# DSD Business Systems

MAS 90/200 Enhancements

R028

## Minimum Charge Invoice Creation Utility

AR-1028

Version 4.40.PU2

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Minimum Charge Invoice Creation Utility User's Manual
Version 4.40.PU2

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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 MAS 90/200. For instructions on using MAS 90/200, refer to the appropriate MAS 90/200 manual, or call your MAS 90/200 reseller. DSD Business Systems offers excellent MAS 90/200 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*

R028 Minimum Charge Invoice Creation Utility:

**http://www.dsdinc.com/enh/pages/R028.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 MAS 90/200 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.

## *Minimum Charge Invoice Creation Utility Features*

This Extended Solution to the Accounts Receivable module adds a new option to create minimum charge invoices based upon one of three enable options: A/R History, A/R Activity, or the Customer Minimum option. Please refer to the Operations Section for an explanation of each of these options.

You must have the A/R Setup option 'Retain in Detail' set to 'Yes' in order for the A/R History option to function.

****Custom Office is required for this enhancement.**

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# Section B: Getting Started

- **If you reinstall or upgrade one of the MAS 90/200 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.**
- **Do not install this Enhancement on MAS SQL Systems.**

## *Required Levels*

| MAS 90/200 Module | Module Required | Required Level |
|---|---|---|
| A/R | **Y** | 4.40.PU2 |

## *Installation*

1. **Back-up:** Exit all MAS 90/200 sessions. Back-up existing MAS 90/200 data.
2. **Check Levels:** MAS 90/200 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 MAS 90/200 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 MAS 90/200:** MAS 90/200 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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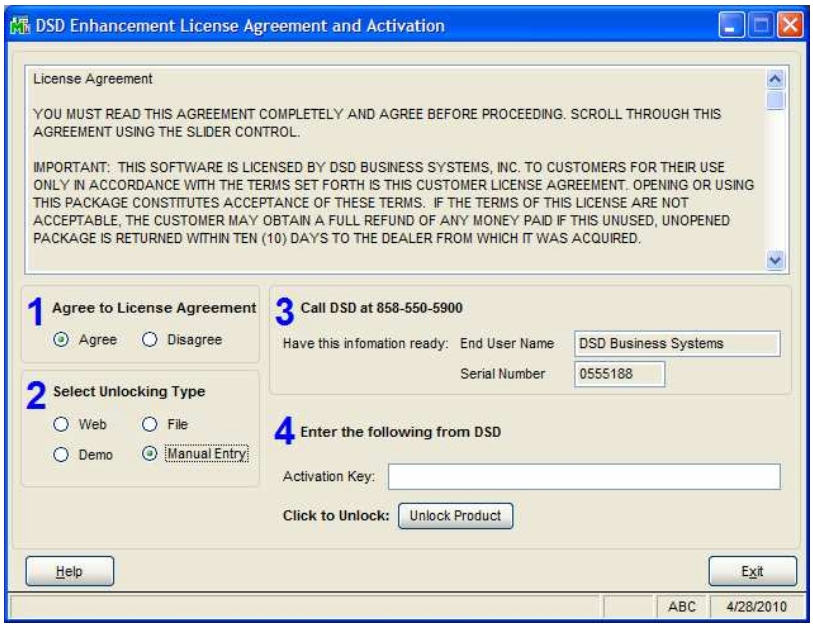
**Web Unlock:** If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *The MAS 90/ 200 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 registration, the Data Conversion window 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.*

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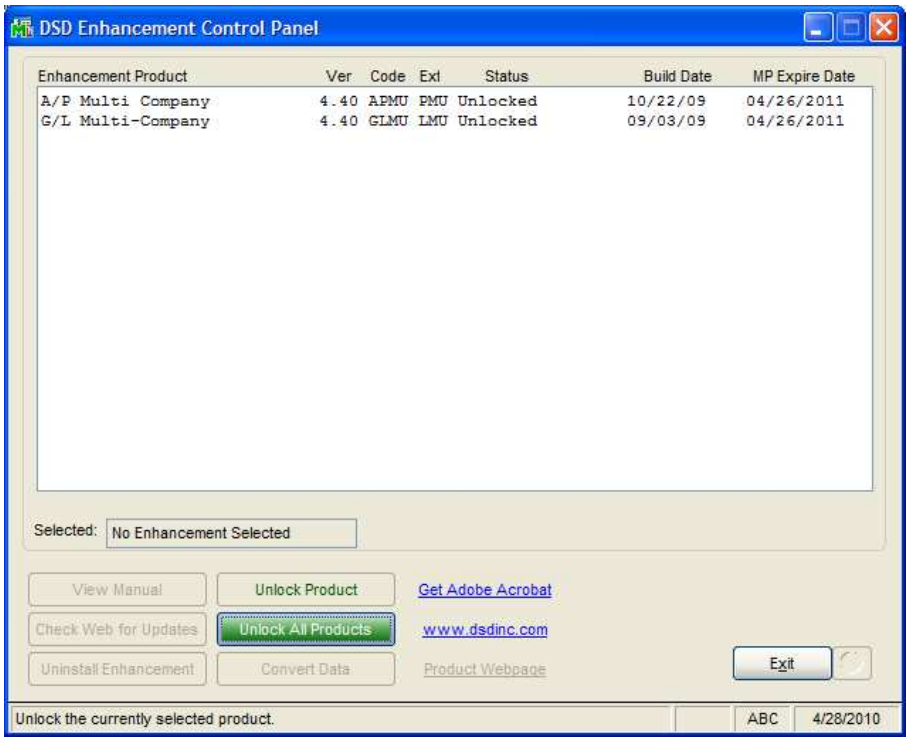
## *DSD Enhancement Control Panel*

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 MAS 90/200 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 MAS 90/200 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 ftp web connection on the MAS 90/ 200 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.*

**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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has only web and file as options to unlock. *This button is never disabled*

**Convert Data:** After verification, the selected Enhancements 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.

**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.

There are also links to the DSD website and the Enhancement page on that site.

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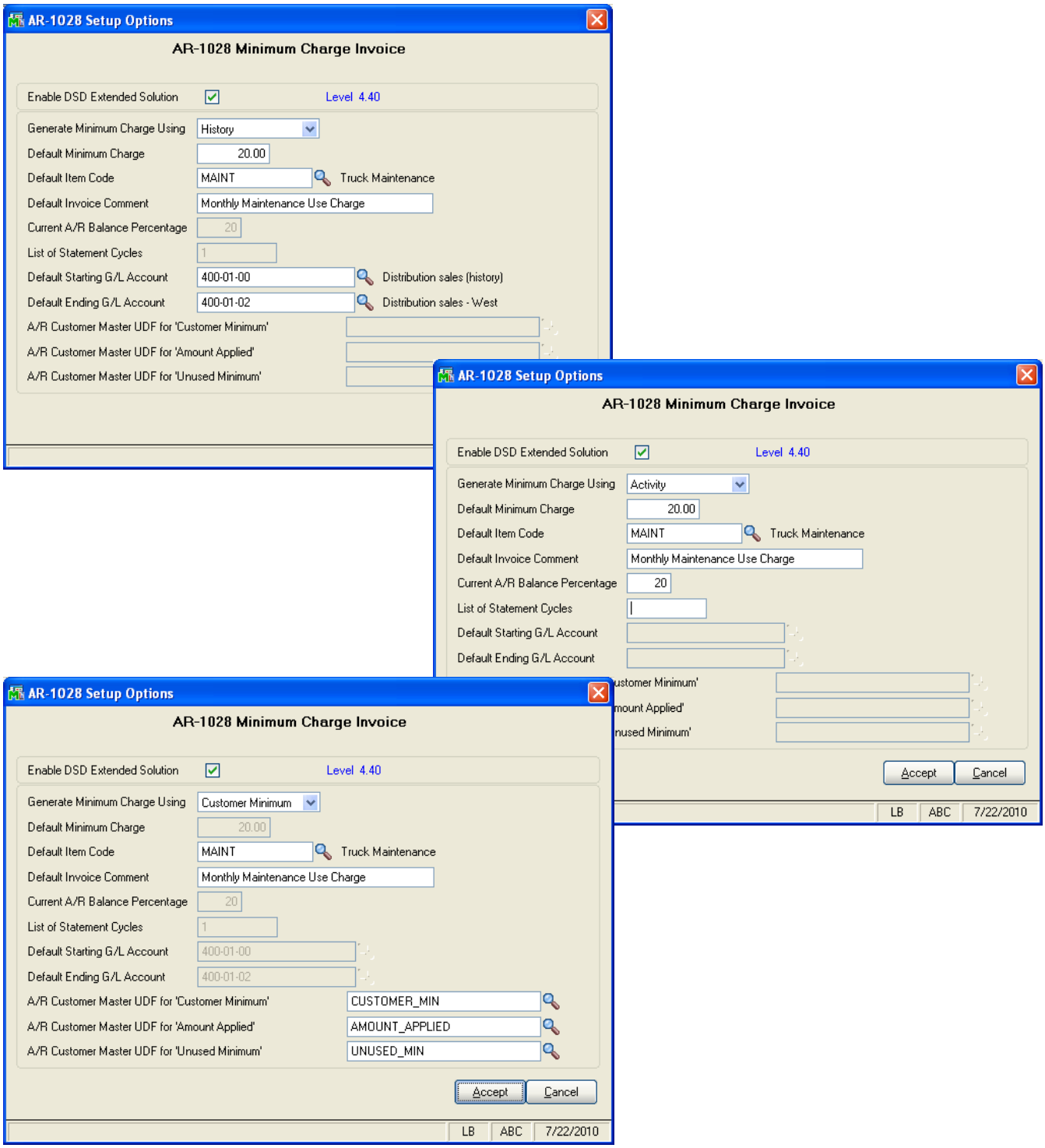
# Section C: Setup

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





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Answer the following prompts:

**Generate Minimum Charge Using:** Select 'A/R History', 'A/R Activity' or 'Customer Minimum.' Customer Minimum is only available if you have the Custom Office module.

**Default Minimum Charge:** Enter the default value for the Minimum Charge.

**Default Item Code:** Specify the Miscellaneous Item Code which will be used to assess the Minimum Charge.

**Default Invoice Comment:** Enter up to 30 characters which will be placed in the AR Invoice Comment field

**Current A/R Balance Percentage:** Only available if you have selected the 'A/R Activity' option. Specify the required percentage.

**List of Statement Cycles:** Only available if you have selected the 'A/R Activity' option. Define a list of Statement Cycles to be included

**Default Starting G/L Account:** Only available if you have selected the 'A/R History' option. Specify the default upper end of the range of Sales Accounts to include.

**Default Ending G/L Account:** Only available if you have selected the 'A/R History' option. Specify the default end of the range of Sales Accounts to include.

**If you have the Custom Office module** and have selected the Customer Minimum option, the following options will be available:

**AR Customer Master UDF for 'Customer Minimum':** Specify the numeric type UDF which will hold the Customer Minimum.

**AR Customer Master UDF for 'Amount Applied':** Specify the numeric UDF which will hold Amount Applied.

**AR Customer Master UDF for 'Unused Minimum':** Not required. Specify the numeric type UDF which will hold the difference between the Minimum and the Amount Applied UDFs.

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

### *Role Maintenance*

The following Task has been added to Accounts Receivable, Setup Options:

- Extended Solutions Setup

The following Tasks have been added to Accounts Receivable, Update/Period End:

- Minimum Charge Creation Utility
- Minimum Charge Journal

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events. Please review your security setup in Role Maintenance and make appropriate changes

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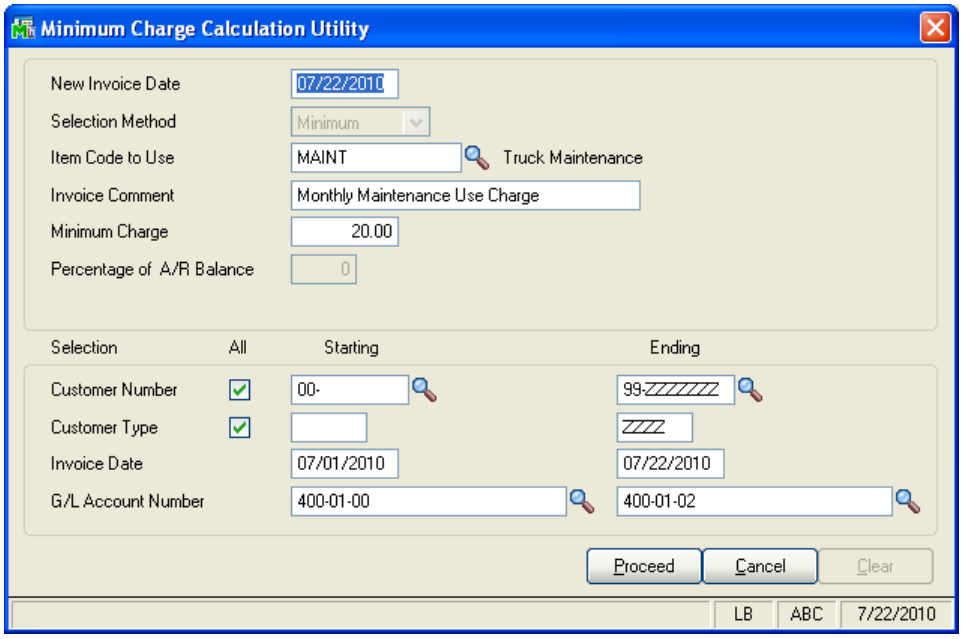
# Section D: System Operations

## *Operation*

The Minimum Charge Calculation Utility and its Minimum Charge Journal have been added to the A/R Period End menu. The fields which are available are specific to each calculation method.

## *A/R History Option*

You must have the A/R Setup option 'Retain in Detail' on the History tab, set to 'Yes' in order for this option to function. An invoice will be generated for any customer who has not purchased a minimum amount of a specified product during a specified date range. The amount of the charge will be a specified minimum charge amount.




The Minimum Charge Calculation Utility will prompt for

- The Invoice Date to use for the Minimum Charge Invoice to be created
- The Item Code which will be used on any Invoices created
- The Invoice Header Comment
- Minimum Charge, which is the minimum dollar activity for the customer in the G/L accounts specified
- And ranges of:
    - Customer Numbers
    - Customer Types
    - Invoice Dates
    - G/L Account Numbers for the utility to check minimum charges against.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Where a default was specified for any of the above option in Extended Solution Setup, it will populate the field, but can be overridden.

Click Proceed and the A/R Invoice History files will be scanned for invoices to customers in the specified date range*. All purchases that were posted to the specified G/L Accounts will be totaled for each customer. If their total purchases are below the minimum charge amount, they will be selected to have an invoice created for the difference between the minimum and their purchase total.

*The process is good for the date range indicated *only* if A/R Invoice History has not been purged for that date range.

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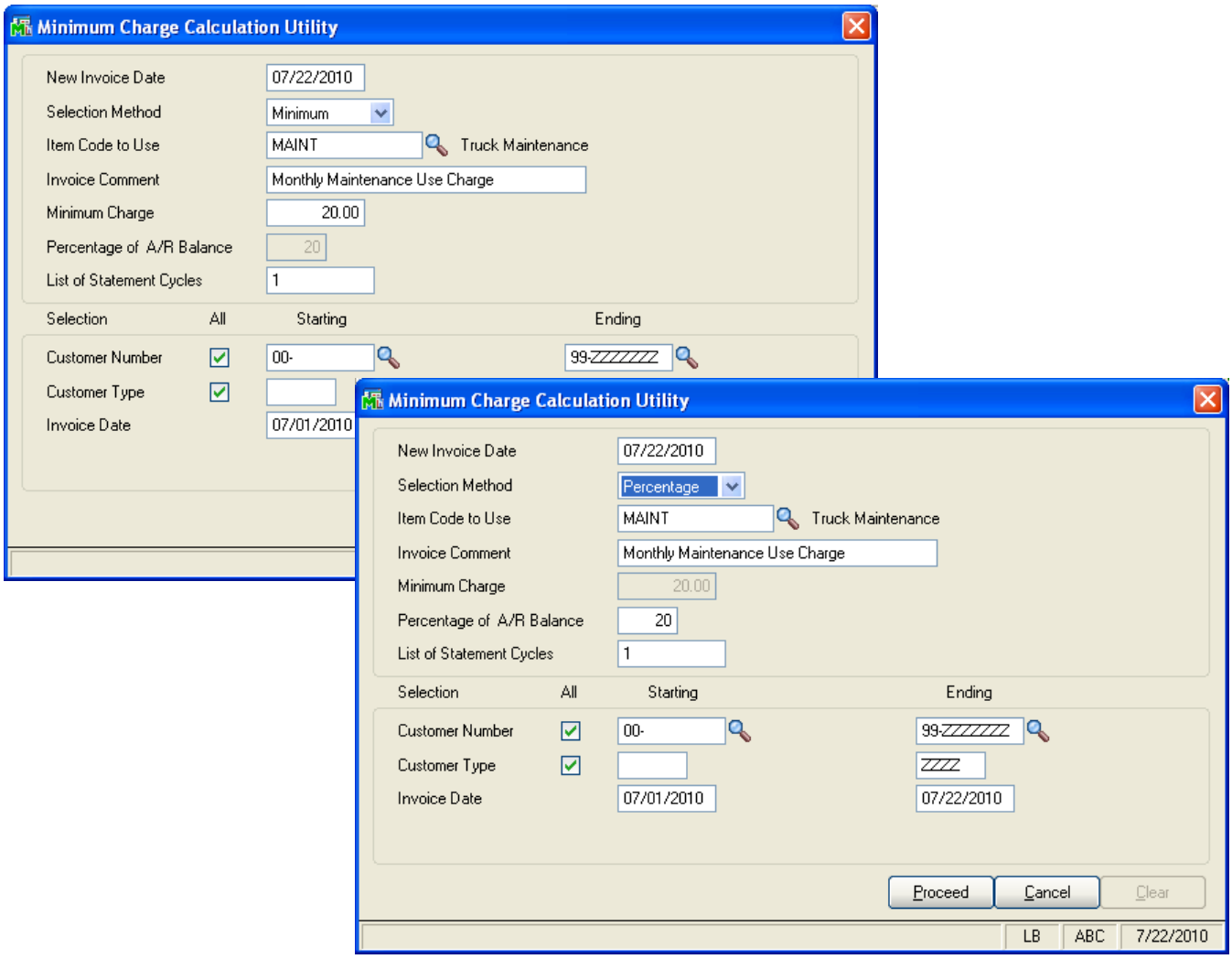
## *A/R Activity option*

An invoice will be generated for any customer who has had any A/R Activity during a specified date range and has an Open A/R balance greater than zero for invoices within that date range.

The utility will prompt for

- The Invoice Date to use for the Minimum Charge Invoice to be created
- The Selection Method by which to assess the minimum charge, Minimum Dollars or a Percentage.
- The Item Code which will be used on any Invoices created
- The Invoice Header Comment
- Minimum Charge, if Minimum was the Selection Method
- Percentage of A/R Balance if Percentage was selected
- And ranges of:
    - Customer Numbers
    - Customer Types
    - Invoice Dates





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Where a default was specified for any of the above option in Extended Solution Setup, it will populate the field, but can be overridden.

Make sure that the number of days to Retain Paid Invoices (in A/R Setup Options) is set sufficiently high so that invoices will not be purged from the Open Invoice file for your selected date range.

Click Proceed and the A/R Open Invoice file will be scanned for any activity for the specified Customers during the specified date range. Upon finding a transaction in this date range and checking for a positive A/R balance, the customer will be selected to have an invoice generated for the minimum charge amount. If Minimum was selected then the Invoice will be for Minimum Charge Amount. If Percentage was selected, the invoice will be for the Open A/R Balance for the date range * the Percentage.

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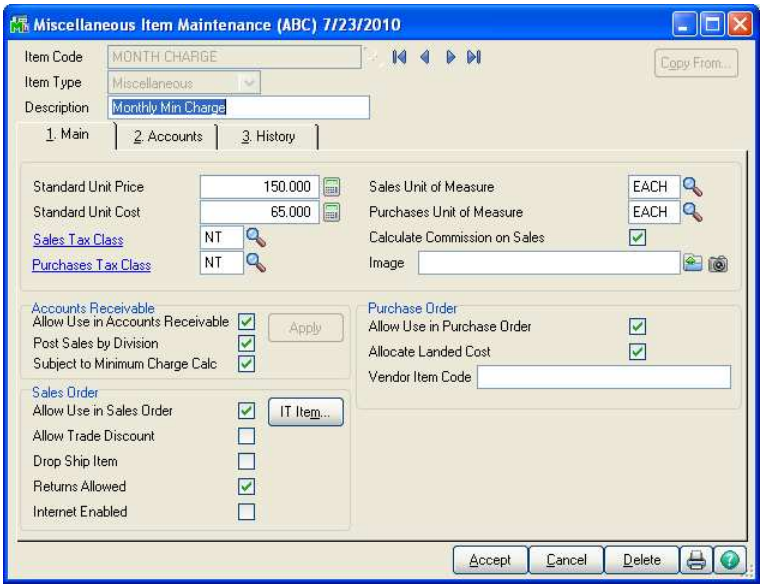
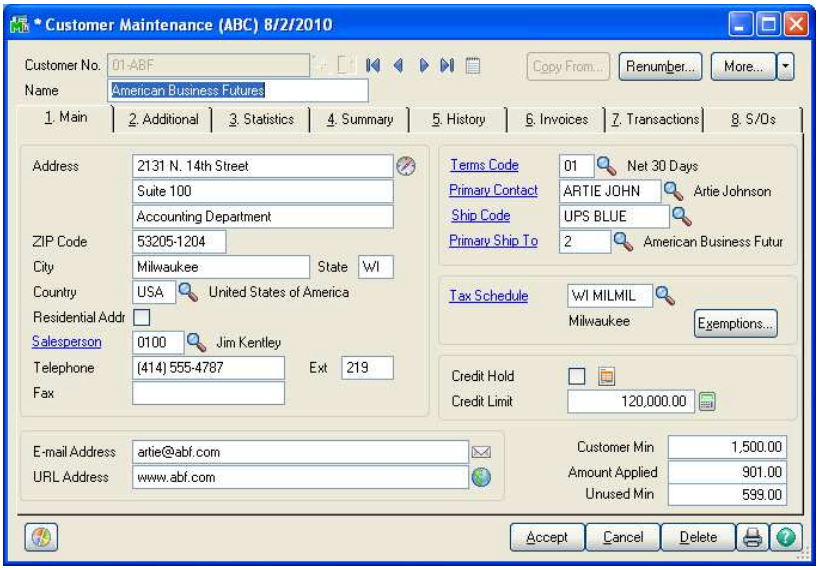
## *Customer Minimum option*

This option was designed to track a customer's expenditure on selected Miscellaneous Item Codes which have been designated for use in Accounts Receivable and **installation of Custom Office is required**. You will need to define for each customer how much that customer is required to spend in the Customer Minimum UDF in order to be *excluded* from a Minimum Charge Invoice generation. The Unused Minimum UDF will hold the difference between the Customer Minimum and the Amount Applied.
Miscellaneous Item Maintenance has been modified with an option 'Subject to Minimum Charge Calc' .




During a standard A/R Sales Journal Update, any Item Codes with the 'Subject to Minimum Charge Calc' checked will add the value in the Item Code's Extended Amount field to that Customer's Amount Applied UDF **if the Customer Minimum is not set to zero**. The Unused Minimum Amount will also be calculated at this time.





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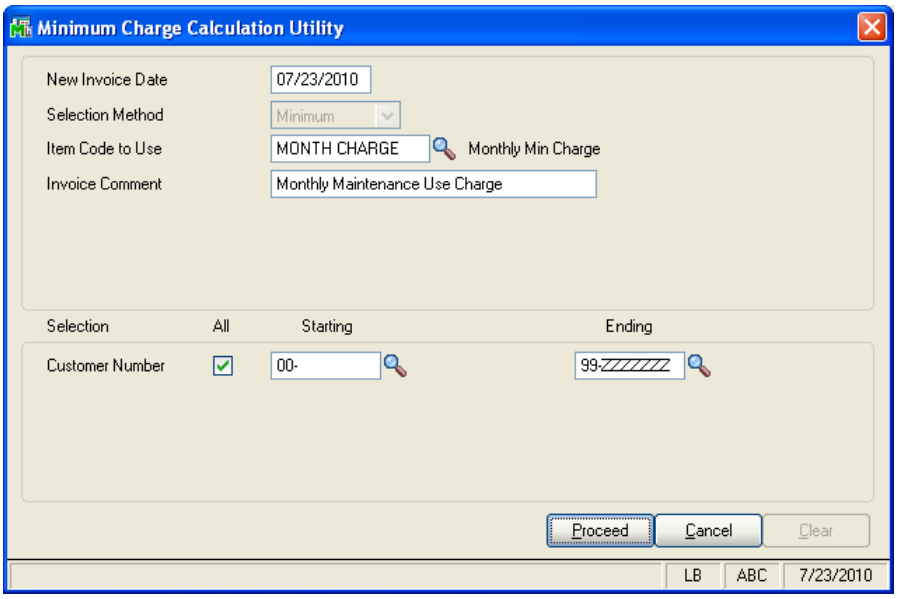
*Utility Operation*

The utility will prompt for:

- The Invoice Date to use for the Minimum Charge Invoice to be created
- The Item Code which will be used on any Invoices created
- The Invoice Header Comment
- And ranges of Customer Numbers

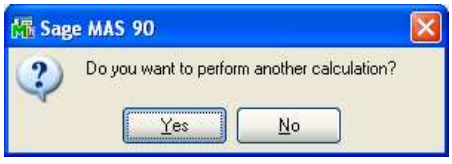
Where a default was specified for any of the above option in Extended Solution Setup, it will populate the field, but can be overridden.

An invoice will be generated when the value in the 'Amount Applied' UDF is less than the 'Customer Min' UDF. The difference between the two UDFs will be the Extended Amount of the specified Item Code. During the 'Min Charge Calculation', the 'Amount Applied' UDF for every customer in the selection will be set to zero.




## *Minimum Charge Journal*

After a selection has been processed, you will have the option to make additional selections. Select Yes to generate invoices against a different set of criteria, or select No to print the journal.

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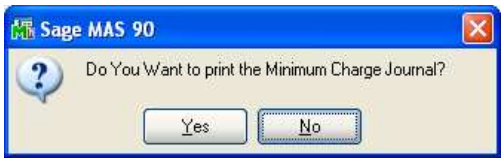
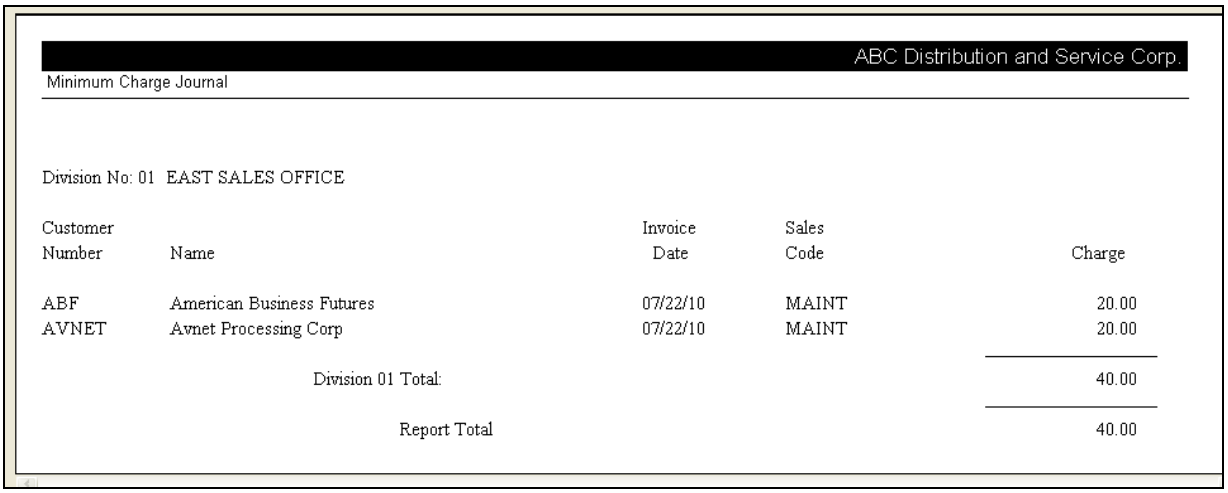
Once the calculation phase is complete, you will be prompted to print a 'Minimum Charge Journal'.



ABC Distribution and Service Corp.

Minimum Charge Journal

Division No: 01 EAST SALES OFFICE

| Customer Number | Name | Invoice Date | Sales Code | Charge |
|---|---|---|---|---|
| ABF | American Business Futures | 07/22/10 | MAINT | 20.00 |
| AVNET | Avnet Processing Corp | 07/22/10 | MAINT | 20.00 |
| | Division 01 Total: | | | 40.00 |
| | Report Total | | | 40.00 |

After printing the journal you will be prompted to create invoices.

Answer 'Yes,' one invoice will be created for each customer on the Journal in the Invoice Data Entry files. Invoices created with this Extended Solution will use the chosen Item Code with Quantity Sold of '1' and a price equal to the calculated charge. You may then delete, change or print these invoices like normal invoices.

Select No, to end the process.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## *ODBC Dictionary*

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

| *File:* | *Field:* |
|---|---|
| AR_MinimumCharge_001 | All Fields |
| AR_InvoiceHeader | InvoiceCreatedfromFormat_001 |
| CI_Item | SubjecttoMinimumCharge_001 |

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

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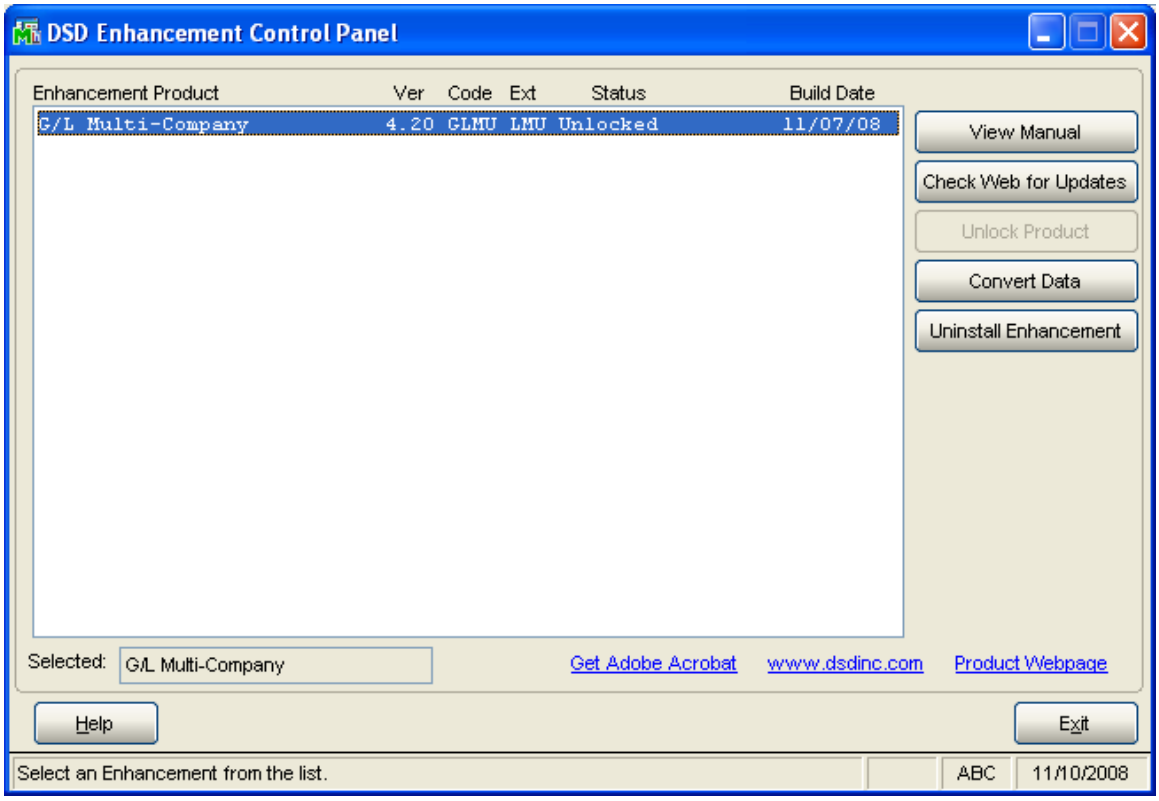
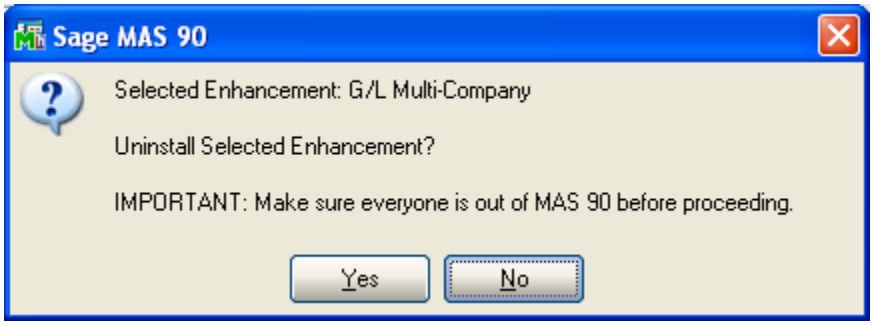
# Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.




When accessing the **DSD Utility Suite**, 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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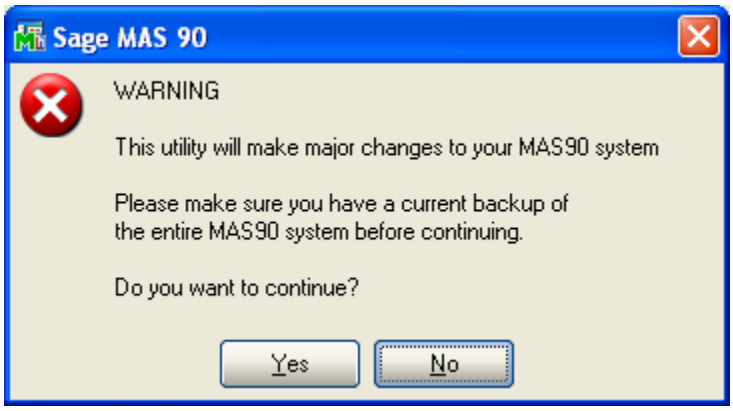
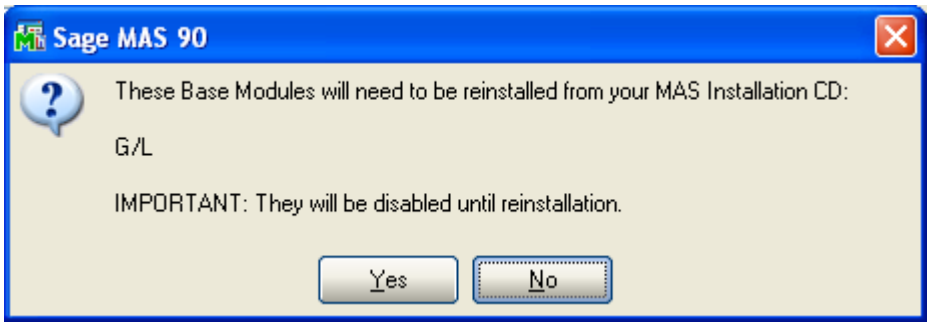
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.




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 MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.**

The following message box will appear, and will display which of those specific MAS 90/200 modules you must reinstall afterwards.




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

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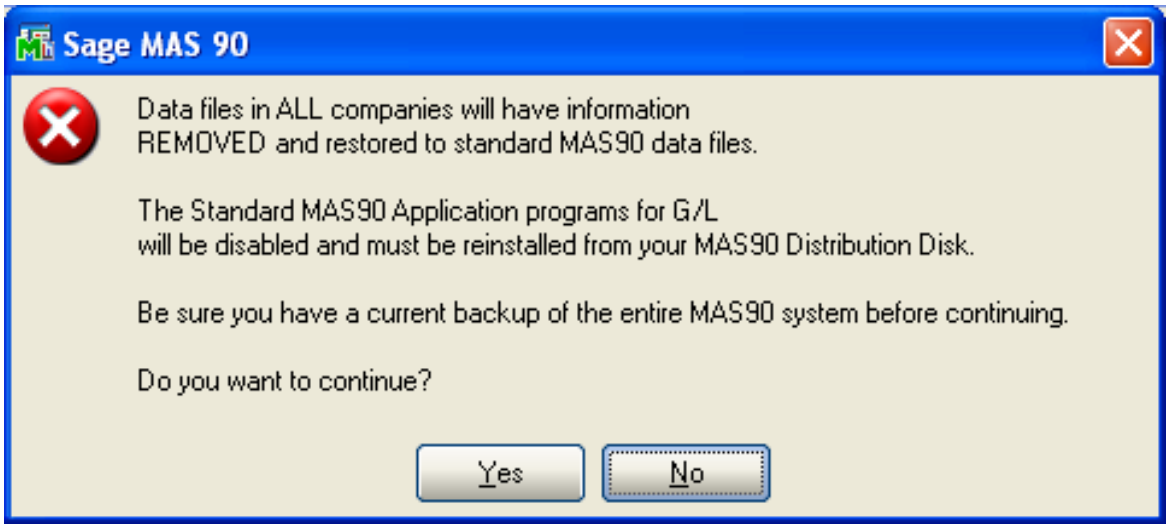
The following message box will appear, displaying the final warning message.

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 MAS 90/200 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 MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).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