

A/R Invoice Utility

Version 6.9.0

By Musick International, Inc.



Overview

Have several invoices that need to be assigned to a different customer? Simplify the task with A/R Invoice Utility. No need to credit the invoice and then post to the new customer. Let A/R Invoice assign the invoice to the customer in one simple step.

A screenshot of the A/R Invoice Utility software window. The title bar shows 'A/R Invoice Utility v6.9.0 2022-02-07'. The main area has a 'Company' dropdown menu with '[SAMLTD-69] Sage 300 2022 v6.9A Sample Limited - 69A' selected. Below this are two radio button options. The first option is 'Assign customer/invoices to new customers, create/modify the Invoices.csv file.' with a 'Validate' button. The second option is 'Assign single customer/invoice to a new customer:' and is selected. Under this option are three input fields: 'From Customer No' with a dropdown menu showing 'Select a customer', 'Invoice Number' with a dropdown menu, and 'To Customer No' with a dropdown menu showing 'Select a customer'. At the bottom are 'Assign Invoice' and 'Close' buttons.

Compatibility

Compatible with Sage 300 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2014, 2012, v6.0. Sage Accounts Receivable, Order Entry, Payment Processing and Tax services are included.

Installation

Download and install the latest release of either FixIT or DataCHECK. In the folder where FixIT or DataCHECK is installed (default is C:\FixITcc), run the install program "ARInvoiceInstall.exe". We recommend running the install and application using "Run as Administrator".

Connect FixIT or DataCHECK

The A/R Invoice requires the database connection to be created in FixIT or DataCHECK. Start FixIT or DataCHECK and verify the connection to the company. If the company is not listed on the "Validate" screen, select the "Locate" icon on the left toolbar. Change to "Locate Data using FixIT Path" as the

default and click “New” to add a new connection to the company database. “Apply” the changes and verify the database is available.

Running A/R Invoice

Launch the ARInvoice.exe from “Start” – “Programs” – “Musick International, Inc” – “A/R Invoice”.

A/R Invoice Utility v6.9.0 2022-02-07

Company

[SAMLTD-69] Sage 300 2022 v6.9A Sample Limited - 69A

Assign customer/invoices to new customers, create/modify the Invoices.csv file.

Below is the layout of Invoices.csv file:

Invoice Number, From Customer, To Customer

Validate

Assign single customer/invoice to a new customer

From Customer No Select a customer

Invoice Number Select an invoice

To Customer No Select a customer

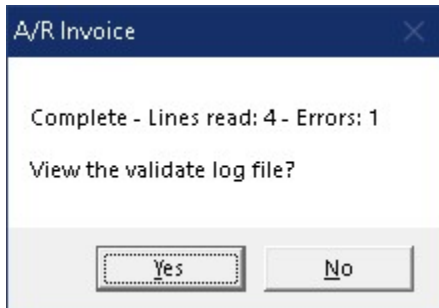
Assign Invoice Close

Select the company from the drop down list at the top of the screen. If your company is not in the list, verify the company database is available in FixIT or DataCHECK. If the company is not in the list, refer to “Connect FixIT or DataCHECK” above.

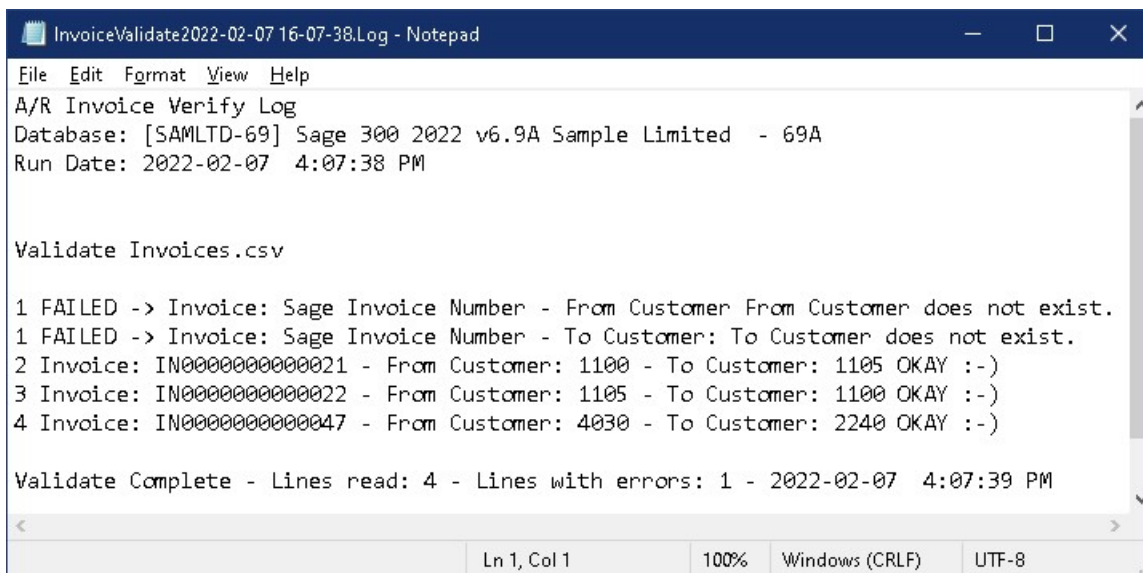
A/R Invoice allows processing individual invoices or a batch of invoices. Assigning a single invoice to a new customer is accomplished via the screen entry. Assigning multiple invoices is accomplished via an import file “Invoices.csv” located in the folder where A/R Invoice is installed.

Assign Customer/Invoices to New Customers

Selecting this option allows changing of multiple invoices to new customers in a single pass. First create the Invoices.csv file. The layout of this file is “Invoice Number”, “From Customer Number”, “To Customer Number”. All fields must exist in Accounts Receivable. If the Invoices.csv file exists in the folder where A/R Invoice is installed, the “Validate” button is available to verify the format of the file.



This is the validate log file.

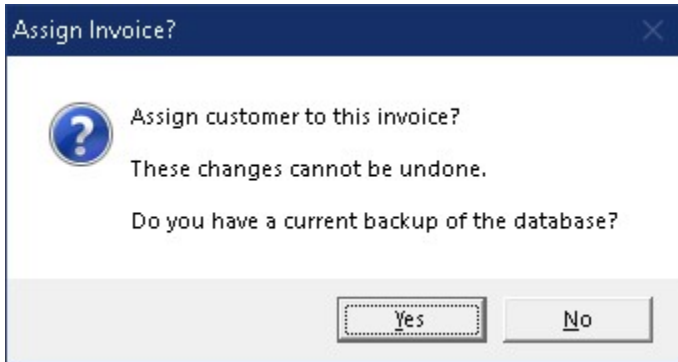


The “Validate” must be executed before the “Assign Invoice” button is available. After doing the validate, make the changes to the database by clicking “Assign Invoice”.

Assign Single Customer/Invoice

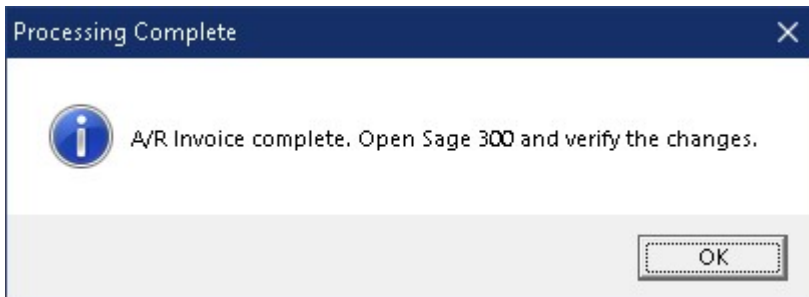
Select “Assign customer/invoice to a new customer” to assign invoices to a new customer one at a time. Select the “From Customer No” from the drop down list. Then select the “Invoice Number” that should be assigned to the “To Customer No.” in the next drop down list.

Click on “Assign Invoice” and the following “Backup Required” prompt will display.



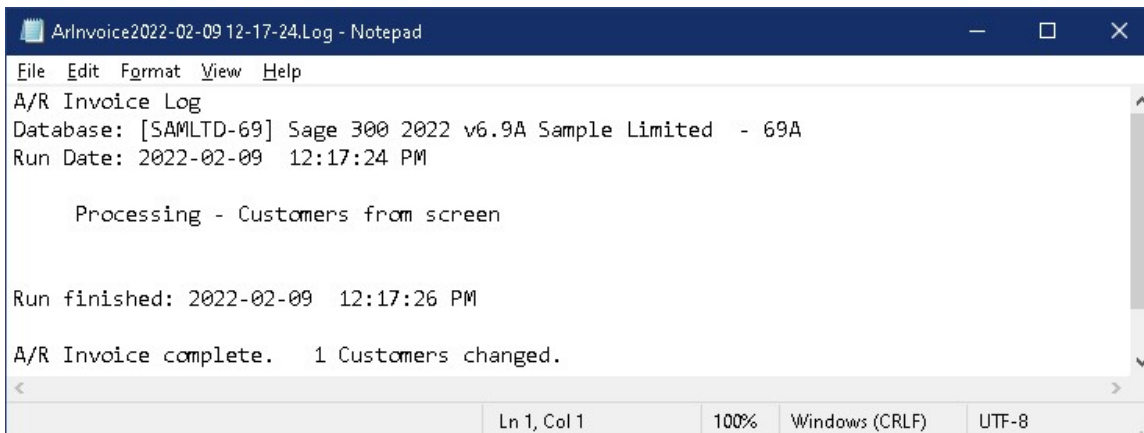
Once a backup of the data has been made, click “Yes” to proceed. The A/R Invoice will spin through the database.

Once the process has completed, the following message will display:



Log File

Notepad will display the contents of the log file.



Verify the Company Database

There are factors (such as data corruption) beyond the control of the A/R Invoice. We do our best to anticipate and trap various issues, but a quick validation of the Sage 300 data will ensure the invoices are correctly assigned. Run the Sage 300 Data Integrity Check as well as various reports to verify the accuracy of the changes.



Thank you for selecting Musick International, Inc.

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