ImpInvoiceLog_svc.pvc
- AP0504452_ImpInvoiceUtil.pvc
- AP0504452_ImpInvoiceUtil_Ui.pvc
- AP0504452_ImportLog_rpt.pvc
- AP0504452_ImportLog_UI.pvc
- AP0504452_MissingVendor_ui.pvc
- AP0504452_AmerExpressPhase2.M4L
- AP0504522_VendorXRef.M4L
- AP0504522_VendorXRef_ui.pvc
- AP0504522_VendorXRef_svc.pvc
- AP0504522_VendorXRef_bus.pvc

2. The following fields were added as a part of this enhancement:

- AP_InvoiceHistoryHeader {UDF_0504452_BATCHNO\$}
- AP_InvoiceHeaderPosting {UDF_0504452_BATCHNO\$}

3. The following Tasks were added as a part of this enhancement:

- American Express Import – Phase 1
- American Express Import – Phase 2

4. The following Menu items were added as a part of this enhancement:

- American Express Import – Phase 1
- American Express Import – Phase 2

5. For the “Phase 1” portion of the import, the import file must be in a comma-delimited format with the following layout:

- Invoice Date
- N / A (not used)
- Invoice Amount
- Vendor Name (will be used to “match” the corresponding Vendor Name in Sage to apply proper Sage Vendor No.
- General Ledger Account (optional – used to override the default General Ledger Account)

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Compatibility

The FayeBSG Sage 100 ERP – American Express Integration import is compatible with MAS90 v4.5 and above and Sage 100 ERP 2013 and above.

Inquiries

For additional information, feel free to contact:

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