



# **DSD Business Systems**

**Sage 100 Enhancements**

**ARDR**

**A/R Deferred Revenue Posting**

**Version 6.20**



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A/R Deferred Revenue Posting User's Manual  
Version 6.20

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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*

ARDR A/R Deferred Revenue Posting:

<http://www.dsdinc.com/enh/pages/ARDR.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/R Deferred Revenue Posting Features***

This enhancement allows future Revenue and Deferred Postings to the General Ledger to occur during the A/R Invoice Update. A/R Invoice Data Entry has been enhanced to have two new fields: Number of Months and Start Date. When these field values are entered by the user, future postings will occur on the same day each month, for the number of months specified, for each Miscellaneous Line Item that has a Deferred Revenue Account setup in Miscellaneous Item Maintenance.

During A/R Invoice Update, if a Deferred Revenue Account exists in Miscellaneous Item Maintenance for a Miscellaneous Line Item, then the posting to Revenue that would normally occur is changed to post to Deferred Revenue, for the Posting Date. Future postings are then created as follows:

**Debit to the Deferred Revenue Account for that Item as set up in Miscellaneous Item Maintenance.**  
**Credit to the Revenue Account for that Item as set up in Miscellaneous Item Maintenance.**

The amount posted for the “future” Debit and Credit are the Line Extension divided by the Number of Months.

This enhancement is beneficial to companies that sell Support Contracts or Maintenance Plans. The objective is to credit the overall Contract/Plan amount to Deferred Revenue for the Posting Date, and then credit Revenue and debit Deferred Revenue in future months.

This product works best when there is a dedicated Miscellaneous Item for Support Contracts or Maintenance Plans set up with a Deferred Revenue Account.

A new History file has been created that is posted to when each “future” G/L Posting is posted. This file contains one record for Year/Month/ItemCode/InvoiceNumber/Sequence. This allows a Crystal Report to be created to report deferred revenue forecasting.

## 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/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.

**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: Setup

### Miscellaneous Item Maintenance

Miscellaneous Item Maintenance has been modified to include a new G/L Account Field for Deferred Revenue postings as well as a field for Contra Revenue Postings.

**Note:** If a Deferred Revenue Account is not assigned to an Item Code, it will not post to deferred revenue.

**Note:** The Contra Revenue Account is optional. If there is no account assigned for Contra Revenue Deferred Revenue postings will still occur. If a Contra Account is assigned, Contra Revenue postings will be made in addition to the Deferred Revenue Postings.

Sage Miscellaneous Item Maintenance (ABC) 10/27/2016

Item Code: DEF REV

Item Type: Charge

Description: Deferred Revenue

1. Main | 2. Accounts | 3. History

G/L Accounts

Sales Account	400-01-00	Distribution sales (history)
Cost of Goods Account		
Inventory Account		
Purchases Account	195-00-00	Software costs (net)
Deferred Revenue Account	260-00-00	Deferred Revenue
Contra Revenue Account	470-00-00	Contra Revenue

Accept Cancel Delete ?

**Section D: System Operations****A/R Invoice Data Entry**

Two new fields have been added to the Totals Panel in A/R Invoice Data Entry: **Number of Months** and **Start Date**.

The screenshot shows the 'A/R Invoice Data Entry (ABC) 6/6/2014' window. At the top, there are fields for 'Invoice Number' (0100059-IN) and 'Batch' (00002). Below these are buttons for 'Customer...' and 'Credit...'. The main area has four tabs: '1. Header', '2. Lines', '3. Totals', and '4. Credit Card'. The '3. Totals' tab is active. It contains two panels. The left panel has fields for 'Taxable Amount' (.00), 'Nontaxable Amount' (600.00), 'Freight' (.00), 'Sales Tax' (.00), and 'Invoice Total' (600.00). The right panel has fields for 'Amount Subject to Commission' (600.00), 'Commission Rate' (10.000 %), and 'Commission Amount' (60.00). Below these panels is a 'Tag Detail...' button. At the bottom right, there are fields for 'Number Of Months' (3) and 'Start Date' (6/9/2014). The bottom of the window has buttons for 'Quick Print...', 'Recalc Tax', 'Accept', 'Cancel', and 'Delete'.

If these fields are left <blank> by the user, then no deferred postings will occur.

If the user enters values into these fields, the A/R Invoice Update will post **additional postings** for each Item Line that has an associated Deferred Revenue Account set up.

**A/R Sales Journal Update – G/L Postings**

If the user enters values into the **Number of Months** and **Start Date** fields on an Invoice, the A/R Invoice Update will post **additional postings** for each Regular Item Line.

The “standard” General Ledger posting will still be posted: a debit to A/R and Cost of Goods, and a credit to Inventory and Sales. The account posting to Sales comes from the Sales Account in Miscellaneous Item Maintenance. If you also have an account set up for **Deferred Revenue** in Miscellaneous Item Maintenance, then the amount posted to this account will be the full Extension of the Invoice Line. All of these postings will post on the date that you have set for the Posting Date.

The “Additional/Future” postings will start based on the **Start Date** field on the invoice, and will reoccur on the **same day** each month following based on the **Number of Months** field on the invoice. The accounts that are posted to are as follows:

Debit to the Deferred Revenue Account for that Item Code  
Credit to the Sales Account for that Item Code

The amount posted for the “future” Debit and Credit are the Line Extension divided by the Number of Months.

**For example:** You create an invoice with one line item for \$600, and you enter 6 as the Number of Months and the Start Date is 2/1/2016. The Posting Date is 1/15/2016. The Cost on that item is \$250.

Here is the standard posting that will occur for 1/15/2016:

Posting Date	Account	Description	Debit	Credit
1/15/2016	1200-000	Accounts Receivable	600.00	
	2400-000	Deferred Revenue		600.00
	1200-000	Cost of Goods Sold	250.00	
	2400-000	Inventory		250.00

The additional postings are as follows:

Posting Date	Account	Description	Debit	Credit
2/1/2016	2400-000	Deferred Revenue	100.00	
	4000-000	Revenue/Sales Account		100.00
3/1/2016	2400-000	Deferred Revenue	100.00	
	4000-000	Revenue/Sales Account		100.00
4/1/2016	2400-000	Deferred Revenue	100.00	
	4000-000	Revenue/Sales Account		100.00
5/1/2016	2400-000	Deferred Revenue	100.00	
	4000-000	Revenue/Sales Account		100.00
6/1/2016	2400-000	Deferred Revenue	100.00	
	4000-000	Revenue/Sales Account		100.00
7/1/2016	2400-000	Deferred Revenue	100.00	
	4000-000	Revenue/Sales Account		100.00

Note that the Amounts posted are the Extension (\$600) divided by the Number of Months (6) and that the Posting Dates are on the **same day** in each subsequent month.

NOTE: The same Source Journal ("AR") and Batch Number will be used for future postings.

#### **A/R Sales Journal Update – G/L Postings with Contra Account**

If the user enters values into the **Number of Months** and **Start Date** fields on an Invoice and a Contra Account is assigned in the Miscellaneous Item Maintenance, the A/R Invoice Update will post **additional postings** for each Regular Item Line and will also post additional posting for the Contra Account as well.

**For example:** You create an invoice with one line item for \$600, and you enter 6 as the Number of Months and the Start Date is 2/1/2016. The Posting Date is 1/15/2016. The Cost on that item is \$250.

Here are the postings that will occur when the Contra Account is also defined :

Posting Date	Account	Description	Debit	Credit
1/15/2016	1200-000	Accounts Receivable	600.00	
	4000-000	Revenue/Sales Account		600.00
	4700-000	Contra Revenue	600.00	
	2400-000	Deferred Revenue		600.00
	1200-000	Cost of Goods Sold	250.00	
	2400-000	Inventory		250.00
1/15/2016	2400-000	Deferred Revenue	100.00	
	4700-000	Contra Revenue		100.00
2/15/2016	2400-000	Deferred Revenue	100.00	
	4700-000	Contra Revenue		100.00
3/15/2016	2400-000	Deferred Revenue	100.00	
	4700-000	Contra Revenue		100.00
4/15/2016	2400-000	Deferred Revenue	100.00	
	4700-000	Contra Revenue		100.00
5/15/2016	2400-000	Deferred Revenue	100.00	
	4700-000	Contra Revenue		100.00
6/15/2016	2400-000	Deferred Revenue	100.00	
	4700-000	Contra Revenue		100.00

***A/R Sales Journal Update – posting to a new History File***

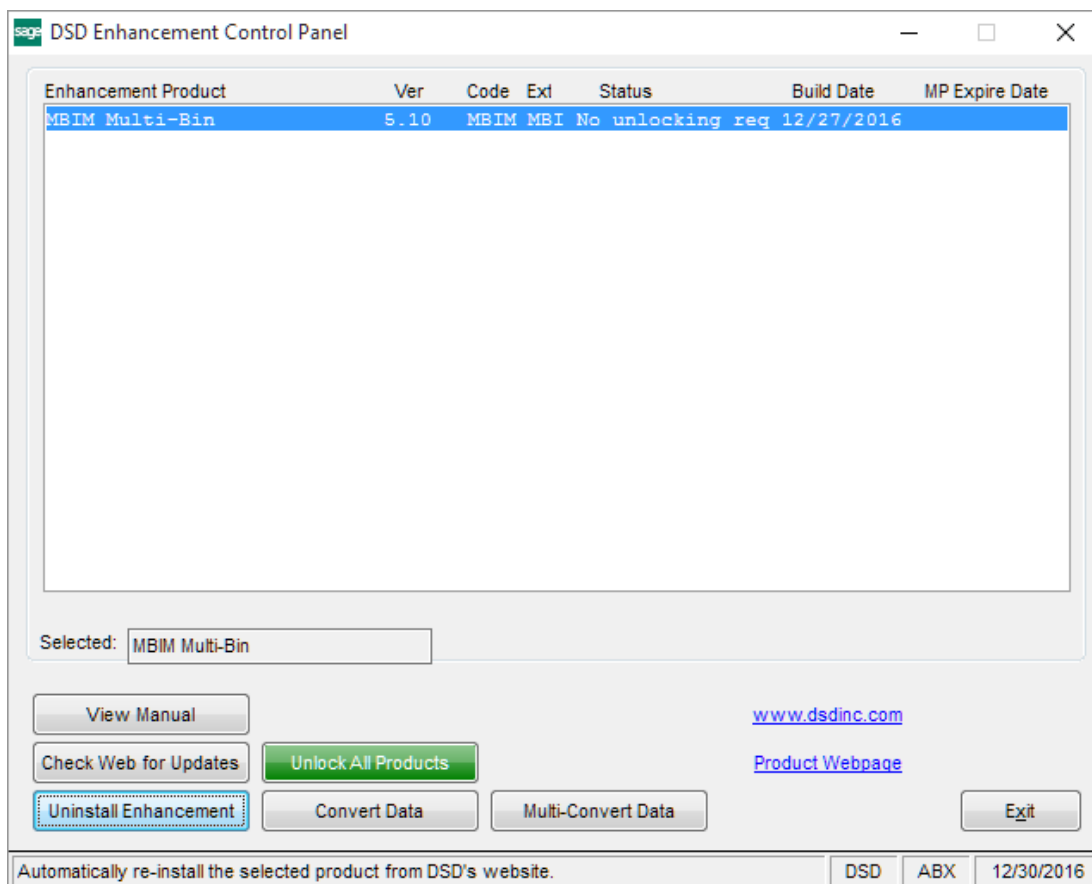
Below is the Data Dictionary for the new **AR234\_ODR\_InvoiceHistory** file:

- I. New Data File and Data Dictionary – AR234\_ODR\_InvoiceHistory**
  - a. Year – 4-char (key)
  - b. Month – 2-char (key)
  - c. ItemCode -30 char (key)
  - d. InvoiceNo – 7 char (key)
  - e. HeaderSeqNo – 6-char (key)
  - f. Quantity - numeric
  - g. RevenueAmt - numeric

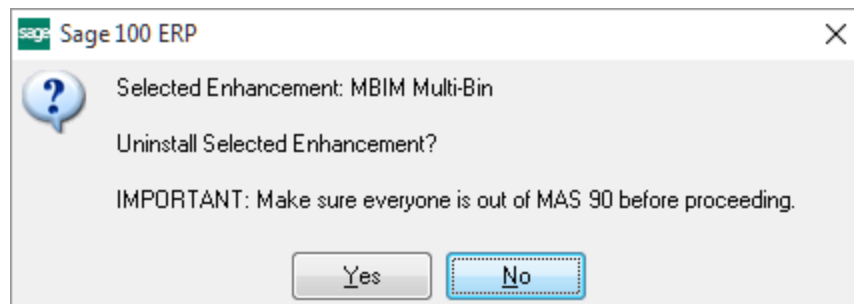
As each Revenue posting occurs, a record will be written to this new data file. This file can be used in a Crystal Report to produce information about Deferred Revenue.

## 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.

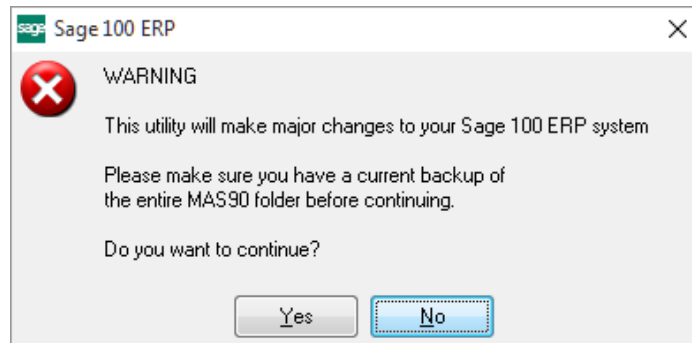


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



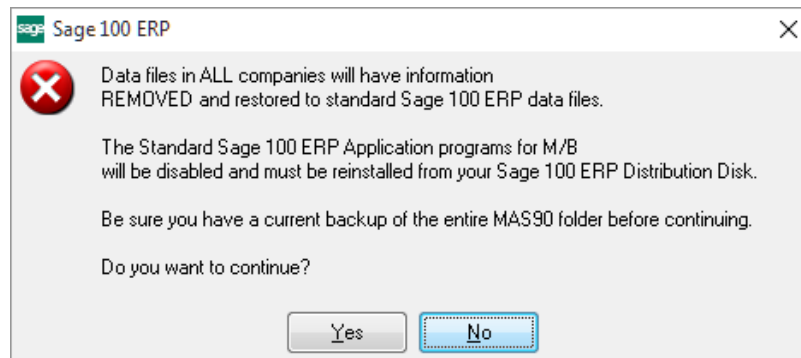
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

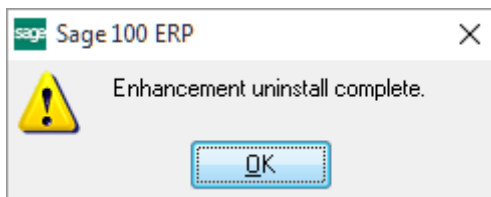
The following message box will appear, displaying the final warning message.



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).