



DSD Business Systems

Sage 100 Enhancements

A107

Terms Codes with Multiple Due Dates

AP-1107

Version 5.30



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Terms Codes with Multiple Due Dates User's Manual
Version 5.30

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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 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*

A107 Terms Codes with Multiple Due Dates:

<http://www.dsdinc.com/enh/pages/A107.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 with Symantec PCAnywhere or by some other means access or duplicate the system.

Terms Codes with Multiple Due Dates Features

This DSD Extended Solution to the Account Payable module allows an unlimited number of due dates and a corresponding percentage of the invoice amount to be assigned to designated terms codes during A/P Invoice Entry. The program defaults the Due Dates and Percentages from the Terms Code Masterfile. Invoice Payment Selection and the A/P Aging process have been modified to recognize portions of Invoices for aging and payment selection.

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	5.30

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.

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.

7. **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.

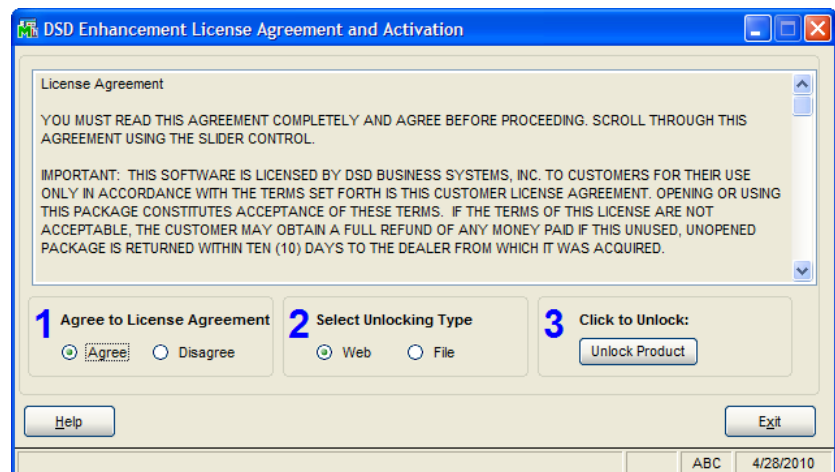
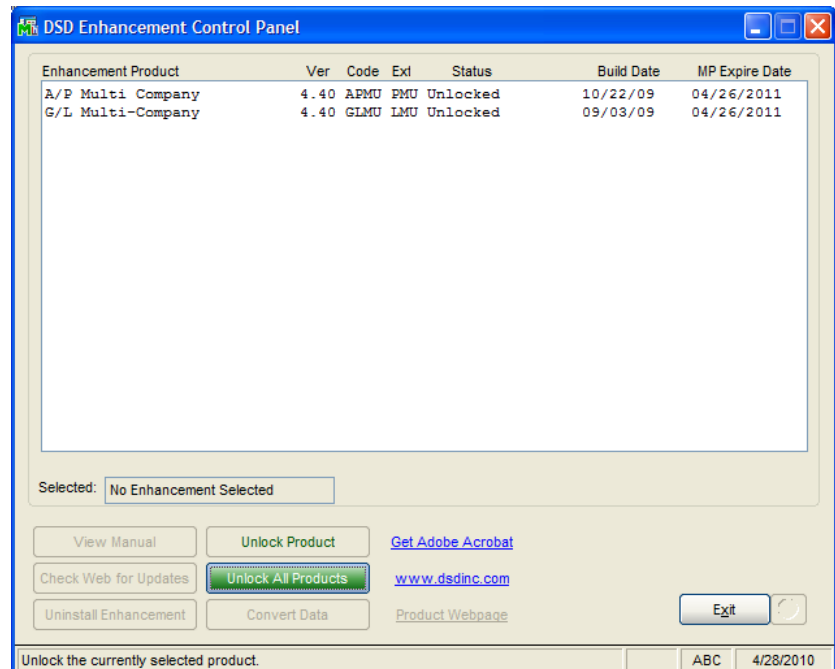
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired 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 FTP web 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.*

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 .

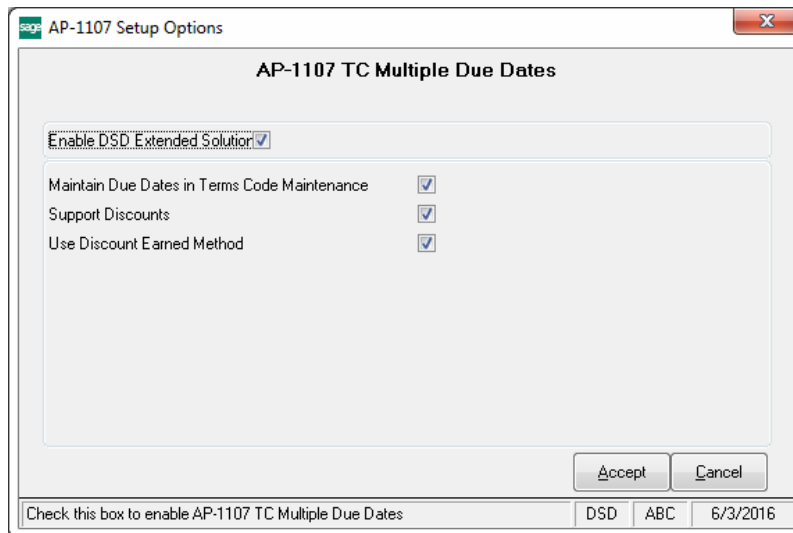
Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

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 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 Extended Solution' box to activate this Extended Solution.



Answer the following prompts:

MAINTAIN DUE DATES IN TERMS CODE MAINTENANCE: Check this box to maintain specific dates and corresponding percentages. Uncheck this box to maintain a Number of Days Before Due along with a corresponding percentage.

SUPPORT DISCOUNTS: Check this box to support discounts. Discount Amount and Discount Due Date will be calculated for the Invoice amount during Payment Selection and applied on the first payment.

USE DISCOUNT EARNED METHOD: This option is only available if 'Support Discounts' is checked. Check this box to have the Terms Discount Amount spread out over each payment due date rather than the entire discount amount being applied to the first payment.

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:

- DSD Extended Solutions Setup

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

Section D: System Operations

A/P Terms Code Maintenance

There is a new 'Multiple Due Dates' option available in A/P Terms Code Maintenance. Check this box to add Multiple Due Date support to the Terms Code.

The screenshot shows the 'A/P Terms Code Maintenance (ABC) 6/3/2016' window. The 'Terms Code' is '99' and the 'Description' is 'Multiple Due Days'. The 'Days Before Due' is '0', 'Days Discount Allowed' is '80', and 'Discount Rate' is '12.345%'. The 'Multiple Due Dates' checkbox is checked. The 'Mult Due' dropdown is set to 'Mult Due'. Buttons at the bottom include 'Accept', 'Cancel', 'Delete', and a help icon.

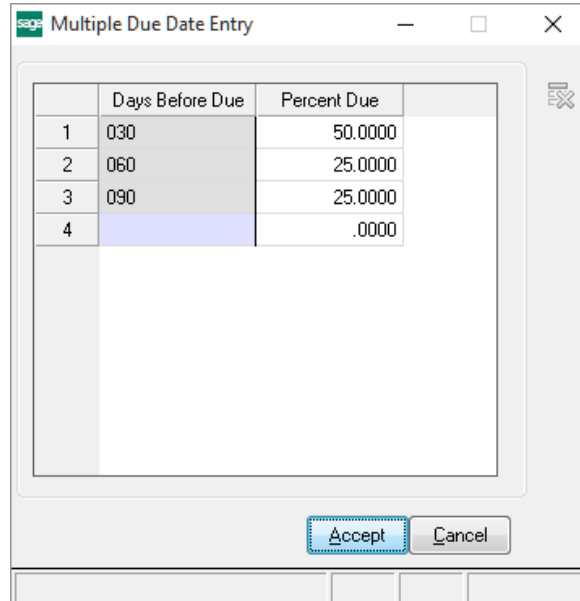
If 'Maintain Due Dates in Terms Code Maintenance' was checked during setup, then you will be prompted to maintain an unlimited number of specific dates and corresponding percentages.

The screenshot shows the 'Multiple Due Date Entry' window. It contains a table with the following data:

	Due Date	Percent Due
1	1/1/2016	50.0000
2	2/1/2016	50.0000
3		.0000

Buttons at the bottom include 'Accept' and 'Cancel'.

If the setup option was unchecked, then you will be prompted to maintain an unlimited number of Days Before Due along with the corresponding percentages. Regardless of how the setup question was answered, the sum of the percentages must total 100%.



	Days Before Due	Percent Due
1	030	50.0000
2	060	25.0000
3	090	25.0000
4		.0000

Accept Cancel

A/P Invoice Entry

If the terms code selected is a Multiple Due Date Terms Code, a Multiple Due Dates screen will be available via the 'Mult. Due' button.

A/P Invoice Data Entry (ABC) 6/3/2016

Vendor No. 01-AIRWAY
 Name Airway Property
 Invoice No. 123123

1. Header | 2. Lines

Invoice Date 6/3/2016
 Invoice Amount 100.00
 Subject to Discount 100.00
 Prepaid Invoice

Terms Code 03 NET END OF MONTH
 Invoice Due Date 6/30/2016
 Discount Due Date
 Discount Amount .00

Hold Payment ☐ Separate Check ☐
 Comment

Mult Due Accept Cancel Delete

The program will default the Due Dates and Percentages using either the Days Before Due or the Specific Due Dates from the Terms Code Maintenance.

Multiple Due Date Entry

	Days Before Due	Percent Due
1	030	50.0000
2	060	25.0000
3	090	25.0000
4		.0000

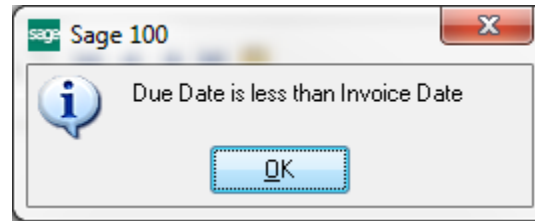
Accept Cancel

Multiple Due Date Entry

	Due Date	Percent Due
1	1/1/2016	50.0000
2	2/1/2016	50.0000
3		.0000

Accept Cancel

If the setup option 'Maintain Due Dates in Terms Code Maintenance' was checked and a Terms Code is referenced with a Due Date earlier than the Invoice Date, the following warning will be displayed:



You can override the default Dates and Percentages. When the 'Accept' button is clicked, this Extended Solution will verify that the percentages are equal to 100 and that the Due Dates are in sequential order. You will be prevented from exiting this screen until both conditions are true.

Upon exiting the window, the earliest Due Date will populate the Invoice Due Date field. If the Support Discounts check box is checked in setup and the Terms Code has a Discount Amount and Discount Due Date associated with it, then the date and amount will be calculated per standard MAS90 and will populate the Discount Due Date and Discount Amount fields.

Invoice Register Update will record the dates and percentages associated with any Terms Codes with Multiple Due Dates for A/P Open Invoices.

P/O Receipt of Goods with an Invoice and P/O Receipt of Invoice

If Purchase Order is also activated, then the same Multiple Due Date features of A/P Invoice Entry will also be available in P/O Receipt of Invoice Entry and P/O Receipt of Goods Entry when it references an Invoice number.

Daily Receipt Registers/Update will record the dates and percentages associated with any Terms Codes with Multiple Due Dates for A/P Open Invoices.

The screenshot displays the 'Receipt of Invoice Entry' window for ABC on 6/3/2016. The interface includes a top navigation bar with '1. Header', '2. Address', '3. Lines', and '4. Totals'. The main form contains several sections: a header section with Receipt Number (001009), Purchase Order Number (0010028), Invoice Number (123123), and Invoice Date (6/3/2016); a vendor section with Vendor No. (01-AIRWAY) and Airway Property; an order section with Order Type (Standard Order), Order Status (New), and Required Date (6/3/2016); a sales tax section with Schedule (CA OR), Orange County, and Use Tax; a contact section with Purchase Address, Ship-To Address (0000 ABC Distributing Company), Terms Code (03 NET END OF MONTH), Ship Via (FOB), Warehouse (000 CENTRAL WAREHOUSE), Confirm To (Leo Henry), E-mail (lhenry@sage.sample.com), Telephone ((714) 555-0980), Ext (5852), and Comment; and a bottom section with a 'Mult Due' dropdown menu and buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

Aging Calculations

The A/P Aged Invoice Report and the A/P Cash Requirements Report will age the portions of the invoices according to their multiple due dates.

If you have elected to 'Use Discount Earned Method' then it should be noted that the Discount Amount will reflect the standard MAS90 Terms Discount which was calculated during A/P Invoice Register update. This value will never be used in Payment Selection, nor relieved during Check Register update.

Invoice Payment Selection

Payment Selection has been modified to select only the amount of the Invoice that is due according to the Due Date and Invoice percentage when a Terms Code with Multiple Due Dates is referenced on the Invoice. (This is the percentage of the Invoice Total, not a percentage of the balance of the Invoice.)

If the last payment percentage tier is being selected, then the remaining balance on the Invoice will be used as the selected payment amount.

If you checked 'Use Discount Earned Method', the Terms Discount will be calculated on each Multiple Due Date Invoice selected as; Terms Discount percentage multiplied by the selected Payment amount. This only occurs if the 'Always Take Discount' option is selected on the Invoice Payment Selection screen.

NOTE: Editing your selected payment amount or your discount amount could produce undesirable results with future payments and is not recommended.

Per standard MAS90 processing you will retain the ability to override the selected payment amount in Check Maintenance.

ODBC Dictionary

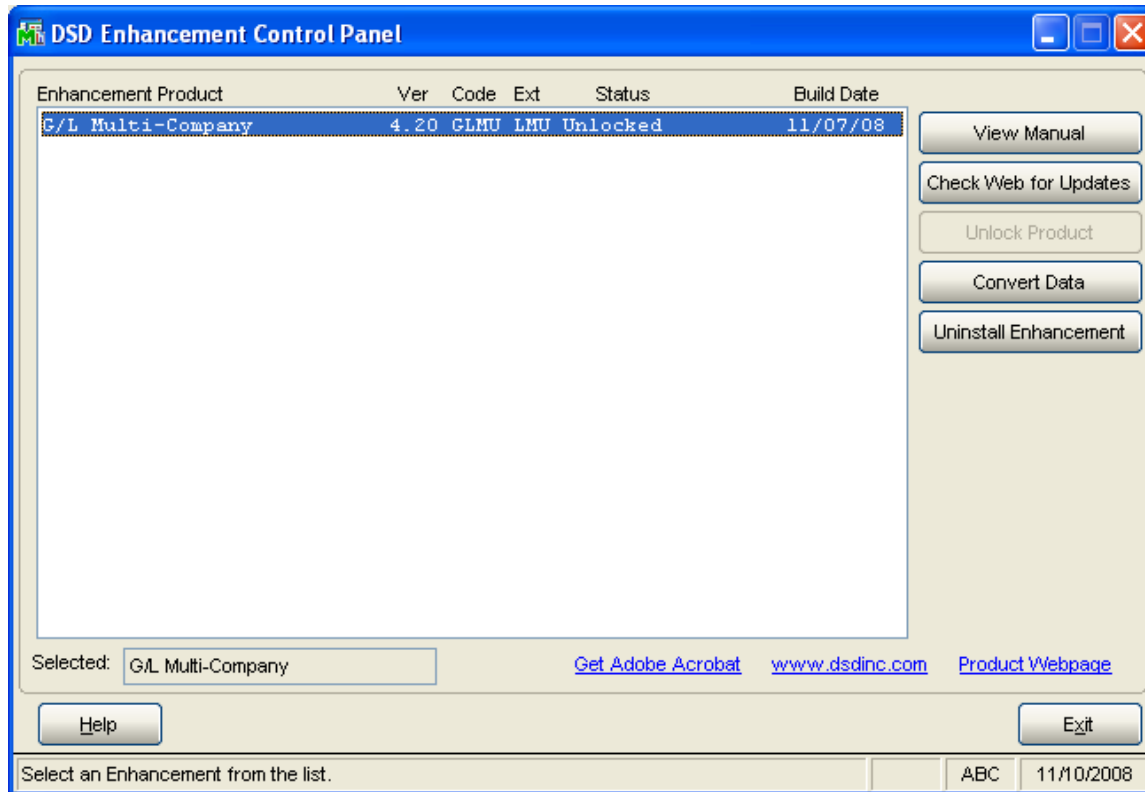
The files listed below have been added, or changed, in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Fields:</i>
AP_MultDueDatesAPInvoices_001	All Fields
AP_MultDueDatesOpenInv_001	All Fields
AP_MultDueDatesPOReceipts_001	All Fields
AP_TermsMultDueDates_001	All Fields
AP_TermsCode	MultipleDueDates_001

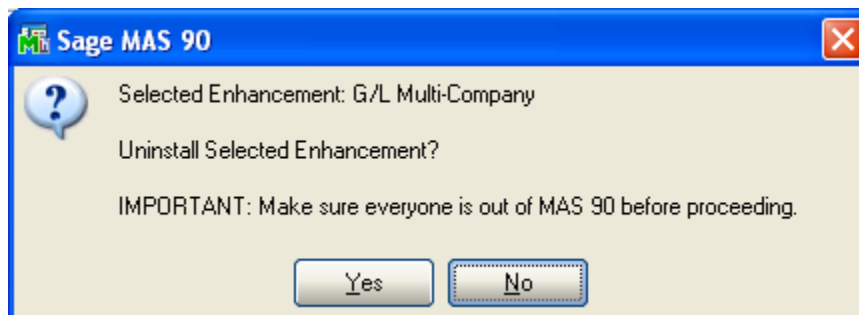
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

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.

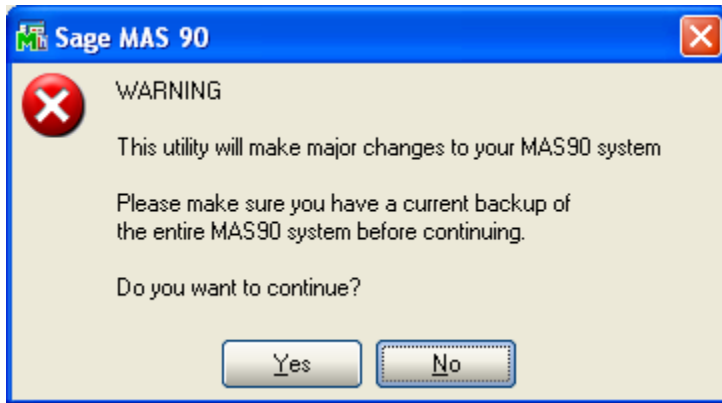


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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 Sage 100 system should be completed prior to uninstalling a DSD product.

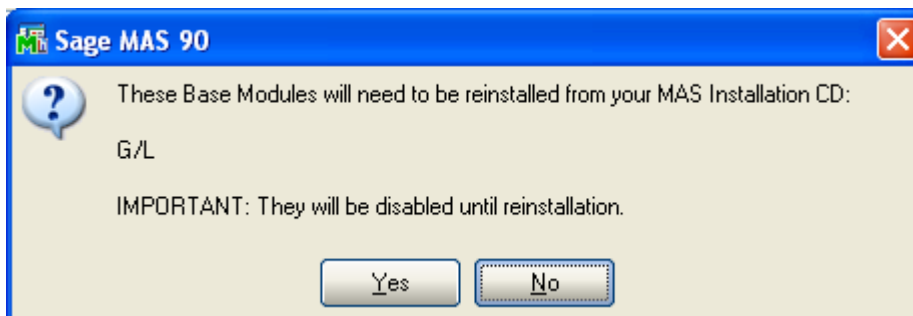


Select **No** to exit the Uninstall Process.

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 MAS Service Packs / Updates, if applicable.

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



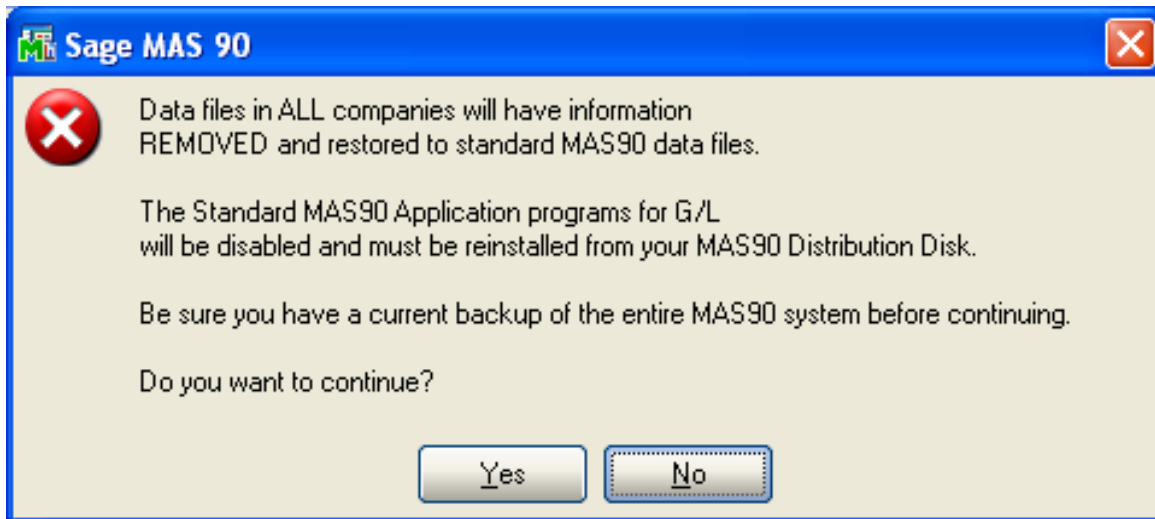
Select **No** to exit the Uninstall Process.

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

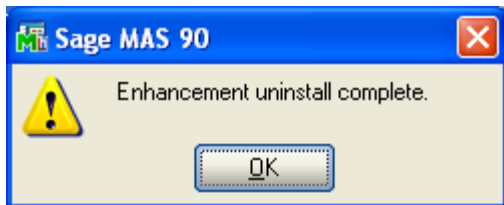
The following message box will appear, displaying the final warning message.

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).

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Fax Transmittal Form

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From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: ☐ Product Problem ☐ Suggestions			
Product:	A107 Terms Codes with Multiple Due Dates		Version:	5.30

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