# DSD Business Systems

Sage 100 Enhancements

## ARIH

## Accounts Receivable Item History

Version 7.40

Accounts Receivable Item History User's Manual
Version 7.40

27 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*

ARIH Accounts Receivable Item History: http://www.dsdinc.com/enh/pages/ARIH.htm

The product web page contains:

> *Product Description*
> *Adobe Acrobat Product Description*
> *Web Links*
> *Current Product Version Table*
> *Product Installation File Download*
> *Product Manual in Word 97 and Adobe Acrobat Formats*
> *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 Item History Features

- Two new tabs have been added to the A/R Customer Maintenance screens. The display's default sort orders are determined by sort options chosen in a new Options menu item, but the information can be sorted by any of the column fields: Inv/Order Date, Invoice/Order No, Source/Type, Item Code, Prod Line, U/M, Quantity, Unit Price or Extension.
- Multiple search options have been added to the new tabs to enable listing by a range of Invoice Dates, Invoice Numbers, Item Codes, Product Lines, and Job Numbers (if Job Cost is installed).  A total of all items in a range displayed.
- Order/Invoice drill-downs are also available.
- Listing can be from A/R, S/O or J/C Line Item information if these modules are installed on your system.  One can include or exclude Miscellaneous Line Items, or display only Misc. Items.

## Reports

Reports are not modified.

# 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 Master 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.**

- **Do not install this Enhancement on MAS SQL Systems.**

## Required Levels

| SAGE 100 Module | Module Required | Required Level |
|---|---|---|
| A/R | Y | 7.40 |
| S/O | Y | 7.40 |
| J/C | 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 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.*
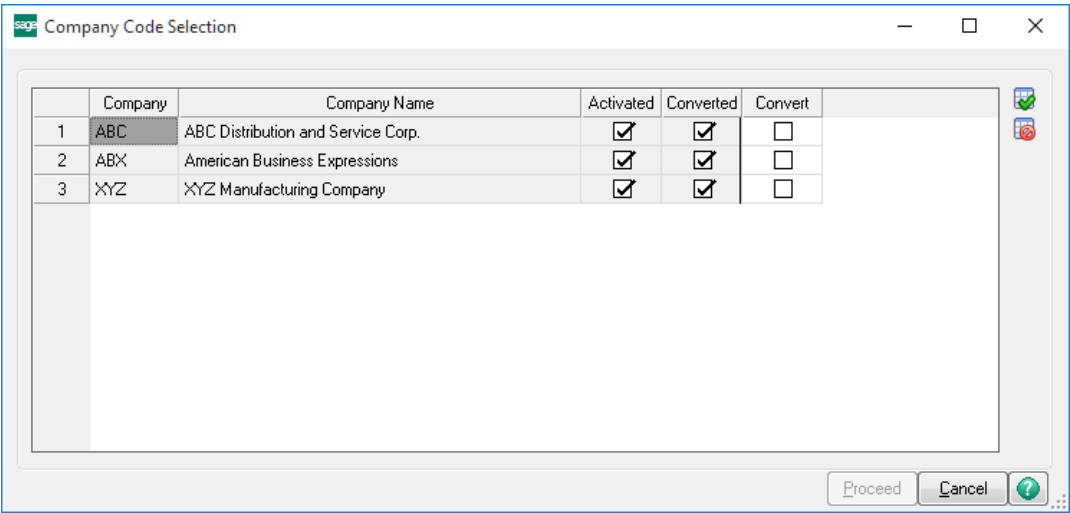
**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

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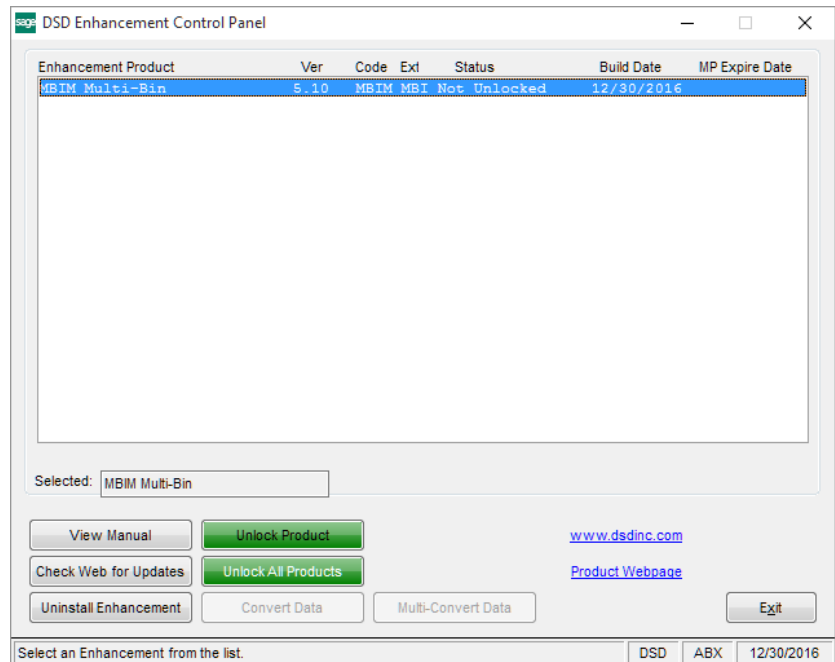
**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)

| | Company | Company Name | Activated | Converted | Convert | |
|---|---|---|---|---|---|---|
| 1 | ABC | ABC Distribution and Service Corp. | ☑ | ☑ | ☐ | |
| 2 | ABX | American Business Expressions | ☑ | ☑ | ☐ | |
| 3 | XYZ | XYZ Manufacturing Company | ☑ | ☑ | ☐ | |

Company Code Selection — Proceed   Cancel

**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.
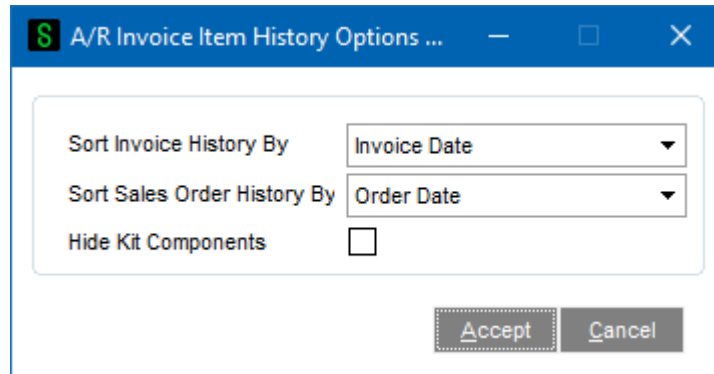
**Get Adobe Acrobat:** Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

**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

A new setup program will be added to the A/R Setup menu, "A/R Invoice Item History Options", that will allow the user to control the order of display for the new tabs.



**Sort Invoice History By** : This drop box has two sort options: Invoice Date and Item Code. **Invoice Date** will sort by Invoice Date, Invoice Number, then Invoice Line Number. **Item Code** will sort by Item Number, Invoice Date, then Invoice Number.

**Sort Sales Order History By:** This drop box has two sort options: Order Date and Item Code. **Order Date** will sort by Order Date, Order Number, then Order Line Number. **Item Code** will sort by Item Number, Order Date, then Order Number.

**Hide Kit Components:** If this checkbox is selected, then the Order/Invoice History component lines will not be displayed.

# Section D: System Operations

*A/R Item History* helps Customer Service Representatives that use A/R Customer Inquiry or Maintenance.

Two new tabs have been added to Customer Maintenance/Inquiry: **Item History** and **Order Items**. The line items ordered by and sold to a Customer will be displayed, allowing the representative to "re-quote" frequently used items.

For A/R Invoices, Sales Codes are displayed. For S/O Orders/ Invoices, Inventory Items are displayed. If J/C is installed, Job Invoices are displayed.

Orders/Invoices displayed are defaulted to sorting by the option selected for each tab, but can be sorted by any of the displayed columns.

## Item History Search

The Item History Search dialog can be accessed by clicking the search button (shown on the left) on the Item History list panel (see above). This dialog allows searching on a number of fields in the Item History file. Selection criteria includes: Order/Invoice Date, Order/Invoice Number, Item Code, Product Line, and Job Number (if Job Cost has been installed).

The Item search can be limited to A/R, S/O or J/C only. Miscellaneous Line Items can be included or excluded, or only these items can be displayed.

When an item is selected in the Item History list box, the drill-down button accesses the entire invoice of the selected item. This behavior is the same as the Standard SAGE 100 Invoice drill-down programs in A/R.

When an item is selected in the Order Item list box, the drill-down button accesses the entire order of the selected item.

## 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.
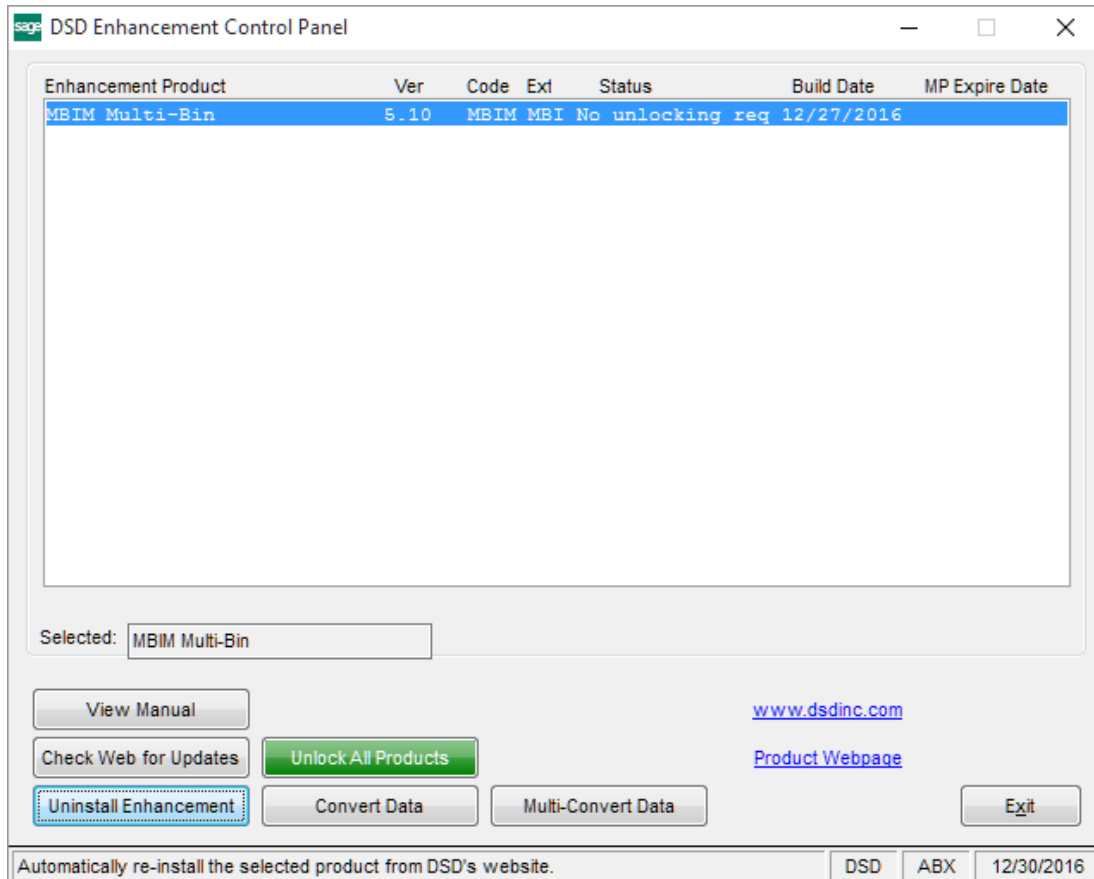


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button.  The following message box will appear:
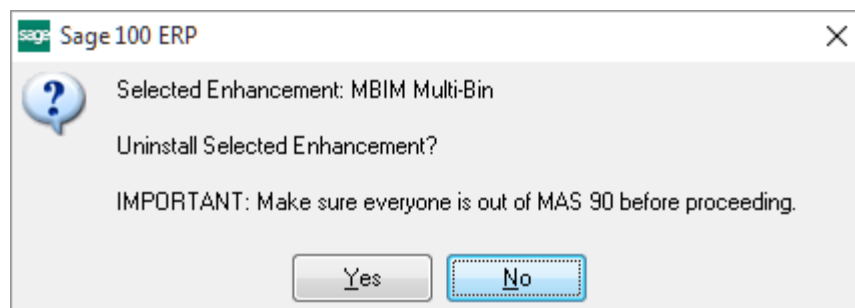


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
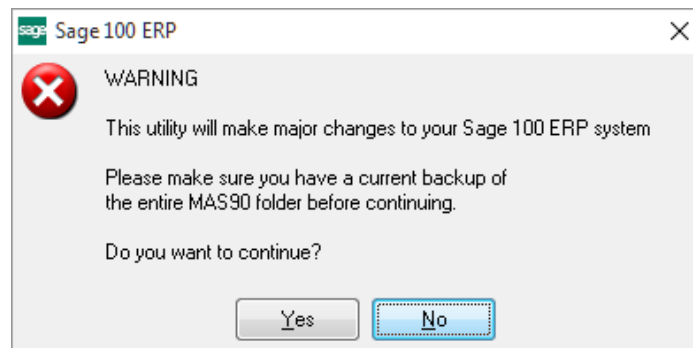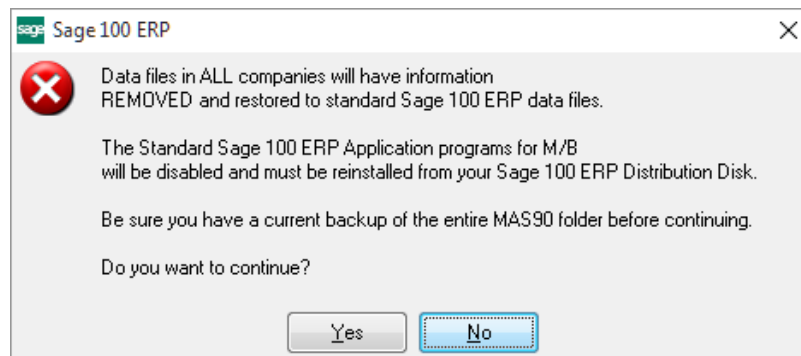


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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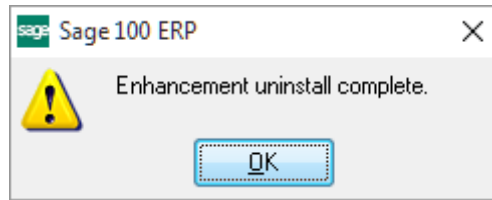
Now that the Uninstall process is completed, you must:

- 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).