DSD Business Systems

Sage 100 Enhancements

APCB

Accounts Payable Cash Basis

Version 5.40

Information in this document is subject to change without notice.

Accounts Payable Cash Basis User's Manual
Version 5.40

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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*

APCB Accounts Payable Cash Basis: http://www.dsdinc.com/enhancement/ap-cash-basis-3/

The product web page contains:

>*Product Description*
>*Adobe Acrobat 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.

Accounts Payable Cash Basis Features

- Enter Accounts Payable transactions in the normal fashion. The APCB changes are virtually transparent during data entry.
- Companies can be set as *cash* or *accrual basis* in the Accounts Payable/Options window. One company on the system can operate on a cash basis, while another operates on an accrual basis.
- If a company is to operate on a cash basis, G/L postings are not made when the Invoice Journal is updated, instead the detail is saved and then posted when the check is written.
- Manual Check Entry, Check Entry and P/O are fully integrated
- A/P Sort Rebuild can initialize the necessary cash basis files from open invoice data that was expensed on an accrual basis.

Reports

Reports are not modified.

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	5.40
P/O	N	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.*

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.
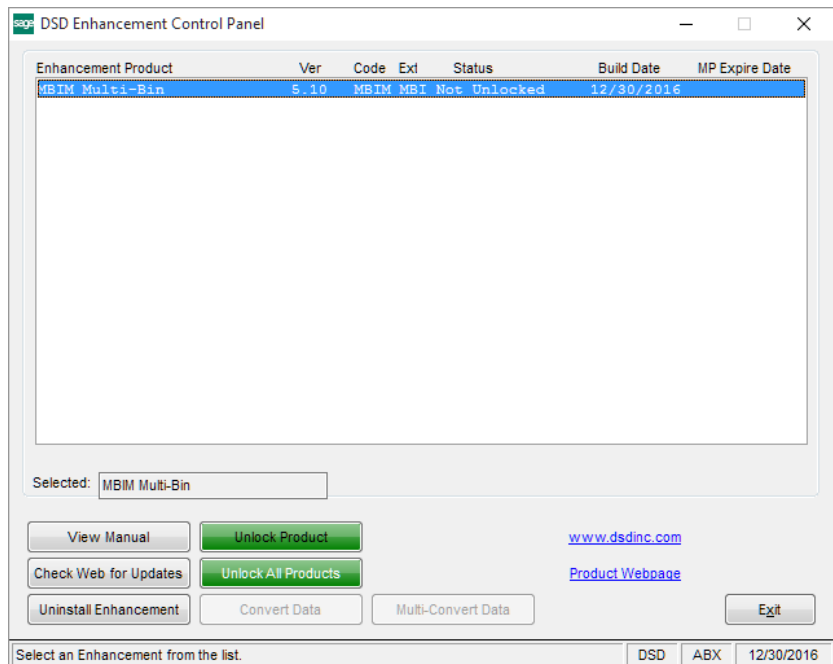
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)
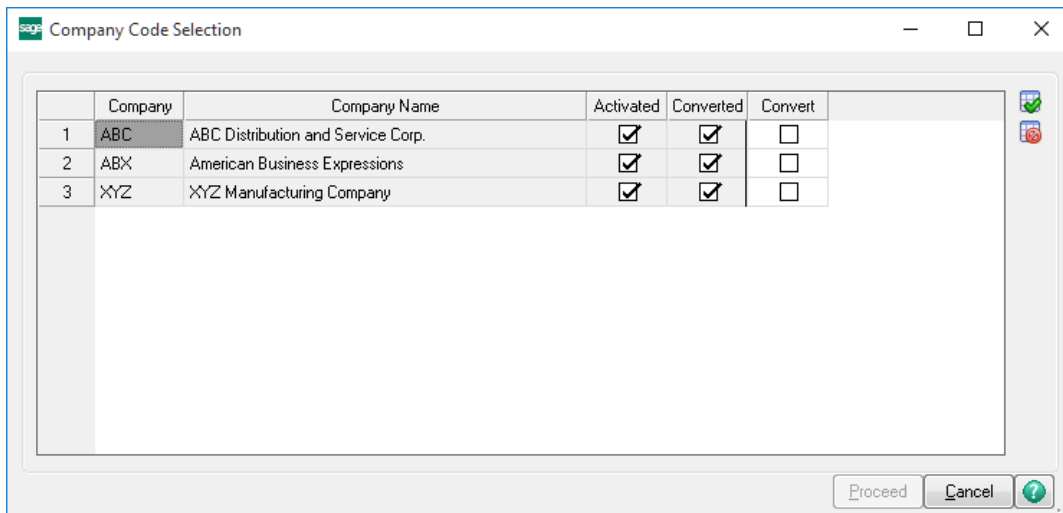
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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

Setup Options

The **Cash Basis Options** menu item has been added to the A/P Setup Menu.
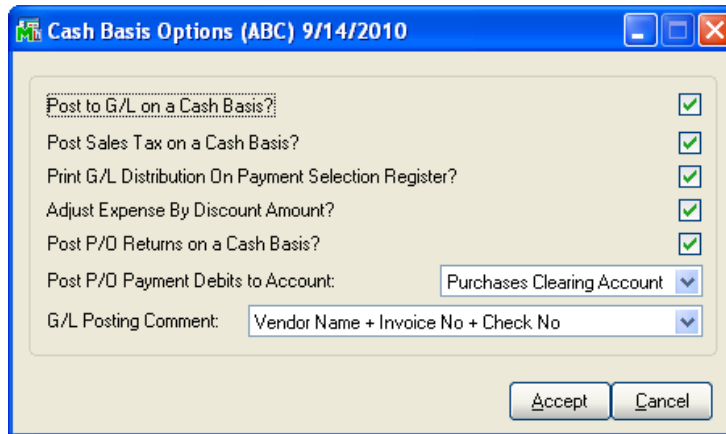
Post to G/L on a Cash Basis? This first option determines whether to post on a cash or accrual basis. If checked, the system posts on a cash basis.

Note: If cash basis postings are required, this field should be set before updating journals!

The remaining options are only activated if the first option is set.

Post Sales Tax on a Cash Basis? This option determines whether to post sales taxes on a cash or accrual basis. If set, (checked) the system will post on a cash basis.

Print G/L Distribution On Payment Selection Register? Check this option if you wish the APCB distributions to print on the Payment Selection Register.

If 4.50.PU2 or above is installed, the following option is available:
**Adjust Expense by Discount Amount?** Check this box to adjust Expenses by the Discount Amount. Please see 'Accounting for Discounts Earned' in the 'System Operations' section of this manual.

Post P/O Returns on a Cash Basis? This option determines whether to post P/O Returns on a cash or accrual basis. If set, (checked) the system will post on a cash basis.

Post P/O Payment Debits to Account: Choose one of the options from the drop down list for the account to post P/O Payments to.
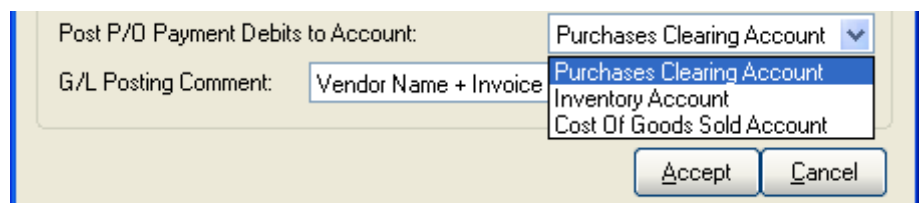
G/L Posting Comment: Choose one of the options from the drop down list for the Posting Comment format desired.
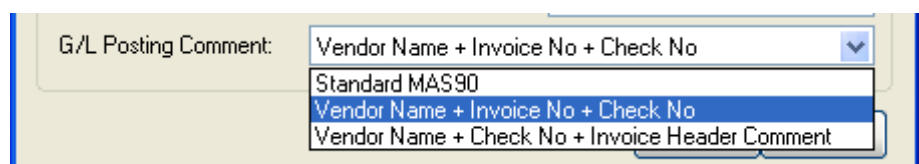
Division Maintenance

The Accounts Payable account in the Division Maintenance screen has been changed to "A/P Clearing Acct", if the company is set to operate on a cash basis.

Note: *The "Sales Tax Clearing" account will only appear if the second Cash Basis option, "Post Sales Tax on a Cash Basis?" has* **not** *been checked.*

Section D: System Operations

Using Cash Basis Accounts Payable

There are very few operational differences visible while using APCB. When invoices are updated, there are no G/L transactions that are created. Postings are created when a Manual or Computer Check is created and updated.

*Note: If the second Cash Basis option, "Post Sales Tax on a Cash Basis?" has **not** been checked, the Sales Tax Accrual and Sales Tax Clearing Accounts will be debited and credited when the invoices are update. When any such invoices are paid, the Sales Tax Clearing Account will be debited by the same amount.*

Accounting for Discounts Earned

The following applies if version 4.50.PU2 or higher is installed:
When a discount is taken on an Invoice during Check Register Update or Manual Check Update and the Sage 100 A/P Option 'Account for Discounts Earned or Lost?' option is set to account for discounts 'Earned', the discount is normally posted to the Discount Earned Account. However, when the 'Adjust Expenses by Discount Amount' option is set to Yes, discounts taken are allocated to each Expense Account directly based on the account's balance as a proportion of the payment amount. For example:

> On an invoice for $100.00, a 10% discount is taken, making the check amount $90.00. The Invoice line distributions are to an expense Account A of $60.00 and an expense Account B of $40.00. The $10 discount would be allocated as follows: $6.00 to Account A, $4.00 to Account B.

All reports showing the G/L distribution will reflect the net values for the expense accounts. No posting is made to the G/L Discount Account. In the case of the example above, $54.00 would be posted to Account A and $36.00 to Account B. In the unusual case where the payment amount is zero and the discount amount is non-zero, the full discount amount will be posted to the expense account of the last distribution line.

Purchase Order Processing

When a Receipt of Goods is updated in P/O that contains inventory items, Inventory is debited at that time for the cost of the goods, and Purchases Clearing is credited. This is done so that whether you have elected cash basis or accrual, the Inventory G/L Account always contains an accurate valuation. When the corresponding invoices are paid, the Purchases Clearing Account is debited by the same amount. Miscellaneous charges, non-stock items, sales tax and freight are expensed on a cash basis, when the invoice is paid.

*Note: If the second Cash Basis option, "Post Sales Tax on a Cash Basis?" has **not** been checked, the Sales Tax Accrual and Sales Tax Clearing Accounts will be debited and credited when the invoices are update. When any such invoices are paid, the Sales Tax Clearing Account will be debited by the same amount*

Partial Payments

When invoices are partially paid APCB distributes the payment proportionally among all General Ledger accounts contained in the distribution file. If there is a round-off error, it is automatically applied to the last distribution account.

Accounts Payable Sort Rebuild

The Sort Rebuild for A/P has the capability to check all invoices for out-of-balance conditions, and to "initialize" the cash basis distribution file for any existing open invoices which were expenses on an accrual basis. When the Sort Rebuild is run, a new prompt will appear that asks whether to recalculate Vendor Balances.

If **Yes** is selected, Sort Rebuild will check the Cash Basis General Ledger Distribution, and reconcile any out of balance between the suspended distributions and the invoice balance. If the invoice exists in the Cash Basis file, the discrepancy will be applied to the amount of the last distribution record suspended. If no distribution exists for the invoice, a new distribution will be created using the A/P Clearing account from the appropriate Division record.

If you are installing this enhancement with an existing A/P system (for which there are open invoices), Sort Rebuild creates a new suspended distribution record using the A/P Clearing account (formerly Accounts Payable) from the appropriate Division record. As these existing invoices are paid, the balance in this account (which was formerly a credit balance representing the total of Accounts Payable) will be drawn down to zero as the account is debited. New invoice activity will, of course, contain the correct expense account. This facility allows the computer to maintain both the old and the new invoices without your having to manage the G/L aspects manually.

Custom Reports

The Data Dictionary has been modified to include an added **AP_234_APCB_CashBasis.M4T** file. This file contains the Open Invoice G/L Distribution data, and is fully accessible to the Report Master and Import Master programs.

The Invoice Distribution Report has been added to the Accounts Payable Reports menu.

Section E: Converting from *Cash* to *Accrual Basis*

Occasionally, a company needs to be converted from a **cash basis** to an **accrual basis**, for instance when APCB is not longer required and is being removed from a Sage 100 installation.

1. Run the A/P Expense by GL Account Report.

2. This report should be the basis for a General Journal Entry, in which an entry is made for each G/L Account on the report. These expenses have not yet been recognized, because APCB is "holding" them until a check is cut. They should be expensed at this time, using the Accounts Payable account as the offset account. Check with your accountant in order to determine which period(s) these transactions should be posted to.

3. Turn the Cash Basis flag off in the A/P Options screen.

4. Print the Aged Invoice Report, and confirm that the total open invoice amount agrees with the new balance in your Accounts Payable account.

Section F: 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.
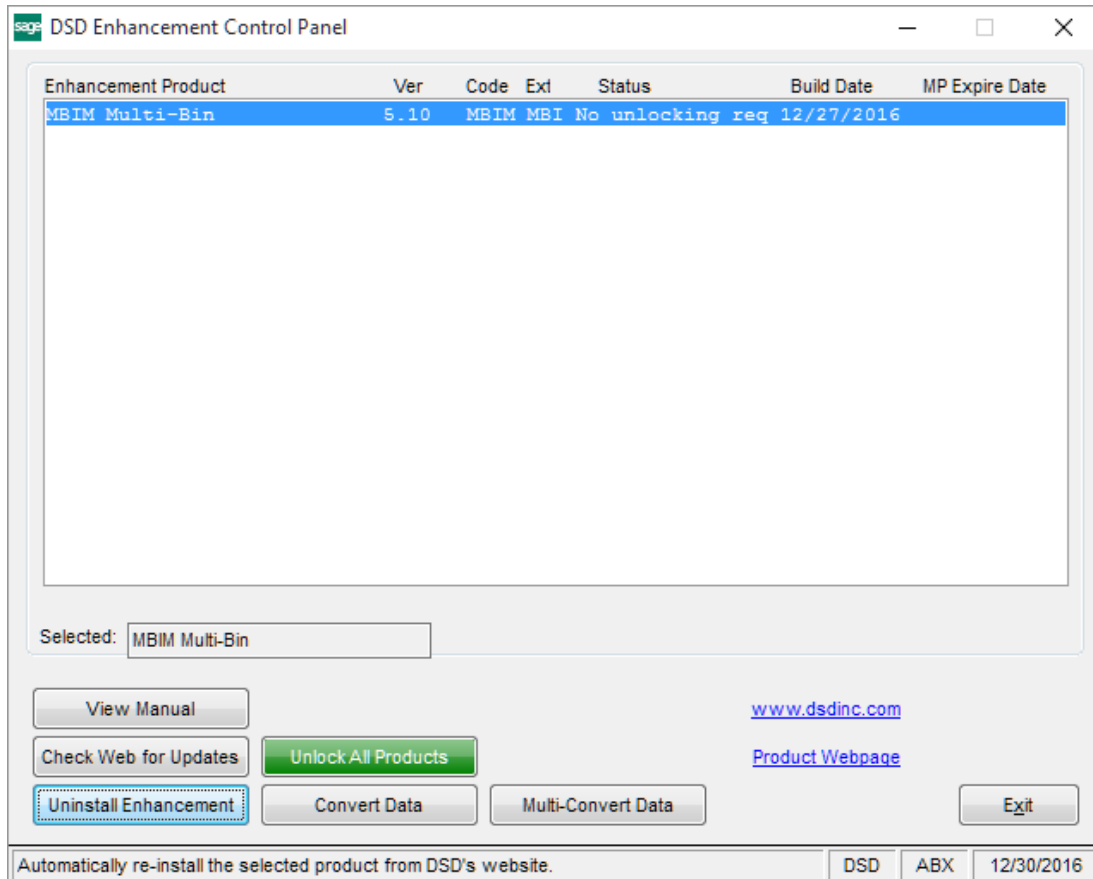

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
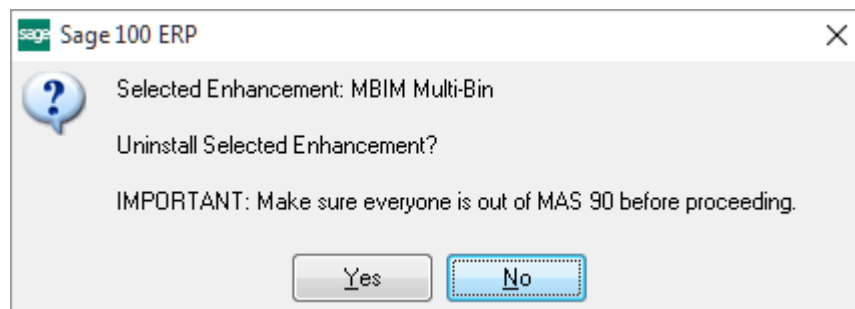
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
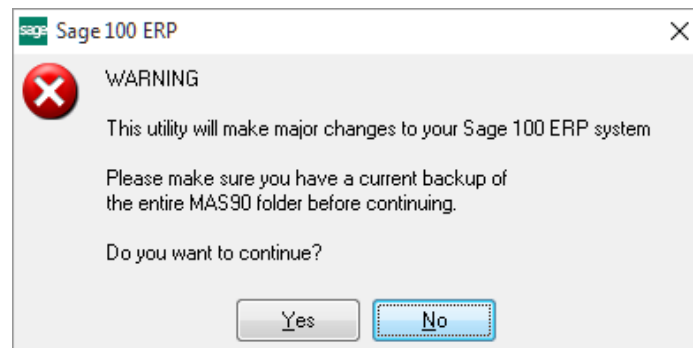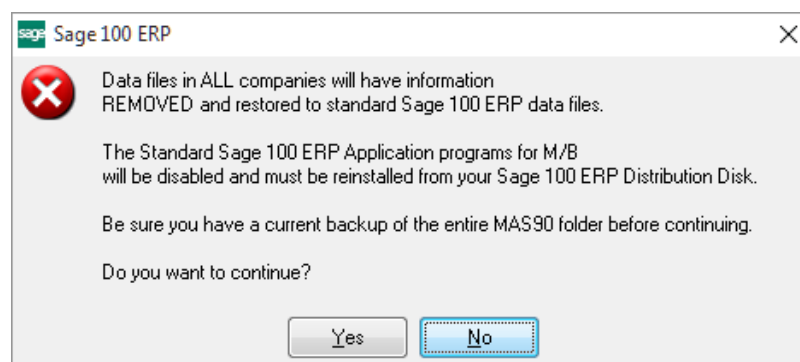

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
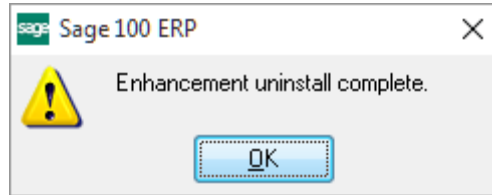
Now that the Uninstall process is completed, you must:

- 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).