



DSD
BUSINESS SYSTEMS

DSD Business Systems

MAS 90/200 Enhancements

R054

Automatic Credit Hold Utility

AR-1054

Version 4.40.PU2



**Sage Software
Development Partner
GOLD**

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Automatic Credit Hold Utility User's Manual
Version 4.40.PU2

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Table of Contents

SECTION A: INTRODUCTION	5
WEB RESOURCES	5
SUPPORT	5
AUTOMATIC CREDIT HOLD UTILITY FEATURES.....	6
SECTION B: GETTING STARTED	7
REQUIRED LEVELS	7
INSTALLATION	7
DSD ENHANCEMENT CONTROL PANEL.....	9
SECTION C: SETUP	11
SECTION D: SYSTEM OPERATIONS	12
SECTION E: UNINSTALL DSD ENHANCEMENTS	14
LICENSE AGREEMENT	17
FAX TRANSMITTAL FORM	19

Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90/200. For instructions on using MAS 90/200, refer to the appropriate MAS 90/200 manual, or call your MAS 90/200 reseller. DSD Business Systems offers excellent MAS 90/200 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

R054 Automatic Credit Hold Utility:

<http://www.dsdinc.com/enh/pages/R054.htm>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

Support

DSD provides product support through MAS 90/200 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.*

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Automatic Credit Hold Utility Features

This Extended Solution to the Accounts Receivable module allows you to set a customer's Credit Hold flag by printing the Aged Invoice Report. A customer will be flagged as on Credit Hold if they either exceeded their credit limit or have an A/R account balance greater than zero on or before the Credit Hold Aging Cutoff Date. The Credit Hold flag will be unchecked for all of the other customers that appear on the report.

Additional functionality exists with SO-1328: *Hold Flags for Sales Order* and Custom Office, installed and enabled.

Section B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the MAS 90/200 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**
- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

MAS 90/200 Module	Module Required	Required Level
A/R	Y	4.40.PU2

Installation

1. **Back-up:** Exit all MAS 90/200 sessions. Back-up existing MAS 90/200 data.
2. **Check Levels:** MAS 90/200 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the MAS 90/200 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start MAS 90/200:** MAS 90/200 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- The MAS 90/ 200 system that is being used must have web access for this option to be effective.
- You can send your Sage Serial Number to your DSD Enhancements sales representative.

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*

The screenshot shows a software window titled "DSD Enhancement License Agreement and Activation". The window contains the following elements:

- License Agreement:** A text area with the following text: "YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL. IMPORTANT: THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED."
- Step 1: Agree to License Agreement** with radio buttons for "Agree" (selected) and "Disagree".
- Step 2: Select Unlocking Type** with radio buttons for "Web", "File", "Demo", and "Manual Entry" (selected).
- Step 3: Call DSD at 858-550-5900** with input fields for "End User Name" (containing "DSD Business Systems") and "Serial Number" (containing "0555188").
- Step 4: Enter the following from DSD** with an "Activation Key:" input field and an "Unlock Product" button.
- Buttons for "Help" and "Exit" at the bottom.
- Status bar at the bottom right showing "ABC" and "4/28/2010".

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Note: You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the **Library Master Utilities Menu**. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

- Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90/200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual

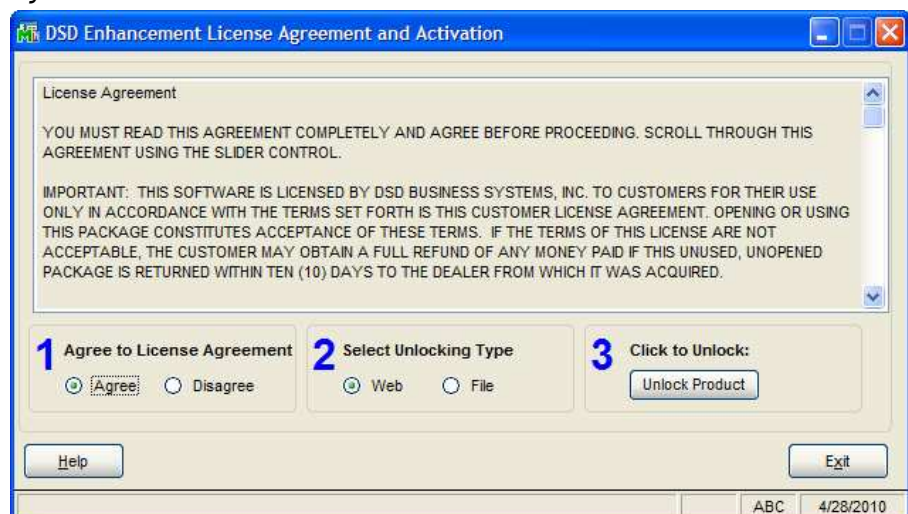
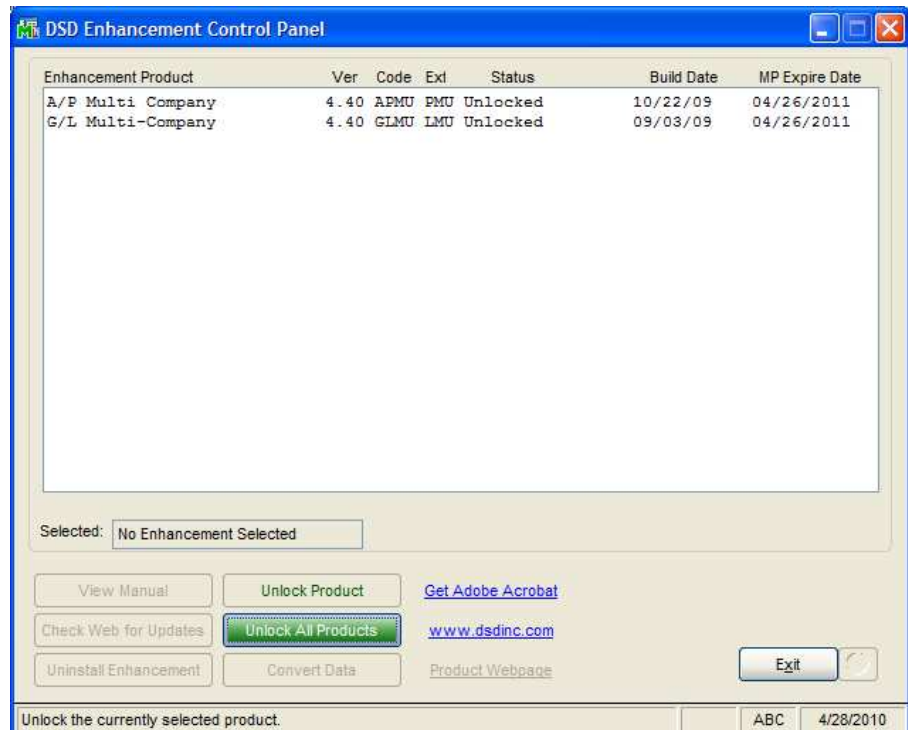
must be in the "MAS90/PDF" folder in the MAS 90/200 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an ftp web connection on the MAS 90/ 200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and

Activation window to appear. This window is similar to the one described on the previous page, but



has only web and file as options to unlock. *This button is never disabled*

Convert Data: After verification, the selected Enhancements data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.

Help: The Help button, located at the bottom right of the window, opens an HTML help file .

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system.

There are also links to the DSD website and the Enhancement page on that site.

Section C: Setup

Upon completion of software installation, you will need to access DSD Extended Solutions Setup from the Accounts Receivable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution.

AR-1054 Setup Options

AR-1054 Auto Credit Hold Utilit

Enable DSD Extended Solution Level 4.40

Credit Hold Aging Cutoff in Days: 60

Default Answer to Set Credit Hold Flag by: Credit Hold Aging Cutoff Date

Accept Cancel

Check this box to enable AR-1054 Auto Credit Hold Utilit LB ABC 8/12/2010

Answer the following prompts:

Credit Hold Aging Cutoff in Days: Define a number of days. The Credit Hold Aging Cutoff Date is calculated by subtracting the number of days defined here from the workstation's system date.

Default Answer to Set Credit Hold Flag By: Enter the default answer for the prompt 'Set Credit Hold By' for the Accounts Receivable Aged Invoice Report: Credit Hold Aging Cutoff Date, Over Credit Limit, Both (see Operations).

Section D: System Operations

The Accounts Receivable Aged Invoice Report has been modified with a new drop list button, 'Credit' which provides access to the prompt 'Set Credit Hold By'. The value for 'Set Credit Hold By' defaults to what was specified in Setup.

When the Main tab's Aging Option to Print is set to 'All Open Invoices' the Set Credit Hold By options will produce the following results:

If you select 'Credit Hold Aging Cutoff Date', any customer with an A/R account balance greater than zero on or before the Credit Hold Aging Cutoff Date (depending upon the aging method) will have the credit hold flag set to Yes. Only invoices which met the selection criteria for the A/R Aged Invoice Report will be tested against the Credit Hold Aging Cutoff Date.

If you select **'Over Credit Limit'**, customers with Accounts Receivable balances greater than their credit limits will have their credit hold flags set to Yes.

If you select **'Both'**, then the customer's credit flag will be set to Yes if either his or her A/R balance is greater than zero on or before the 'cutoff' date, or he or she has exceeded his or her credit limit.

If you select **'Credit Hold Off'**, then all customers' credit hold flags are set to 'N' regardless of their A/R balance or the 'cutoff' date.

The Customer's Credit Hold flag will never be checked under the following circumstances:

When checking against the Credit Hold Aging Cutoff Date and the Customer is Balance Forward,

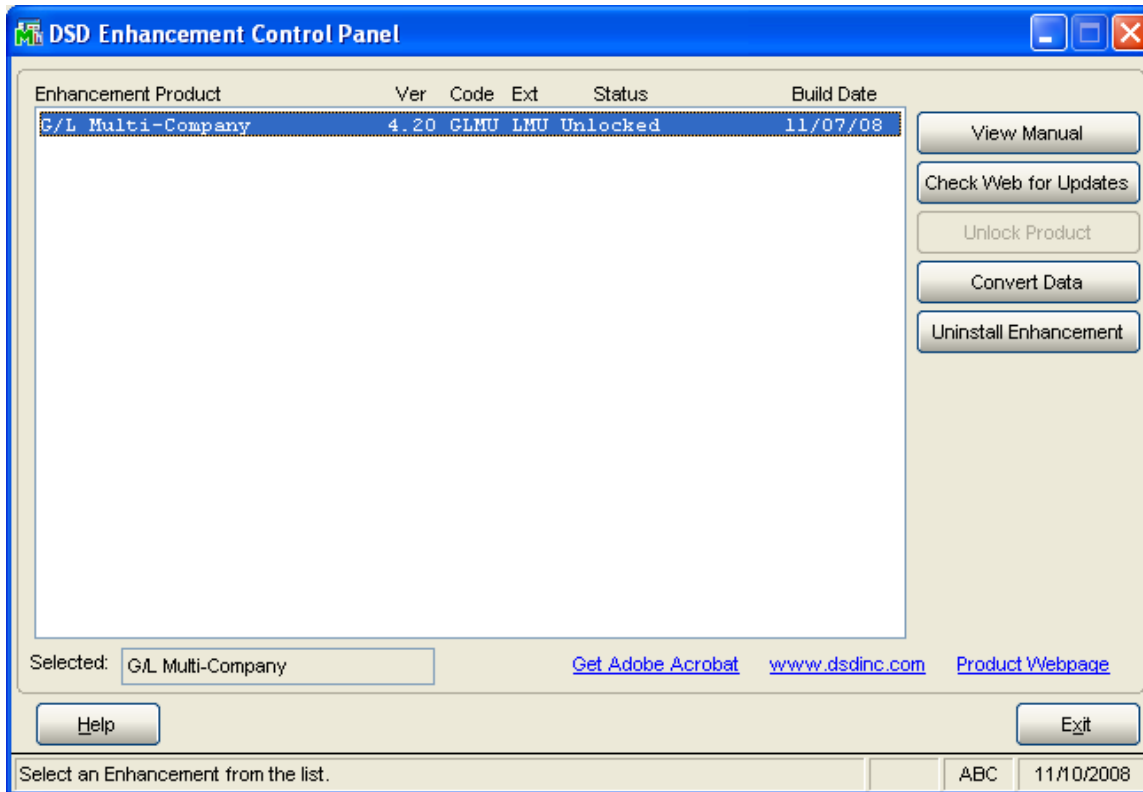
When checking against the credit limit for a customer that has his or her credit limit set to zero (i.e., no credit limit).

If you have SO-1328, *Hold Flags For Sales Orders*, installed and enabled, when the customer's credit hold flag is set to unchecked, the SO Header UDFs for 'Terms Hold' and 'Credit Hold' specified in the setup of SO-1328 will also be set to unchecked for this customer.

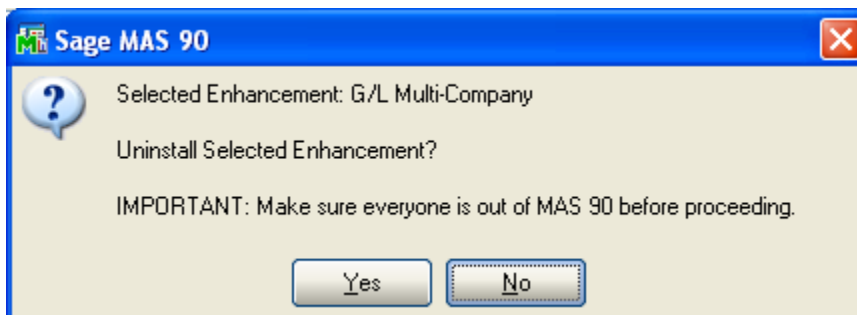
***The 'age' of an invoice is determined by the answer to the standard MAS 90 MAS 200 A/R Setup question, 'Do You Want To Age Invoices From The Invoice Date Or Due Date?'*

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

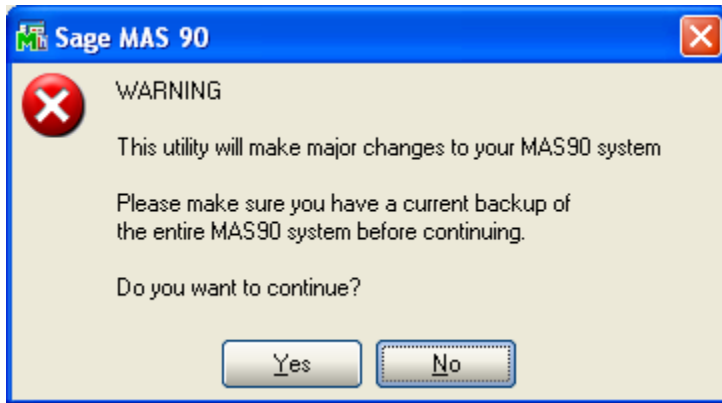


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
 Select **Yes** to continue with the Uninstall Process.

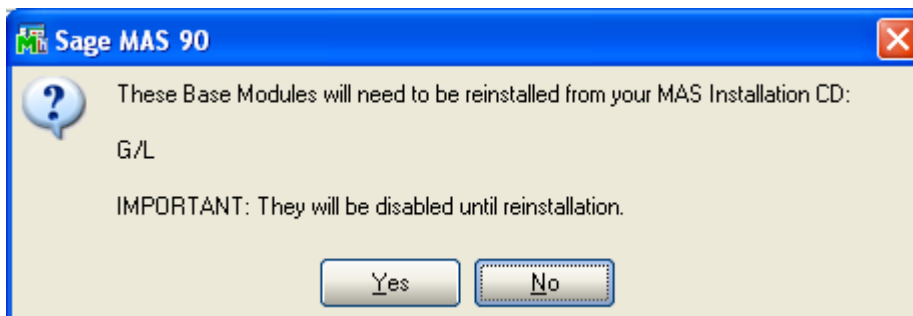
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific MAS 90/200 modules you must reinstall afterwards.

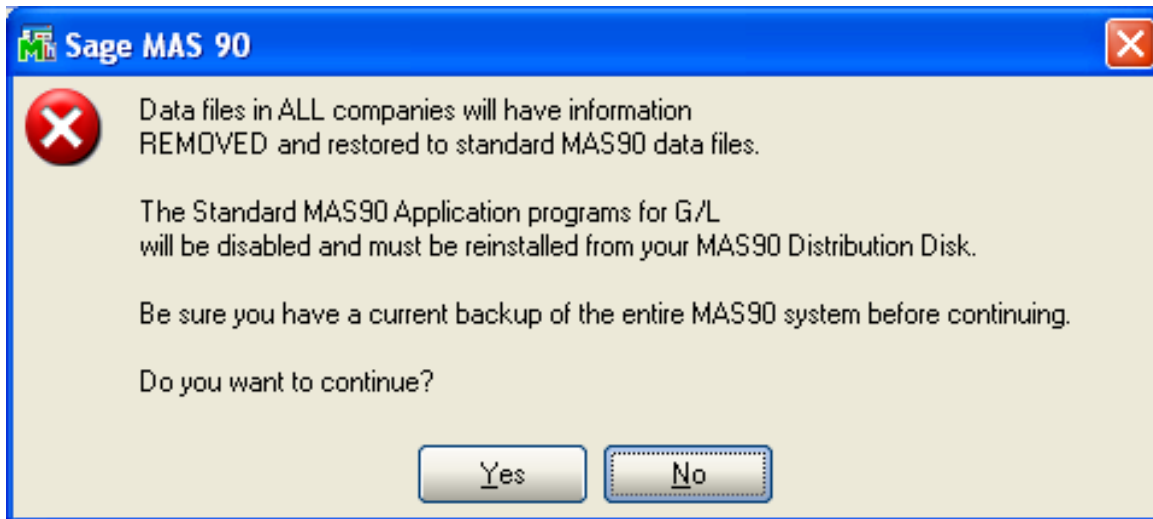


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

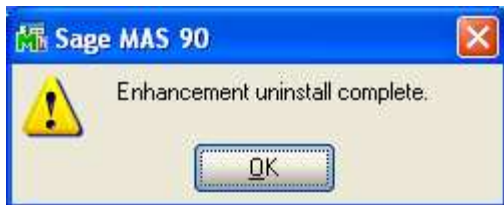
The following message box will appear, displaying the final warning message.

Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the MAS 90/200 system.



After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).

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Fax Transmittal Form

To:	<i>DSD Business Systems Customer Service</i>		Fax:	<i>858/550-4900</i>
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>R054 Automatic Credit Hold Utility</i>		Version:	<i>4.40.PU2</i>

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