DSD Business Systems

Sage 100 Enhancements

A109

Budget Comparison for A/P & P/O

AP-1109

Version 6.00

Information in this document is subject to change without notice.

Budget Comparison for A/P & P/O User's Manual
Version 6.00

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Table of Contents

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

1109 Budget Comparison for A/P & P/O :

http://www.dsdinc.com/enh/pages/1109.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.

Budget Comparison for A/P & P/O Features

This DSD Extended Solution compares expected postings to the General Ledger from A/P Invoice Entry and Purchase Order Entry to a specified annual budget for each account. If the sum of the open A/P + the open P/O + the existing postings exceeds the annual budget then you will be prevented from proceeding unless a password is entered.

Section B: Getting Started

CAUTION

- **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**	6.00
P/O	**N**	6.00

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.

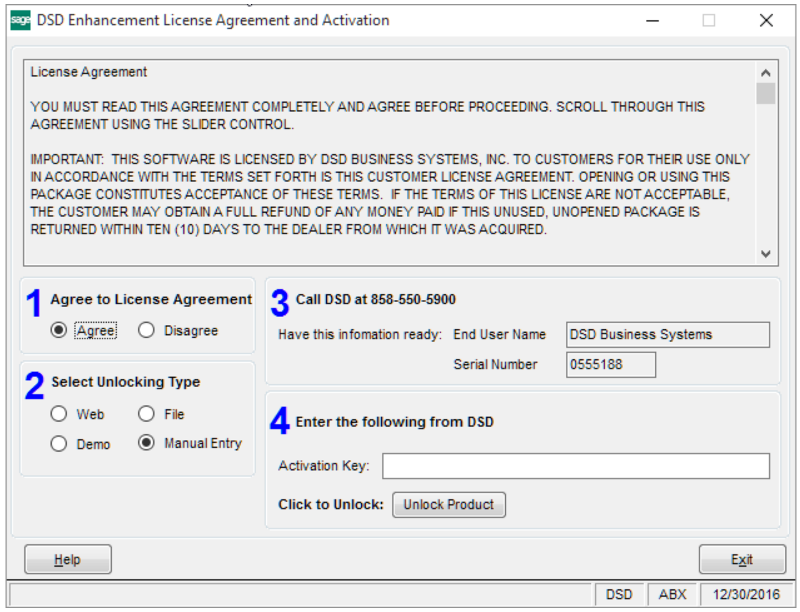
   File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

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.

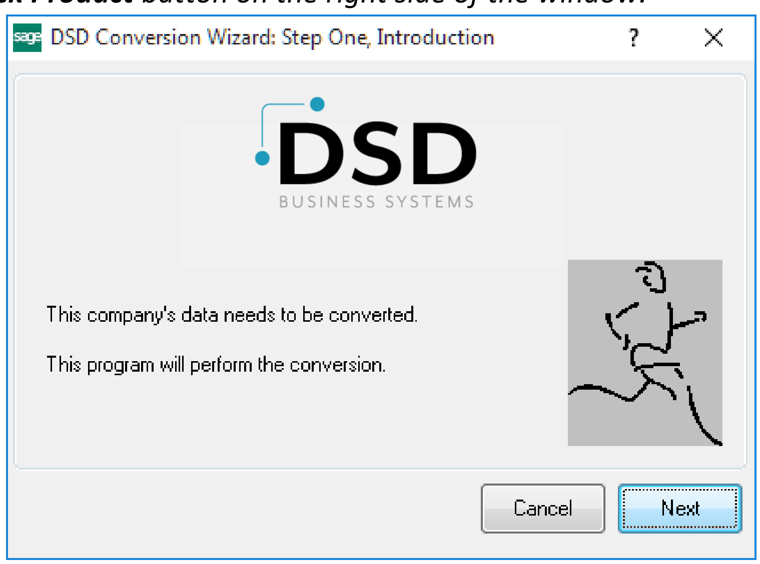
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



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.

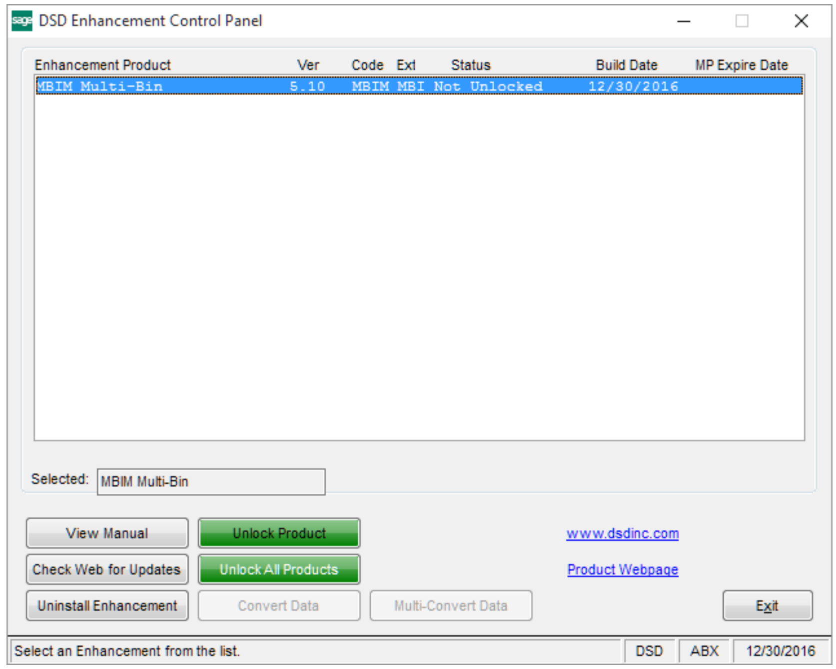
Note: *You can also unlock a DSD Enhancement through the* ***DSD Enhancement Control Panel*** *found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the* ***Unlock Product*** *button on the right side of the window.*

7. **Convert Data:** After 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 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.

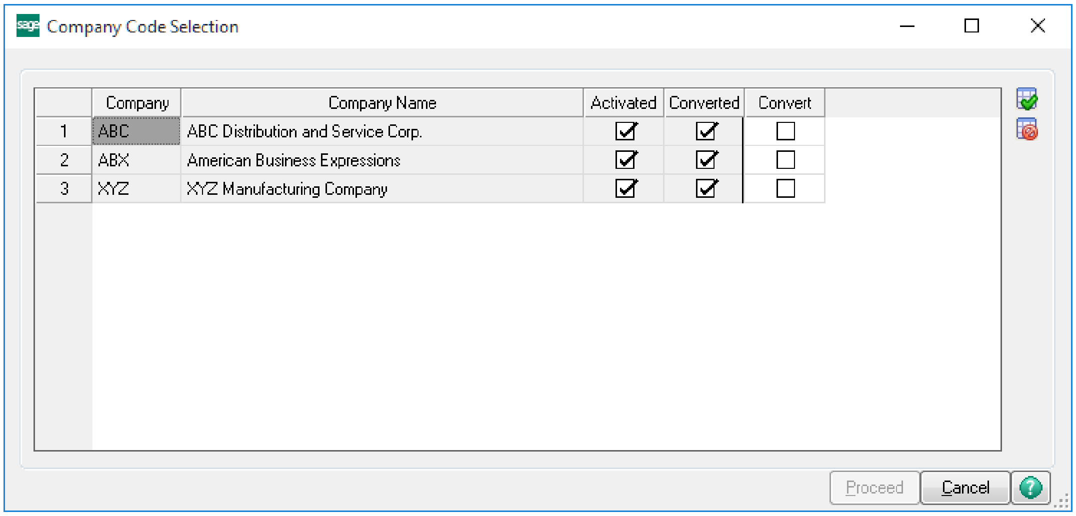
Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

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.)*



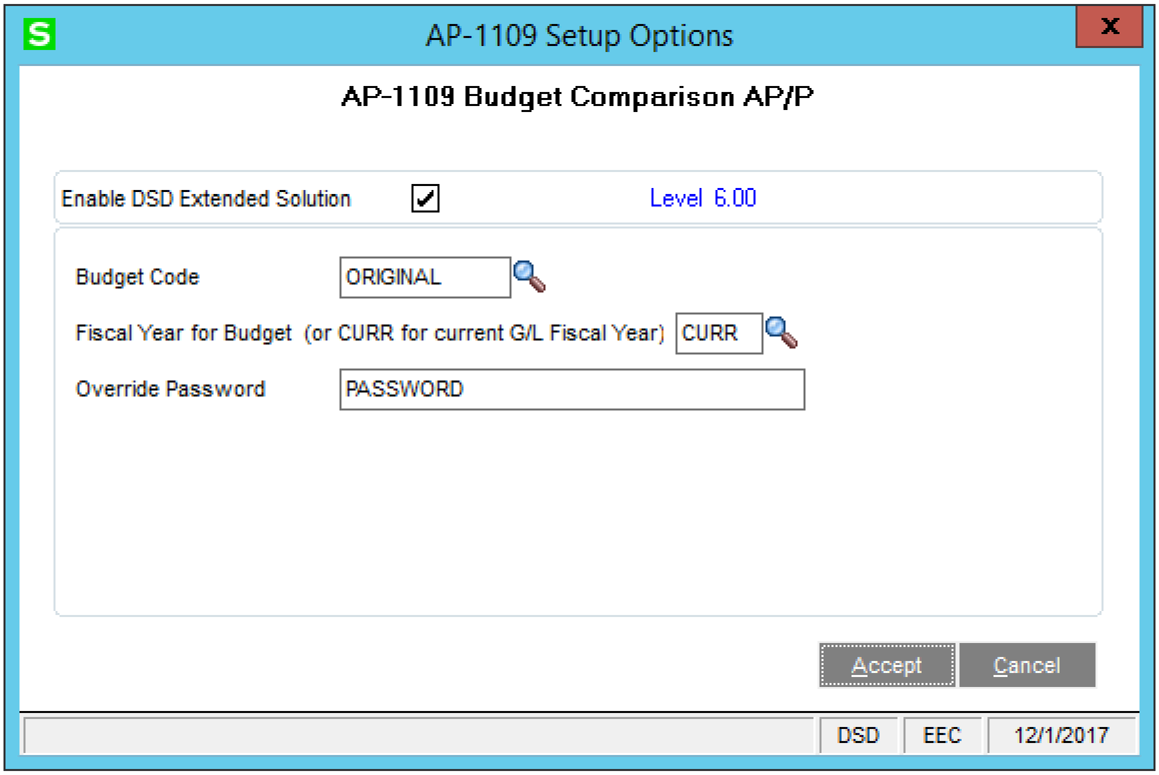
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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.



Answer the following prompts:

Budget Code: Specify the G/L Budget Code that will be used for comparison.

Fiscal Year for Budget: Specify a 4 digit year for the Fiscal year’s budget or ‘CURR’ to use the current G/L fiscal year. This field defaults to ‘CURR’.

Override Password: Specify a password (up to 32 characters) to be used to override the budget code restrictions. Leave it blank if you do not allow overrides.

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

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

Section D: System Operations

A/P Invoice Register

During A/P Invoice Register printing, each G/L account which

- has a normal debit balance,
- has a budget for the Budget Code specified in Setup,
- and is on the Fiscal Year specified in Setup*

will be checked to see if a posting to that account will put it over budget. The formula for the calculation is:

> The sum of the period ending balances for the specified fiscal year
> + all references to this account on this A/P Invoice Register
> + the line extension less the amount invoiced for all references to this account in P/O Entry, Order types Standard or Drop Ship and line types Misc Charge and Misc Item
> as compared to
> The sum of the periods in the budget specified

*If the Setup Option 'Fiscal Year for Budget' is set to 'Curr' then the budget comparisons are made against the current fiscal year noted in General Ledger setup. Prior and future year budgets are disregarded therefore postings to periods in a future year will still be compared to the current fiscal year budget. However, if you specify a specific year during setup the budget checking will use that year's budget for comparison.

If the sum of the existing postings + expected postings is less than or equal to the annual budget for all accounts referenced on the A/P Invoice register, then the option to update will proceed as normal.

If the sum of the existing postings + expected postings is greater than the annual budget for any account referenced on the A/P Invoice register then the Budget Comparison report will print after the Invoice Register.

ABC Distribution and Service Corp.

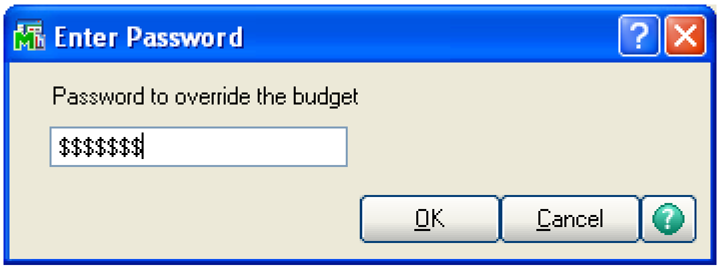
Budget Comparison for A/P and P/O

G/L Account Number	Annual Budget	Total Used	Total on P/O	Total on A/P	Overage Amount
		Vendor	Invoice	Amount	
725-00-04	16,200.00	15,606.49	1,500.00	2,500.00	3,406.49
		01-POSTMST	B956234	2,500.00	
750-00-04	6,600.00	6,410.88	1,225.00	1,000.00	2,035.88
		01-STEV	71542	1,000.00	

This report provides a listing of each G/L account that is over budget along with the specific invoices and amounts from the Invoice Register which contribute to that total. If the account is over budget a total will appear in the 'Overage Amount' column. It is calculated:

Total Used + Total on P/O + Total on A/P - Annual Budget

You will need to edit your data in order to proceed with update if you did not specify a password during setup. However, if a password was specified then you will be prompted for it after exiting the Budget Comparison Report. You can either 'Cancel' out of the password and return to A/P Invoice Entry to fix your data or enter the correct password and proceed to A/P Invoice Register update. Entry of this password accepts overrides for all listings.



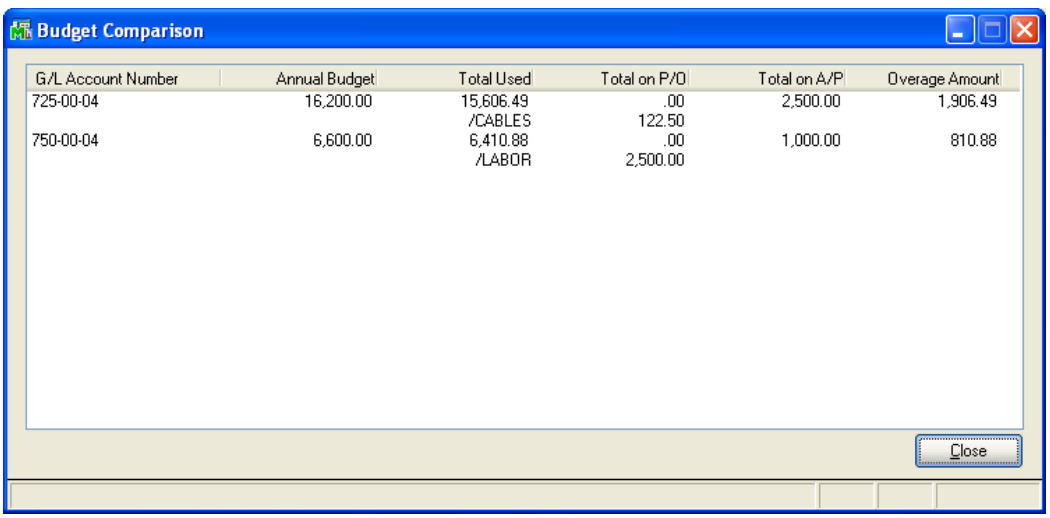
Note: If batch processing is enabled then only the accounts associated with the selected batches and therefore printed on the A/P Invoice register will be considered.

Purchase Order Entry

The same processing described above will also be applied as you exit the Purchase Order lines tab for all lines whose line type is Misc. Charge or Misc. Item and whose P/O type is Standard or Drop Ship. The calculation used in P/O Entry will be:

> The sum of the period ending balances for the specified fiscal year
> + all references to this account in A/P Invoice Entry
> + the line extension less the amount invoiced for all references to this account in P/O Entry, Order types Standard or Drop Ship and line types Misc Charge and Misc Item
>
> as compared to
>
> The sum of the periods in the budget specified

If the sum of the existing postings + expected postings is greater than the annual budget for any account number referenced on those line types then you will be presented with a Budget Comparison. The Total on P/O will include the lines from this P/O with the individual lines which reference this account listed underneath.

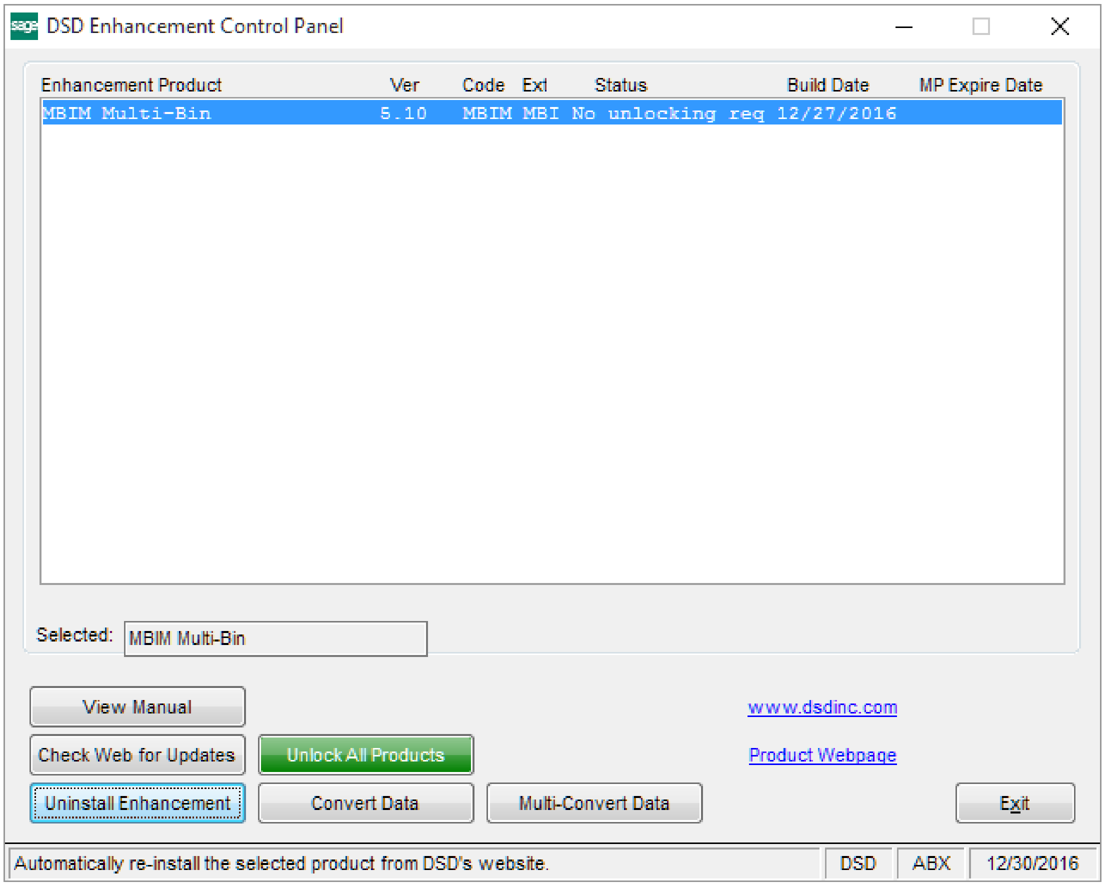


If you did not specify a password in setup you will be returned to the Lines tab to edit your data. If you specified a password, you will be prompted for it. You can either 'Cancel' out of the password and be returned to the Lines tab to fix your data or enter the correct password and complete your P/O entry.

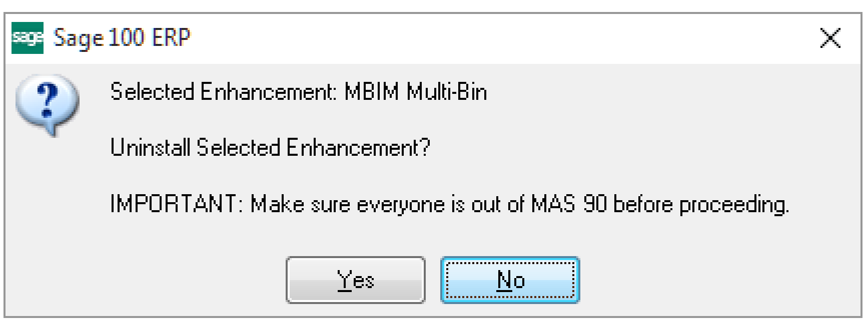
This processing occurs every time you attempt to exit the Lines tab of P/O Entry when the P/O type and line type match those specified.

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.

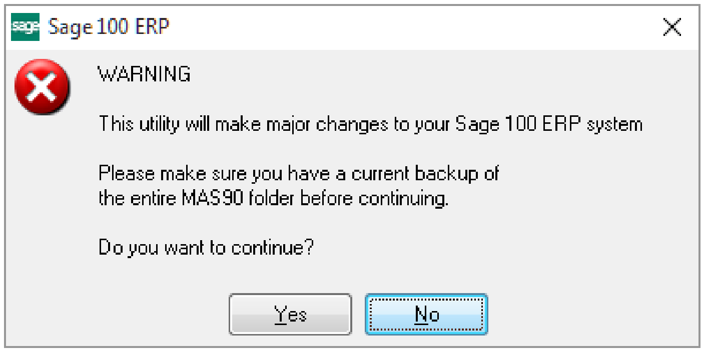


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



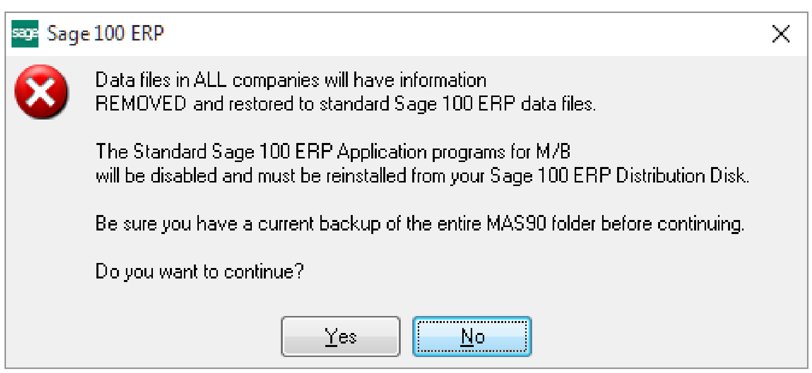
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).

