DSD Business Systems

Sage 100 Enhancements

ARCR

Cash Receipt by Invoice

Version 6.20

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Cash Receipt by Invoice User's Manual
Version 6.20

1 July, 2020

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Table of Contents

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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

ARCR Cash Receipt by Invoice:

http://www.dsdinc.com/enhancement/cash-receipts-by-invoice-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.

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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.

Cash Receipt by Invoice Features

The **ARCR** enhancement allows the user to enter A/R Cash Receipts **by Invoice Number / Customer Number**, rather than by Customer Number / Invoice Number. As the user inputs an Invoice Number to be paid, the system will find the Customer Number that has that Open Invoice Number. A new feature also allows the user to select the invoices to be paid filtered **by Customer PO No**.

If more than one Customer Number exists with that specified Invoice Number, the Customer Number field will then become enabled, allowing the user to enter the desired customer or select it from a filtered Invoice Number lookup. Once the Invoice Number and Customer Number are established, then Cash Receipts by Invoice program behaves as the standard Cash Receipts Entry program does.

ARCR was created to allow more efficient entry of Cash Receipts. The data entry operator can enter most cash receipts using just the ten-key pad on the keyboard, increasing efficiency by requiring fewer keystrokes and decreased hand motion.

Reports

Reports are not modified.

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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	6.20

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.

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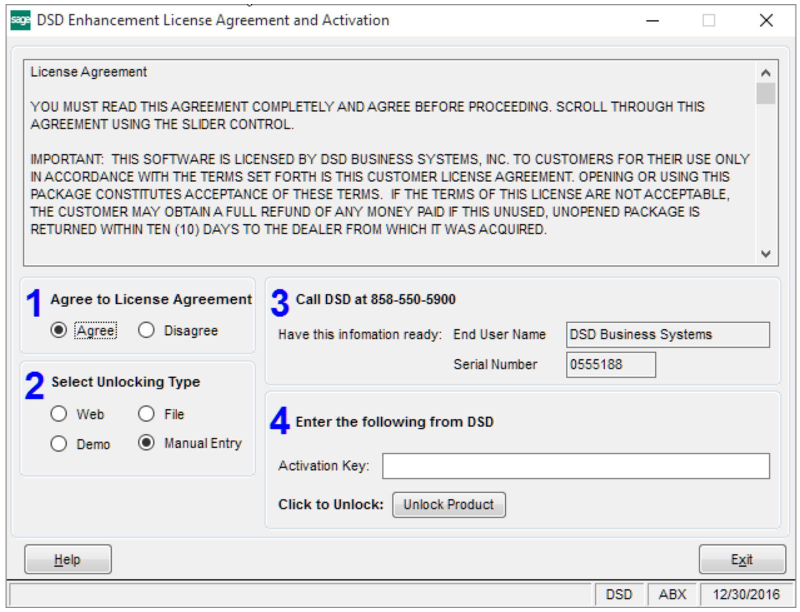
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from 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.

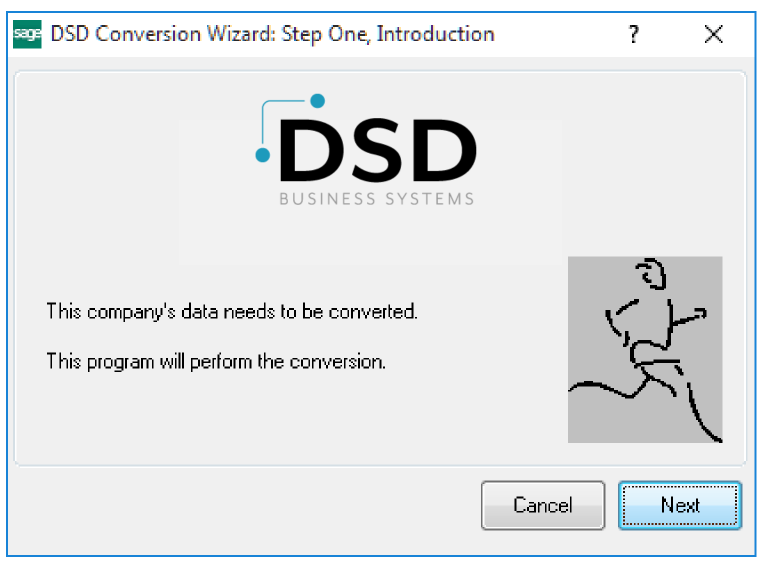
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



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.

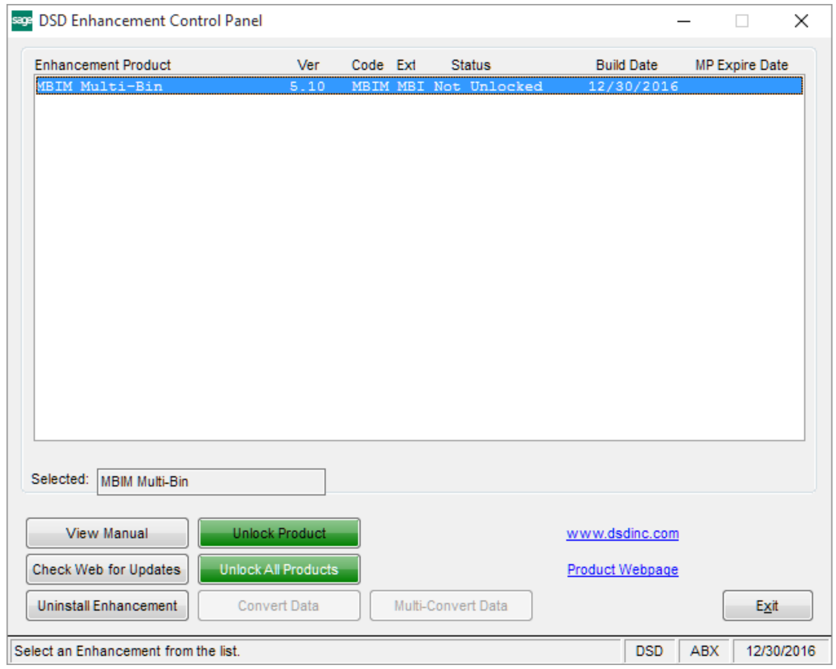
Note: *You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.*

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.

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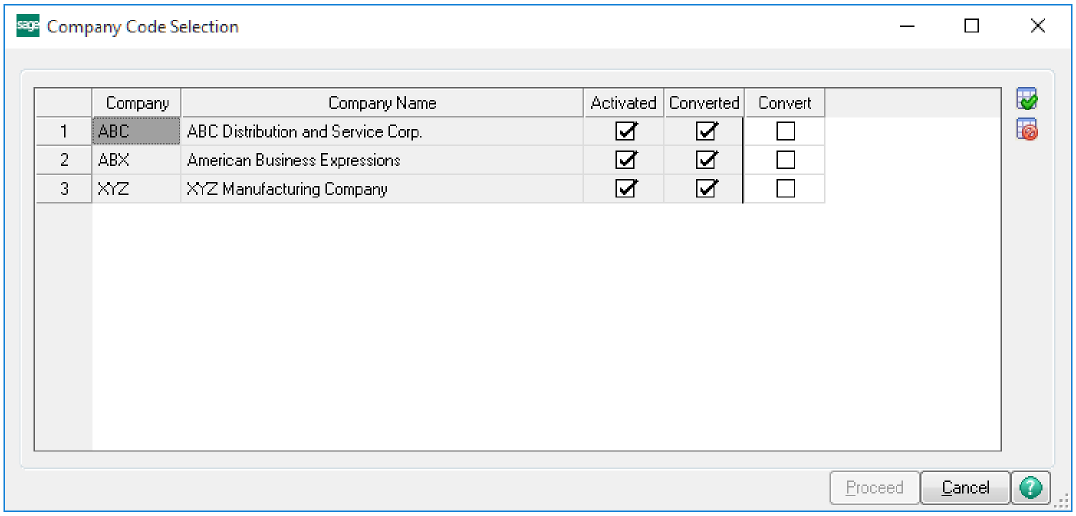
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



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.

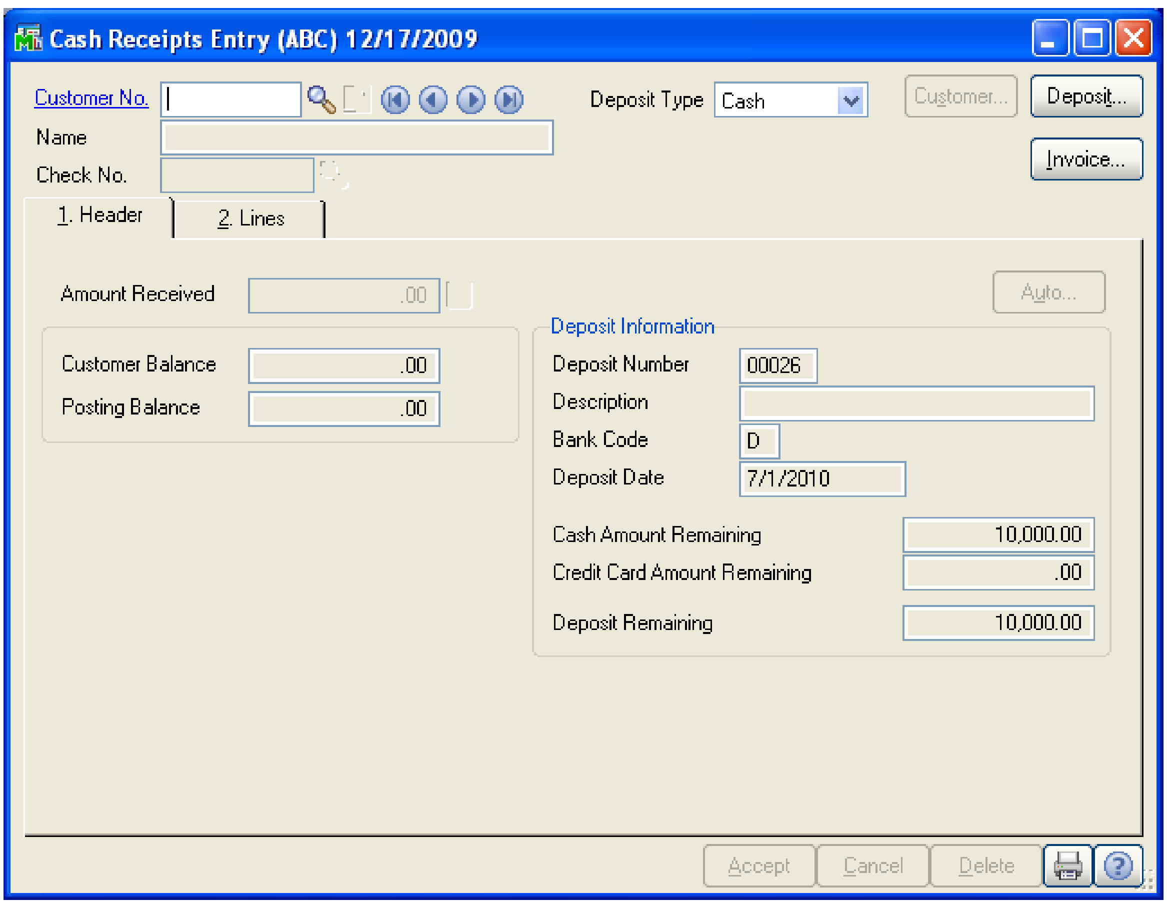
Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see Uninstall DSD Enhancements)

Section C: System Operations

Cash Receipts Entry

Starting with version 4.10, ARCR has been incorporated into Standard Cash Receipts Entry and is no longer a separate menu item. The user will start Cash Receipts in the same manner, entering a Batch number if batches have been turned on, and entering the Deposit information on the Cash Receipt Deposit screen.

A new button, "**Invoice...**", has been added to the Cash Receipts Entry screen for ARCR, underneath the "Deposit.." button:



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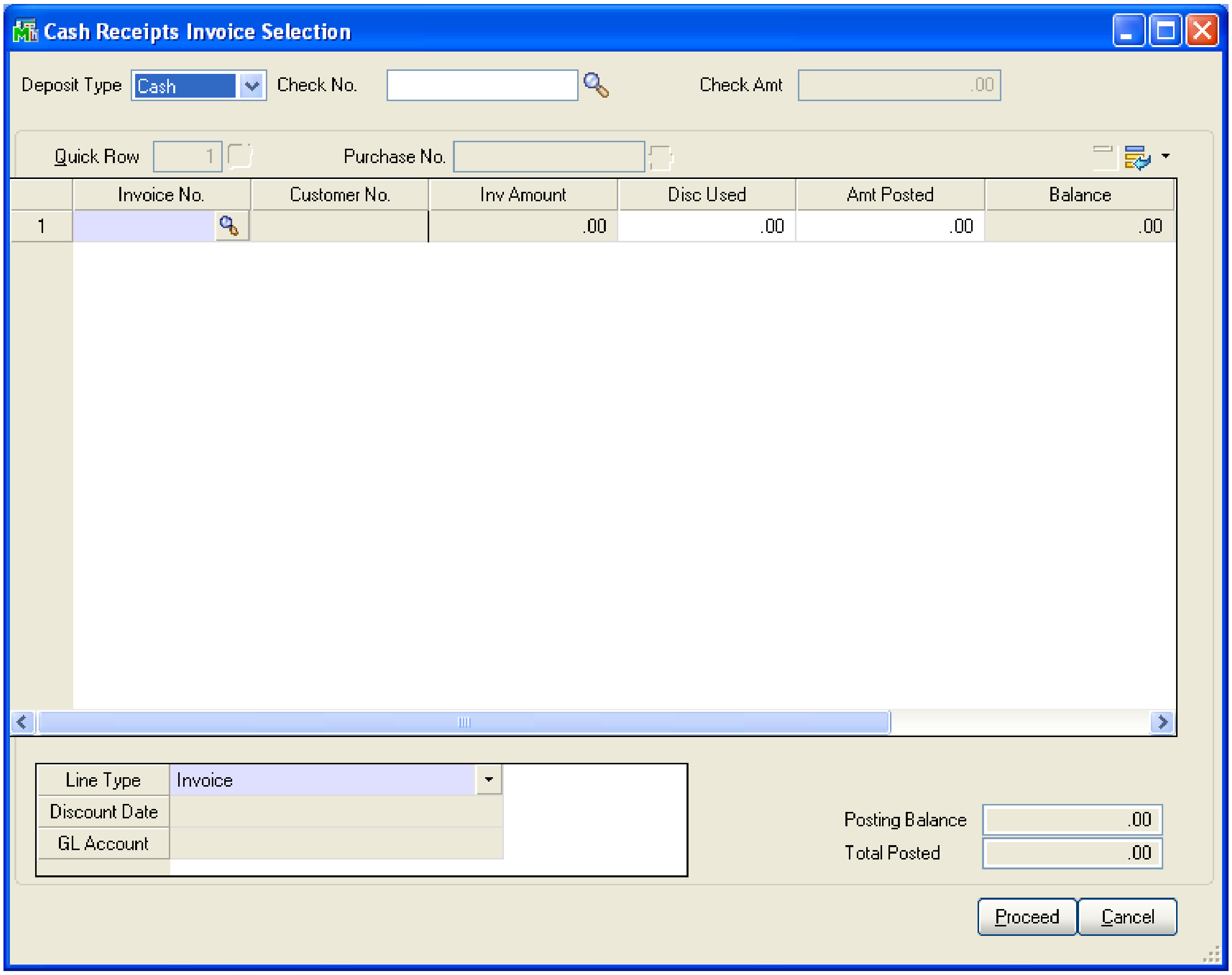
Instead of entering a Customer No, the user will **push the Invoice** button, and a new Invoice Selection grid will display:



The Invoice Selection grid has the same functionality as any standard Sage 100 grid. The user can make changes to the size and position of columns in the main grid, and move non-locked fields between the main and secondary grid to enhance the speed of data entry.

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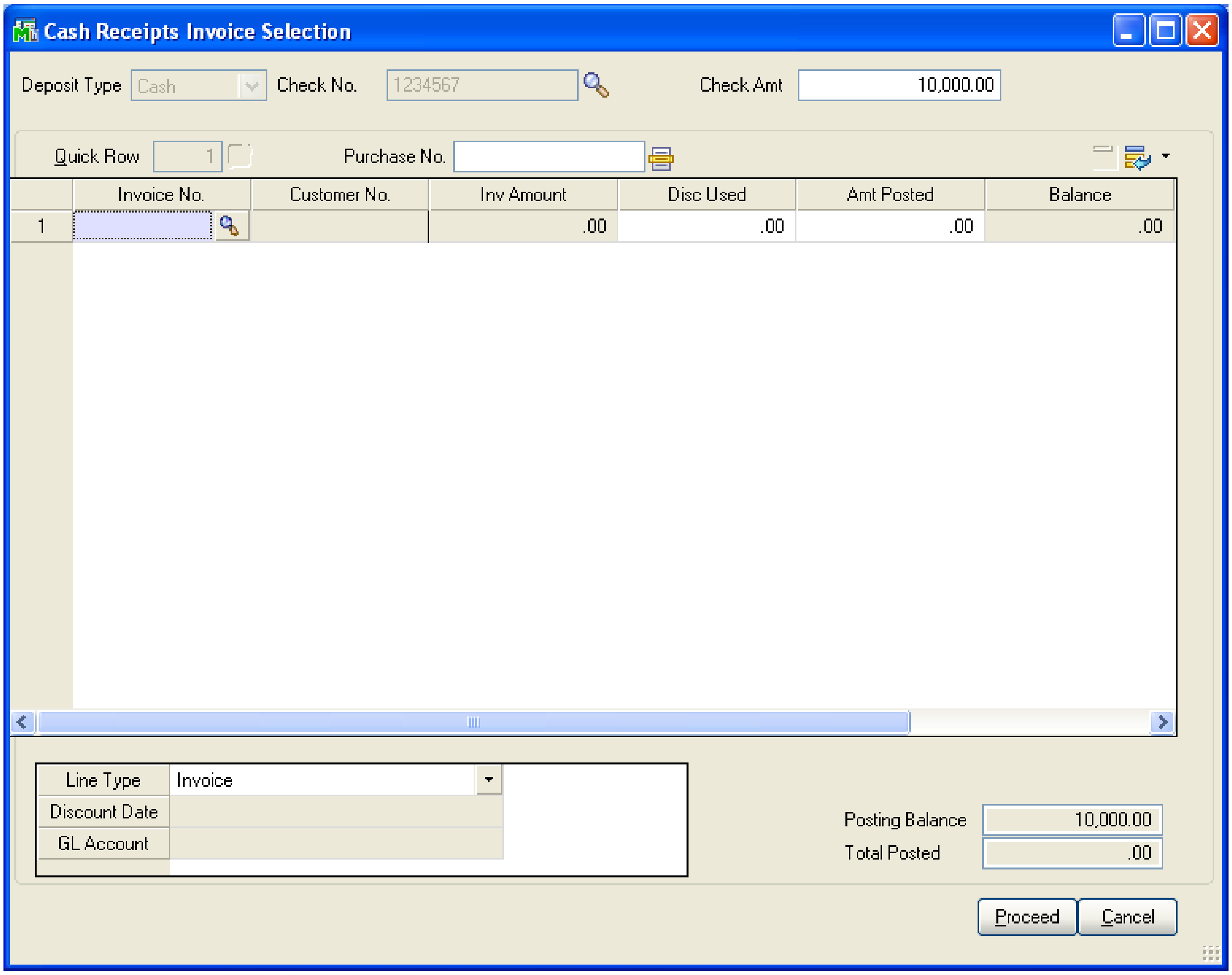
Check Information

Enter the Check Number and Check Amount information.



The Posting Balance will be updated and the focus will move to entry of the Invoice No.

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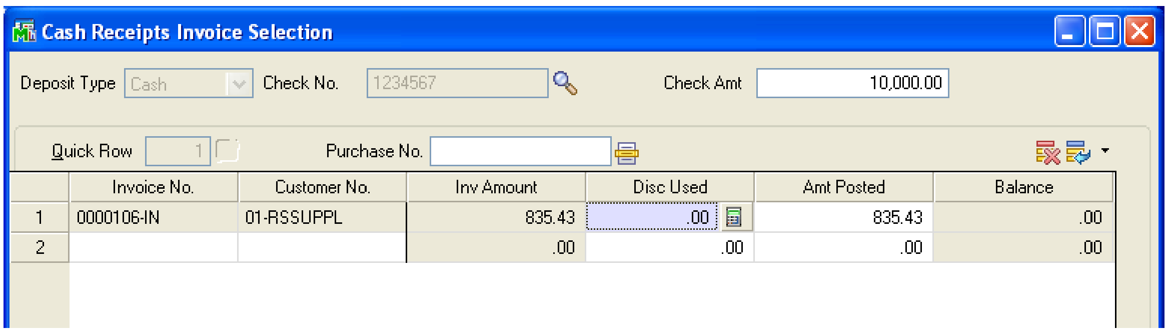
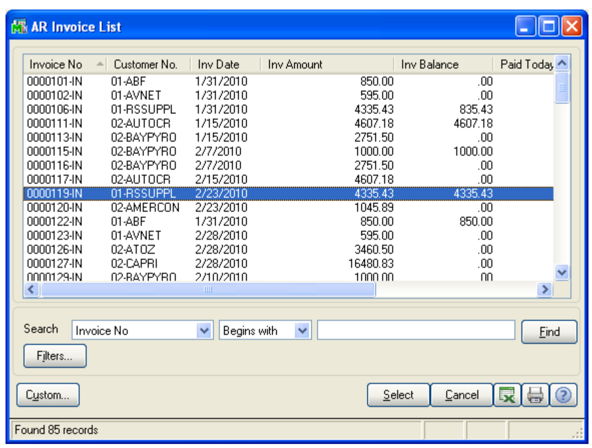
Invoices

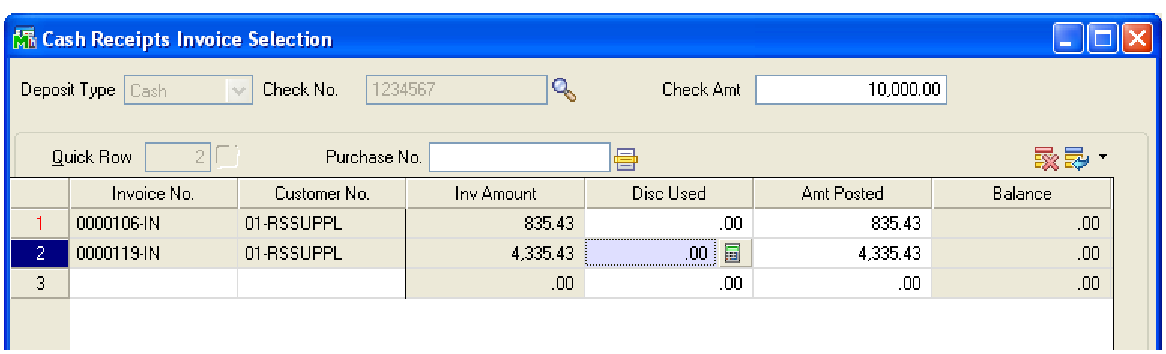
Invoices may be selected by 1) using the Invoice No. Look up, 2) entered manually, or 3) filtered by Customer PO No by using the new “Select Invoices” button.

Selection by Invoice Lookup

Selection by using the Lookup in the Invoice No column will display all open invoices in invoice number order, and allow selection of the invoice number:







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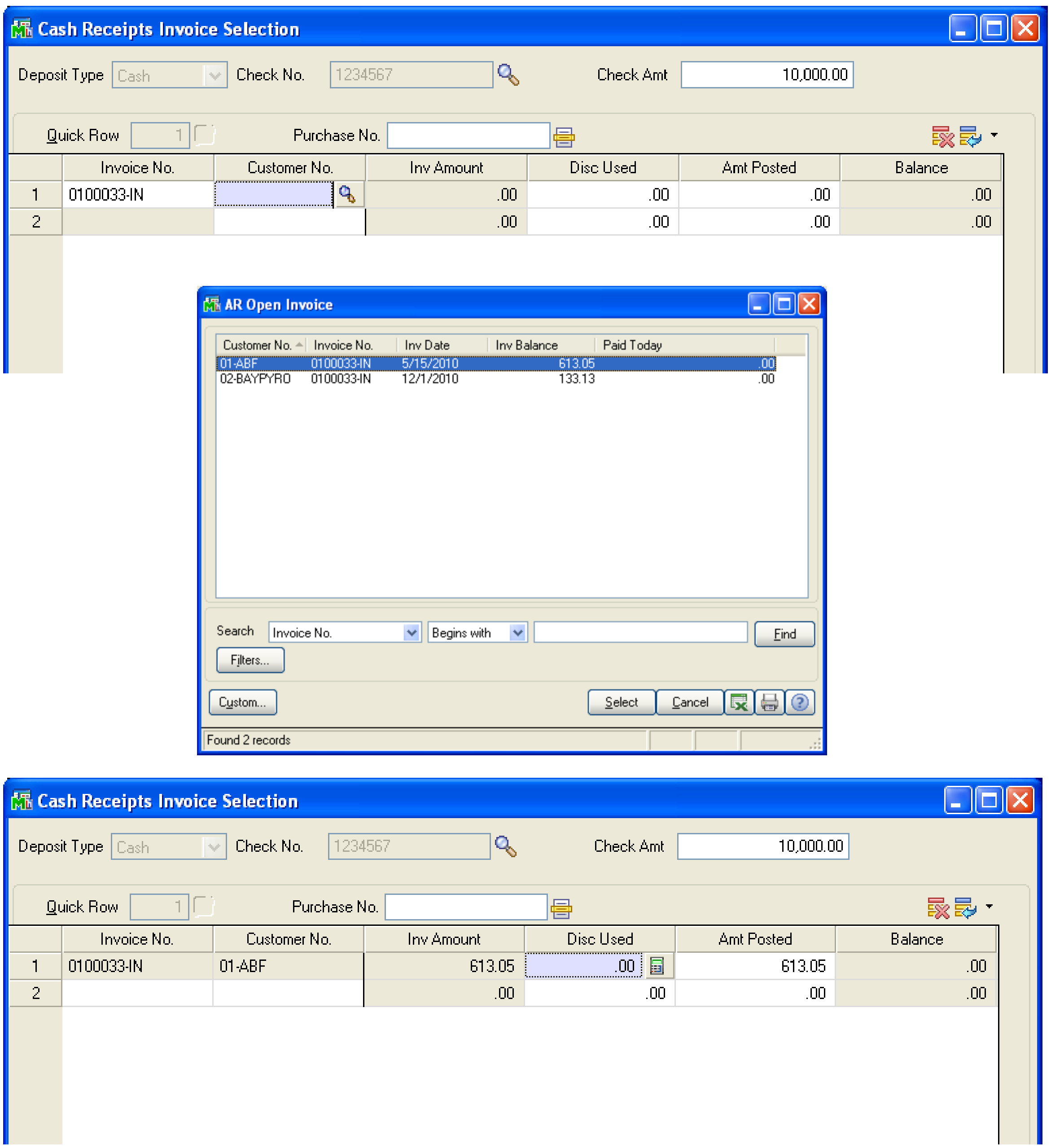
Manual Selection

If the Invoice Number has been entered manually, the program will look-up the first Customer Account number for which that invoice number appears, and make that Customer number the default for the next field, **Customer No.** If the correct Customer Account Number was selected, just press **<Enter>** to accept the entry, otherwise enter the correct Customer number.

If more than one Customer Number exists with a specified Invoice Number, the Customer Number field will then become enabled, allowing the user to enter the desired customer or select it from a filtered Invoice Number lookup.



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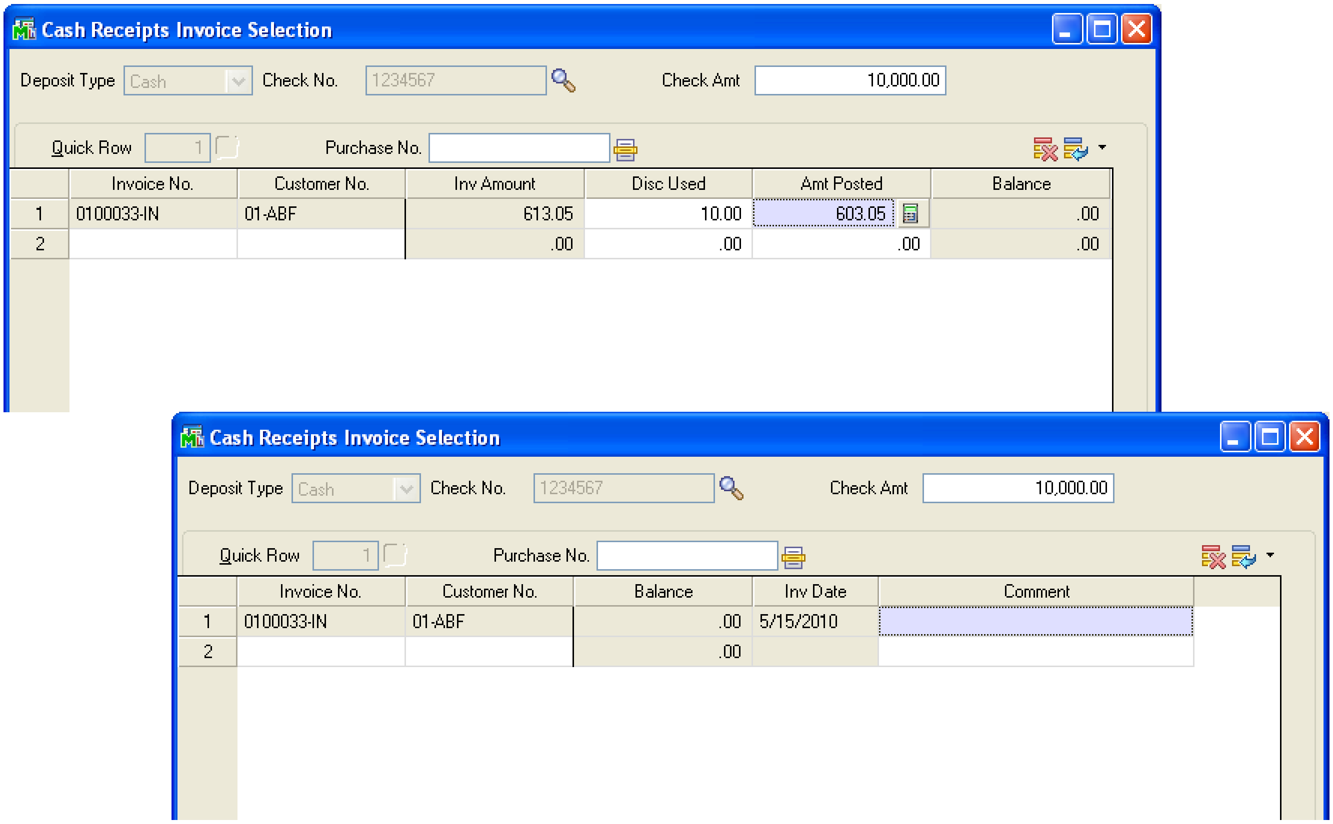
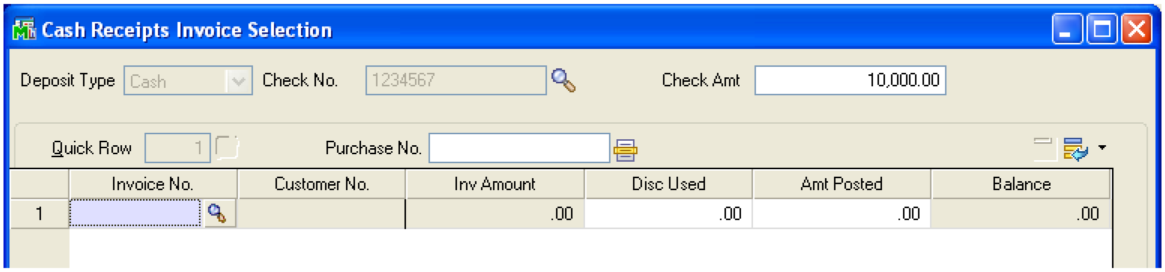
Next, enter a **Discount**, if one applies and the **Amount Posted** if different from the default amount. The Balance and Invoice Date will be displayed and **Comments** may be entered.

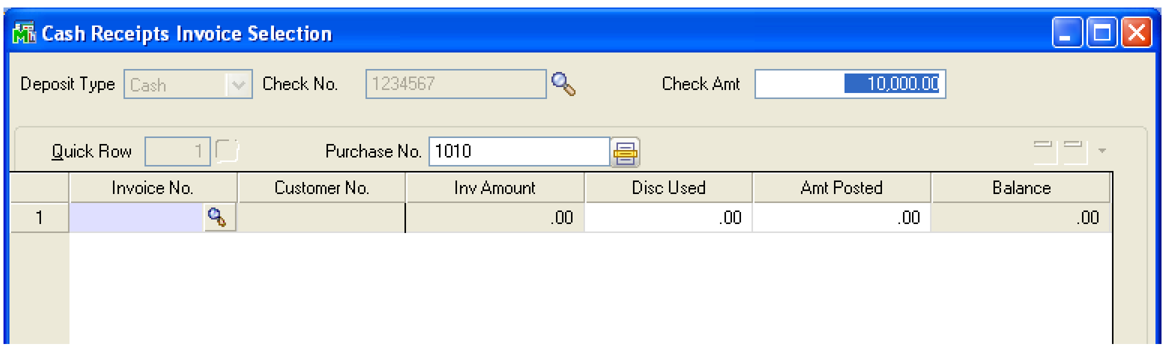


Selection by Customer PO Number

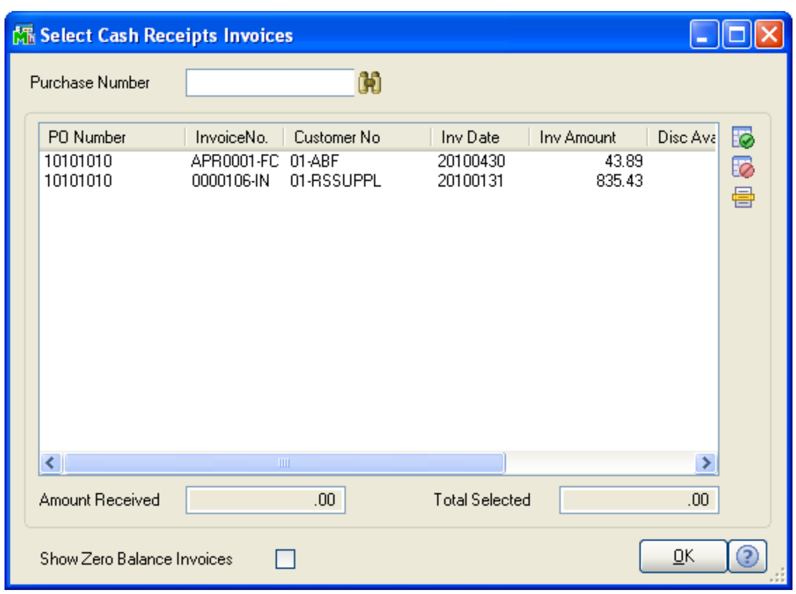
A new feature allows selection of invoices by Customer PO No. The Cash Receipts Invoice Selection panel has been modified to add the new field “Purchase No.” & a new “Select Invoices” button located to the right of “Quick Row”.



The user may enter information in the “Purchase No.” to filter what will be automatically displayed on the Select Cash Receipts Invoices panel. Then, **push the “Select Invoices” button**



which will display the new panel with just the filtered invoices:



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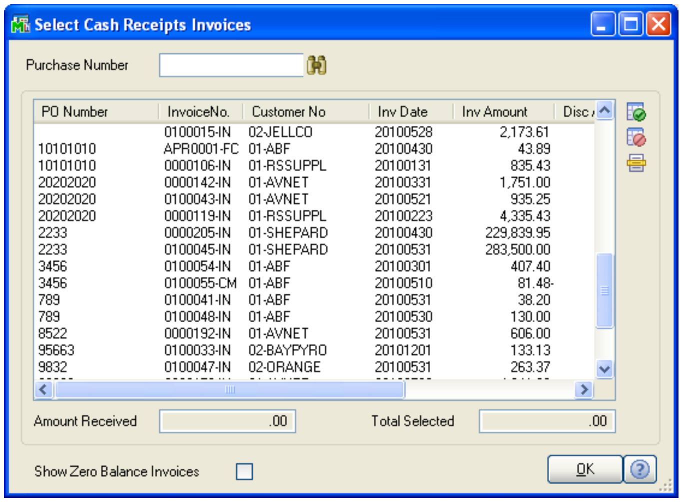
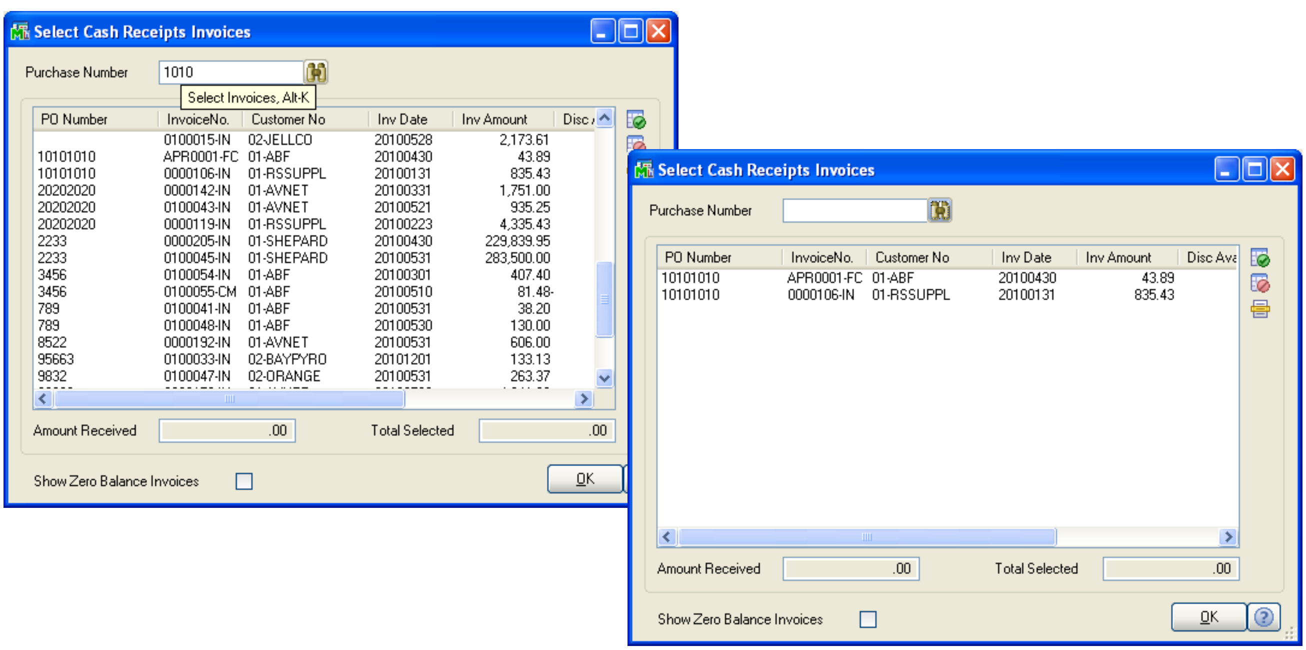
Or just push the “Select Invoices” button and enter the “Purchase No.” information on the new panel. When only the “Select Invoices” button is pushed, a Select Cash Receipts Invoices panel will be displayed as below, sorted by PO Number:



A PO Number column has been added to the far left to display the Open Invoice Customer PO Number. The data displayed will initially be ALL invoices for ALL Customers, sorted by the PO Number, then by Invoice Number.

The user may manually select multiple invoices, use one of the selection buttons or refine the search by Customer PO Number.

A new PO Number field has been added, in place of the Customer Number field at the top, for the user to enter in the Customer PO Number. When selected, the data will be filtered on the PO Number (starting with). After entry of a full or partial Purchase Number, **push the search button** and the new invoice selection will be displayed.



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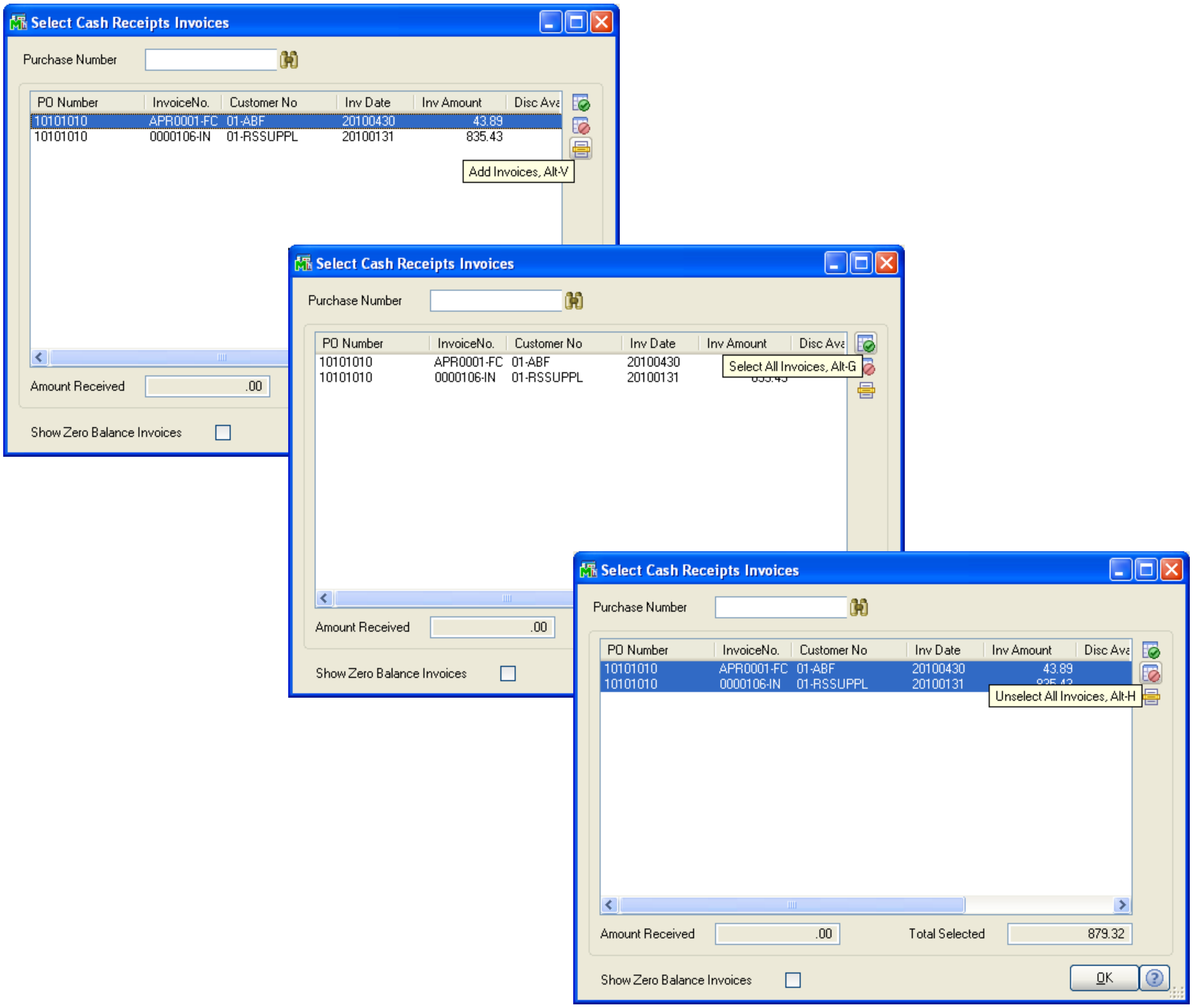
The user may then manually select multiple invoices using the CTRL/Shift keys, highlight an invoice and use the “Add Invoices” button, or use the “Select All” or “Unselect All” buttons.



The OK Button will update the Cash Receipts by Invoice Selection panel with the selected (highlighted) entries.

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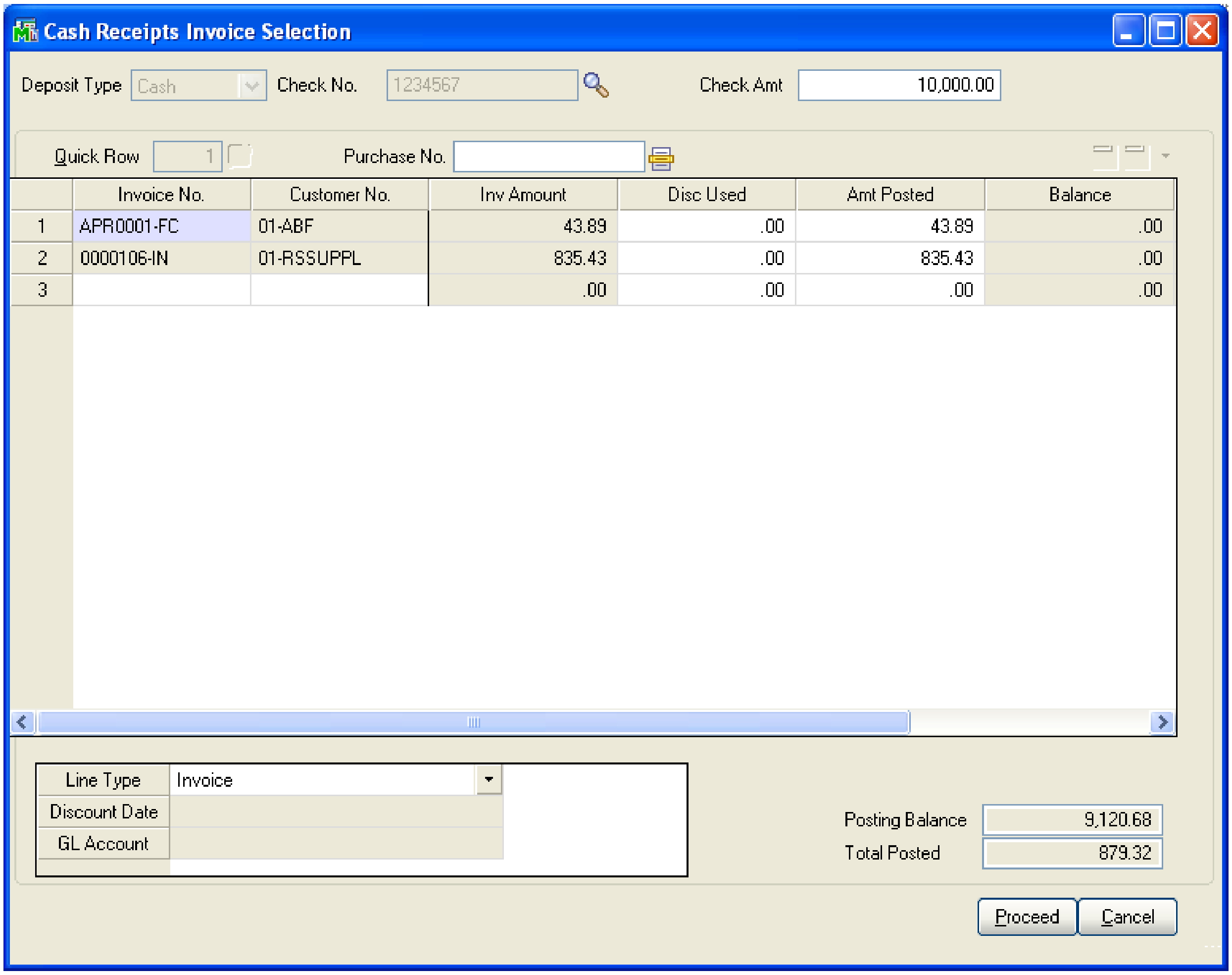

Entries may be added and deleted until all invoices have been selected. Push the **Proceed** button, and the Invoice Selection entries will be written to the Cash Receipts Entry file.

The program then returns to the Cash Receipts Entry screen for the next entry.

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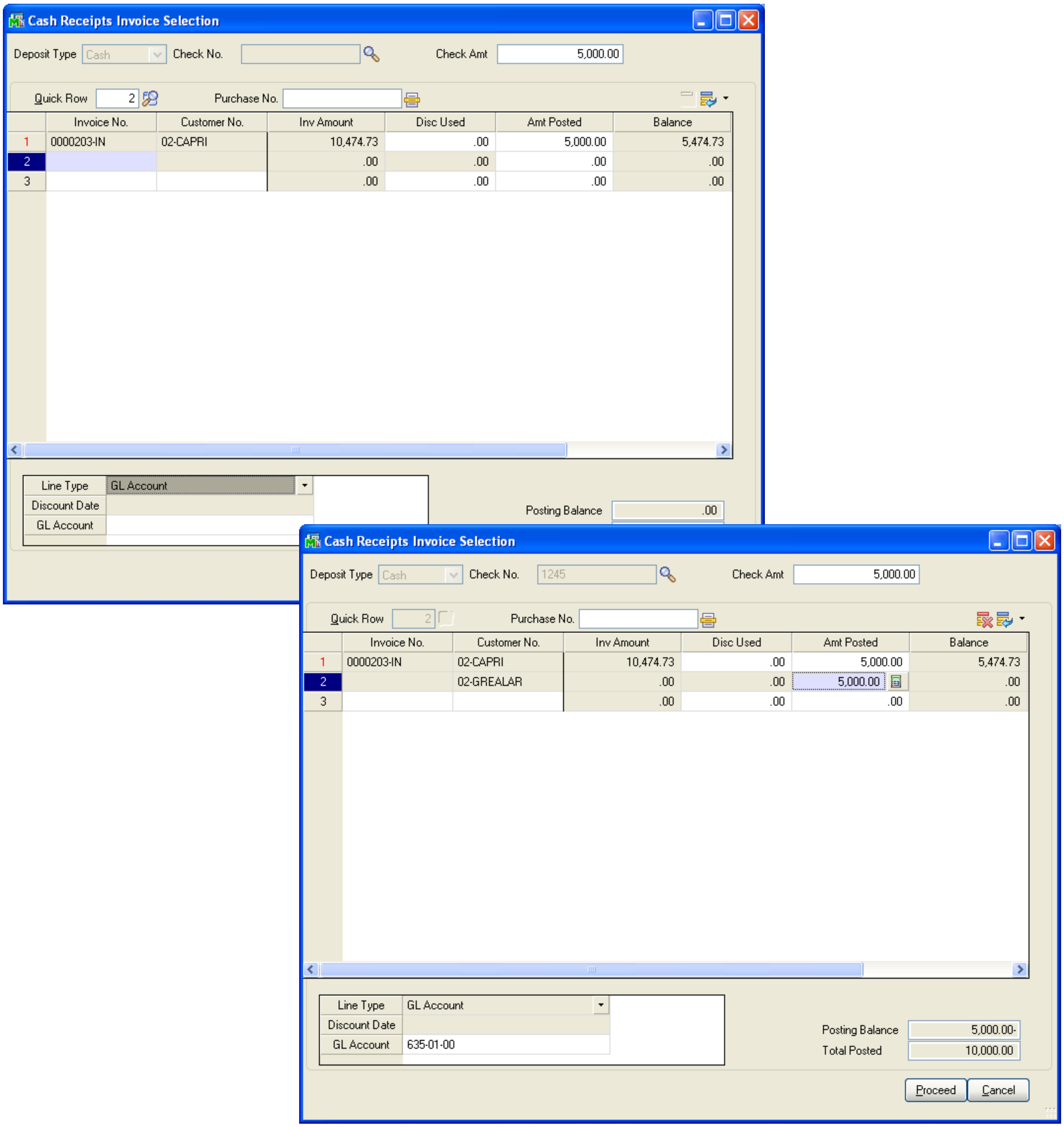
G/L Entry

Cash Receipts posted directly to a G/L Account without an invoice number, may also be entered using ARCR. By changing the Line Type to GL Account in the secondary grid, the user may enter a GL Account or use the Lookup to select an account.
After entry of the GL Account, enter a Customer Number and Amt Posted.



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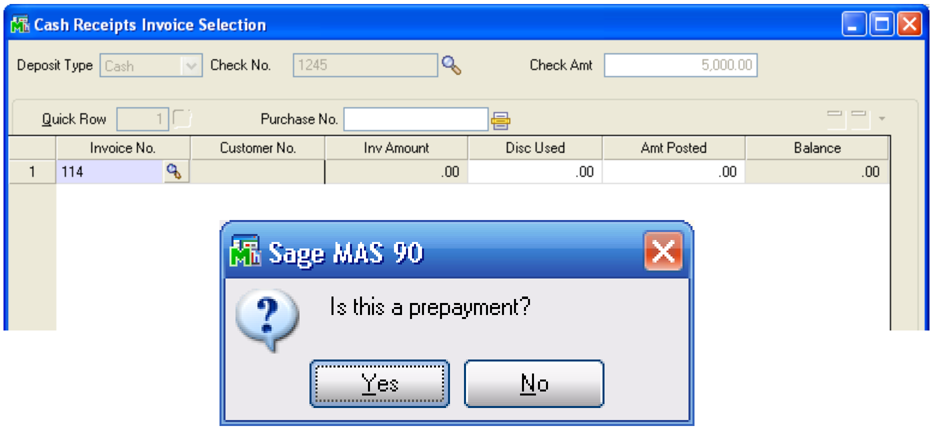
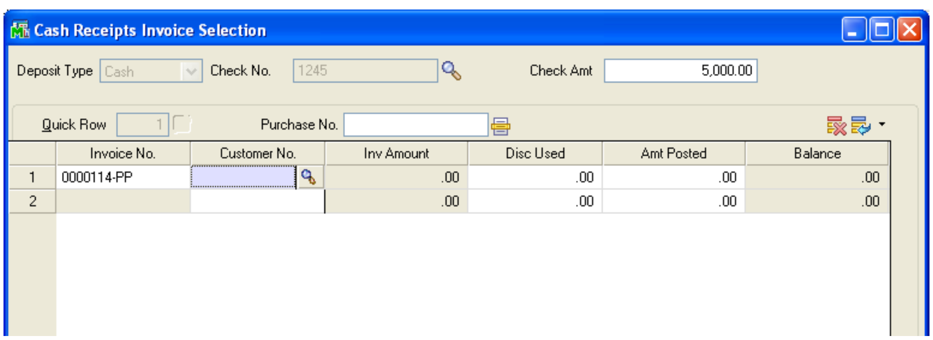
Prepayments

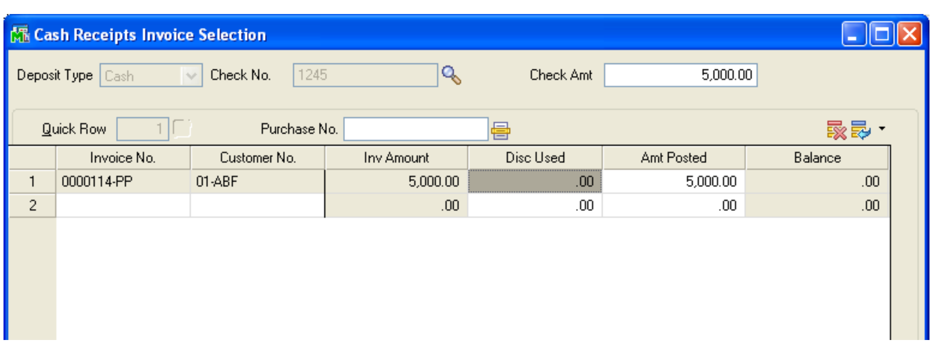
Prepayments may also be entered using ARCR. Manually enter an Invoice number not on file in the Open Invoice file. A dialog box will appear verifying the entry is a prepayment:



Click Yes to add the prepayment to the selection grid, the “PP” suffix will automatically be added to the Invoice number.



Enter the Customer number, and the Invoice Amount and Amount Posted will default to the posting balance. Prepayments can be made for both Open Item and Balance Forward customers:



Section D: What's New

Version 3.71

In version 3.71, Batch Entry has been implemented into the Cash Receipts by Invoice Entry & Update program. Please refer to section C: Batch Entry for a description of this.

Version 4.00

No new features have been added to this release.

Version 4.05

No new features have been added to this release.

Version 4.10

In version 4.10, ARCR has been completely re-written to a GUI format and incorporated into Standard Cash Receipts entry.

Version 4.20

No new features have been added to this release.
Version 4.30
A new feature allowing selection of invoices by Customer PO No. has been added to this release.

Version 4.40, 4.50, 5.00, 5.10, 5.20, 6.20

No new features have been added.

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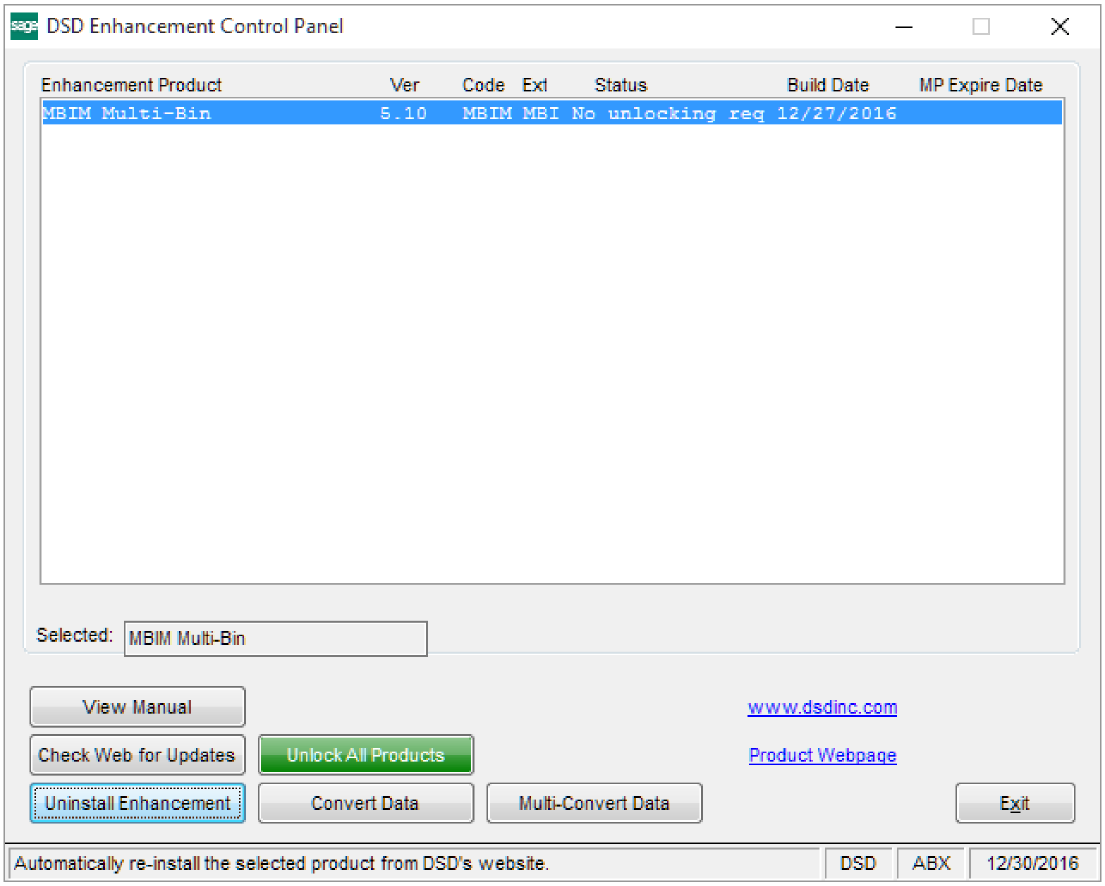
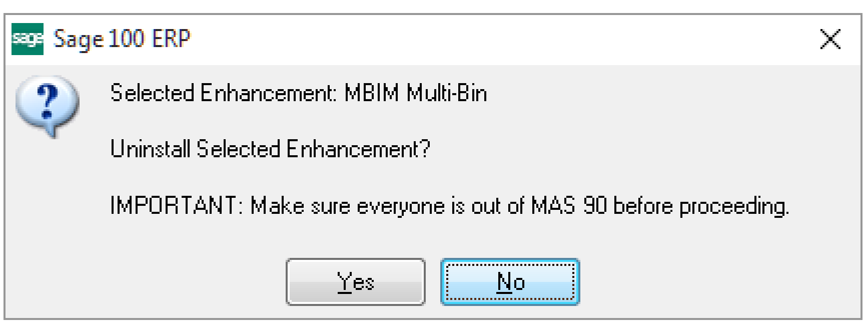
Section E: Uninstall DSD Enhancements

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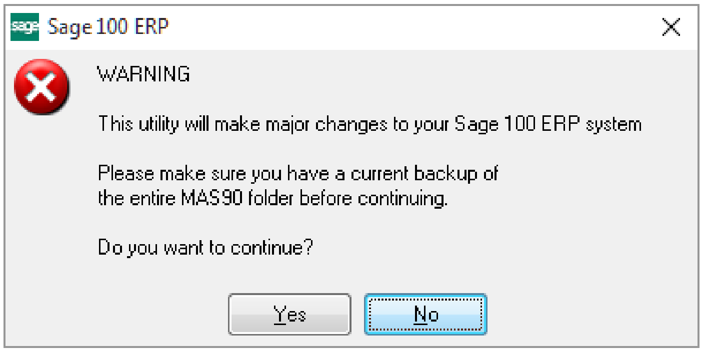
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



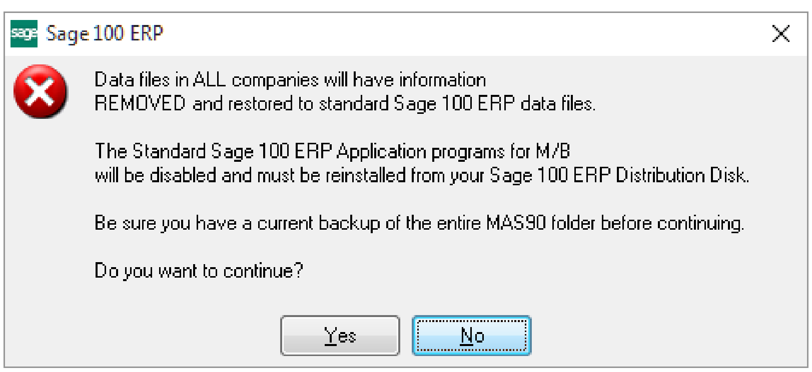
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

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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).