

Share Point Document Management For Sage 100 ERP

457 Palm Drive Glendale, CA 91202 818-956-3744 818-956-3746 sales@iigservices.com

www.iigservices.com



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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, and if you have modified any SAGE 100 ERP screens, you must run Customizer Update after you do an enhancement installation.

But wait! BEFORE you run Customizer Update, it is very important

that you **print all of your tab lists.** Running **Customizer Update** wilclear all Tab settings; your printed tab list will help you to reset yo Tabs in Customizer Update.

Custom Office is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

+				
👫 * Sales Ordei	[,] Entry (111) 00	5/12/2006		
Order Number	Q	🛃 🕜 🤇		D []]
<u>1</u> . Header	<u>2</u> . Address	<u>3</u> . Line	s]	<u>4</u> . Totals
Order Date		Orde	er Type	
Customer No.) <u>[</u>		
Chin Data			Ship 1	

An *asterisk* in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update**!

Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100 ERP.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

🚮 IIG Master Developer E	nhancement R	egistration				? _ 🗆 🗙
Registered Customer IIG						
Registration Information Reseller Name						
Serial Number	1111111					
Customer Number	2222222222					
User Key	333333333333	33333333				
Product Key	55555 55	555 55555	55555 55555			
Enhancement	Level	Release Date	Serial Number	Unlocking Key		<u> </u>
IIG Enhancement Name	4.50			BBBBBB		Undo
Enhancement	Level	Release Date	Serial Number		Unlocking Key	
IIG Enhancement Name	4.50		ممممممممممممم	<u> </u>	BBBBBB	
-					1	
Dint Desistation From	1					
Print Registration Form						se 😝
					IIG ABC	09/27/2011

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.

- ODBC Security
Enable ODBC Security within Role Maintenance

Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.

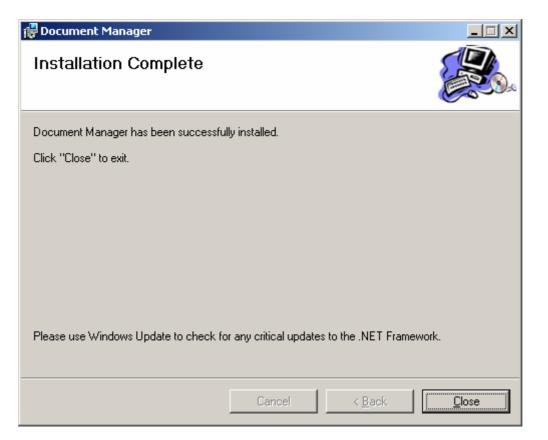
🚮 Role Main	ntenance (ABC) 1/9/2013	<
Role	Admin 🗇 📢 🌒 🕨 Copy Role	
Description	Admin	
<u>1</u> . Task	ks <u>2</u> . Security Events <u>3</u> . Module Options <u>4</u> . ODBC Security	,
	eneral Ledger ▲ wentory Management >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	Accept Cancel Delete 🔒 🕢	

Client Setup

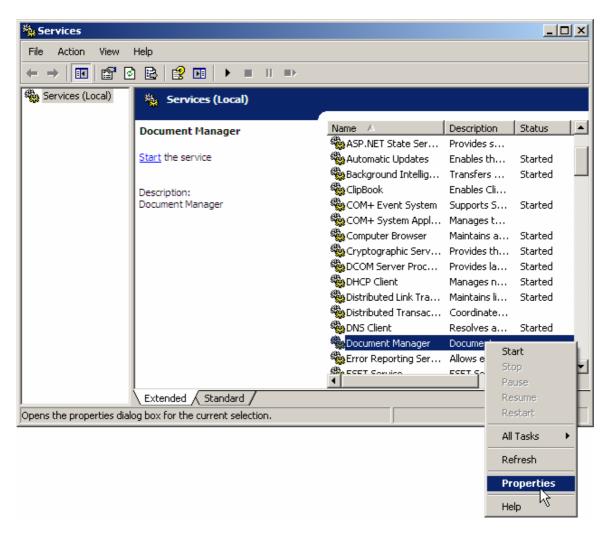
The "Document Manager Setup.msi" file is present in the "DocumentManager\Client\" folder. After running it the following setup wizard will follow.

🔂 Document Manager
Welcome to the Document Manager Setup Wizard
The installer will guide you through the steps required to install Document Manager on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel < Back Next >

🙀 Document Manager			_ _ X
Select Installation Folde	۶r		
The installer will install Document Manag	er to the following fol	der.	
To install in this folder, click "Next". To in	nstall to a different fo	der, enter it below	v or click "Browse".
<u>F</u> older:			
C:\Program Files\IIG\Document Man	ager\		B <u>r</u> owse
			<u>D</u> isk Cost
Install Document Manager for yourself,	, or for anyone who u	uses this compute	r:
O Just <u>m</u> e			
	Cancel	< <u>B</u> ack	Next >
🙀 Document Manager			
Confirm Installation			
The installer is ready to install Document	Manager on your co	mputer.	
Click "Next" to start the installation.			
	Cancel	< <u>B</u> ack	Next >



After the installation is completed open **Services** from **Administrative Tools**.



Go to the **Document Manager Properties -> Log On** tab, choose the **This account** option and select a user with administrative rights.

Document Manager Propert	ies (Local Computer)	<u>? ×</u>
General Log On Recovery	Dependencies	
Log on as:		
Local System account Allow service to interal	ct with desktop	
• <u>T</u> his account:	G	<u>B</u> rowse
Password:	••••	
Confirm password:	••••	
You can enable or disable thi	s service for the hardware p	rofiles listed below:
Hardware Profile		Service
Profile 1		Enabled
	Enable	Disable
	OK Canc	el <u>A</u> pply

For starting the program run **Document Manager Setting** from **Start -> Programs -> IIG -> Document Manager Setting** menu.

🙀 Document Manag	er Service Setting
Shared Folder: Checking Interval: Server Path: Site Name:	5 sec. http://spserver
Library Name:	
User Name: Password:	Check Setting
Status: Stopped	Save Save and Restart Exit

Shared Folder – The Shared Folder (for MAS90 and Share Point Document Manager) must be specified here.

Checking Interval – Interval is set by seconds to check the Shared Folder.

Server Path – The server path is specified.

Site Name – The site name is specified.

Library Name – A default library name is specified.

User Name, Password – Such Username and Password must be specified which have rights for modifying access to the Share Point server.

🙀 Document Manag	er Service Setting	×
Shared Folder: Checking Interval: Server Path:	\\Mas-445\C\Users\IIG\Desktop\Out 5 sec. http://shp_server2003:2525/SDM	
Site Name:	SDM	
Library Name:		
User Name:		
Password:	***** Check Setting	
Status: Stopped	Save Save and <u>R</u> estart <u>Exit</u>	

Check Setting – Press this button to verify the settings information on the screen.

If any setting does not match, an appropriate error message will be displayed. Here is an example:

Documer	nt Manager Service Setting
8	The remote name could not be resolved: 'shp_server20003'
	OK]

If the whole specified data is correct, the following message will be displayed:



Run, Stop, Restart Windows Service – press the button to perform desired command.

Save – Press this button to save the settings. If the settings have been changed and saved, they can be applied only after the server is restarted. In order to not restart the server again, click the **Save and Restart** button.

MAS90/200

Share Point Document Management Options

The **Share Point Document Management Options** program has been added under the **Library Master Setup**. The needed settings must be done here by all means to enable the rest processing.

Temporary output folder must be specified in the **Choose Temporary Output Folder** field by all means. Note that the path must be mentioned only through net when using MAS200. And in case of using MAS90, it's recommended to specify the path through net in order to avoid problems.

In the **Share Point Library Name** fields specify the name of the library where documents must be uploaded into. The last three (A/R Checks, A/R Invoices, Customer PO) Library Names are just informative as no Printings are specified for them.

\\Mas-445\C\Users\	IIG\Desktop\Ou	:		(<u></u>	D
					_
Jpload to Share Point—				Share Point Library Name	
Enable Pick Tickets		Picking Sheet P	rinting 🔽	Pick Tickets	1
URL Address	http://shp_serv	er2003:2525/SDM/Pi	ck%20Ticket	s/Forms/AllItems.aspx]
Enable A/P Checks		A/P Check Print	ing 🔽	AP Checks	1
URL Address	http://shp_serv	er2003:2525/SDM/AF	P%20Checks	/Forms/AllItems.aspx	1
Enable Sales Invoices		Sales Invoice Pr	inting 🔽	Sales Invoices	1
URL Address				ces/Forms/AllItems.aspx	1
Enable Customer Statem	ents 🔽	Customer Statement	Printing 🔽	Customer Statements	1
URL Address	http://shp_serv	er2003:2525/SDM/Cu	ustomer%20S	tatements/Forms/AllItems.asp	1
Enable Purchase Orders		Purchase Order	Printing 🔽	Purchase Orders	1
URL Address	http://shp_serv	er2003:2525/SDM/Pu	urchase%200	Irders/Forms/AllItems.aspx	1
Enable A/R Checks		A	/R Checks	A/R Checks	1
URL Address	http://shp_serv	er2003:2525/SDM/AF	R%20Checks	/Forms/AllItems.aspx	1
Enable A/P Invoices		A	/P Invoices	A/P Invoices	1
URL Address	http://shp_serv	er2003:2525/SDM/AF	%20Invoice:	s/Forms/AllItems.aspx	1
Enable Customer PO		c	ustomer PO	Customer PO	1
URL Address	http://shp_serv	er2003:2525/SDM/Cu	ustomer%20P	0/Forms/AllItems.aspx	1

The path of the Share Point Library is specified in the **URL Address** field for each option by all means.

The check boxes (**Pick Sheet Printing, A/P Check Printing, Sales Invoice Printing, Customer Statement Printing** and **Purchase Order Printing**) will be defaulted in the corresponding screens for the **Upload to Share Point** options.

Check boxes (Enable Pick Tickets, Enable A/P Checks, Enable Sales Invoices, Enable Customer Statements, Enable Purchase Orders, Enable A/R Checks, Enable A/P Invoices and Enable Customer PO) have been added to enable/disable the whole functionality in documents related to appropriate libraries.

Note: These options must be specified for each Company separately.

Sales Order

Picking Sheet Printing

The **Upload to Share Point** check box and **Share Point Documents** button have been added to the **Main** tab of **Picking Sheet Printing** screen.

👫 Picking Sheet Printing (ABC)) 12/12/2012	
Form Code STANDARD Description Plain	Q	Select <u>C</u> lear <u>D</u> esigner
Number of Copies 1	Collated 🔽	Multi-Part Form Enabled
Order Type to Print All Print Orders on Hold Print Comments Partia		Include Unauthorized/Expired Credit Card Orders
Additional Item Types to Print — Charge Items Misce Line 1 Message Line 2 Message	Ilaneous Items	Special Items
-Share Point Upload to Share Point 🔽 - Selections	Share Point Doc Share Point Docum	
Select Field	Operand	Value
Order Number	All 🔹	
Warehouse Code	All	
Adobe PDF	•	Alignment <u>Print</u> Pre <u>v</u> iew <u>S</u> etup

If the **Upload to Share Point** check box is selected and there is a printer selected then while **Printing**, the report will be printed after which separate PDF files will be created for each selected Order and sent to upload to Share Point (after printing the Order). Note that the upload will not be done during previewing mode.

The **Share Point** group fields will be available if **Enable Pick Tickets** check box is selected in the **Share Point Document Management Options**.

Press the **Share Point Documents** button to go to the **Pick Tickets** Library of Share Point server.

🖉 Pick Tickets - Windows I	Interne	t Explorer						
🕒 🕤 🗢 🙋 http://shp	_server2	2003:2525/SDM/Pick%201	lickets/Forms/	- 🖻 🕯	• 🗙 🔎 Li	ve Search		₽ -
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorite	s <u>T</u> ool:	s <u>H</u> elp						
🖕 Favorites 🛛 👍 🙋 abou	utblank	💡 Suggested Sites 👻 🕻	🗎 English 🝷 🌔	🛅 Texekatı	u 🔹 🙋 Free	Hotmail 🙋 We	eb Slice Gallery 🝷	»
🟉 Pick Tickets					👌 - 🔂	- 🖃 🖶		y + T <u>o</u> ols + 🕡 +
TeamSite								<u> </u>
🚧 SDM								
Home SDM Vision	/isionCon	nmunications						
		te > SDM > Pick Ticke Tickets	ets					
View All Site Content	Pick Tid	kets						
Documents	New	 Upload Action 	ns 🔹 Settir	ngs 🔻				
 A/R Checks 	Туре	Modified	Modified By	Order No	Order Date	Customer No	Salesperson No	Customer PO#
A/P Invoices Pick Tickets Purchase Orders		12/5/2012 4:50 PM	System Account	0000103	05/31/2010	02-ORANGE	02-0300	
Sales Invoices Customer Statements		12/5/2012 6:16 PM	System Account	0000156	5/15/2010	02-ATOZ	02-0400	_
Customer POA/P Checks		12/6/2012 10:16 AM	System Account	0000174	12/6/2012	01-ABF	01-0100	
Lists		12/10/2012 12:54 PM	System Account	0000001	5/31/2003	00-ABC	00-0002	
Calendar			Account					•
•								
)one) Internet		🔹 🔍 100% 🔹 🎢

S/O Invoice Printing

The **Upload to Share Point** check box and **Share Point Documents** button have been added to the **Main** tab of **S/O Invoice Printing**.

👫 S/O Invoice Printing (ABC) :	1/8/2013				
Form Code STANDARD Description Preprinted Laser	٩				Designer
Number of Copies 1	Collated 🔽	Multi-Part I	Form Enabled		ılti Part
Sort Invoices By Invoice Nun	nber 💌				
Invoice Type to Print Print Invoices Already Printed	All		Prin	t Comments	Partial 💌
Line 1 Message Line 2 Message					
Upload to Share Point 🗹	Share Point Docur				
Selections		nents, Alt-W			
Select Field	Operand	Value			
Invoice Number	All 🔹	•			
Warehouse Code	All	T			
Microsoft Office Document Image	Writer 💌	Alignment	Print	Pre <u>v</u> iew	Setup ()

If the **Upload to Share Point** check box is selected and printer is selected then while **Printing**, the report will be printed after which separate PDF files will be created for each selected Invoice and sent to upload to Share Point (after printing the Invoice). Note that the upload will not be done in the Preview mode.

The **Share Point** group fields will be available if **Enable Sales Invoices** check box is selected in the **Share Point Document Management Options**.

Press the **Share Point Documents** button to go to the **Sales Invoices** Library of Share Point server.

	ows Internet Explorer								_	
🕒 🕞 🗢 🙋 http://sl	hp_server2003:2525/SDM	4/Sales%20Invoices/Form	s/AllItems.asp:	×		8 😽 🗙 🔎	Live Search			• م
<u>File E</u> dit <u>V</u> iew F <u>a</u> vori	ites <u>T</u> ools <u>H</u> elp									
🖕 Favorites 🛛 👍 🙋 ab	outblank 🚺 Suggested	Sites 🝷 🛅 English 🝷 I	🛅 Texekatu	🝷 🙋 Free Hot	:mail 🙋 Web S	ilice Gallery 🝷 🙋	subscription.h	tml#		
🤏 Sales Invoices						🟠 •	🔊 - 🖃 🖷	n • <u>P</u> age • <u>S</u>	afety + T <u>o</u> ols +	•
🕖 To help protect your sect	urity, Internet Explorer h	as restricted this site from	showing certa	in content. Click	here for option	s				×
TeamSite										4
🏥 SDM										
Home SDM Vision	VisionCommunications									
	TeamSite > SDM > Sales Invo									
View All Site Content	Sales Invoices									
Documents	New 🝷 Upload	Actions Settin	ngs 🔹							
 A/R Checks 	Type Modified	Modified By	Invoice No	Invoice Date	Customer No	Customer PO#	Bill-To Name	Ship-to Name	Salesperson No	
		31 AM System							ourcaperaorrivo	Cc
 A/P Invoices Pick Tickets Purchase Orders 	12/6/2012 9:	Account	0100057	12/6/2012	01-ABF		American Business Futures	American Business Futures	01-0100	Cc
	12/6/2012 9: 1/8/2013 5: 1	Account	0100057	12/6/2012	01-ABF 01-ABF		Business	Business		C
Pick TicketsPurchase OrdersSales Invoices	 1/8/2013 5:1 1/8/2013 5:1 	Account IS PM System Account	0100059			VERBAL	Business Futures American Business	Business Futures American Business	01-0100	C
 Pick Tickets Purchase Orders Sales Invoices Customer Statements Customer PO 	1/8/2013 5:1	Account IS PM System Account IS PM System Account	0100059	12/6/2012	01-ABF	VERBAL VERBAL	Business Futures American Business Futures Jelico	Business Futures American Business Futures	01-0100 01-0100 02-0300	-
Pick Tickets Purchase Orders Sales Invoices Customer Statements Customer PO A/P Checks	 1/8/2013 5:1 1/8/2013 5:1 	15 PM System Account 15 PM System Account 12:22 PM System	0100059	12/6/2012	01-ABF 02-JELLCO		Business Futures American Business Futures Jellco Packing Jellco	Business Futures American Business Futures Jellco Packing	01-0100 01-0100 02-0300	

S/O Invoice Data Entry Quick Printing

The **Upload to Share Point** check box and **Share Point Documents** button have been added to the **S/O Invoice Printing** screen which is opened by clicking on the **Quick Print** button from **S/O Invoice Data Entry** screen.

🔚 S/O Invoice Printing
Form Code STANDARD Designer Description Preprinted Laser
Number of Copies 1 Collated V Multi-Part Form Enabled Multi Part
Print Comments Partial
Share Point Upload to Share Point Share Point Share Point Documents
Line 1 Message Line 2 Message
Microsoft Office Document Image Writer 💌 Alignment Print Preview Setup 🕢

20

If the **Upload to Share Point** check box is on and printer is selected then while **Printing**, the report will be printed after which a separate PDF file will be created for current Invoice and sent to upload to Share Point (after printing the Invoice). Note that the upload will not be done in the Preview mode.

Sales Order Entry

The Definition of the following Libraries: Pick Tickets and Customer PO. The user can select the desired library from the list or just click on the button without opening the list. The first library listed in the drop-down menu will be selected by default.

🚟 Sales Order Entry (ABC) 1/8/2013	-	. D ×
Order Number 🛛 🔍 🛃 📢	🔹 👂 🕅 🗰 🕞 🕞 Copy from Defaults Customer Cr	edit
<u>1</u> . Header <u>2</u> . Address <u>3</u> . Lines	s <u>4</u> . Totals <u>Pick Tickets</u> <u>C</u> ustomer PO	
Order Date Order	r Type	
Customer No.	I I I I I I I I I I I I I I I I I I I	
Cust PO		
	Ship To Addr	
Ship Date	Ship Via	
	Confirm To	
Status New Reason	E-mail	
Whse Whee	Fax No. Batch Fax	
Sales Tax Schedule		
	Salesperson Split Comm	
Print Order		
Print Pick Sheets		
Quick Print Without Displaying Printing Windo		
Print Order Print Pick C Recalc Price	Recalc Tax Accept Cancel Delete	

If no Order is selected, all the documents will be listed in Share Point, otherwise, if an Order is selected then only the ones will be listed which are related with that Order.

PICK TICKEUS - WITHOWS	s incerne	c explorer									
🔾 🗢 🖉 http://sh	np_server2	2003:2525/SDM/Pick%201	ickets/Forms/A	llItems.asp>	<		• 🖻 🐓 🕻	K 🔎 Live Sear	ch		P -
jle <u>E</u> dit <u>V</u> iew F <u>a</u> vorit	tes <u>T</u> ool	s <u>H</u> elp									
🆕 Favorites 🛛 👍 🙋 ab	outblank	🎧 Suggested Sites 👻 🕻	🗋 English 👻	🛅 Texekat	u 🔹 🤌 Free	Hotmail 🙋 We	eb Slice Gallery 🔻	🤌 subscription.h	tml#		
🔠 🔻 🧭 Pick Tickets		🟉 Pick Tickets		×				🏠 • 🔝 • 🗆	: 🖶 👻 Pag	e 🔹 <u>S</u> afety 🕶	T <u>o</u> ols + 🔞 +
eamSite											
🕌 SDM											
Home SDM Vision	VisionCor	mmunications tempVisio	n VisionLast								
		te > SDM > Pick Ticke Tickets	ts								
View All Site Content	Pick Tic	kets									
Documents	New	- Upload - Actio	ns 🔹 Settir	ngs 🔻							
 A/R Checks A/P Invoices 	Туре	Modified	Modified By	Order No	Order Date	Customer No	Salesperson No	Customer PO#	Bill-To Name	Ship-to Name	Comment
 A/P Invoices Pick Tickets Purchase Orders 		12/5/2012 4:50 PM	System Account	0000103	05/31/2010	02-ORANGE	02-0300		Orange Door & Window Co.	Orange Door & Window Co.	
Sales Invoices Customer Statements	D	12/5/2012 6:16 PM	System Account	0000156	5/15/2010	02-ATOZ	02-0400		A To Z Carpet Supply	A To Z Carpet Supply	
 Customer PO A/P Checks 	D	12/6/2012 10:16 AM	System Account	0000174	12/6/2012	01-ABF	01-0100		American Business Futures	American Business Futures	
Lists		12/10/2012 12:54 PM	System	0000001	5/31/2003	00-ABC	00-0002		American	American	
 Calendar 			Account						Business Computers	Business Computers	
 Tasks Discussions 	D	12/12/2012 4:44 PM	System Account	0000161	5/14/2010	01-HILLSB	01-0200		Hillsboro Service Center	Hillsboro Service Center	
T Di	-					1					Þ
								🔛 😜 Interr	net	- 0	100% -

Sales Order Inquiry, Sales Order Quote/History Inquiry

Similar button as in Sales Order Entry has been added also in Sales Order Inquiry and Sales Order/Quote History Inquiry.

🚮 Sales Order Inquiry (ABC) 1/8/2013			
Order Number 0000174 🖓 [🕯 候		Copy from Defaults Customer	C <u>r</u> edit
<u>1</u> . Header <u>2</u> . Address <u>3</u> . Line	s Pick Ti	<mark>ckets</mark> User useriig	
Order Date 12/6/2012 Orde	er Type Stand	ard Order 💌 Master/Repeating No.	<u>_</u>
Customer No. 01-ABF	[-, [-]	American Business Futures	
Cust P0			
	Ship To Addr	2 American Business Futures	
	<u>Terms Code</u>	01 - Net 30 Days	
Ship Date 12/6/2012	<u>Ship Via</u>	UPS BLUE	
	Confirm To	John Quinn 🖓	
Status New 💌 Reason	E-mail	artie@abf.com	
Whee 001 EAST WAREHOUSE	Fax No.	Batch Fax	
-Sales Tax	Comment		
Schedule WI	<u>Salesperson</u>	0100 Jim Kentley	
Wisconsin	Split Comm.	No Split Comm	
Print Order			
Print Pick Sheets 🔽			
Quick Print Without Displaying Printing Wind	ow 📃		
Print <u>O</u> rder Print Pic <u>k</u> 👧 Recalc Price]		a o :

Accounts Payable

A/P Check Printing

The **Upload to Share Point** check box and **Share Point Documents** button have been added to the **Check Printing** screen.

👫 Check Print	ing (ABC) 1	/8/2013						
Bank Code Form Code Description	D 🔍 W STANDARD Preprinted L		ecking				Desig	gner
Multi-Part For	m Enabled		<u>M</u> ulti Part		S	ort Checks By	Vendor Number	
Check Date 1/8/2013 Print Remit To Information Starting Check Number 000076 Print Checks Already Printed Check Form Type Stub, Check Print G/L Distribution Print in ANSI Format Print in ANSI Format								
Check Messa Stub Messag Stub Lines -Share Point- Upload to S	le 19		Share Point D)ocuments 🌗			Extended St	ub
- Selections -					J			\equiv
Select Field		Oper	and	Value				
Vendor Num	iber	All	•					
Check Entry	Number	All	-					
Vendor Nam	ie	All	•					
Microsoft Office	e Document I	mage Writer	•	Alignment		<u>P</u> rint Pre <u>v</u>	view <u>S</u> etup	

If the **Upload to Share Point** check box is on and printer is selected then while **Printing**, the report will be printed after which separate PDF files will be created for each selected Check and sent to upload to Share Point (after printing the Check). Note that the upload will not be done in the Preview mode.

The Share Point group fields are available if Enable A/P Checks check box is selected in the Share Point Document Management Options.

Press the **Share Point Documents** button to go to the **A/P Checks** Library of the Share Point server.

🗩 🗢 🖉 http://sl	hp_server2003:2525/SDM/AP%20CHECKS/F0	ORMS/ALLITEMS.ASPX	• 🖻 🖌	🗙 🔎 Live Search	
jile <u>E</u> dit <u>V</u> iew F <u>a</u> voril	tes <u>T</u> ools <u>H</u> elp				
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A/P Invoice History Inquiry

The **A/P Invoices** button has been added to the **A/P Invoice History Inquiry** header which leads to Share Point where the **A/P Invoices** Library documents are displayed according to the selected Invoice No. and Vendor No.

A/P Invoice History Inquiry (ABC) 1/8/2013	
Invoice No. 12345 . I I I I I I I I I I I I I I I I I I	Date 12/10/2012
Vendor No. 01-AIRWAY Airway Property Source Journal AP-000017 😒	Invoice Due Date 12/30/2012 Discount Due Date Discount Amount .00
Terms Code 03 NET END OF MONTH Prepaid Invoice	Invoice Amount 100.00
Prepaid Check Separate Check Hold Payment	Subject to Discount 100.00
Comment Box	Balance 90.00

🖉 A/P Invoices - Window	s Internet	Explorer										_	
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🏭 SDM													
Home SDM Vision	VisionComm	unications VisionLas	st										
		> SDM > A/P Invo	ices										
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Documents	New 🔻	Upload 🝷 Actio	ons • Settin	igs 🝷									
 A/R Checks 	Туре	Modified	Modified By	Vendor No	Invoice No	Invoice Date	Invoice Due Date	Comment	Approved	ItemNo. 1	ItemNo. 2	ItemNo. 3	I
 A/P Invoices Pick Tickets 		e No : 0000118863 ((1)										
 Purchase Orders Sales Invoices 		1/9/2013 11:53 AM	System Account	01- ANDERS	0000118863	5/17/2010	6/16/2010	Truck #140 - paint	No	50000000			
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If no Invoice No. is selected, then all the documents of the appropriate Library will be listed in Share Point.

Vendor Maintenance, Vendor Inquiry

The **A/P Checks** button has been added to the **Invoices** tab of **Vendor Maintenance** and **Vendor Inquiry** which leads to Share Point where Library documents are displayed according to the selected Vendor No.

/endor No.	01-AIRWAY	, N	< > > < 🗎		Copy From	<u>R</u> enumber More	e
lame	Airway Propert	y .					
<u>1</u> . Main	2. Additional	<u>3</u> . Statistics	4. Summary	5. History 6. Invo	ices 7. Transactions	<u>8</u> .Checks <u>9</u> .	P/Os
				•			
Invoice No	. Inv Date	⊽ Inv Due Da	ite Disc Date	Amount	Discount	Balance Comr	K
12345	12/10/201			100.00	0.00	90.00	ູຫ
12345	12/6/2012			10.00	0.00	10.00	
123456	12/6/2012			10.00	0.00	10.00	
000105319			•	3,500.00	0.00	3,500.00 Rent (
1053190	5/31/2010			3,500.00	0.00	0.00	4
JUNE-4913				25,000	0.00	0.00	
MAY-4913	5/31/2010			25,000	0.00	0.00	
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Payment History Inquiry

The **A/P Checks** button has been added to the **Payment History Inquiry** screen which leads to Share Point where Library documents are displayed according to the selected Check Number and Vendor No.

👫 Payment Hist	ory Inquiry (AB	C) 1/9/2013					
Bank Code	D - 14 4	▶ ▶1					
Description	Wells Fargo Che	cking					
Check Number	000074 [^]	Checks					
Vendor No.	02-TOUCHWA	Touche Waterho	use & Company		Check Type	Auto	
Source Journal	CD-000006	5			Check Date	12/5/2012	
Comment					Check Amount		100.00
Invoice No.	Invoice Date	Discount Amount	Payment Amount	Comment			n · .]
1	5/31/2010	.00	100.00	001111011			*
						<u> </u>	

If no Check Number is selected, then all the documents of the appropriate Library will be listed in Share Point.

🖉 A/P Checks - Windows	Internet Explorer				_ O ×
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 Purchase Orders Sales Invoices 					
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Done				Internet	🖓 🔹 🔍 100% 🔹 🖉

Purchase Order

Purchase Order Printing

The **Upload to Share Point** check box and **Share Point Documents** button have been added to the **Purchase Order Printing** screen.

🔚 Purchase Order Printing (Af	BC) 1/9/2013	
Form Code STANDARD Description Preprinted Laser	Q	Select <u>C</u> lear <u>D</u> esigner
Number of Copies 1	Collated 🗹	Multi-Part Form Enabled
Sort Orders By Purchase Ord	er Number 💌	
Order Type to Print All Order Status to Print All	•	Print Comments Partial Print Extended Item Description
Line 1 Message		
Upload to Share Point	Share Point Do	ocuments 🔁
- Selections		
Select Field	Operand	Value
Purchase Order Number	All •	
Vendor Number		
Microsoft Office Document Image	Writer 💌	Alignment Preview Setup

If the **Upload to Share Point** check box is on and printer is selected then while **Printing**, the report will be printed after which separate PDF files will be created for each selected Order and sent to upload to Share Point (after printing the Order). Note that the upload will not be done in the Preview mode.

The **Share Point** group fields are available if **Enable Purchase Orders** check box is selected in the **Share Point Document Management Options**.

Press the **Share Point Documents** button to go to the **Purchase Orders** Library of Share Point server.

🔁 Purchase Orders - Win 🕞 💿 マ 👔 http://sh		ernet Explorer 2003:2525/SDM/Purch	ase%200rders/Fo	orms/AllItems	aspx	-	• × 🔎	Live Search			
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Purchase OrdersSales Invoices		1/9/2013 2:11 PM	System Account	0010001	5/2/2010	01-STEV		2481-5-50	GLOB-V- 3696-25W	WJ-M- 2107-A	/C
Customer Statements Customer PO		1/9/2013 2:12 PM	System Account	0010002	5/15/2010	01-UPS		*4800	*9550	*9275C	/C02
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 Team Discussion 		1/9/2013 2:12 PM	System Account	0010007	5/25/2010	01-UNITED		GB-MD750	GB-MD788	GB-MD791	/C
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People and Groups		1/9/2013 2:12 PM	System Account	0010009	5/30/2010	02-TELCOMM		GB- EL04MS- 07	GB- EQ380- 10-MF	PFS-004- CABLE	PFS-007- CONN-M
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Purchase Order Entry Quick Printing

The **Upload to Share Point** check box and **Share Point Documents** button have been added to the **Crystal Purchase Order Printing** screen opened by clicking on the **Quick Print** button from **Purchase Order Entry** screen.

👫 Purchase Order P	rinting		<u>? ×</u>
	DARD		Designer
Number of Copies	1 Collated 🗸	Multi-Part Form Enable	d 🔲 <u>M</u> ulti Part
Print Comments Print Extended Item	Partial 💌 Description		
Line 1 Message Line 2 Message			
∼Share Point Upload to Share Poi	nt 🔽 Share Point D	ocuments	
Microsoft Office Doct	ument Image Writer 💌	Alignment <u>Print</u> Pres	view <u>S</u> etup 📿

If the **Upload to Share Point** check box is on and printer is selected then while **Printing**, the report will be printed after which a separate PDF file will be created for current Order and sent to upload to Share Point (after printing the Order). Note that the upload will not be done in Preview mode.

Purchase Order Entry, Purchase Order Inquiry

The **Purchase Orders** button has been added to the **Purchase Order Entry** and **Purchase Order Inquiry** screens which leads to Share Point where Library documents are displayed according to the selected Order Number.

👫 Purchase Or	rder Entry (ABC) 1/9/2013	×
Order Number	0010014 1. [1] M ▲ ▶ ▶ [1] [1] [3] Defaults] Vendor	ר
1. Header		
<u>I</u> . Header	2. Address 3. L Purchase Orders tals User useriig 5	₹.
Order Date	5/31/2010 Crder Type Standard Order Master/Repeat PO	
Vendor No.	01-STEV 🧠 📋 Stevens Supply	
Order Status Required Dat	Back Order Purchase Address Back Order Ship-To Address 5/31/2010 Image: Ship Via None None	
1099 Box		וו
Sales Tax	Tabahara (400) EEE 0701	
Schedule	DEFAULT Q Feiephone (408) 555-5781 Ext	
Default Tax S		
Use Tax	Comment NOTIFY GFJ UPON RECEIPT	
	On Hold Print Order	
Quic <u>k</u> Print	Accept Cancel Delete 🔒 🤇) .
Purchase Orders - Win	dows Internet Explorer	- 0 >
🗿 💿 🗸 🙋 http://sh	np_server2003:2525/SDM/Purchase%20Orders/Forms/Allitems.aspx?FilterField1=PO%SFx0020%5 🔽 🗟 😏 🗙 🔎 Live Search	P -
	tes <u>T</u> ools <u>H</u> elp	
	outblank 🌄 Suggested Sites 🔹 🛅 English 🔹 🦳 Texekatu 👻 🖉 Free Hotmail 🖉 Web Slice Gallery 👻 🖉 subscription.html#	
🔠 💌 🏉 Purchase Orders	s 🌈 Purchase Orders 🌈 Purchase Orders 🌈 Purchase Orders 🌈 Purchase Ord 🗙 🍐 ት 🗅 📼 👼 🝷 Bage 🔹 Safety 🖛 Tools 🗤 unity, Internet Explorer has restricted this site from showing certain content. Click here for options	• 😢 -
TeamSite	anky, anken et cupporer has resoluced ons size from showing certain concert. Click here for options	-
駌 SDM	This L	ist: Pi
Home SDM Vision	VisionCommunications VisionLast	
	TeamSite > SDM > Purchase Orders Purchase Orders	
View All Site Content	Purchase Orders	
A/R Checks	New Vupload • Actions • Settings •	T
 A/P Invoices 	Type Modified	Ite
Pick Tickets	GFJ HON- UPON H252	
 Purchase Orders Sales Invoices 	RECEIPT	_
Customer Statements		

Customer PO
 A/P Checks

 Lists
 Calendar

🕖 Done

- 🔩 🕶

S Internet

If no Order Number is selected, then all the documents of the appropriate Library will be listed in Share Point.

Account Receivable

Statement Printing

The **Upload to Share Point** check box and **Share Point Documents** button have been added to the **Statement Printing** screen.

Statement Printing (ABC) 1	/9/2013							
Form Code STANDARD Description Preprinted Laser	Q]			(M <u>e</u> ssag	je) <u>D</u> es	igner
Number of Copies 1	Collated 🔽		Multi-Part	Form Enat	oled [<u>M</u> ulti Part]]
Sort Statements By Customer	Number 💌							
Age Invoices as Of			1/9/2013					
Select Statements with Minimum	Balance Of			.00				
Select Customers with Balance I	Past Aging Categor	у	Current Ca	tegory 📘	•			
 Include Temporary Customers Zero Balance Customers Share Point 	Yes	.		: Balances Balance Ir			▼ t Month On	ly 💌
Upload to Share Point Selections	Share Point Doc	uments 🚦	3					
Select Field	Operand	Value						
Statement Cycle		value						-
Customer Number		•						
Customer Name		•						
Salesperson		•						-
Microsoft Office Document Image	Writer 💌	Alignme	nt	<u>P</u> rint	Pr	e <u>v</u> iew	<u>S</u> etup	

If the **Upload to Share Point** check box is on and printer is selected then while **Printing**, the report is printed after which separate PDF files are created for each selected Customer and sent to the respective folder to upload to Share Point. Note that the upload will not be done during previewing mode.

The **Share Point** group fields will be available if **Enable Customer Statements** check box is selected in the **Share Point Document Management Options**.

Press the **Share Point Documents** button to go to the **Customer Statements** Library of Share Point server.

🥖 Customer Statements	- Windows Internet Explorer					_ 🗆 ×
🔄 🕤 🗢 🙋 http://sh	p_server2003:2525/SDM/CUSTOMER%;	20STATEMENTS/FORMS/ALLITE	EMS.ASPX	💌 🖻 🍫 🗙	🔎 Live Search	<u>ب</u> ع
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorit	es <u>T</u> ools <u>H</u> elp					
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TeamSite	· · ·			Weld	come System Account 🝷 📔	My Site My Links 🔻 🔞 🔺
🚧 SDM				This List: Customer	Statement: -	
Home SDM Vision	VisionCommunications VisionLast			,		Site Actions •
	TeamSite > SDM > Customer Statem					
View All Site Content	Customer Statements					
Documents	New • Upload • Actions •	Settings 🔹			Viev	All Documents
 A/R Checks 	Type Modified	Modified By	Customer No	Statement Date	Salesperson No	Contact
 A/P Invoices 	12/6/2012 4:13 PM	System Account	01-0000001	12/6/2012	01-0200	
 Pick Tickets 	12/5/2012 6:14 PM	System Account	01-ABF	12/5/2012	01-0100	Artie Johnson
 Purchase Orders 	12/14/2012 11:32 AM	System Account	01-ABF	12/14/2012	01-0100	Artie Johnson
 Sales Invoices 	12/14/2012 11:31 AM	System Account	01-ABF	12/14/2012	01-0100	Artie Johnson
Customer Statements	12/10/2012 12:54 PM	System Account	00-ABC	12/10/2012	00-0002	Artie Johnson
 Customer PO A/P Checks 						
Lists						
 Calendar 						
 Tasks 						
one					😜 Internet	🖓 🔹 🔍 100% 🔹

Customer Maintenance, Customer Inquiry

The **Customer Statements** and **A/R Checks** buttons have been added to the **Customer Maintenance** and **Customer Inquiry** headers and **Invoices** tab correspondingly which lead to Share Point.

ustomer No.	01-ABF		_1 [_1 i4 4		Copy From	Renum <u>b</u> er N	lore
lame .	American Busines	s Futures	Cust	omer Statements			
<u>1</u> . Main	<u>2</u> . Additional	<u>3</u> . Statistics	4. Summary	<u>5</u> . History	<u>6. Invoices 7</u> .	Transactions	<u>8</u> . S/Os
Invoice No.	Invoice Type	Inv Date 🛛	Inv Due Date	Disc Date	Amount	Discount	- n
0100057	Invoice	12/6/2012	1/5/2013		237.90	0.00	
0100058	Invoice	12/6/2012	1/5/2013		55.25	0.00	
0100056	Invoice	11/23/2012	12/23/2012		223.25	0.00	
0000191	Invoice	5/31/2010	6/30/2010		2,416.25	0.00	- 5
0100041	Invoice	5/31/2010	6/30/2010		38.20	0.00	
0100048	Invoice	5/30/2010	6/29/2010		130.00	0.00	
0000169	Invoice	5/29/2010	6/28/2010		2,416.25	0.00	
0100011	Invoice	5/28/2010	6/27/2010		265.86	0.00	
0100012	Invoice	5/28/2010	6/27/2010		666.53	0.00	<u> </u>
•	,	,				<u> </u>	
Trans Date	Trans Type	Trans Amo	unt Pay Date	Check No.	Payment Ref	Cr Card RM	AN 🄁
•							▶
Ba	lance	Current	30 Diays	60 Diays	90 Days	120 Days	- I 🍒
6,19	98.76	486.40	0.00	0.00	0.00	5,712.36	

Customer Statements – When pressed, the documents of all the Customers will be listed in Share Point if no **Customer No** is selected. Otherwise, if a **Customer No** is selected, only the documents of current Customer will be listed.

🔾 🗢 🙋 http://st	hp_server2(003:2525/SDM/Customer%20	Statements/Forms/AllItems	aspx?FilterField1=Custome	r%: 💌 😣 😽 🗙 🕽	P Live Search	\$
<u>-</u> jle <u>E</u> dit <u>V</u> iew F <u>a</u> vorit	ites <u>T</u> ools	Help					
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8 🔹 🏀 Purchase 👔	erchase 🖉	e 🏉 Purchase 🏉 I	Purchase 🧭 Purchase	e 🏉 Customer 🏉	Custo 🗙 🔰 🟠	• <u>ञ</u> • 🖃 🖶 • 🖻	age + Safety + Tools + 🌘
eamSite					Welco	ome System Account 👻	My Site My Links 🕶 🔞
斜 SDM					This List: Customer S	Statement: •	Q
Home SDM Vision	VisionCom	munications VisionLast			This each castonici t	o to te nem to	Site Actions •
	TeamSite	e > SDM > Customer Sta	tements				
	Cust	omer Statem	ents				
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View All Site Content		er Statements		<u> </u>			
	Custome		Settings •	\frown		Viev	N: All Documents •
Documents A/R Checks	Custome New	er Statements		Customer No Y	Statement Date	Viev Salesperson No	W: All Documents
Documents • A/R Checks • A/P Invoices	Custome New Type	er Statements • Upload • Actions •	Settings 🔹	Customer No Y 01-ABF	Statement Date 12/5/2012		· · · · · · · · · · · · · · · · · · ·
Documents • A/R Checks • A/P Invoices • Pick Tickets	Custome New Type	er Statements • Upload • Actions • Modified	Settings -			Salesperson No	Contact
Documents A/R Checks A/P Invoices Pick Tickets Purchase Orders	Custome New Type	er Statements Upload Actions Modified 12/5/2012 6:14 PM	Settings - Modified By System Account	01-ABF	12/5/2012	Salesperson No 01-0100	Contact Artie Johnson
Documents A/R Checks A/P Invoices Pick Tickets Purchase Orders Sales Invoices	Custome New Type	er Statements Upload Actions Modified 12/5/2012 6:14 PM 12/14/2012 11:32 AM	Settings - Modified By System Account System Account	01-ABF 01-ABF	12/5/2012 12/14/2012	Salesperson No 01-0100 01-0100	Contact Artie Johnson Artie Johnson
Documents • A/R Checks • A/P Invoices • Pick Tickets • Purchase Orders • Sales Invoices • Customer Statements	Custome New Type	er Statements Upload Actions Modified 12/5/2012 6:14 PM 12/14/2012 11:32 AM	Settings - Modified By System Account System Account	01-ABF 01-ABF	12/5/2012 12/14/2012	Salesperson No 01-0100 01-0100	Contact Artie Johnson Artie Johnson
Documents A/R Checks A/P Invoices Pick Tickets Purchase Orders Sales Invoices Customer Statements Customer PO	Custome New Type	er Statements Upload Actions Modified 12/5/2012 6:14 PM 12/14/2012 11:32 AM	Settings - Modified By System Account System Account	01-ABF 01-ABF	12/5/2012 12/14/2012	Salesperson No 01-0100 01-0100	Contact Artie Johnson Artie Johnson
Documents A/R Checks A/P Invoices Pick Tickets Purchase Orders Sales Invoices Customer Statements Customer PO A/P Checks	Custome New Type	er Statements Upload Actions Modified 12/5/2012 6:14 PM 12/14/2012 11:32 AM	Settings - Modified By System Account System Account	01-ABF 01-ABF	12/5/2012 12/14/2012	Salesperson No 01-0100 01-0100	Contact Artie Johnson Artie Johnson
Documents A/R Checks A/P Invoices Pick Tickets Purchase Orders Sales Invoices Customer Statements Customer PO A/P Checks Lists	Custome New Type	er Statements Upload Actions Modified 12/5/2012 6:14 PM 12/14/2012 11:32 AM	Settings - Modified By System Account System Account	01-ABF 01-ABF	12/5/2012 12/14/2012	Salesperson No 01-0100 01-0100	Contact Artie Johnson Artie Johnson
	Custome New Type	er Statements Upload Actions Modified 12/5/2012 6:14 PM 12/14/2012 11:32 AM	Settings - Modified By System Account System Account	01-ABF 01-ABF	12/5/2012 12/14/2012	Salesperson No 01-0100 01-0100	Contact Artie Johnson Artie Johnson

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ame /	American Business	: Futures					
<u>1</u> . Main	2. Additional	<u>3</u> . Statistics	<u>4</u> . Summary	<u>5</u> . History	<u>6</u> . Invoices <u>7</u> .	Transactions	<u>8</u> . S/Os
Invoice No.	Invoice Type	Inv Date 🖓	Inv Due Date	Disc Date	Amount	Discount	0
0100057	Invoice	12/6/2012	1/5/2013		237.90	0.00	U
0100058	Invoice	12/6/2012	1/5/2013		55.25	0.00	
0100056	Invoice	11/23/2012	12/23/2012		223.25	0.00	
0000191	Invoice	5/31/2010	6/30/2010		2,416.25	0.00	
0100041	Invoice	5/31/2010	6/30/2010		38.20	0.00	Ę
0100048	Invoice	5/30/2010	6/29/2010		130.00	0.00	
0000169	Invoice	5/29/2010	6/28/2010		2,416.25	0.00	
0100011	Invoice	5/28/2010	6/27/2010		265.86	0.00	
0100012	Invoice	5/28/2010	6/27/2010	_	666.53	0.00	-
•							
Trans Date	Trans Type	Trans Amou	nt PayDate	Check No.	Payment Ref	Cr Card	BMA 🛛 📄
						A/	'R Checks
•							Þ
Ba	lance	Current	30 Days	60 D ays	90 Days	120	Days 🏼 🎉
6,19	18.76	486.40	0.00	0.00	0.00	5,71:	2.36

A/R Checks – When pressed, all the A/R Checks Library documents of current Customer will be listed in Share Point if no line is selected below. Otherwise, if a line with a Check No is selected, then only those documents will be listed which belong to current Customer No and Check No.

🖉 A/R Checks - Windows	s Internet Explorer						
🔄 🕞 🔻 🙋 http://sh	np_server2003:2525/SDM/AR%20Checks/Forms/AllItems.aspx?FilterField1=Customer%5Fx0020%k 🚽 🗟 🐓 🗙 👂 Live Search 👂 🗸						
Elle Edit View Favorites Iools Help							
🖕 Favorites 🛛 🍰 🧧 aboutblank 🌄 Suggested Sites 👻 🛅 English 🔹 🛅 Texekatu 👻 🖉 Free Hotmail 🖉 Web Slice Gallery 👻 🖉 subscription.html#							
🔐 🔻 🍘 Purchase Orders 🖉 A/R Checks 🗙							
🕡 To help protect your security, Internet Explorer has restricted this site from showing certain content. Click here for options 🗙							
TeamSite	Welcome System Account 🔻 My Site My Links 👻 🔞 💆						
🎁 SDM	This List: A/R Checks						
Home SDM Vision	VisionCommunications VisionLast Site Actions *						
	TeamSite > SDM > A/R Checks A/R Checks						
View All Site Content	A/R Checks						
Documents	New • Upload • Actions • Setting • View: All Documents •						
 A/R Checks 	Type Modified OModified By Check No peposit Date Customer No 🖌 Invoice Type Invoice No Customer Name Comment						
 A/P Invoices Pick Tickets 	Geck No : 123333 (1)						
Purchase Orders	1/9/2013 3:07 PM System Account 123333 1/9/2013 01-ABF IN 0100033 American Business Futures						
 Sales Invoices 							
Customer Statements							
 Customer PO 							
 A/P Checks 							
Lists							
 Calendar 							
Tacke							
Done	🛛 📄 👘 🚱 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓						

Invoice History Inquiry

The **D** drop-down button has been added to the **A/R Invoice History Inquiry** header, which leads to Share Point to view the documents of the following Libraries: **Sales Invoices, Pick Tickets, A/R Checks** and **Customer PO**. The user can select the desired library from the list or just click on the button without opening the list. The first library listed in the drop-down menu will be selected by default.

👫 A/R Invoice H	listory Inquiry (ABC) 1/9/	2013					
Invoice No. 0100	0033 🖓 😓 🚺 🌢 🛌	🔰 📋 Туре		15/2010	Current Tax Detail		
<u>1</u> . Main	<u>2</u> . Lines	Sourc	e S/O Order No. 00	00153 S	pli <u>t</u> Comm		
Sales Invoices							
Customer No.	01-ABF	Pick Ticks	isiness Futures		Addresses		
Ship To	American Busines	<u>C</u> ustomer PO					
Source Journal	BM	A No.					
Lana Cada	01 Net 20 Deve	Chie Diete	4/13/2010				
Terms Code	01 Net 30 Days	Ship Date		Taxable	1,075.85		
Ship Via	UPS BLUE	Schedule		Nontaxable	.00		
FOB		Ship Zone	A Tracking	Freight	6.00		
Customer PO	XX-890200	Weight	4	Sales Tax	52.72		
Salesperson	01-0100 Jim Kentley	Apply To		Discount	21.52		
Confirm To	Artie Johnson	IT User ID		Invoice Total	1,113.05		
Comment				Deposit	500.00		
E-mail				Net Invoice	613.05		
Fax		Batch Fax					
Check No.	010255						
				Balance	243.05		

Sales Invoice – If no Invoice is selected, all the documents will be listed in Share Point, otherwise, if an Invoice No is selected then only the documents will be listed which are related with that Invoice.

Pick Tickets – If no Order is selected, all the documents will be listed in Share Point, otherwise, if an Order No is selected then only the documents will be listed which are related with that Order.

A/R Check – If no Invoice is selected, all the documents will be listed in Share Point, otherwise only the documents will be listed which refer to current Customer No and Invoice No.

Customer PO – The same as Pick Tickets.