



# **DSD Business Systems**

**Sage 100 Enhancements**

**ATP**

**A/P ACH Generation For Telpay Canada**

**Version 6.10**



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A/P Alphanumeric Divisions User's Manual  
Version 6.10

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## Section A: Introduction

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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*

EEEE A/P Alphanumeric Divisions:

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

### ***A/P ACH Generation For Telpay Canada Features***

A new task is added to the Check Printing and Electronic Payment Menu. The task will scan AP Check History Header and History Detail files matching the bank code and check date assigned in the selection grid. A .txt formatted file will be generated for Telpay Canada.

## 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	6.10

### 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.

- 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.

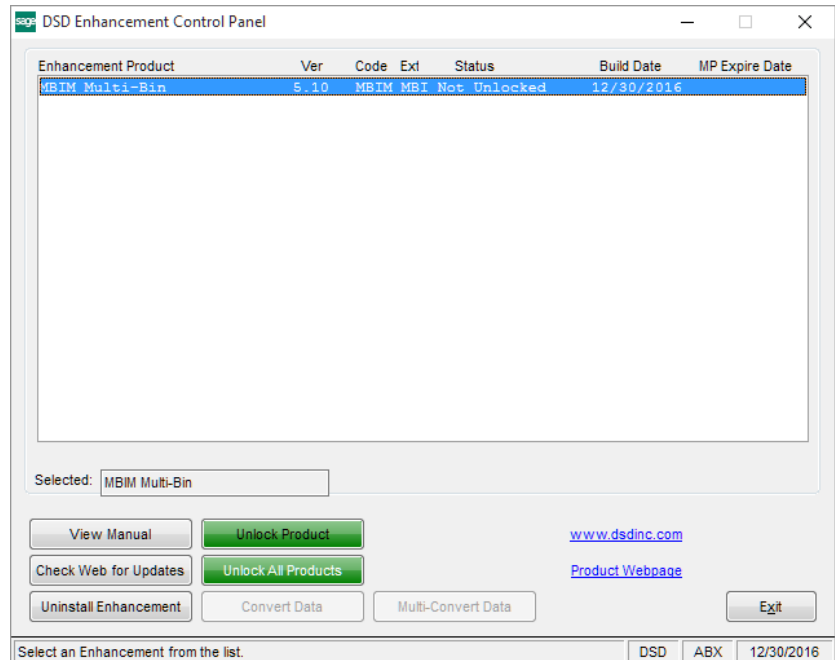
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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: System Operations

### Accounts Payable

#### UDFs to be created:

Table: AP\_Vendor

UDF\_BillAcctNo, String, Length 30

UDF\_CompanyBusNo, String, Length 13

UDF\_companyBankAcct, String, Length 12

**Accounts Payable Options:** a new “Next ACH Sequence Number” has been added to be used when generating the ACH file name. When the sequence number reaches 999, it will be reset to 001.

The new task has been added to the Check Printing and Electronic Payment Menu “APTP Generate ACH File”

Select Field	Operand	Value
Check Date	All	
Journal Number	All	

When “Proceed” is selected, the AP Check History header and History Detail files will be scanned for check header records matching the Bank Code, Source Journal, Check Date and Journal Number assigned in the selection grid.

A .txt formatted file will be generated in the format specified and created in the directory specified on the ACH tab in A/P Setup Options (see .txt formatting information below)

The file name convention will be as follows:

### Folder and File Names

#### File Naming Requirements

The name of your input file should be **NAP460.nnn** where:

**N** is the file name prefix required for files that are "new"; i.e. have not previously been imported into Telpay for Business. Once the file has been imported, the N will be changed to T to prevent it from being imported again. If it does need to be imported again for some reason, you will have to rename it with an N.

**AP** indicates an Accounts Payable Import File.

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#### Telpay for Business – Accounts Payable Payment File – Record Layout

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**460** is the type of transaction as defined by the Canadian Payments Association.

**nnn** is the sequence number of the file that Telpay for Business is looking for. This number must be one higher than the last file accepted by Telpay for Business. The first file Telpay for Business looks for will be 001. When the number reaches 999 it will again look for file 001.

### Required Field: E = Required, P = Preferred

- a. Sage Field assignment definitions:
  - i. Bill Account Number: UDF\_BillAcctNo
  - ii. Customer Number: Vendor Division + Vendor No
  - iii. Payment Due Date: Check Date
  - iv. Customer Reference Number: Vendor Division + Vendor No
  - v. Supplier Name field assignments:
    1. Company refers to Vendor.
    2. Field assignments derived from AP Vendor
      - a. Company Business Number: UDF\_CompanyBusNo

PC Total Records:

Line count of file, including header and trailer.

Total Payment Transactions:

The actual number of payments in the file, pc3 records only.

[illegible]

Length=120 characters (include one of these records at the beginning of each import file)

Length=200 characters (include one of these records for each bill payment transaction)

Note: Bill Account Numbers are checked for accuracy when the Company Code field of the PC Detail Record is populated.



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**Extra Information Record – Invoices**

Length=160 characters (These apply to payments with invoice information only. I.E. when the Company Code in the PC Detail record above is either blank or does not begin with a zero. Up to 99 Extra Information Records can be included per Detail Record).

Field Description	Start Column	Length	Data Type	Required	Description
PC Trans Extra ID	1	3	AN	E	"PC4" is the required value for this field.
PC Trans Extra Trans	4	4	N		Filled with spaces; assigned by Telpay for Business.
Trans Extra Trans Flag	8	1	A	E	"R" is the required value for this field.
Invoice1 Date	9	8	N	P	Format is YYYYMMDD.
Invoice1 Code	17	1	A		If this invoice is a credit memo, store "-" here; otherwise, leave this blank.
Invoice1 Amount	18	9	N	E	The amount of the invoice. Two decimal places implied. Right justified; zero-filled.
Invoice1 Number	27	27	AN	P	The invoice number or description of the invoice. Left justified; space-filled.
Invoice2 Date	54	8	N	P	Format is YYYYMMDD.
Invoice2 Code	62	1	A		If this invoice is a credit memo, store "-" here; otherwise, leave this blank.
Invoice2 Amount	63	9	N	E	The amount of the invoice. Two decimal places implied. Right justified; zero-filled.
Invoice2 Number	72	27	AN	P	The invoice number or description of the invoice. Left justified; space-filled.
Filler	99	62	A		Filled with spaces.

**Supplier Name and Address Record**

Length=200 characters

Field Description	Start Column	Length	Data Type	Required	Description
PC Random Record ID	1	3	AN	E	"PC6" is the required value for this field.
PC Random Reference Number	4	4	N		Filled with spaces; assigned by Telpay for Business.
Company Name	8	30	AN	E	Supplier name. Left justified; space-filled.
Reserved	38	10	A		Filled with spaces.
Company Street	48	60	AN	E	Supplier's street address. Left justified; space-filled.
Company City	108	20	AN	E	Left justified; space-filled.
Company Province-State	128	2	A	E	Standard province abbreviation, e.g., MB. May also be a valid state abbreviation if country code is "USA".
Company Country	130	3	A	E	"CAN" or "USA".
Company Postal-Zip	133	9	AN	E ***	If country code is "CAN", this is postal code. Left justified, insert space in postal code, e.g., "A9A 9A9". If country code is "USA", this is the zip code. Either 5 digits or 9 digits are valid.
Reserved	142	4	A		Filled with spaces.
Company Phone Area Code	146	3	N	E ***	Supplier's phone area code.
Company Phone Number	149	7	N	E ***	Supplier's phone number.
Company Name Sort	156	5	AN	E	First five characters of company name.
Company Business Number	161	13	AN	E	The supplier's business number. Do not include the account type. For example: 123456789RT0001 would be 1234567890001. Left-justified, space-filled.
Company Business	174	1	AN	E	Blank is the required value for this field. Blank is the

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Individual Flag					code for business customers.
Filler	175	26	A		Filled with spaces.

**Supplier Information Record**

Length=200 characters

Field Description	Start Column	Length	Data Type	Required	Description
<b>PC Random Opt Record ID</b>	1	3	AN	E	"PC7" is the required value for this field.
PC Random Opt Reference Number	4	4	N		Filled with spaces; assigned by Telpay for Business.
Reserved	8	4	A		Filled with spaces.
Company Fax Phone Area Code	12	3	N		Supplier's fax phone area code.
Company Fax Phone Number	15	7	N		Supplier's fax phone number.
Company Email	22	50	AN		Supplier's email address, e.g., billing@xyz.ca. Left-justified; space-filled.
Company Website	72	50	AN		Supplier's web address, e.g., www.supplier.ca. Left-justified; space-filled.
* Company Bank ID	122	4	N		Supplier's banking information. If included, it must be right-justified and zero-filled. E.g. 123 would be 0123. If not available, fill with spaces.
* Company Bank Transit	126	5	N		Supplier's banking information. If not available, fill with spaces.
* Company Bank Account Number	131	12	N		Supplier's banking information. No spaces or dashes. If not available, fill with spaces.
Reserved	143	9	A		Filled with spaces.
Company Contact Name	152	30	AN		Contact name or department at supplier. Left-justified; space-filled.
Filler	182	19	A		Filled with spaces.

**Trailer Record**

Length=160 characters (include one of these records at the end of each import file)

Field Description	Start Column	Length	Data Type	Required	Description
<b>PC Trailer Record ID</b>	1	3	AN	E	"PCZ" is the required value for this field.
Reserved	4	4	A		"ZZZZ" is the required value for this field.
<b>PC Total Records</b>	8	5	N	E	The total number of records including header and trailer. Right justified; zero-filled.
<b>Total Payment Transactions</b>	13	4	N	E	The total number of payment transactions (PC3 records). Right justified; zero-filled.
<b>Total Payment Amount</b>	17	13	N	E	Total payment amount based on the PC3 records. Two decimal places implied. Right justified; zero-filled.
Reserved	30	93	N		Filled with zeroes.
<b>PC Trailer Hash</b>	123	12	N	E	The hashed total. See description below for details.
Filler	135	25	A		Filled with spaces.
<b>PC Last Trailer</b>	160	1	A	E	"Y" is the required value for this field.

**Hash Total Calculation**

The PC Trailer Hash is the total of:

- **Bill Account Number** on PC3 records – use only the left-most 12 characters. Replace all non-digit characters with zero before adding.
  - Bill account 12345 would be changed to 123450000000 before adding to the hash total
  - Bill account 123456789012345 would be changed to 123456789012 before adding
  - ALL45PH should be changed to 000450000000 before adding
- **Payment Amount** on PC3 records
- **Company Bank Account Number** on PC7 records
  - Bank account 12345 would be changed to 123450000000 before adding to the hash total
  - Bank account 123456789012345 would be changed to 123456789012 before adding

For the **PC Trailer Hash** on the PCZ record, store only the rightmost 12 digits of the total, ignore any overflow, e.g., if the calculated hash total is 1955800123456 then store only 955800123456.]

The Hash Total calculation will be performed as follows:

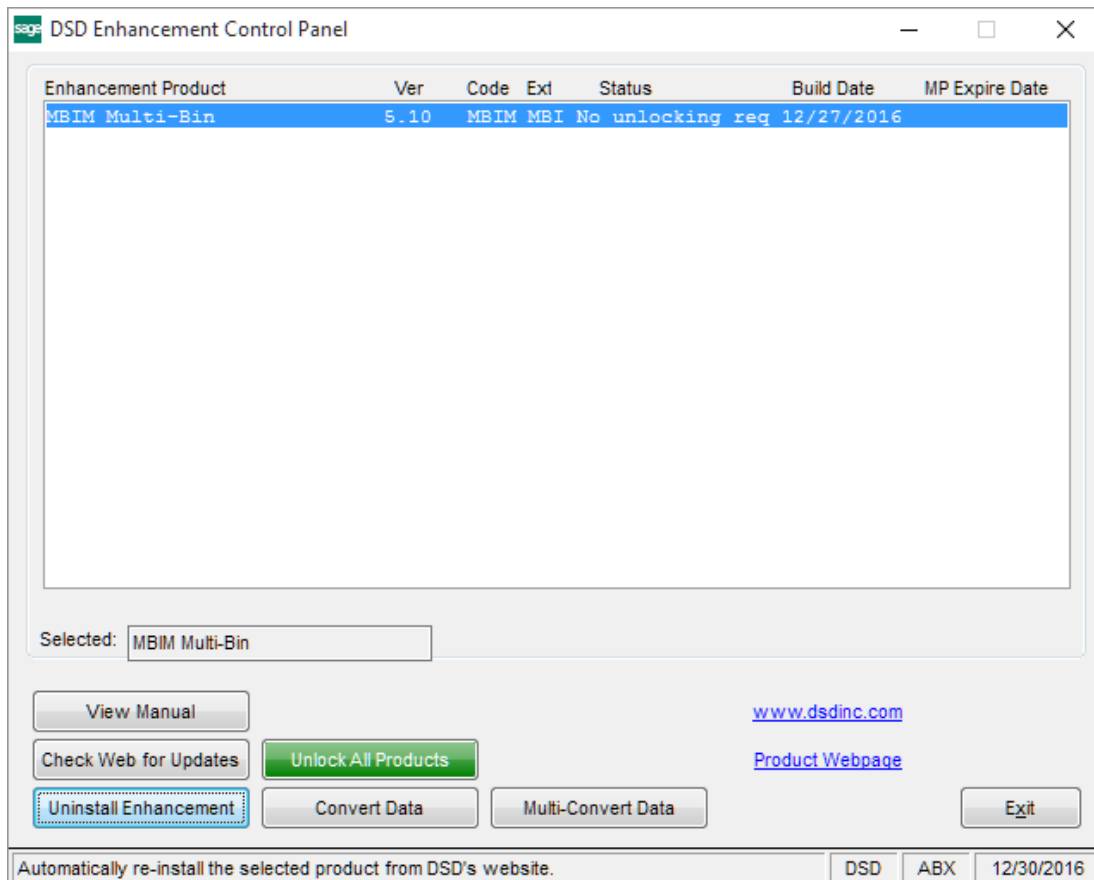
All non-numeric characters will be replaced by zeroes.

The UDF\_BillAcctNo and the UDF\_CompanyBusNo will each be formatted using only the left-most 12 characters, then they'll be summarized together along with the total payment amount.

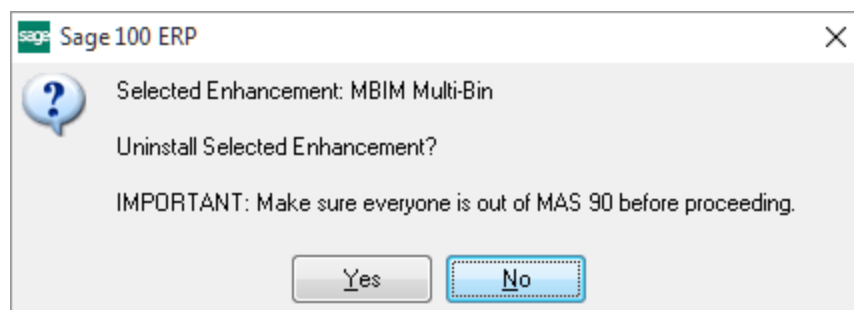
Only the right-most 12 characters will be used of the resulting number.

## 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.



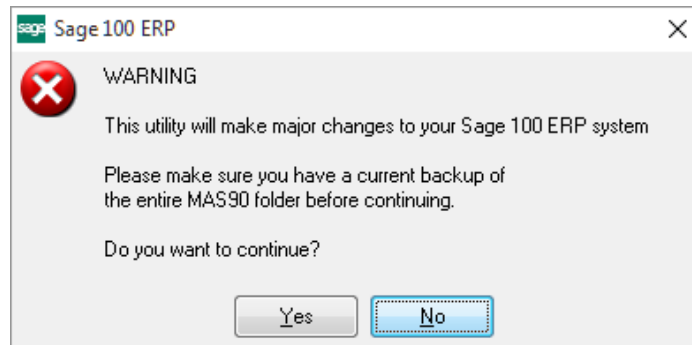
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

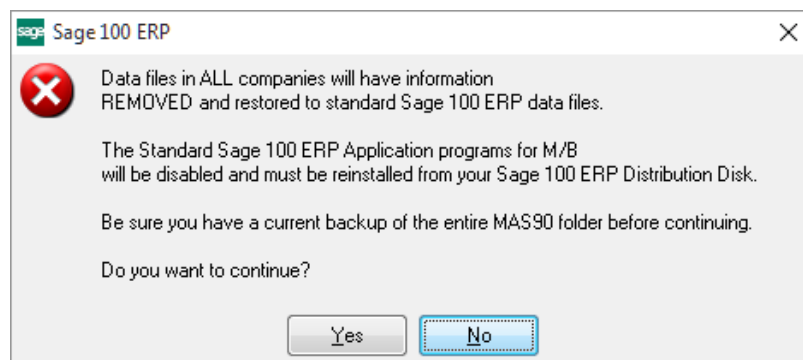
**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

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.

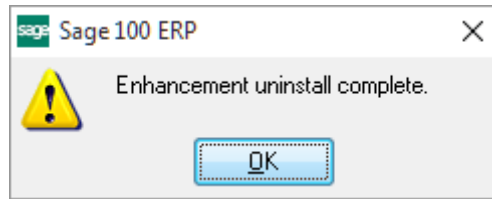
The following message box will appear, displaying the final warning message.



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).