



DSD
BUSINESS SYSTEMS

DSD Business Systems

Sage 100 Enhancements

A117

Auto A/R Invoice Creation from A/P Invoice Entry

AP-1117

Version 5.00



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Auto A/R Invoice Creation from A/P Invoice Entry User's Manual
Version 5.00

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DSD Business Systems
5120 Shoreham Place
Suite 280
San Diego, CA 92122
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

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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*

A117 Auto A/R Invoice Creation from A/P Invoice Entry:

<http://www.dsdinc.com/enh/pages/A117.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.

Auto A/R Invoice Creation from A/P Invoice Entry Features

This Extended Solution creates A/R Invoices from A/P Invoices when the A/P Invoice Distribution Account is in a Setup specified range. The creation of A/R Invoices occurs as part of the A/P Invoice Register update. The A/R Invoices will contain a Setup specified Item Code and will be for the same amount as the A/P Distribution amount. This functionality can be restricted to one specified A/R Division.

Additional functionality exists if Sage Extended Solution CM-1001, *Enhanced User Defined Fields* is also installed.

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	5.00
A/R	Y	5.00

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 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.

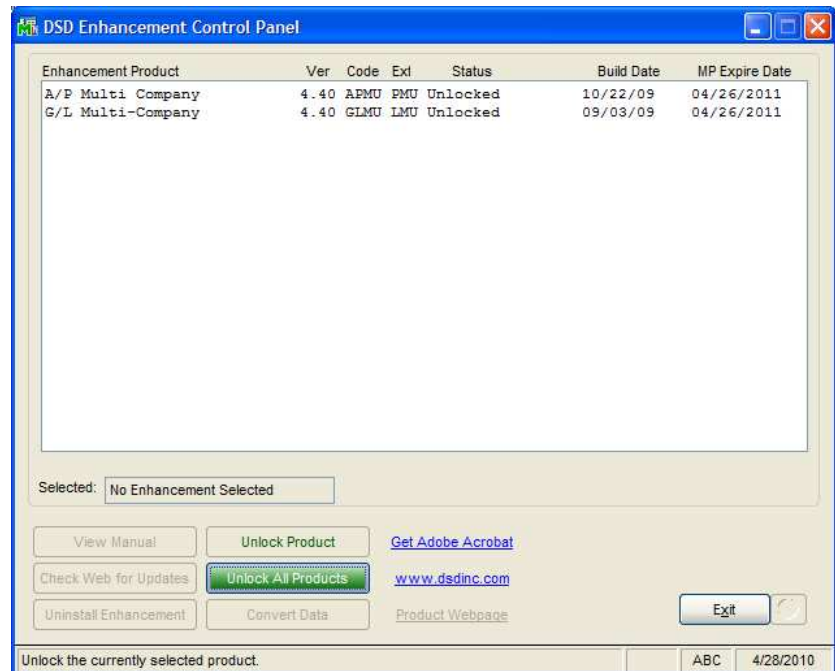
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired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

A/P Invoice Detail UDF for 'Customer No.': Specify the multi-line, upper case, string, 10 character Accounts Payable User Defined Field that will hold the customer number. If you have CM-1001 installed, then the Customer Number type UDF is supported.

A/P Invoice Detail UDF for 'Customer Name': Specify the multi line, string, minimum 30 character UDF that will hold the customer name.

A/P Invoice Detail UDF for 'Description Code': Specify the drop box string, maximum 30 character UDF that will hold a validated list of possible A/R Invoice Header comments.

A/R Invoice Header UDF for 'Vendor No.': Specify the multi line, upper case, string 10 character Accounts Receivable UDF that will hold the originating Vendor Number. If you have CM-1001 installed, then the Vendor Number type UDF is supported.

A/R Invoice Header UDF for 'Invoice No.': Specify the multi line, upper case, string, minimum 10 character UDF that will hold the originating A/P Invoice Number.

Item Code to Use: From the drop-box, select 'Setup Default' or 'Customer Default.' Note that the A/R Invoice Default Item Code is required regardless of the selection. In the event no item code has been set up for a customer, the Default Item Code will be used.

A/R Invoice Default Item Code: Specify the A/R Item Code to be used when A/R Invoices are created from A/P Invoices.

Beginning G/L Account Number: Specify the first of the range of General Ledger accounts which, when present on an A/P distribution line, will cause the creation of a corresponding A/R invoice.

Ending G/L Account Number: Specify the end of the range of G/L accounts which, when present on an A/P distribution line, will cause the creation of a corresponding A/R invoice.

Customer Division: If you wish to restrict the enhancement logic to one A/R division, then specify that division here.

You will need to add the Customer Number, Customer Name and Description Code UDFs to the AP Invoice Detail grid.

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 Entry

When the A/P Invoice's G/L Distribution account is in the setup specified range, you will have access to the three A/P Detail UDFs for Customer Number, Customer Name, and Description Code. The Customer Name field will default from the A/R Customer Masterfile Customer Name field when a valid Customer Number has been defined in the Customer Number UDF. When these UDFs are active, they are required entry in order to exit that A/P distribution line.

Additionally, if a Customer Division is defined in Setup, then only Customer Numbers within that division are allowed in the Customer Number UDF. If a Customer Number type UDF from CM-1001 was used, then the lookup will restrict the list to that Division.

A/P Invoice Register Update

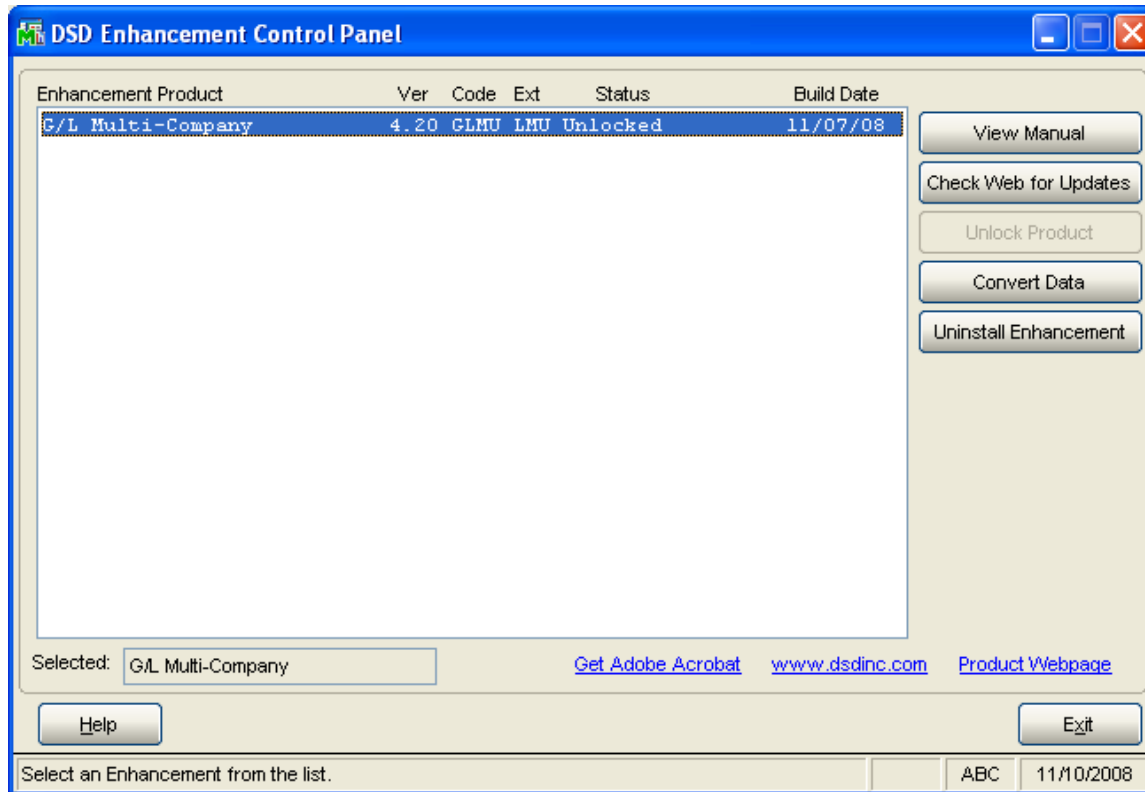
One A/R Invoice will be generated for each A/P Invoice Detail record that references a Customer Number. The Description Code UDF will default to the A/R Invoice Header Comment field. Depending on the 'Item Code to Use' setup option, the Item Code from Setup or the customer's default Item Code will be used on the invoice line. Quantity will be set to '1' and the Amount will equal the corresponding value from the originating A/P Invoice Detail record.

****Note: Make sure all required Customer information (i.e. Tax Schedule) required for A/R Invoice Data Entry has been entered before using that customer on the A/P Invoice Detail record.**

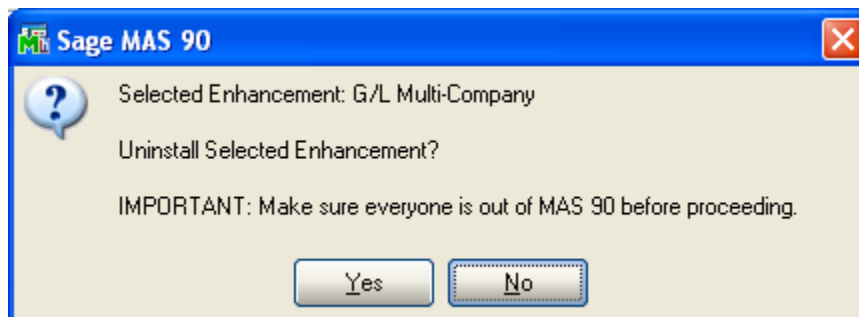
If A/R Invoice Batch Processing is enabled, these invoices will be created in a new batch using the next batch number.

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.

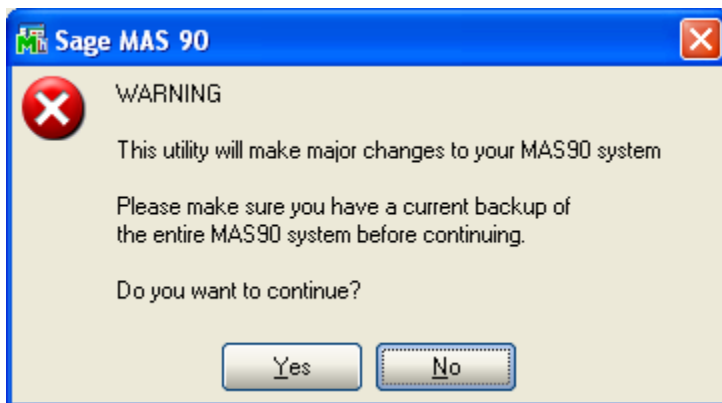


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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 MAS90 system should be completed prior to uninstalling a DSD product.

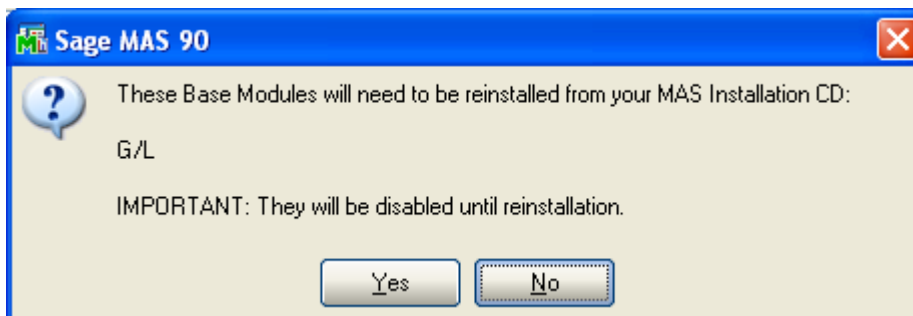


Select **No** to exit the Uninstall Process.

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

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard 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.



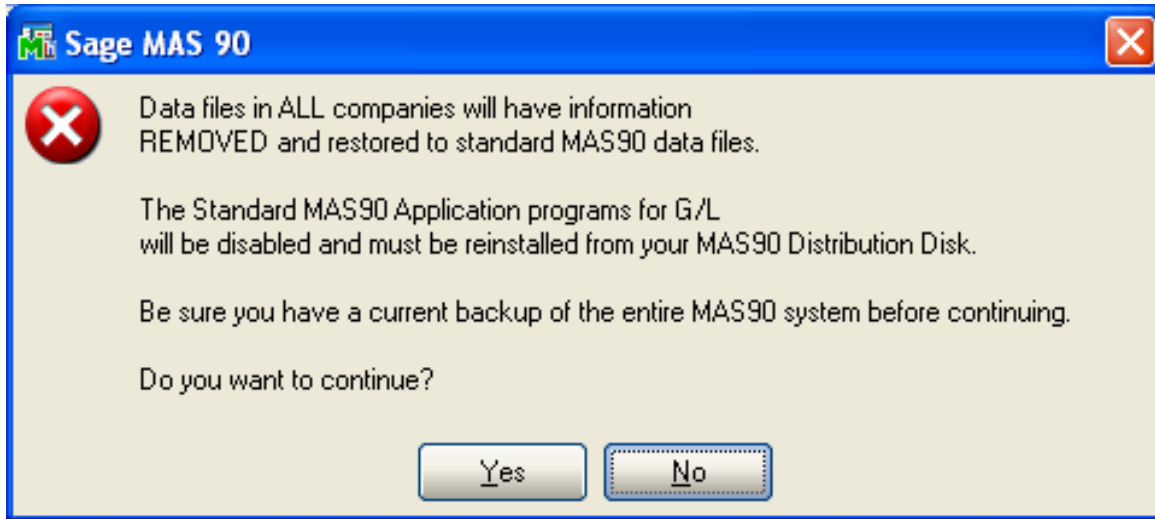
Select **No** to exit the Uninstall Process.

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

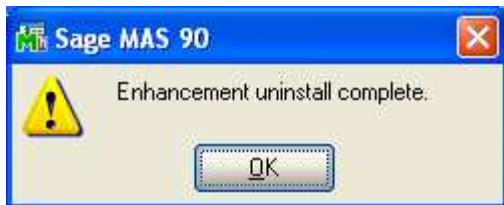
The following message box will appear, displaying the final warning message.

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

To:	DSD Business Systems Customer Service		Fax:	858/550-4900
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	A117 Auto A/R Invoice Creation from A/P Invoice Entry		Version:	5.00

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