DSD Business Systems

Sage 100 Enhancements

ARCB

Accounts Receivable Cash Basis

Version 5.40

Information in this document is subject to change without notice.

Accounts Receivable Cash Basis User's Manual
Version 5.40

30 January, 2017

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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*

ARCB Accounts Receivable Cash Basis:

http://www.dsdinc.com/enhancement/ar-cash-basis-3/

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.

Accounts Receivable Cash Basis Features

- Enter Accounts Receivable transactions in the normal fashion. The **A/R Cash Basis** modifications are nearly transparent to the user performing data entry.

- General Ledger postings are not made when the **Invoice Journal** is posted. Instead, the detail is stored and posted when that cash is received. The only exception is State Sales Tax, which may continue to be posted on an accrual basis. The **A/R Cash Basis** module has special considerations built-in for handling sales tax.

- There is full integration with both the **Sales Order** and **Job Cost** programs.

- There is a utility feature built into the **Accounts Receivable Sort Rebuild** program that can be used to initialize the necessary **A/R Cash Basis** files, from existing **Open Invoice** information that was originally posted on an accrual basis.

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/R	Y	5.40
S/O	N	5.40
J/C	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.*

                          User's Manual

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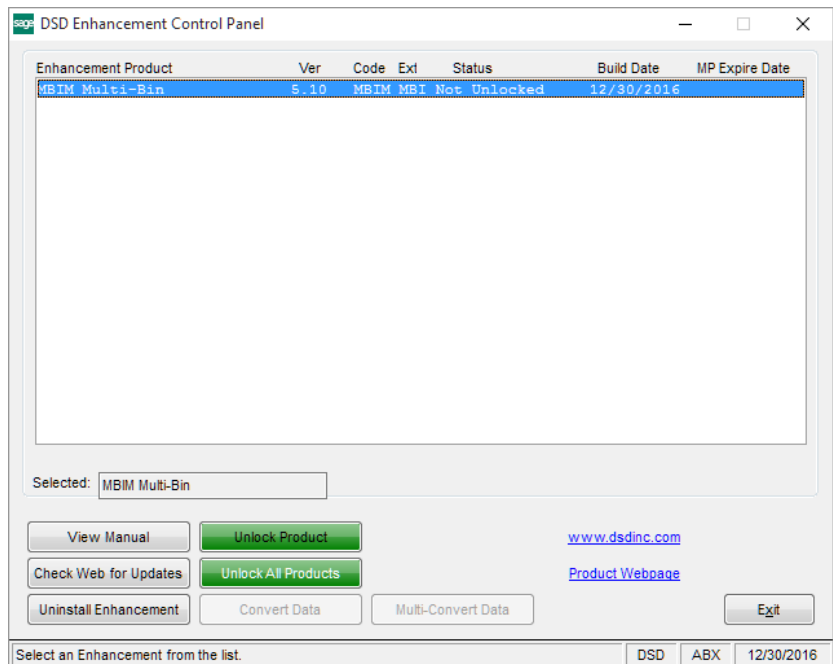
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*
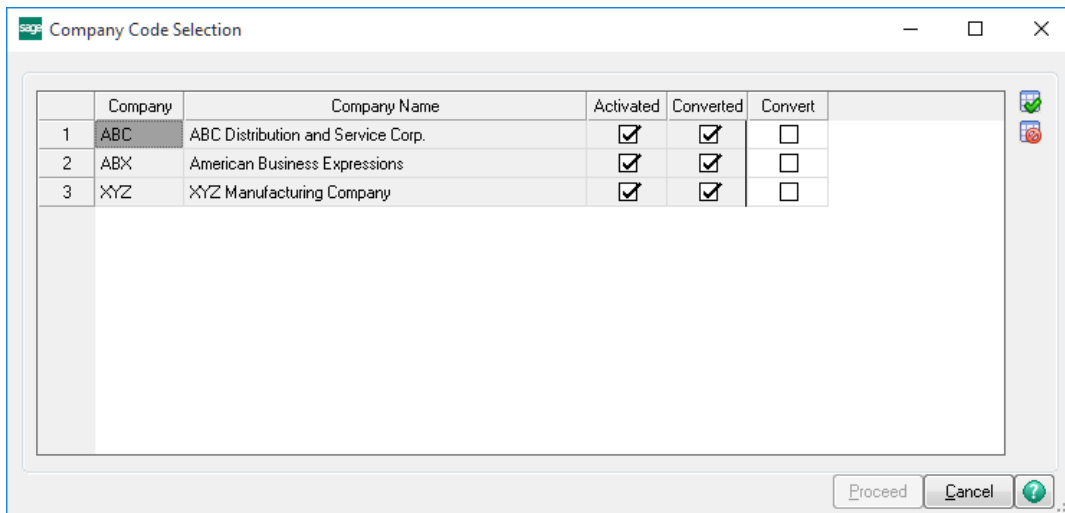
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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

Accounts Receivable Cash Basis Options

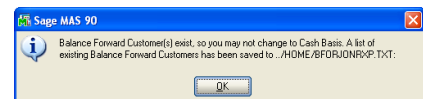The **Cash Basis Options** menu item has been added to the A/R Setup Menu.

The first option determines whether to post on a cash or accrual basis. If checked, the system posts on a cash basis.

When the first option is set by the user, before the system allows the option to be set, (to cash basis) the system first determines whether any balance forward customers currently exist. Because balance forward customers are not allowed with ARCB, if any exist, the system will not allow this option to be set. If balance forward customers exist, the window shown on the right will appear.
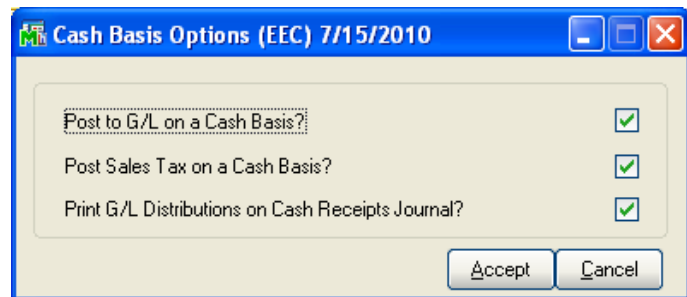
If balance forward customers are detected, the system will create a file in the MAS90/HOME directory that will contain a list of balance forward customers. That file will be called **BFORtttt.TXT** (where *tttt* is the terminal ID for the workstation that created the file. After the file is created, a window prompt will appear, reminding the user of the existence of this file.

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 Distributions on Cash Receipts Journal? This option prints G/L Distributions on the Journal when set.

Important

ARCB cannot be used if there are any Balance Forward customers in the customer database. *All* customers must be set to Open Invoice, or the **Cash Basis Options** will display an error message. Refer to the A/R manual for the details of converting a customer to Open Invoice. In general, all balance forward invoices must be paid and cleared from the invoice history files in order to perform that conversion.

For this reason, the flag that determines whether to use Cash Basis or Accrual Basis is initially set to Accrual Basis. When the user sets this flag to Cash Basis, the system scans the A/R Customer Master file to make sure that no Balance Forward customers exist.

Posting Cash Basis records to General Ledger in Detail:

It's required that the "General Ledger – Sales Journal in Detail" option in **Accounts Receivable Setup Options** be checked for accurate account postings.
G/L account posting comments may be blank or invalid if this option is not checked.

Division Maintenance

If you have elected to post Sales Tax in an Accrual method, then a new Sales Tax Clearing Account will be available in AR Division Maintenance.

Section D: System Operations

Using Cash Basis Accounts Receivable

There are few visible differences in using ARCB compared to standard A/R. When invoices are updated no G/L transactions are created, except for sales tax postings when the ARCB option "Post Sales Tax on a Cash Basis?" is not set. G/L postings are created when cash is received.

Sales Taxes

Sales taxes are handled in a special way if the system is cash basis, but sales taxes have been defined to be on an accrual basis. If this is the case, when an invoice is updated which contains sales tax, the **Sales Tax Payable** account is credited, and a new **Sales Tax Clearing** account is debited. This account is found in the **Accounts Receivable Division Maintenance** screen, and must be defined if sales tax is to be posted. As cash is received against invoices, the **Sales Tax Clearing** account is credited for the sales tax amount. This new account will only contain, therefore, an amount equal to the total sales tax accrued for open invoices. When the **Daily Transaction Register** is run after the **Invoice Update**, the only **General Ledger** postings that will appear on the report are to the two sales tax accounts. The new account may be defined by the user as a **Current Liability** account, and will normally contain a credit balance.

If sales taxes have been defined to be on a cash basis, they will be posted to G/L when cash is received.

A/R Clearing Account

In a Cash Basis system, the **Accounts Receivable** account in the **Division Maintenance** screen will act as a "**A/R Clearing Account**". When the **Sort Rebuild** is performed for an A/R system having existing open invoices, the system "builds" the **Cash Basis** posting file by creating a new distribution using the existing open invoice balances and the A/R Clearing account (*formerly Accounts Receivable*). As these existing invoices are paid, the balance in this account (which was formerly a debit balance representing the total of **Accounts Receivable**) will be drawn down to zero as this account is credited. New invoice activity will contain the correct expense account. This allows the maintenance of both old and new invoices without your having to manage the G/L aspects manually.

When invoices are partially paid, the **Cash Basis** module distributes the payment proportionally among all G/L accounts contained in the distribution file. If there is a round-off error, it is automatically applied to the last distribution account.

Receiving Cash

When cash is received, G/L postings are created for all revenues and costs associated with those invoices.

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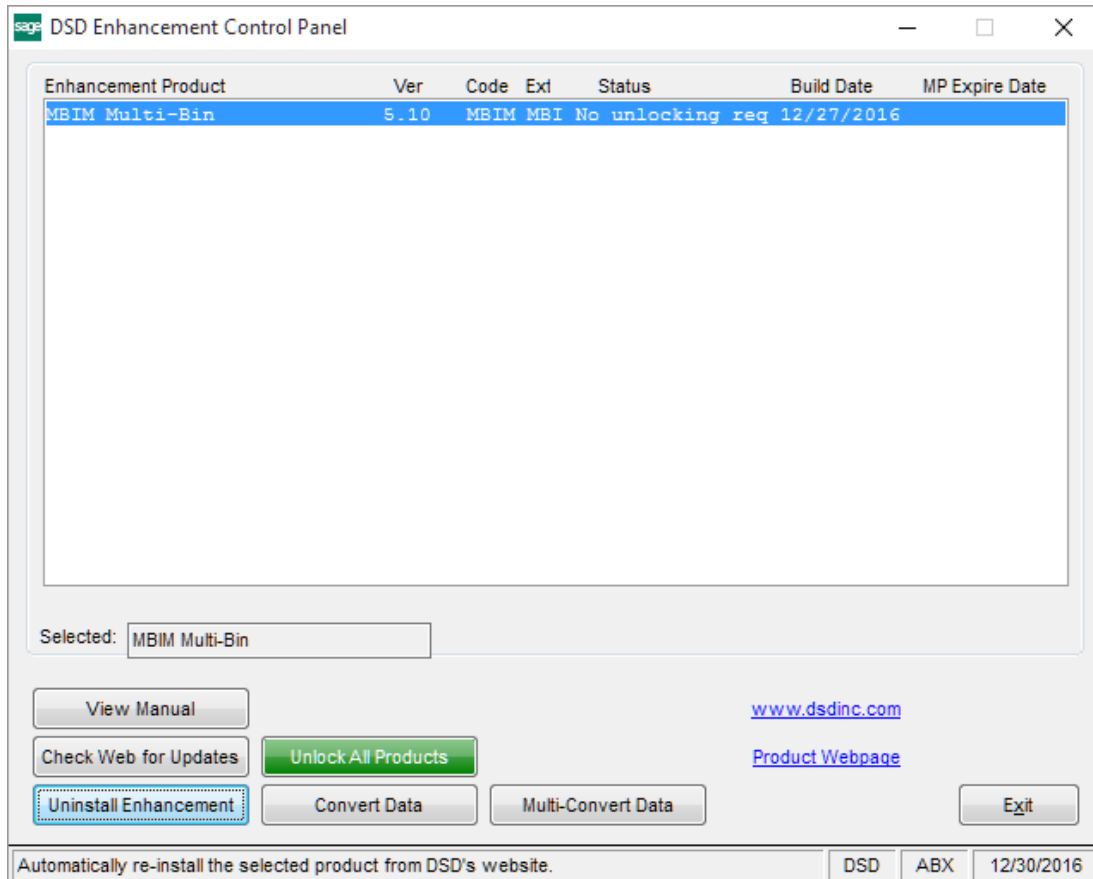
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
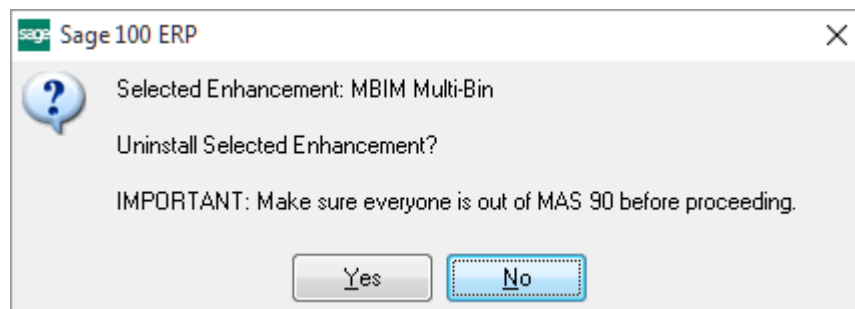
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
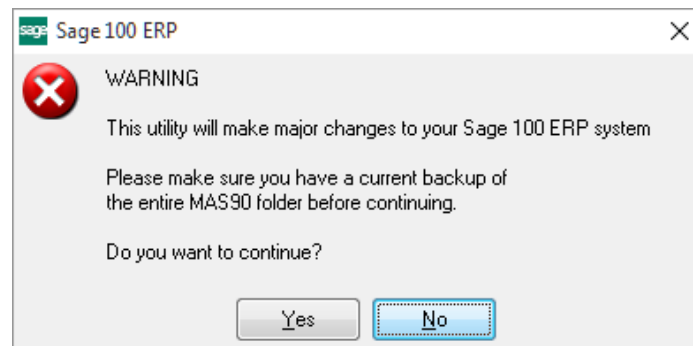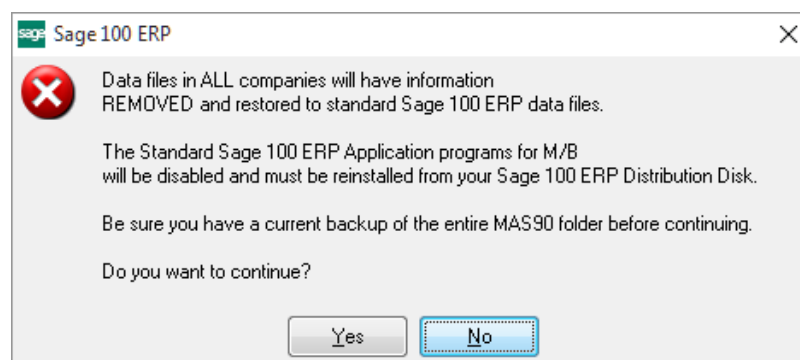

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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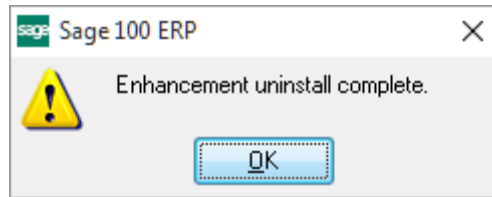
Now that the Uninstall process is completed, you must:

- 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).