



# **DSD Business Systems**

**Sage 100 Enhancements**

**A094**

**A/P Due To/Due From Accounts**

**AP-1094**

**Version 5.40**



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A/P Due To/Due From Accounts User's Manual  
Version 5.40

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## Section A: Introduction

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This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 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*

1094 A/P Due To/Due From Accounts:

<http://www.dsdinc.com/enh/pages/A094.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 Sage 100 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 remotely or by some other to duplicate the system.

### ***A/P Due To/Due From Accounts Features***

This DSD Extended Solution adds additional posting functionality to either AP-1016: *Multiple Divisions/Companies on Checks*, or AP-1073: *Multiple Company Check Processing*. For each check that pays funds for another company code, additional General Ledger entries will be created to offsetting 'Due To' and 'Due From' accounts that you specify in new Company Code Offset Account Maintenance program.

NOTE: DSD Extended Solution AP-1016: *Multiple Divisions/Companies on Checks*, or AP-1073: *Multiple Company Check Processing*, must be installed for this Extended Solution to function.

NOTE: This product is not company specific; once it is enabled, it is enabled for all companies.

## Section B: Getting Started



- If you reinstall or upgrade one of the Sage 100 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.

### Required Levels

Sage 100 Module	Module Required	Required Level
A/P	Y	5.40

### Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 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 Sage 100 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 Sage 100:** Sage 100 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 Sage 100 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.

**DSD Enhancement License Agreement and Activation**

**License Agreement**  
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.

**1 Agree to License Agreement**  
☒ Agree ☐ Disagree

**2 Select Unlocking Type**  
☐ Web ☐ File  
☐ Demo ☒ Manual Entry

**3 Call DSD at 858-550-5900**  
Have this information ready: End User Name: DSD Business Systems  
Serial Number: 0555188

**4 Enter the following from DSD**  
Activation Key:   
Click to Unlock:

DSD ABX 12/30/2016

**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 unlocking, the DSD Conversion Wizard 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 Conversion Wizard: Step One, Introduction**

**DSD BUSINESS SYSTEMS**

This company's data needs to be converted.  
This program will perform the conversion.

### 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 Sage 100 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.

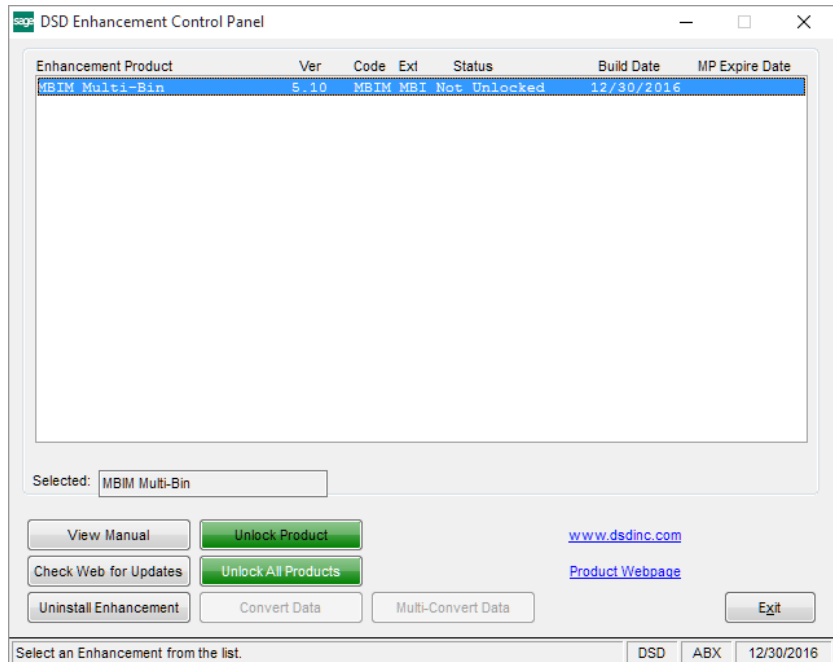
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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 internet connection on the Sage 100 system.*

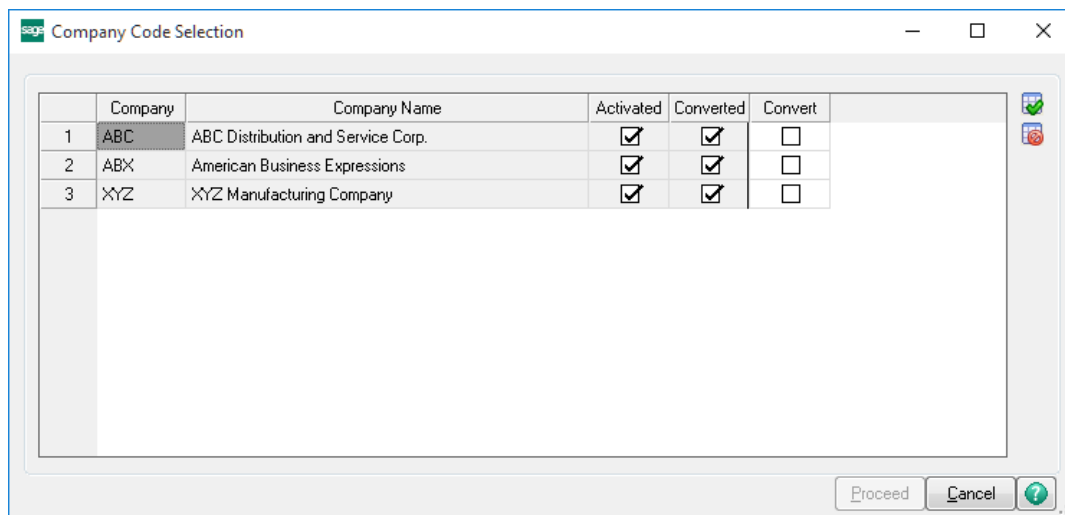
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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 Enhancement's 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.



**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



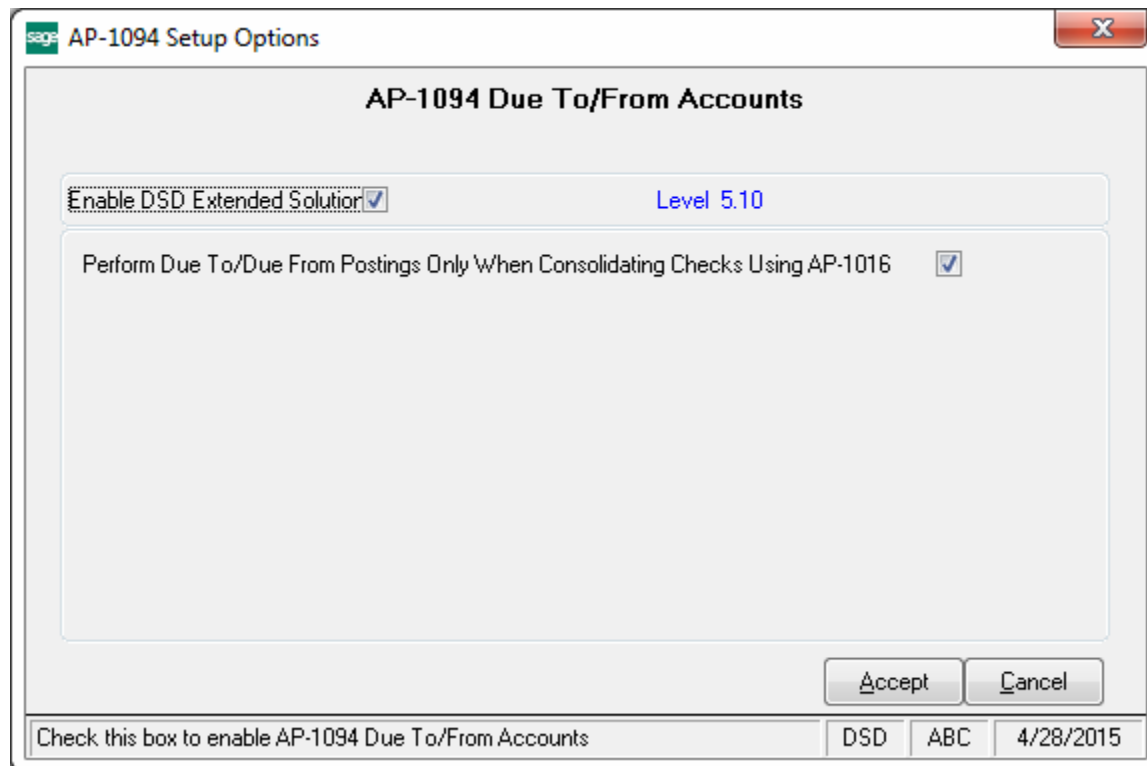
**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**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. (for more information see [Uninstall DSD Enhancements](#))

## Section C: Setup

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



The following option is available only when *both* AP-1016 and AP-1073 are installed.

**PERFORM DUE TO/DUE FROM POSTINGS ONLY WHEN CONSOLIDATING CHECKS USING AP-1016:** If checked, Due To/Due From postings will occur only when checks are consolidated by company, not by divisions. If unchecked, postings will occur when multi-company checks are printed via AP-1073.

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

### Role Maintenance

The following Task has been added to Accounts Payable, Setup Options:

- Extended Solutions Setup

The following Task has been added to Accounts Payable, Maintenance/Data Entry:

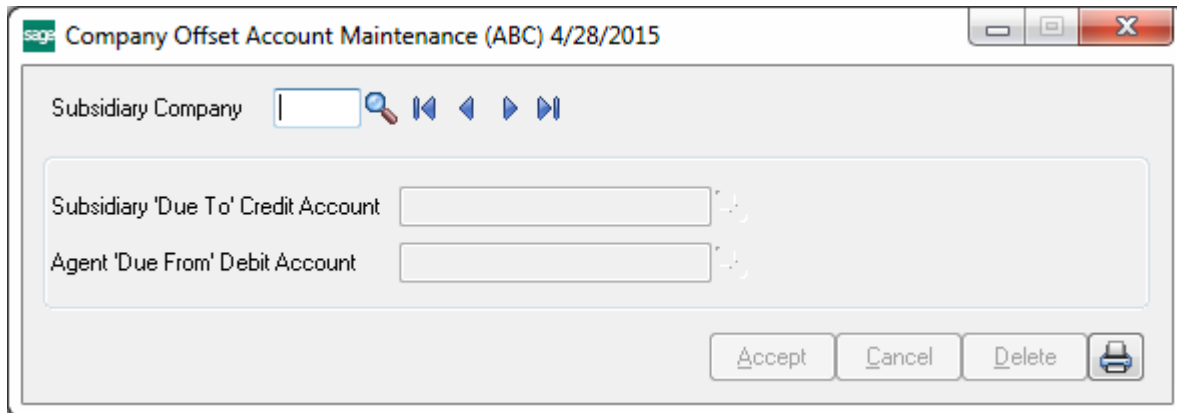
- Offset Account Maintenance

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

## Section D: System Operations

### Offset Account Maintenance

Offset Account Maintenance has been added to the Setup menu. In each agent company where you will consolidate check printing by companies, you must set up 'Due To' and 'Due From' accounts for each subsidiary company.



You will be prompted for the following:

**SUBSIDIARY COMPANY:** Enter the subsidiary company code. There is a lookup into all Company Codes that exist for this installation.

**SUBSIDIARY 'DUE TO' CREDIT ACCOUNT:** Enter the account number from the subsidiary company.

**AGENT 'DUE FROM' DEBIT ACCOUNT:** Enter the account number from the agent company.

### Check Register Printing

In the agent company (where check consolidation occurs via AP-1016, or the company from which multi-company checks are printed via AP-1073), a check consolidation log will print after the check register (Figure 4). If the agent company has no checks but it has consolidated checks for other companies (for example, a check is printed in company ABC for companies EEC and XYZ), you will see the standard MAS 90 MAS 200 message 'Check Register File empty.' However, a consolidation log will still be printed, and you will be prompted to update the Check Register.

If Paperless Office Journal and Registers is enabled and you have specified to maintain a Paperless check register, the check consolidation log will be appended to the check register PDF. If the agent's check entry files are empty, a blank check register PDF will be generated with the log appended.

## Accounts

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### ***Check Register Update***

Offset posting occurs in both the agent and the subsidiary companies. You still have to print and update the check register in each company.

During A/P Check Register Update in the Agent Company, the following postings will occur:  
In the Agent Company:

- Credit the standard Cash Account in the Agent Company for the Total amount of all checks.
- Debit the standard A/P Account in the Agent Company for the sum of the Agent Company's total amount being paid.
- Debit each Agent 'Due From' account for the sum of each Subsidiary Company Code's amount being paid.

In each Subsidiary Company Code:

- Debit the standard A/P Account for the amount paid.
- Credit the specified Subsidiary 'Due To' account also for the amount paid.

Example:

Agent Company Code: ABC

Subsidiary Company Code: XYZ

Subsidiary 'Due To' Credit Account Number: 111-00

Agent 'Due From' Debit Account Number: 115-00-01

Subsidiary Company Code: PTM

Subsidiary 'Due To' Credit Account Number: 112-00-03

Agent 'Due From' Debit Account Number: 115-00-02

Check Register Update with one Check for \$2500, pays  
\$1000 for company ABC  
\$1200 for company XYZ  
\$ 300 for company PTM

#### **DTR for company ABC:**

Cash Account           \$2500

A/P                       \$1000

115-00-01               \$1200

115-00-02               \$ 300

#### **DTR for Company XYZ**

A/P	\$1200
111-00	\$1200

**DTR for Company PTM**

A/P	\$ 300
112-00-03	\$ 300

If you select to process invoices for a subsidiary company which does not have a record in Company Offset Account Maintenance in the agent company, then no additional G/L postings will take place.

**ODBC Dictionary**

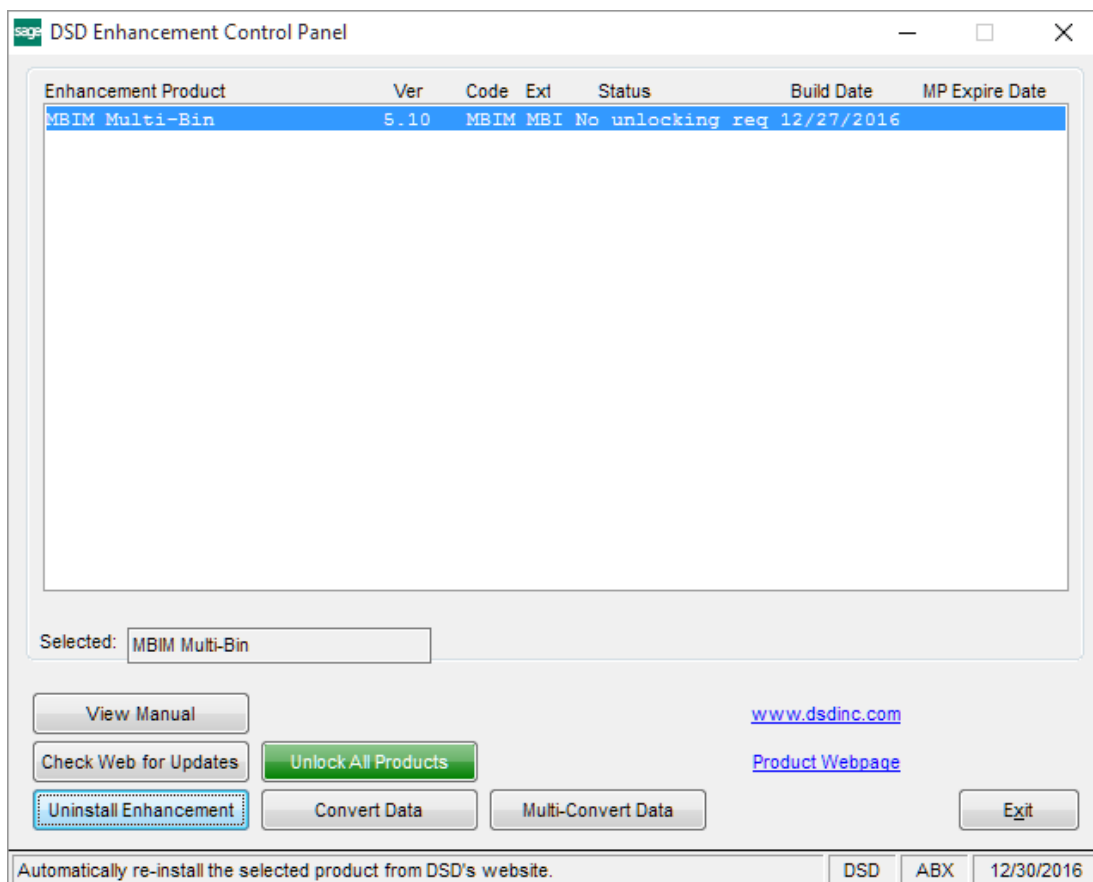
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Field:</i>
AP_OffsetAccount_001	All
AP_CkConsolidationLog_001_Wrk	All
SY_APMultiCompPosting_001	All

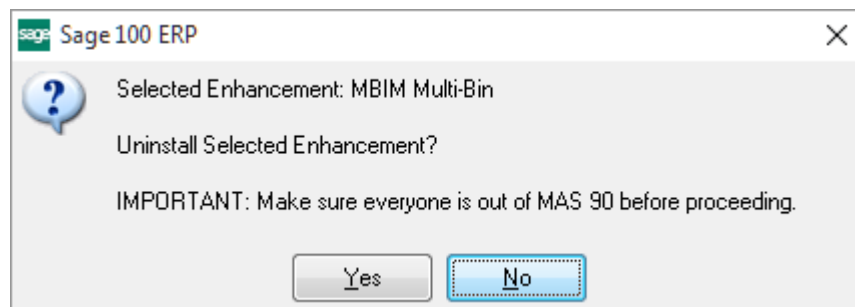
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.



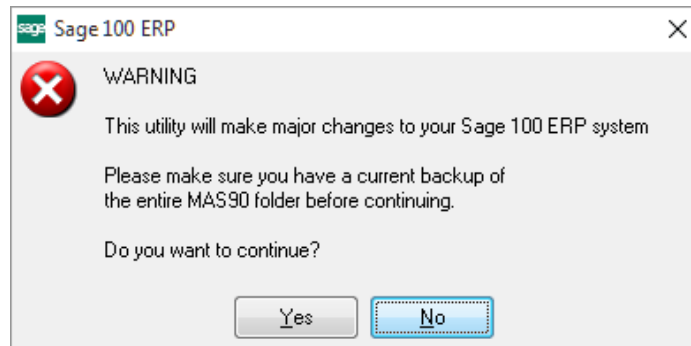
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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 Sage 100 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.

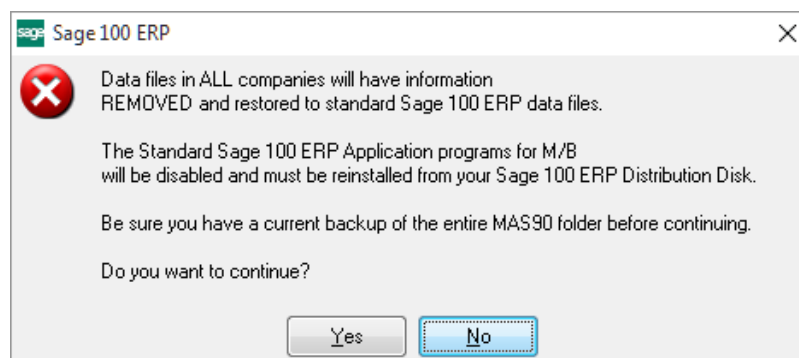
**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

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

Select **Yes** to continue with the Uninstall Process.

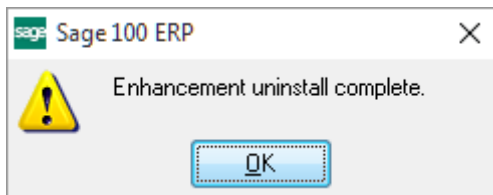
The following message box will appear, displaying the final warning message.



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 Sage 100 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 Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).