DSD Business Systems

Sage 100 Enhancements

APMV

Accounts Payable Master Vendor

Version 7.40

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Accounts Payable Master Vendor User's Manual
Version 7.40

3 October, 2025

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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

APMV Accounts Payable Master Vendor:

http://www.dsdinc.com/enhancement/ap-master-vendor-2/

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.

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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 Master Vendor Features

The A/P Master Vendor enhancement allows single check payment to a single Master Vendor for invoices from that Master Vendor and its affiliates (Sub-Vendors). A new field has been added to Vendor Maintenance called Master Vendor. This field is left blank for Master Vendors. For Sub-Vendors, this field contains the Vendor Number of the Master Vendor (parent company).

When paying invoices, whether by Manual Check or Check Data Entry, invoices for a Master Vendor's Sub-Vendors can be selected, as well as invoices for the Master Vendor itself. The **<F2>** List Mode selection lists have been amended to include the Sub-Vendor numbers when invoices are being selected.

Check forms have been enhanced so that it is possible to print Sub-Vendor numbers on checks.

Reports

The following reports have been created or modified:

- Second Check Register, sorted by Sub-Vendor, has been added that prints after the Check Register is printed.
- The Check Register & Manual Check Register have been modified to show Sub-Vendors.
- The A/P Trial Balance report has been modified to include the Master Vendor field for each Master Vendor check.
- Check forms have been modified to include the Sub-Vendor field.
- The Invoice Payment Selection Register has been modified to show Sub-Vendors.

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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**	7.40
P/O	**N**	7.40

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

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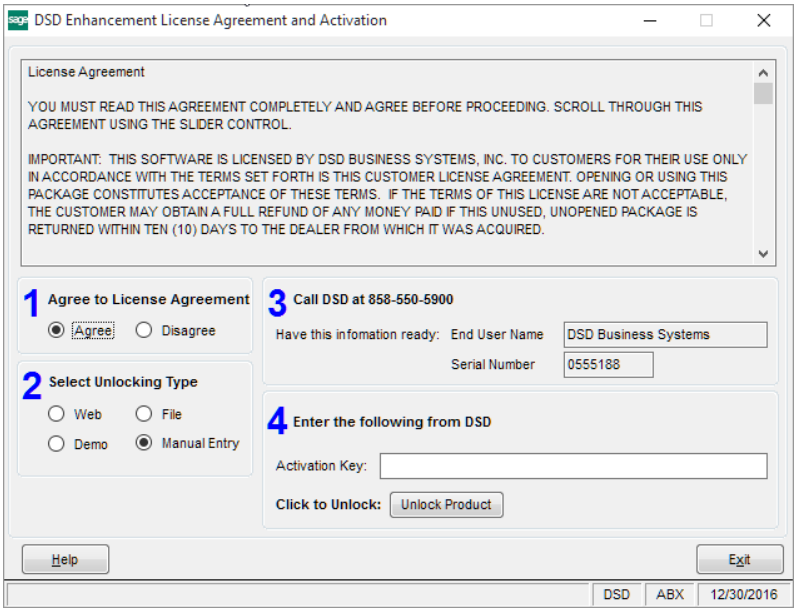
Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *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.

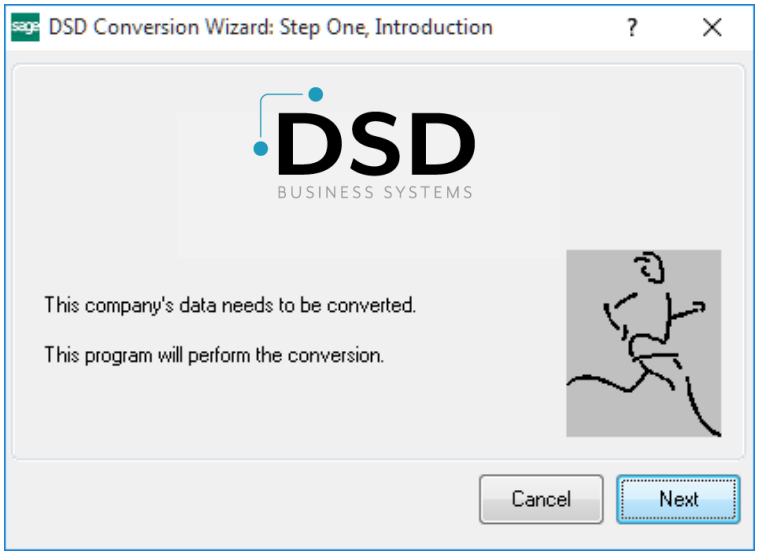
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



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.*



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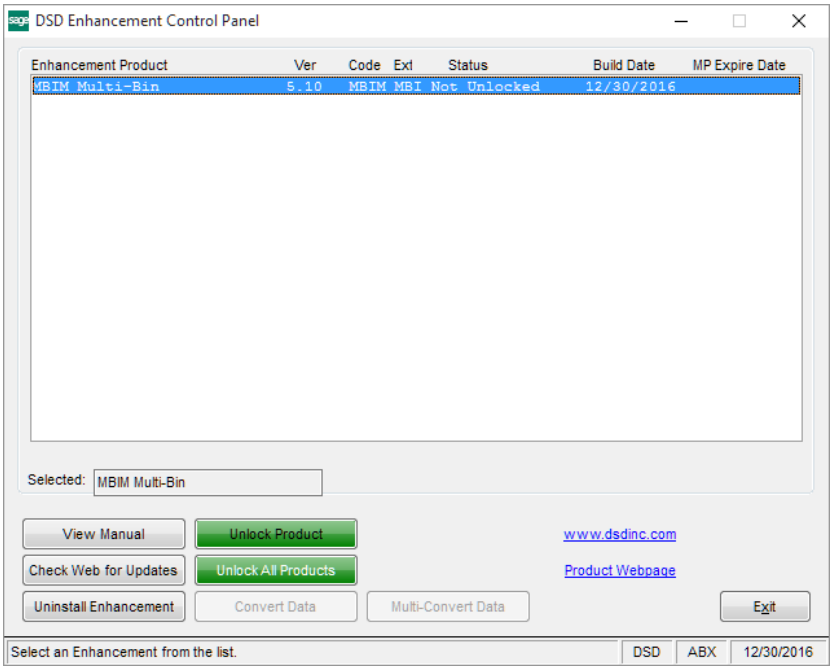
DSD Enhancement Control Panel

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.

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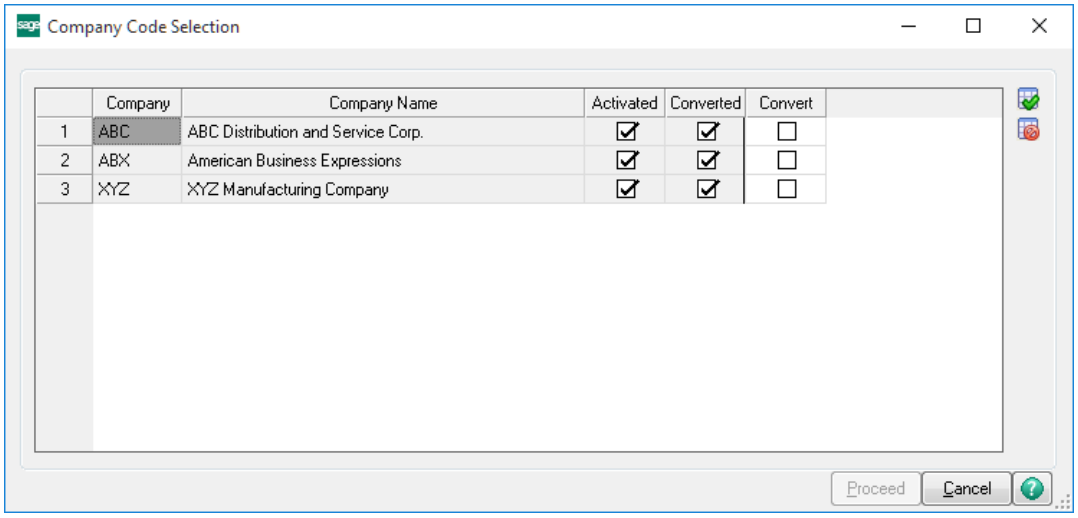
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



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)

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Section C: Setup

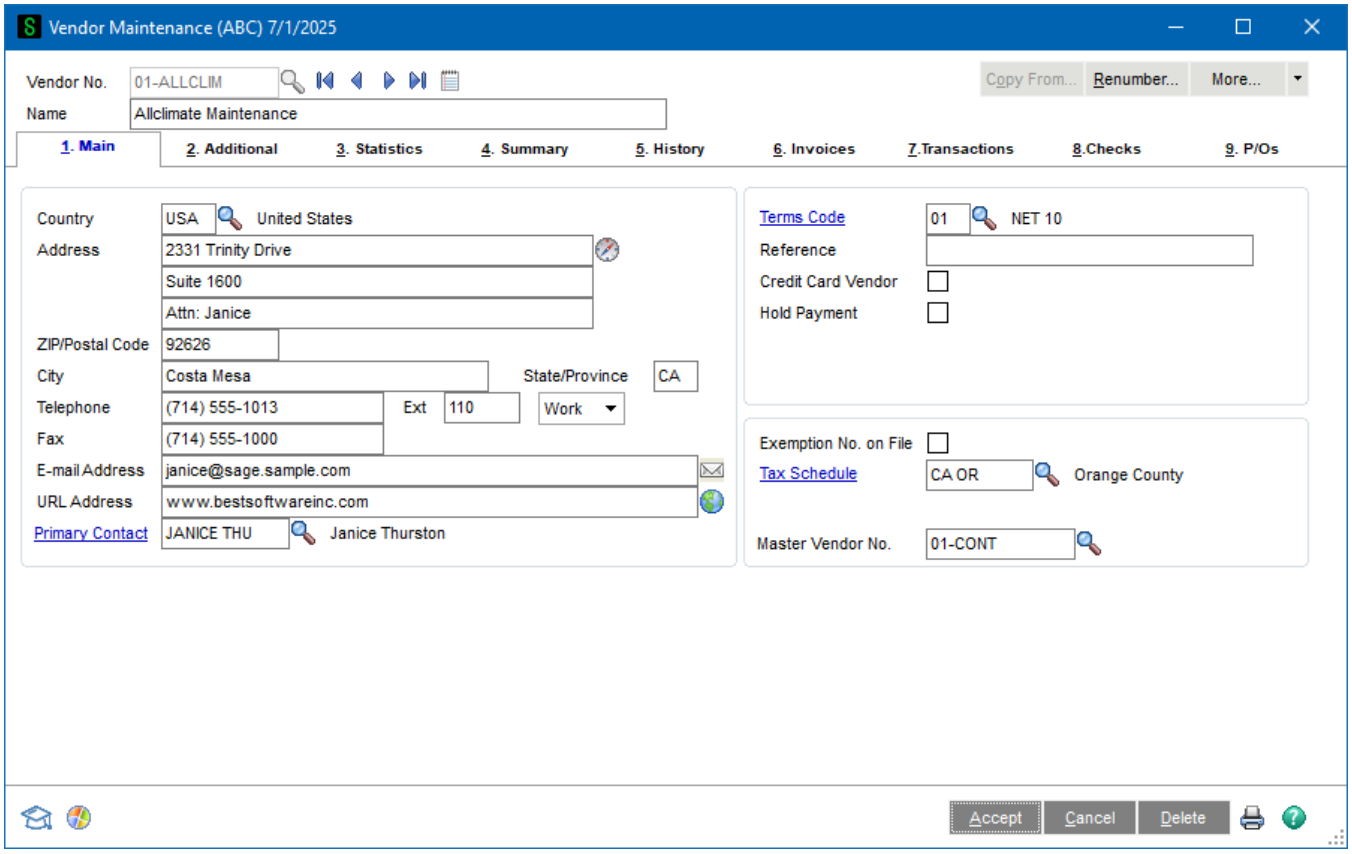
In the system used by A/P Master Vendor, some vendors are designated as Master Vendors and some vendors as Sub-Vendors. Both types of vendors are normal A/P Vendors that require standard Sage 100 A/P setup.

Master Vendors do not require any additional setup, only Sub-Vendors require set-up.

If you're installing this product on a system with pre-existing vendors and open invoices, you **must** set-up all of the sub-vendors, **then** run the A/P Sort File Rebuild to rebuild the Master Vendor number into the current Sub-Vendors invoices.

In Vendor Maintenance and Inquiry, a Master Vendor field has been added. For Sub-Vendor's, enter the Vendor Number of the Master Vendor for the Sub-Vendor.

For Master Vendors, this field is left blank.



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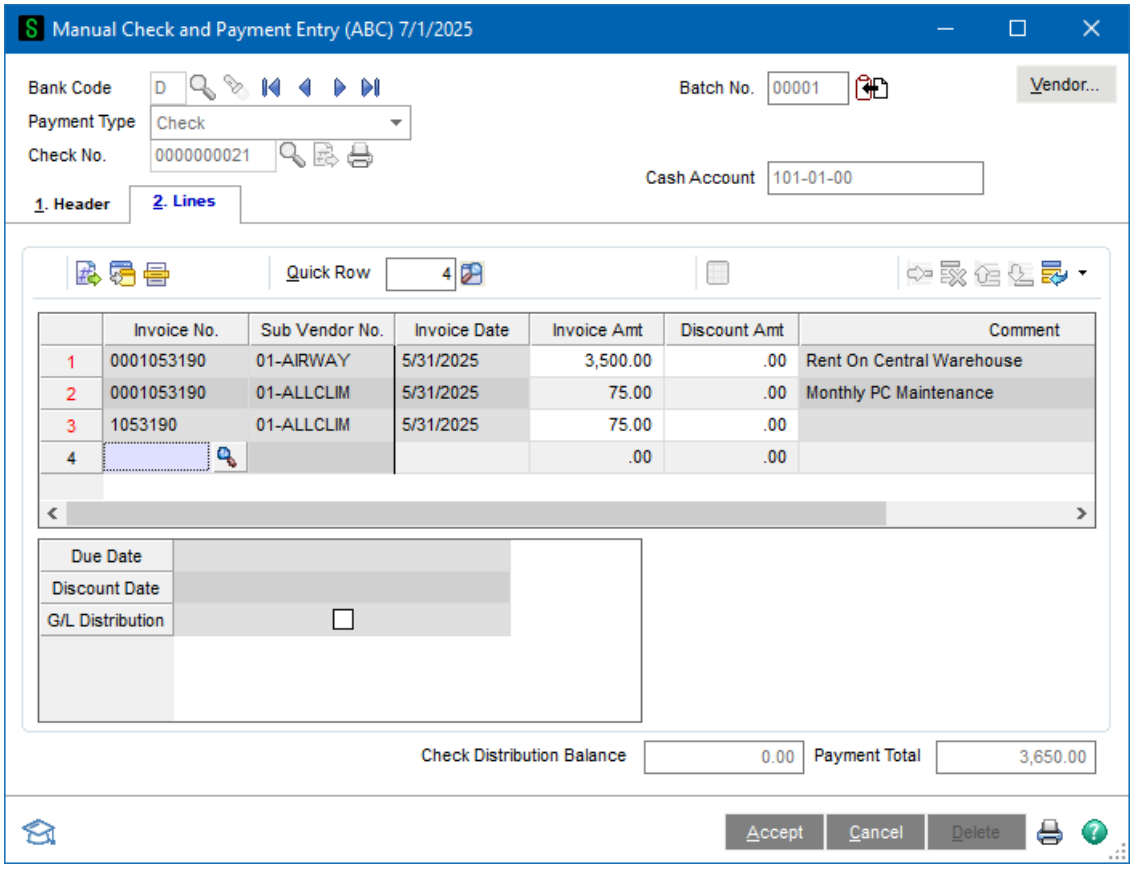
Section D: System Operations

After Master and Sub Vendors have been set-up, the primary way that operation is affected is in paying invoices and related operations. Invoice data entry and printing is not affected.

Manual Check Entry

When paying invoices for a Master Vendor, invoices can be selected for that Master Vendor's Sub-Vendors, as well as the Master Vendor.

A Sub-Vendor field (display only) has been added to the main grid on the **2. Lines** tab. Operation is similar to standard Sage 100 A/P Manual Check Entry, however, invoices from Sub-Vendors can be selected.



Sub-Vendor invoices appear in the Invoice Lookup, as shown below. A Sub-Vendor field has been added to the Invoice List.

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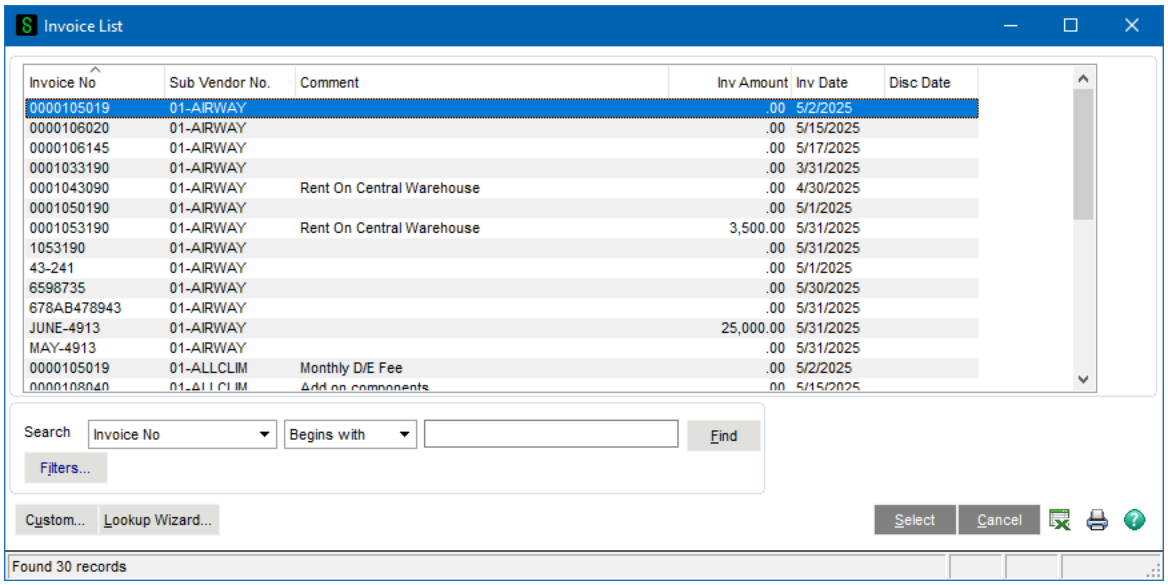
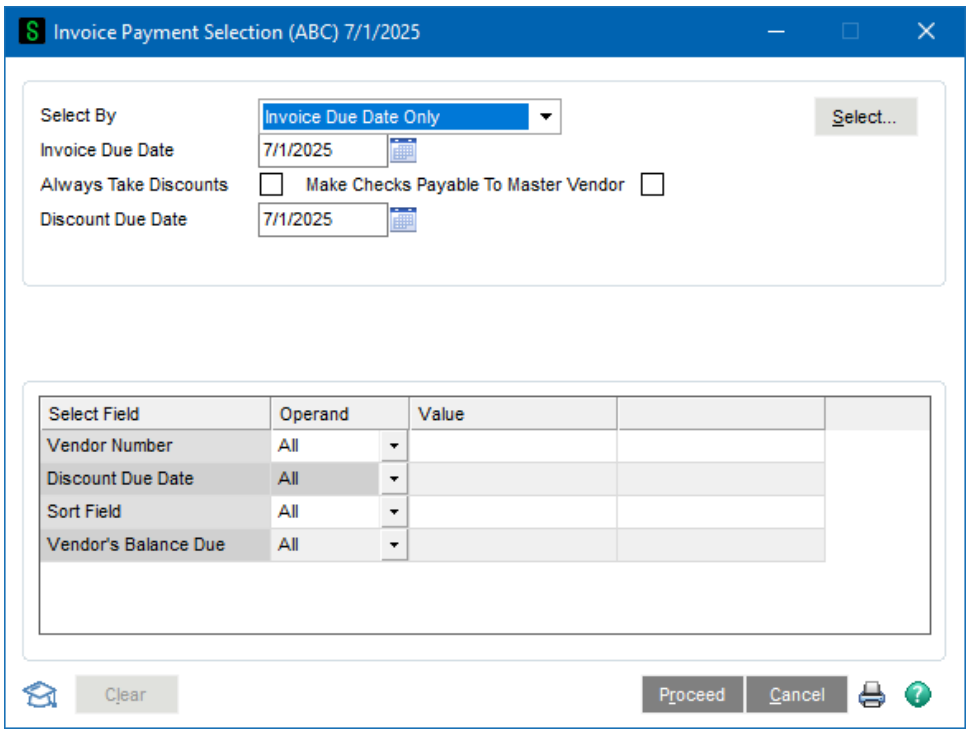


Invoice Payment Selection

Invoice Payment Selection has been enhanced to allow checks to be made payable to the Master Vendor for Sub-Vendors. As shown below, a new check box has been added to the Invoice Payment Selection window called **Make Checks Payable to Master Vendor**. When selected, checks paying invoices of Sub-Vendors will be made out to the Master Vendor.



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The Sub-Vendor's Master Vendor number (if applicable) will be displayed for the available invoices in the Master Vendor column if the Select button is selected.

Select Invoices for Payment

Vendor No.	Vendor Name	Master Vendor	Invoice No.	Include	Invoice Date	Due Date	Disc. Date	Past Disc.	Invoice Amount	Comment
01-AIRWAY	Airway Property	-	0001053190	☑	5/31/2025	6/10/2025		Yes	3,500.00	Rent On Central War
01-AIRWAY	Airway Property	-	JUNE-4913	☑	5/31/2025	6/30/2025		Yes	25,000.00	
01-ALLCLIM	Allclimate Maintenan	-	0001053190	☑	5/31/2025	6/10/2025		Yes	75.00	Monthly PC Maintena
01-ALLCLIM	Allclimate Maintenan	-	1053190	☑	5/31/2025	6/10/2025		Yes	75.00	
01-ANDERS	Anders Auto Repair	-	0000112384	☐	5/2/2025	6/1/2025	5/12/2025	Yes	1,040.50	New engine
01-ANDERS	Anders Auto Repair	-	0000118863	☐	5/17/2025	6/16/2025	5/27/2025	Yes	898.00	Truck #140 - paint let
01-ANDERS	Anders Auto Repair	-	0001053190	☐	5/31/2025	6/30/2025	6/10/2025	Yes	980.89	Truck Maintenance
01-COMPAQ	Compaq Computer C	-	0001053190	☐	5/31/2025	6/30/2025		Yes	79.00	Deskpro Lease
01-COMPAQ	Compaq Computer C	-	0002053190	☐	5/31/2025	6/30/2025		Yes	19,063.58	Equipment Purchase
01-COMPAQ	Compaq Computer C	-	2078834	☐	5/31/2025	6/30/2025		Yes	29,816.42	
01-CONT	Container Corporatio	-	0001053190	☐	5/31/2025	6/30/2025		Yes	50,553.60	Monthly Purchases

Total Selected 28,650.00

OK

The Invoice Payment Selection Listing will list the Sub-Vendor name for all invoices selected to be paid by the Master Vendor.

Invoice Payment Selection Listing

ABC Distribution and Service Corp. (ABC)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number/ Invoice Number	Dates Invoice	Due	Discount	Invoice Amount	Discount Applied	Net Amount
MSTRB Main Office - Builders						
Check Entry Number: 001						
08151002	8/15/2010	8/30/2010		200.00	0.00	200.00
Sub-Vendor No. 01-AIRWAY						
08151001	8/15/2010	8/25/2010		300.00	0.00	300.00
Sub-Vendor No. 01-ALLCLIM						
08151004	8/15/2010	8/25/2010		400.00	0.00	400.00
Sub-Vendor No. 01-ALLCLIM						
081410	8/15/2010	9/14/2010	8/25/2010	100.00	2.00	98.00
Sub-Vendor No. 01-LISA						
10000	8/15/2010	8/15/2010		100.00	0.00	100.00
			Check Entry 001 Totals:	1,100.00	2.00	1,098.00
			Vendor MSTRB Totals:	1,100.00	2.00	1,098.00
			Division 01 Totals:	1,100.00	2.00	1,098.00
			Report Totals:	1,100.00	2.00	1,098.00

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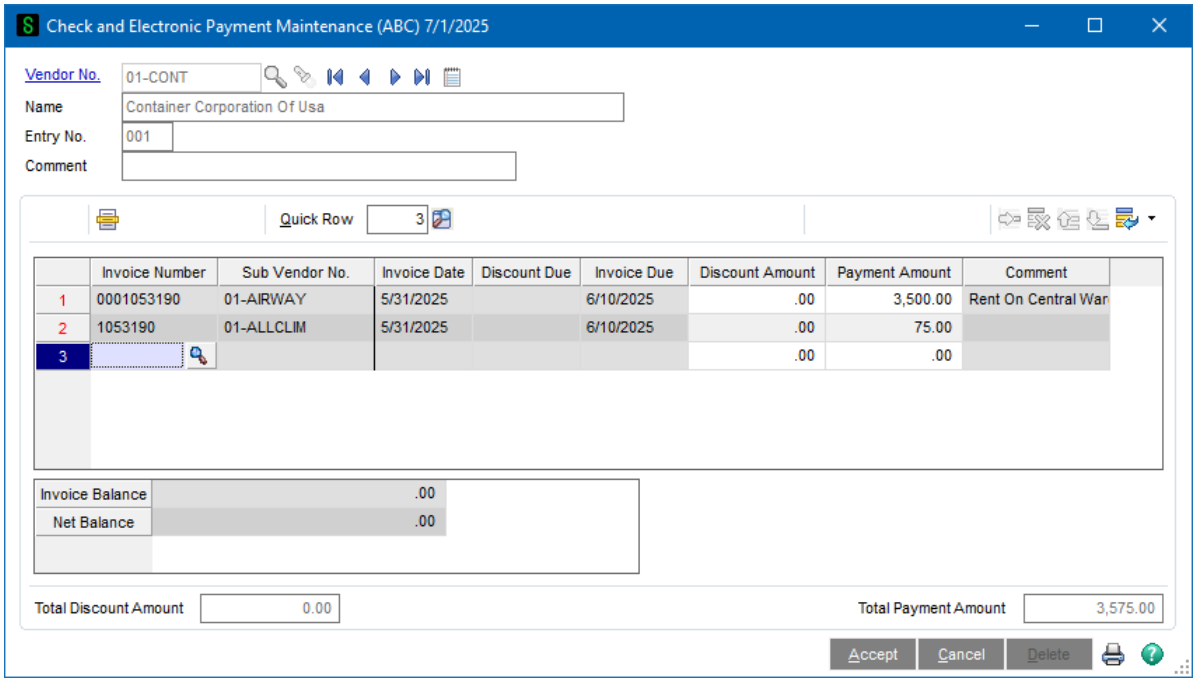
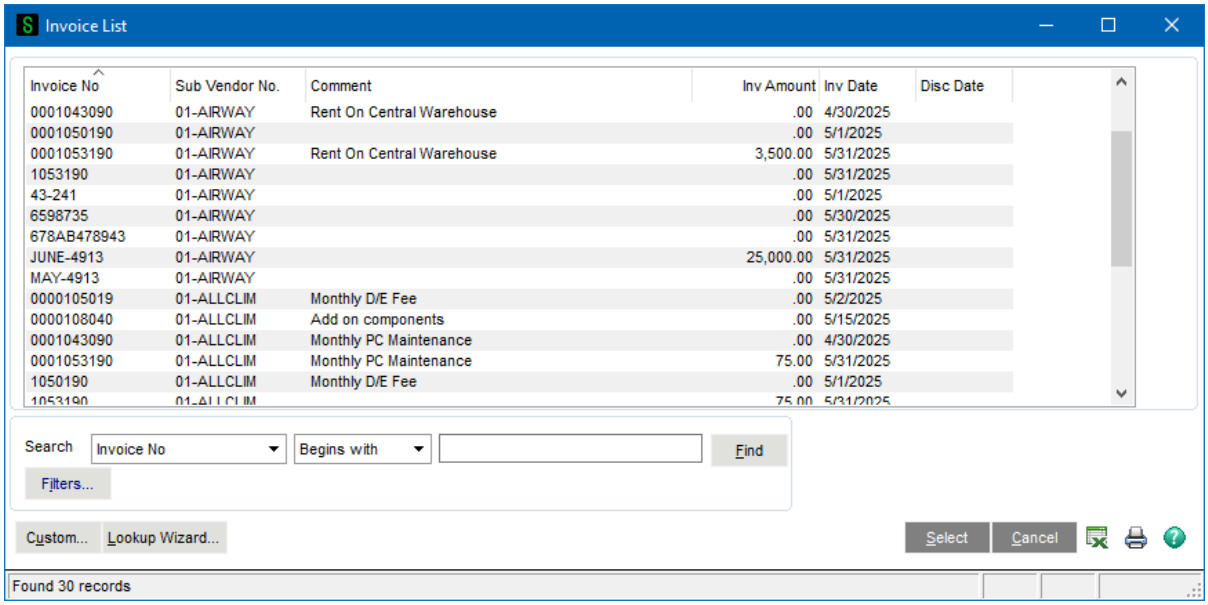
Check and Electronic Payment Maintenance

Check and Electronic Payment Maintenance has been enhanced to include the **Sub-Vendor No.** (display only) on the main grid. This field appears to the right of the Invoice Number field, as shown below.



When selecting an invoice, for the **Invoice No.** field, the Invoice Lookup can be used. It has been enhanced to include a Sub-Vendor column.



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Check Printing

Two fields, called **SubDivisionNo** and **SubVendorNo** have been added to the Crystal check forms for the Check Stubs (they should appear at the bottom of the list of fields). These fields can be used to print the Sub-Vendor number on the check stubs.

Check Register

The standard Check Register has been changed to print the Sub-Vendor Number and Name.

Check Register
Journal Posting Date: 8/23/2010
Register Number: CD-000005

ABC Distribution and Service Corp. (ABC)

Bank Code: D - Wells Fargo Checking

Division Number: 01 TRADE ACCOUNTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
000011	8/23/2010	MSTRB	Master Builders				Check Entry Number: 001
			0000106145	5/17/2010	1,600.00	0.00	1,600.00
			Sub-Vendor No.	01-AIRWAY			
			0001053190	5/31/2010	3,500.00	0.00	3,500.00
			Sub-Vendor No.	01-AIRWAY			
			Invoice Comment:	Rent On Central Warehouse			
			073105	7/15/2010	750.00	0.00	750.00
			Invoice Comment:	Monthly Serv Agmt			
	G/L Account	540-00-03		Telephone expense			100.00
	G/L Account	540-10-03		Telephone expense: SA&MK-CENTR			200.00
	G/L Account	540-20-03		Telephone expense: ACCTG-CENTR			150.00
	G/L Account	540-30-03		Telephone expense: CSERV-CENTR			200.00
	G/L Account	540-40-03		Telephone expense:HR-CENTR			100.00
			1	5/31/2010	1.00	0.00	1.00
			Sub-Vendor No.	02-AIRTRAV			
			1	5/31/2010	100.00	0.00	100.00
			Sub-Vendor No.	02-AMERALR			
				Check 000011 Total:	5,951.00	0.00	5,951.00
				Division 01 Total:	5,951.00	0.00	5,951.00
				Report Total:	5,951.00	0.00	5,951.00

After the standard Check Register is printed, A/P Master Vendor will prompt whether to print the register sorted by Sub-Vendor.

If **Yes** is selected, the check register sorted by Sub-Vendor will be printed.

Accounts Payable Check Register - Sorted By Sub-Vendor
Journal Posting Date: 8/23/2010
Register Number: CD-000005

ABC Distribution and Service Corp. (ABC)

Bank Code: D - Wells Fargo Checking

Division Number: 01 TRADE ACCOUNTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Sub-Vendor:	01-AIRWAY						
000011	8/23/2010	MSTRB	Master Builders				Check Entry Number: 001
			0000106145	5/17/2010	1,600.00	0.00	1,600.00
			0001053190	5/31/2010	3,500.00	0.00	3,500.00
			Invoice Comment:	Rent On Central Warehouse			
				Check 000011 Total:	5,100.00	0.00	5,100.00
				Sub-Vendor 01-AIRWAY Total:	1,600.00	0.00	1,600.00
Sub-Vendor:	01-MSTRB						
000011	8/23/2010	MSTRB	Master Builders				Check Entry Number: 001
			073105	7/15/2010	750.00	0.00	750.00
			Invoice Comment:	Monthly Serv Agmt			
	G/L Account	540-00-03		Telephone expense			100.00
	G/L Account	540-10-03		Telephone expense: SA&MK-CENTR			200.00
	G/L Account	540-20-03		Telephone expense: ACCTG-CENTR			150.00
	G/L Account	540-30-03		Telephone expense: CSERV-CENTR			200.00
	G/L Account	540-40-03		Telephone expense:HR-CENTR			100.00
				Sub-Vendor 01-MSTRB Total:	750.00	0.00	750.00
				Division 01 Total	750.00	0.00	750.00
Sub-Vendor:	02-AIRTRAV						
000011	8/23/2010	MSTRB	Master Builders				Check Entry Number: 001
			1	5/31/2010	1.00	0.00	1.00
				Sub-Vendor 02-AIRTRAV Total:	1.00	0.00	1.00
Sub-Vendor:	02-AMERALR						
000011	8/23/2010	MSTRB	Master Builders				Check Entry Number: 001
			1	5/31/2010	100.00	0.00	100.00
				Sub-Vendor 02-AMERALR Total:	100.00	0.00	100.00
				Division 01 Total	100.00	0.00	100.00
				Report Total:	5,951.00	0.00	5,951.00

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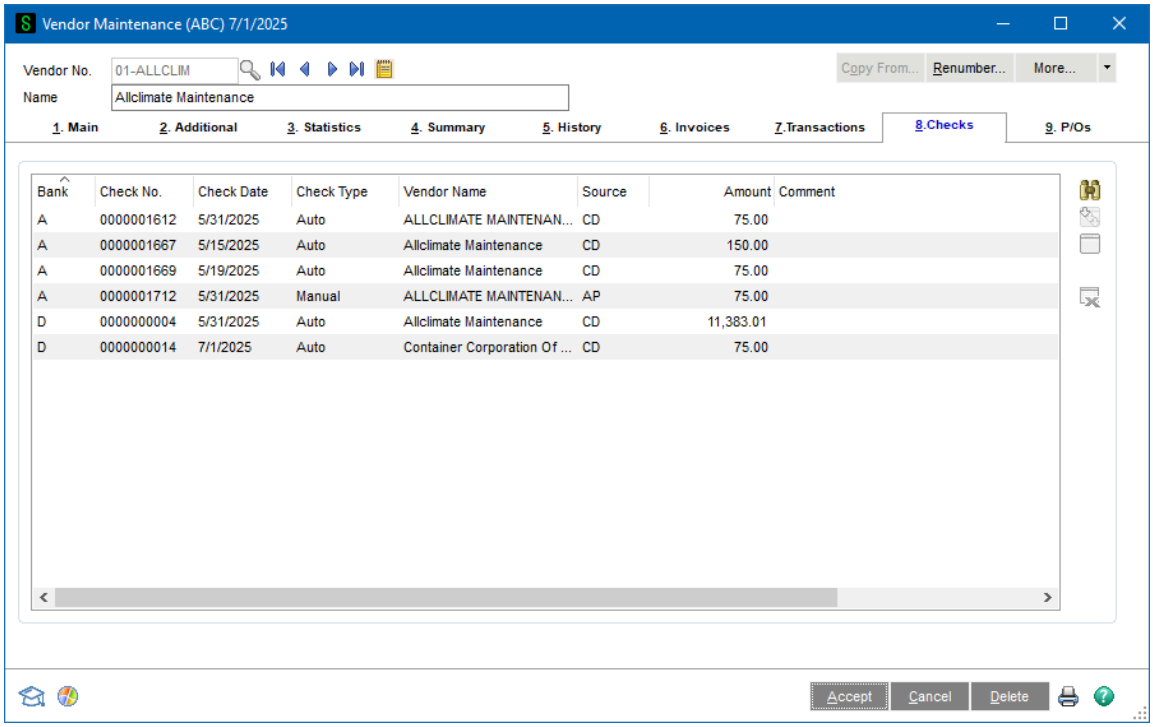
Vendor Maintenance & Inquiry

The **Invoice**, **Transactions**, and **Checks** tabs have been modified to include display of checks generated for both the **Master Vendor and Sub-Vendor**. The Check Amount for the Sub-Vendor will be equal to the Total of that Sub-Vendor's invoices paid on that check. Check Entry Update and Manual Check Update posts check payments for *both* the Master Vendor and the Sub-Vendor. The user has the capability to drill down on all checks under the Master & Sub-Vendors.

On the Checks tab, the Vendor Name will display the Master Vendor name for checks paid to Sub-Vendors.



Bank	Check No.	Check Date	Check Type	Vendor Name	Source	Amount	Comment
A	0000001612	5/31/2025	Auto	ALLCLIMATE MAINTENAN...	CD	75.00	
A	0000001667	5/15/2025	Auto	Allclimate Maintenance	CD	150.00	
A	0000001669	5/19/2025	Auto	Allclimate Maintenance	CD	75.00	
A	0000001712	5/31/2025	Manual	ALLCLIMATE MAINTENAN...	AP	75.00	
D	0000000004	5/31/2025	Auto	Allclimate Maintenance	CD	11,383.01	
D	0000000014	7/1/2025	Auto	Container Corporation Of ...	CD	75.00	

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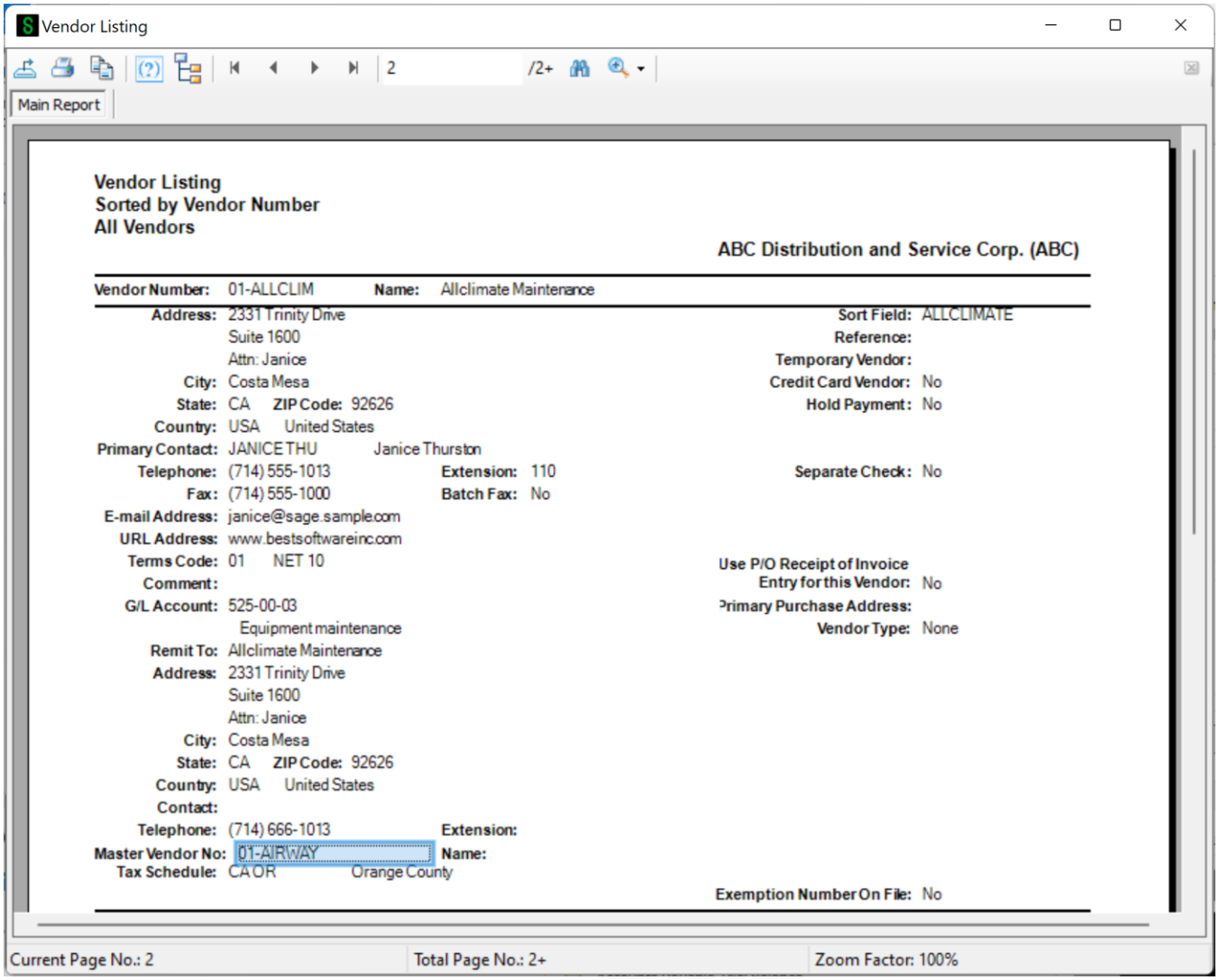
Reports

The Vendor Listing, Invoice Payment Selection Listing, Check Registers, and A/P Trial Balance have all been enhanced to display the Sub-Vendor or Master Vendor number.



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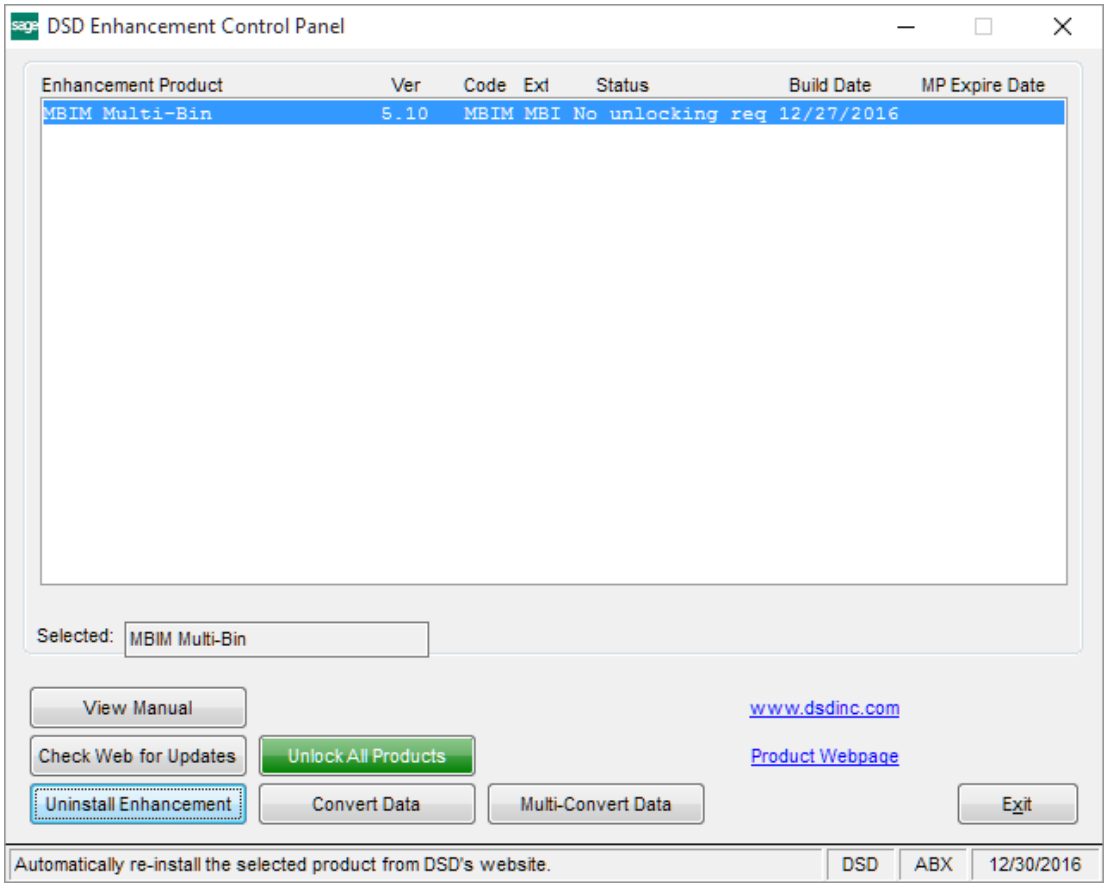
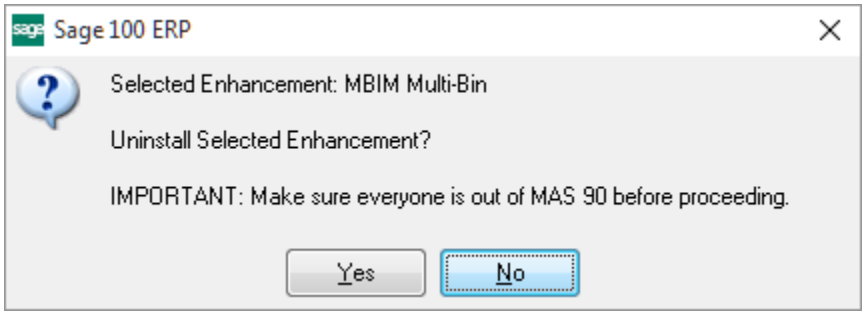
Section E: Uninstall DSD Enhancements

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.

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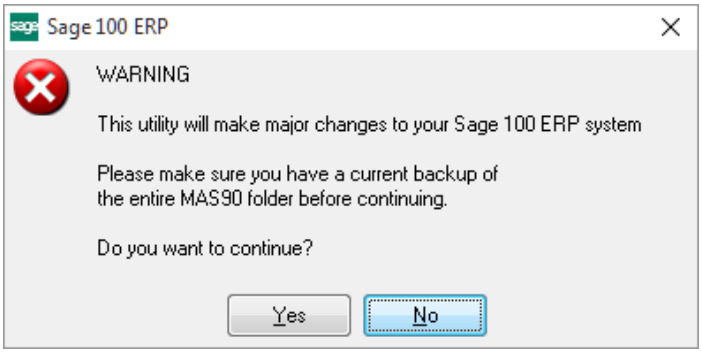
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



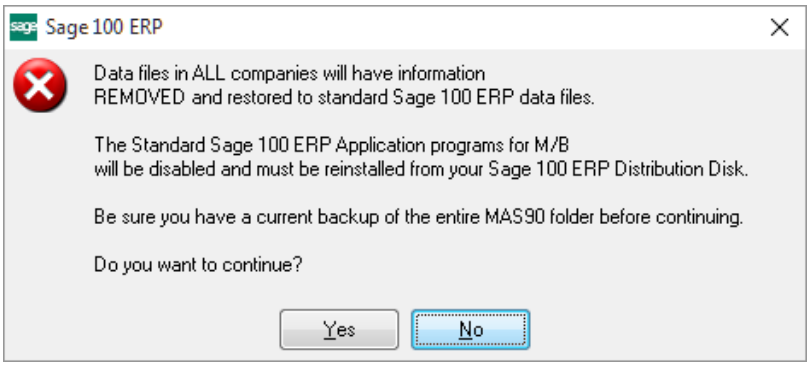
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

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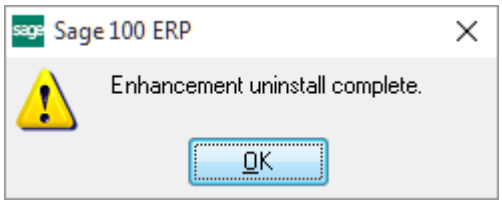

Now that the Uninstall process is completed, you must:

- 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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