

# **DSD Business Systems**

Sage 100 Enhancements

**P086**

**Invoice Creation in S/O from P/O Receipts**

PO-1086

Version 7.00



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Invoice Creation in S/O from P/O Receipts User's Manual  
Version 7.00

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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*

P086 Invoice Creation in S/O from P/O Receipts:

<http://www.dsdinc.com/enhancement/po-1086-invoice-creation-in-so-from-po-receipts>

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.

### ***Invoice Creation in S/O from P/O Receipts Features***

This DSD Extended Solution allows you to automatically create Sales Order Invoices from Purchase Order Receipts.

This product is used in conjunction with the “Enable Purchase Order Generation from Sales Order Entry” function that can be enabled in Purchase Order Options.

Additional functionality exists if the Custom Office module is activated or Extended Solution SO-1250, *Automatic Next Order/Invoice Number by Division* installed.

## 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
P/O	Y	7.00
S/O	Y	7.00

### 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

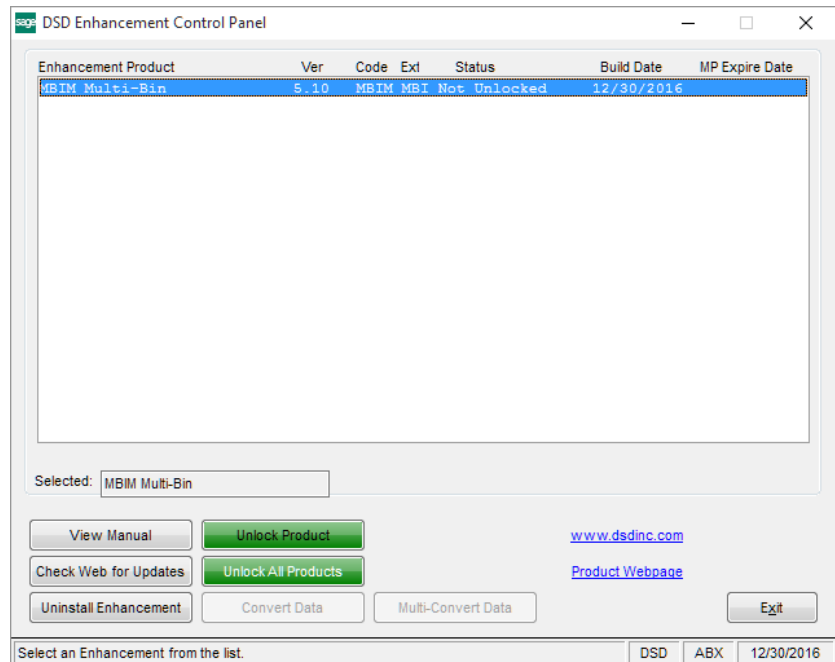
"MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

**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.*

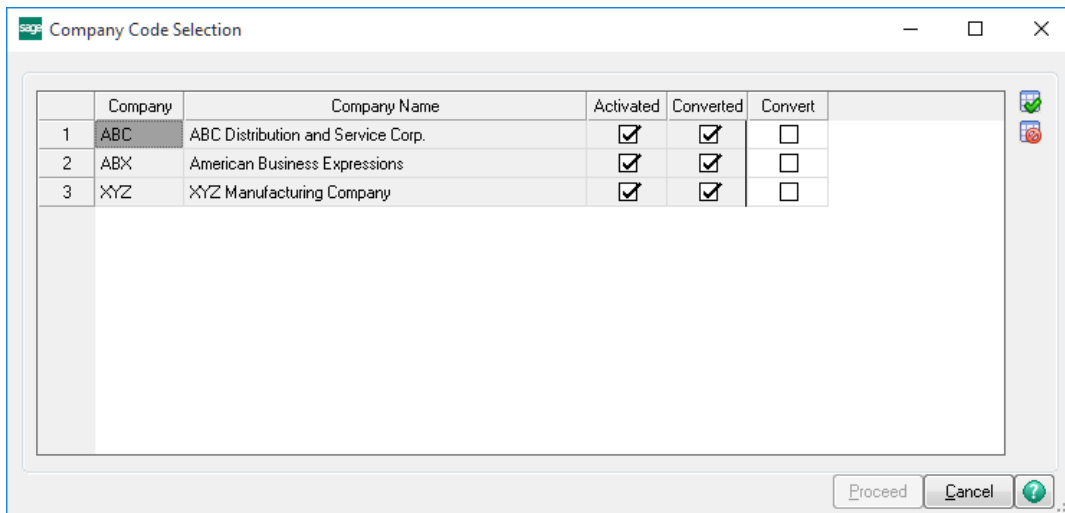
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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

---

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Purchase Order Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

Answer the following prompts:

**Ship Received Quantity:** If you check this box, each item’s S/O Invoice Qty Shipped will be set to the corresponding P/O line’s Quantity Received even if the Quantity Received exceeds the Quantity Ordered on the Sales Order. Leave this box unchecked to allow only up to the Sales Order Quantity Ordered in the S/O Invoice Quantity Shipped field.

**Vendor Name in S/O Invoice Comment:** Check this box to include the Vendor Name in the S/O Invoice Header Comment Field when S/O Invoices are created.

**Transfer Receipt Header C/M UDFs To Invoice:** Check this box to default like-named S/O Invoice Custom Office UDFs from their P/O Receipt History UDF counterparts after all other defaulting has been completed.

**Transfer Unit Cost To Unit Price:** Check this box to override the Unit Price on the Sales Order Invoice with the Purchase Order Unit Cost value referenced for the item on the Receipt.

**Create Invoices For Receipt Of Goods Only:** Check this box to create Sales Order Invoices only from Receipt Of Goods, with or without an Invoice Number. Leave this unchecked to create Sales Order Invoices only from ROG with an Invoice Number, or from Receipt of Invoice.

If you checked 'Create Invoices for ROG Only' you will have access to the following option:

**Create Invoices Only For Entries With Invoice No:** Check this box to restrict S/O Invoice creation to ROG Entries which reference an Invoice Number.

**Invoice Date:** Select one of the following for the default Sales Order Invoice date

- System Date
- PO Delivery Date = the Required Date on the Purchase Order Header
- ROG Required Date = the Required Date on the Receipt Header.

**Calculate Freight by:** Select one of the following for the default S/O Invoice freight

- Sales Order Freight Charge - will default from the Sales Order's Freight field
- Purchase Order Freight Charge - will default from the Purchase Order Receipt's Freight field. This option will not be available if integrated with PO-1164.
- S/O Invoice Freight Charge - will calculate freight in the same manner as Sales Order Invoice entry does.

If you selected 'Purchase Order Freight' for the Calculate Freight By,' you will have access to the following option.

**Ship via Code to Not Include Freight:** Specify the Purchase Order Ship Via Code which designates that the freight charges should NOT be transferred to the Sales Order Invoice.

**Sales Order Status:** Check the appropriate Order Statuses (New, Open, Hold, and/or Closed). Invoices are not created for Orders that do not have a status matching one entered here.

Answer the following prompts in Tab 2 of the Setup Option screen:

**S/O Invoice C/M UDF To Hold Invoice Number:** Enter a 10-character, uppercase string Custom Office UDF to hold the Invoice Number from Receipt Of Goods. This option is only available if the 'Create Invoices for Receipt Of Goods Only' is not checked.

**P/O Header C/M UDF To Hold 'Ship Via':** Enter a 15 character, uppercase string Purchase Order Custom Office Header UDF to contain the Ship Via, to be used on an Invoice if valid.”

**S/O Line C/M UDF that Holds Item Attribute:** Enter a multi-line string Sales Order Line Custom Office UDF which contains the item attribute. You should have a Purchase Order Receipt Line Custom Office UDF of the same name and attributes. It will be used to match the PO Receipt line to the Sales Order line when there are duplicate items on the order.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

**Role Maintenance**

The following Task has been added to Purchase Order, Reports/Forms:

- Invoice Creation Register

Please review your security setup in Role Maintenance and make appropriate changes.

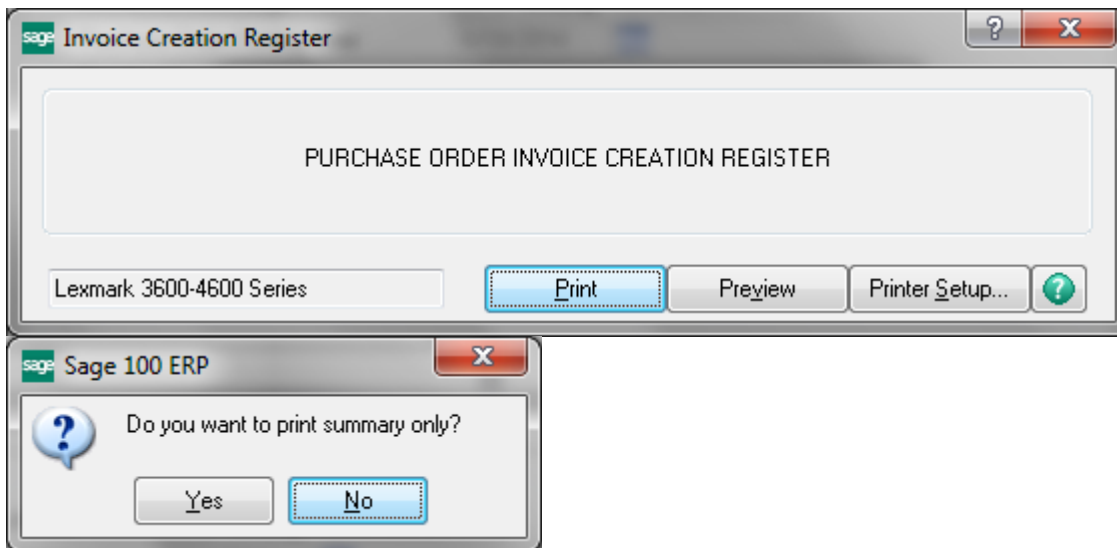
## Section D: System Operations

### **Purchase Order Generation from Sales Order Entry**

The “Purchase Order Generation from Sales Order Entry” checkbox in Purchase Order Options must be checked in order for Purchase Orders to be created from Sales Orders during Sales Order Entry. When Purchase Orders are created, each PO Line will have the Sales Order Number set as a field, and that field is used to create S/O Invoices during P/O Receipts.

### **P/O Receipts Update**

During Purchase Order Receipt Update, a file is created that stores the information needed to create Sales Order Invoices. Population of this file is based on when you specified to have S/O Invoices created, only from ROG, only from ROG with an Invoice and from ROI, or only from ROG with an Invoice. You will be prompted to print the Invoice Creation Register after updating the Receipt Register. It can be printed in Detail or Summary. It will list in Receipt order, all of the sales orders which will have Invoices created.



\*\*During the P/O Daily Receipt Register Update the system will check for a valid Sales Order number in the detail line’s Sales Order Number field. If one exists, PO-1086 will create an S/O invoice for the goods received for that Sales Order.

If you selected Detail, then the register output includes Item Number, Description, P/O Quantity Received, S/O Quantity Ordered, P/O Unit Cost, P/O Extended Cost, S/O Unit Price, S/O Extended

Price, Price/Cost Difference for each sales order along with the Date which will be used for the Sales Order Invoice Date.

ABC DISTRIBUTION AND SERVICE CORP.									
INVOICE CREATION REGISTER									
ITEM NUMBER	ITEM DESCRIPTION	QUANTITY RECEIVED	QUANTITY ORDERED	UNIT COST	EXTENDED COST	UNIT PRICE	EXTENDED PRICE	PRICE/COST DIFFERENCE	
ORDER NO: 0000116 07/21/99									
ARS-9301	ART SPECIALTY BRONZE LAMP	4.00	4.00	115.95	463.80	115.95	463.80	.00	
1001-RCM4R254LK	RCM 4 DRAWER LETTER FILE W/ LCK	3.00	3.00	135.00	405.00	135.00	405.00	.00	
		<b>0000116 TOTAL:</b>			<b>868.80</b>		<b>868.80</b>		
ORDER NO: 0000143 07/21/99									
1001-RCM4R252	RCM 2 DRAWER LETTER FILE W/ O LK	12.00	12.00	78.12	937.44	78.12	937.44	.00	
1001-RCM4R252LK	RCM 2 DRAWER LETTER FILE W/ LCK	14.00	14.00	80.91	1,132.74	80.91	1,132.74	.00	
1001-RCM4R254	RCM 4 DRAWER LETTER FILE W/ O LK	25.00	25.00	117.90	2,947.50	117.90	2,947.50	.00	
1001-RCM4R254LK	RCM 4 DRAWER LETTER FILE W/ LCK	3.00	3.00	135.00	405.00	135.00	405.00	.00	
		<b>0000143 TOTAL:</b>			<b>5,422.68</b>		<b>5,422.68</b>		
		<b>REPORT TOTAL:</b>			<b>6,291.48</b>		<b>6,291.48</b>		

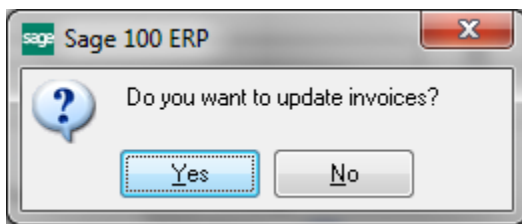
If there is no date (because you selected in Setup to use a particular field and that field is blank) then the value 'BAD DATE' will print on the Register. The sales invoice will still be created; you will need to modify it in order to update it.

ABC Distribution and Service Corp.									
INVOICE CREATION REGISTER									
ITEM NUMBER	ITEM DESCRIPTION	QUANTITY RECEIVED	QUANTITY ORDERED	UNIT COST	EXTENDED COST	UNIT PRICE	EXTENDED PRICE	PRICE/COST DIFFERENCE	
ORDER NO: 0000228 BAD DATE									
LOT	Lot Item	10.00	25.00	3.00	29.99	3.00	122.63	.00	
SERIAL	Serial Item	8.00	10.00	700.00	5,599.99	700.00	13,950.00	.00	
LIFO	LIFO Item	25.00	35.00	750.00	187.50	750.00	481.95	.00	
FIFO	FIFO Item	35.00	50.00	25.65	897.75	25.65	2,772.50	.00	
AVERAGE	Average Item	24.00	38.00	3.57	85.66	3.57	581.06	.00	
STANDARD	Standard Item	16.00	45.00	24.95	399.20	24.95	2,958.75	.00	
		<b>0000228 TOTAL:</b>			<b>7,200.09</b>		<b>20,866.89</b>		
		<b>REPORT TOTAL:</b>			<b>7,200.09</b>		<b>20,866.89</b>		

If you selected Summary, then there will be no item detail. Only the sum of the Purchase Order's quantities and dollars received as well as the sum of the corresponding Sales Order line's quantities and extended prices.

ABC DISTRIBUTION AND SERVICE CORP.								
INVOICE CREATION REGISTER								
ITEM NUMBER	ITEM DESCRIPTION	QUANTITY RECEIVED	QUANTITY ORDERED	UNIT COST	EXTENDED COST	UNIT PRICE	EXTENDED PRICE	PRICE/COST DIFFERENCE
ORDER NO: 0000116	07/21/99							
	0000116 TOTAL:	7 00	7 00		868 80		868 80	
ORDER NO: 0000143	07/21/99							
	0000143 TOTAL:	54 00	54 00		5,422 68		5,422 68	
	REPORT TOTAL:	61 00	61 00		6,291 48		6,291 48	

After the Invoice Creation Register has printed, you will be prompted to create Sales Order Invoices.



If you answer 'Yes', the sales orders detailed on the Invoice Creation Register will be created in Sales Order Invoice Data Entry. If you have batch processing enabled, then you will receive the S/O Invoice Batch prompt. No Invoice is created if the Sales Order referenced on the Receipt is no longer on file. After creation, invoices may be edited, printed, etc. as normal.

If you answer 'No', then no invoices are created. The file will contain the data until updated. You can select to run the Invoice Creation Register from the menu option.

For items that cannot be received via ROG (Drop Ships, /Ms), only Receipt of Invoice will create lines for the Sales Order Invoice.

If you elected to include Items not on Sales Orders then the program will add lines as follows:

- **Inventory Item:** The Quantity Ordered, Quantity Shipped, UOM and WHS will be the same as the corresponding line on the Receipt. The standard MAS 90 MAS 200 pricing calculation determines the Unit Price.
- **Special (\*) Item:** It will copy the Item Description, Quantity and UOM to the S/O Invoice line. The Unit Cost on the Receipt will become the Unit Price on the Invoice. The Unit Cost will be zero. The G/L accounts will default from S/O Setup for Special Items.
- **Misc Charge:** It will copy the Item Number and Item Description from the P/O Receipt regardless of whether it exists in the Accounts Receivable Miscellaneous Item file. The S/O Extended Price will be equal to the P/O Receipt Extended Cost. The G/L accounts for the line will need to be defined manually.
- **Misc Item:** It will copy the Item Number, Item Description, Quantity Ordered, Quantity Shipped and UOM from the P/O Receipt regardless of whether it exists in the Accounts Receivable Miscellaneous Item file. The S/O Unit Price will be equal to the P/O Receipt Unit



Cost. The Unit Cost will be zero. The G/L accounts for the line will need to be defined manually.

- Comment lines are not copied.

If a Receipt is performed in the same batch of subsequent Purchase Orders referencing the same Sales Order, the Items received on the subsequent Receipts increment the Invoice created by the first Receipt. The Vendor Name referenced on the comment line is the first Vendor encountered in the Batch. If you specified an 'S/O Invoice C/M UDF to Hold PO Invoice Number', then it will also contain the first one it encounters in the Batch.

If you checked the 'Transfer Receipt Header C/M UDFs To Invoice' option in Setup, like-named Sales Order Invoice Custom Office UDFs will default from their P/O Receipt History UDF counterparts after all other defaulting has been completed.

If you defined the UDF for 'S/O Line C/M UDF that Holds Item Attribute' during Setup and an item number appears multiple times on the sales order, the program will use the value in this UDF to match up the PO Receipt line and the Sale Order Invoice line.

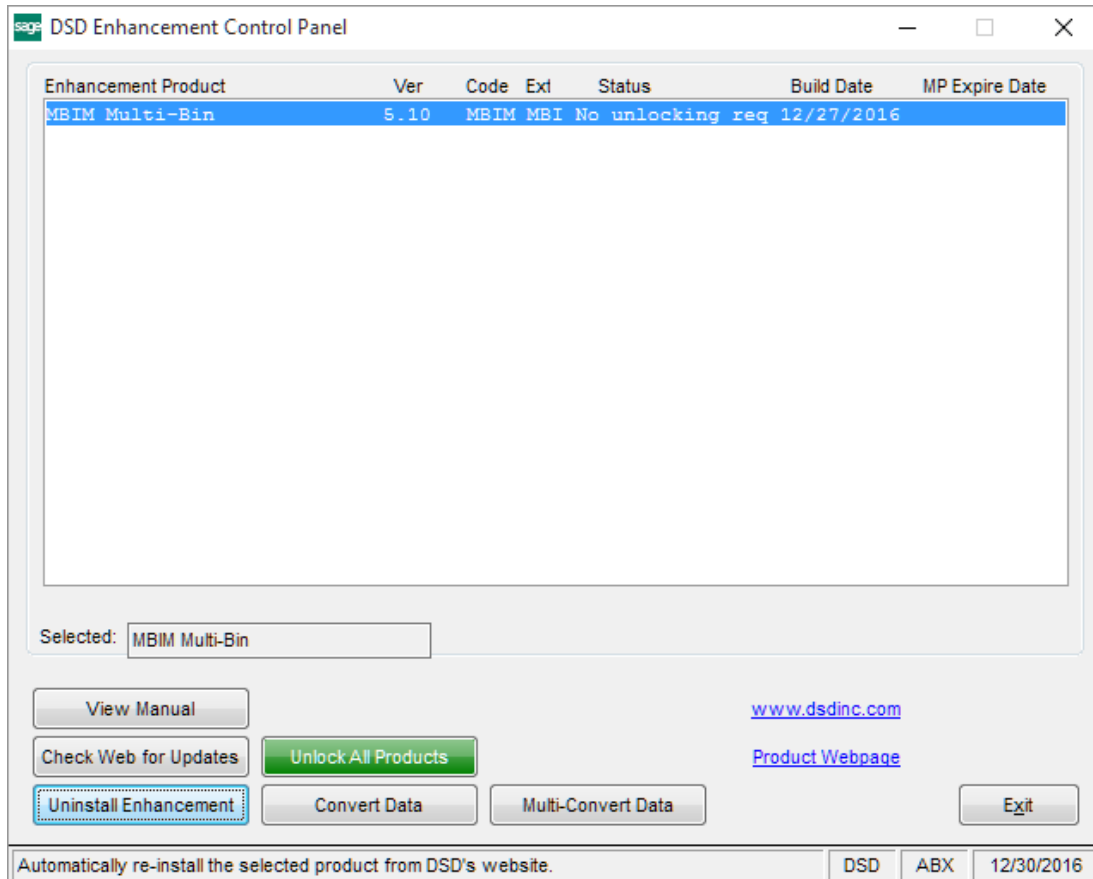
Any Sales Order Line UDFs which have corresponding S/O Invoice Line UDFs will have their values copied to the Sales Order Invoice.

If Lot or Serial valued items are being processed, and you elect to create invoices from ROG, then the Lot/Serial Distribution on the S/O Invoice will contain the same Lot/Serial numbers that were received in Receipt of Goods. If you are creating S/O invoices from ROI, then no auto Lot/Serial Distribution will take place and you will need to perform the distribution manually in S/O Invoice Entry.

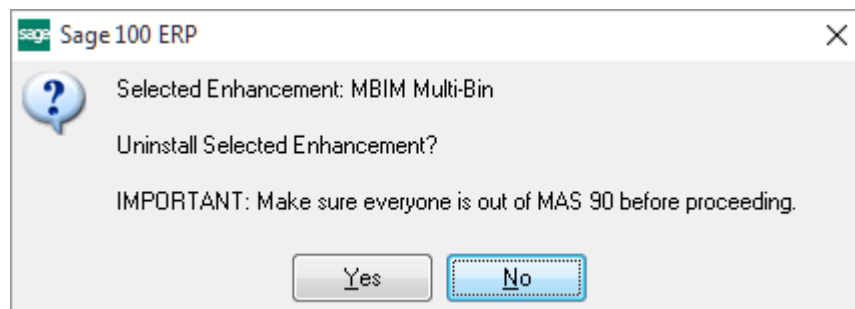
If you have SO-1250, *Automatic Next Order/Invoice Number by Division* installed, PO-1086 will use SO-1250's logic for 'next invoice number' when generating new invoices. The division number that determines the next invoice number comes from S/O Invoice Defaults.

## 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.

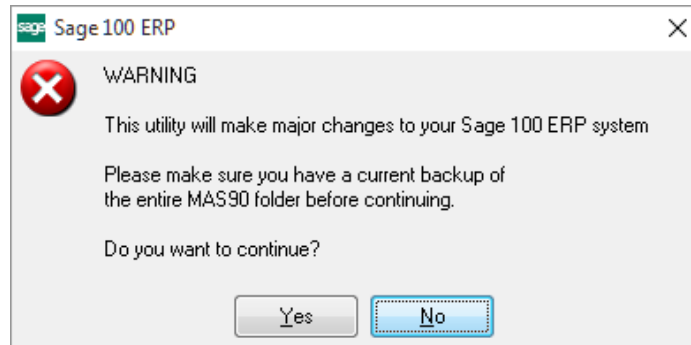


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



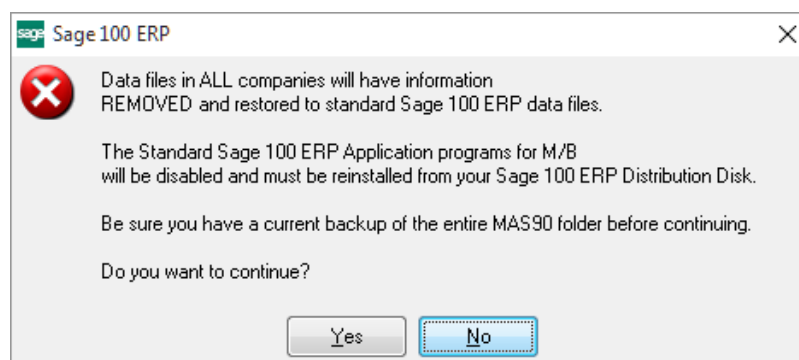
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

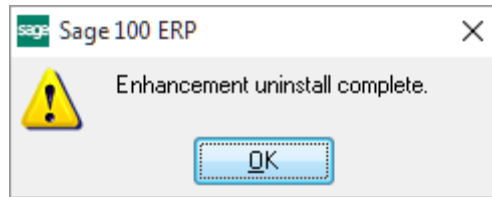
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).