DSD Business Systems

Sage 100 Enhancements

R049

Enhanced Salesperson Commission Report

AR-1049

Version 7.40

Information in this document is subject to change without notice.

Enhanced Salesperson Commission Report User's Manual
Version 7.40

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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*

R049 Enhanced Salesperson Commission Report:

http://www.dsdinc.com/enhancement/enhanced-salesperson-commission-reports-2

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.

Enhanced Salesperson Commission Report Features

This DSD Extended Solution adds an Enhanced Salesperson Commission Report to the A/R Reports menu. Some of the feature options of this report:

- Include invoice line detail
- Exclude invoices with zero commissions
- Calculate commissions on partial payments
- Make the report date sensitive.

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	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.*)

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 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.

Much of the Invoice Detail information is retrieved from the A/R Invoice History file. For this report to retrieve detail data you must have the flag set to 'Yes' in the A/R Options Setup Menu in response to the Invoice History option 'Retain in Detail' and the invoice must currently be in the file.

Answer the following prompts:

Use Effective Commission Rate: If set to 'Yes,' then the commission rates will be recalculated at the time of report generation for both the Main Invoice line and each Detail line of the invoice. They are based on either the Net Invoice method or Gross Profit method, depending on the current flag setting in Accounts Receivable Options Setup. If set to 'No,' then the commission rate for the Main Invoice line will not be altered, and the commission rates for each Detail line will be the actual commission rates from the Sales Invoice. The commission amount will always be the actual commission amount calculated at the time the Sales Journal is updated. Commissionable lines that do not have a line commission rate recorded in history will always have the rate calculated.

Transaction Types to Use for Partial Payments: Select 'Credit Memos,' 'Payments' and/or 'Prepayments.' You may choose any combination of these transaction types, but you must choose at least one. 'Payments' will be the initial default. This option is used in conjunction with the Calculate Commission on Partial Payments report option.

Require Job Invoices Have Zero Balance for Commission: Check this box if you wish to require all invoices that reference a job have a zero balance and the job have a status of Complete before the commission on any invoice referencing a job is payable. This option is only available if 'Commissions Paid on Paid Invoices Only' in A/R Options is true.

Mark Flagrantly Overdue Invoices: Check this box to mark flagrantly overdue invoices. When this box is checked the following option is available:

No. of Days Before Flagrantly Overdue: Specify the number of days to mark flagrantly overdue invoices. If using this feature, the report generator will fill in the Flagrantly Overdue field with '******' for invoices that are determined to be flagrantly overdue by comparing the invoice due date to the current system date. Place the Flagrantly Overdue field in the detail band where you want it to print on the Crystal report to take advantage of this.

Date Sensitive: Check this box to apply the Pay Date selection to historical information to calculate the Invoice Balance. When the Enhanced Salesperson Commission Report is filtered by Pay Date, Applied Credit and Debit Memos will only be considered 'paid' if the Invoice to which they were applied has a zero or less than zero balance using the data selected by the Pay Date filter.

Role Maintenance

The following Task has been added to Accounts Receivable, Reports Forms:

- Enhanced Salesperson Commission Report

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

Section D: System Operations

The following options are available on the Main tab of the Enhanced Salesperson Commission Report

Print Cost of Goods Sold Information: Check this box to include a column for Cost of Goods Sold in the report.

Treat Negative Balance Invoices as Paid: Check this box to have invoices with a negative balance treated as if they have been paid.

Print Invoice Detail Information: Check this box to print detail lines of all items with commission flags set to Yes.

Print Invoices with Zero Commission: Uncheck this box to skip printing of invoices with no commission amounts. (If 'Pay Commissions on Paid Invoices Only' is not checked in A/R Options

and 'Calculate Commission on Partial Payments' is not checked in the selection, then no commission is recalculated for the report and all invoices will be skipped unless this option is checked.)

Print Detail Lines with Zero Commission: This option appears if 'Print Invoice Detail Information' is checked. Check this box to include detail lines for items with no commission amounts.

Calculate Commission on Partial Payments: This option is only available if 'Pay Commissions on Paid Invoices Only' is true in A/R Options. During report generation the 'Invoice Amount Paid' and 'Commission Payable' columns will be recalculated as follows:

> **Commission Payable** = (Commission Amount * (Total Paid in Date Range / Total Invoice) The result will be rounded to the nearest penny .

> **Total Paid in Range** = sum of everything in AR Transaction Payment History file that meets the report selection criteria and is one of the payment / credit memo/ prepayment transactions selected in setup.

> **Total Invoice** = the sum of every transaction amount in AR Transaction Payment History for this Invoice which has type I or D. The paid date of Applied Debit Memos is set to be the same as the paid date of the invoice to which it was applied.

The Select tab allows you to specify Salesperson range, Invoice Date range, Customer Number and Pay Date Range criteria for your report.

Pay Date filter
This report selector behaves differently depending on whether you are using the report option 'Calculate Commissions on Partial Payments'. If that option is unchecked, the Pay Date filter will apply to the Salesperson Commission file. Because the Pay Date is written when the invoice is paid in full, it is effectively a 'Paid Off Date' filter.

If the 'Calculate Commissions on Partial Payments' report option is used, Pay Date will filter the A/R Transaction Payment History for partial payment activity. Payments, as defined in Setup, that fall outside the Pay Date filter will not be included in the partial payment calculations. Invoices that do not have any payment activity within the specified Pay Date filter will not appear on the report.

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

| *File:*	*Fields:*
AR_EnhSalespersonComm_001Wrk	All
AR_InvoiceHistoryDetail	LineCommissionRateActual_001

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

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.
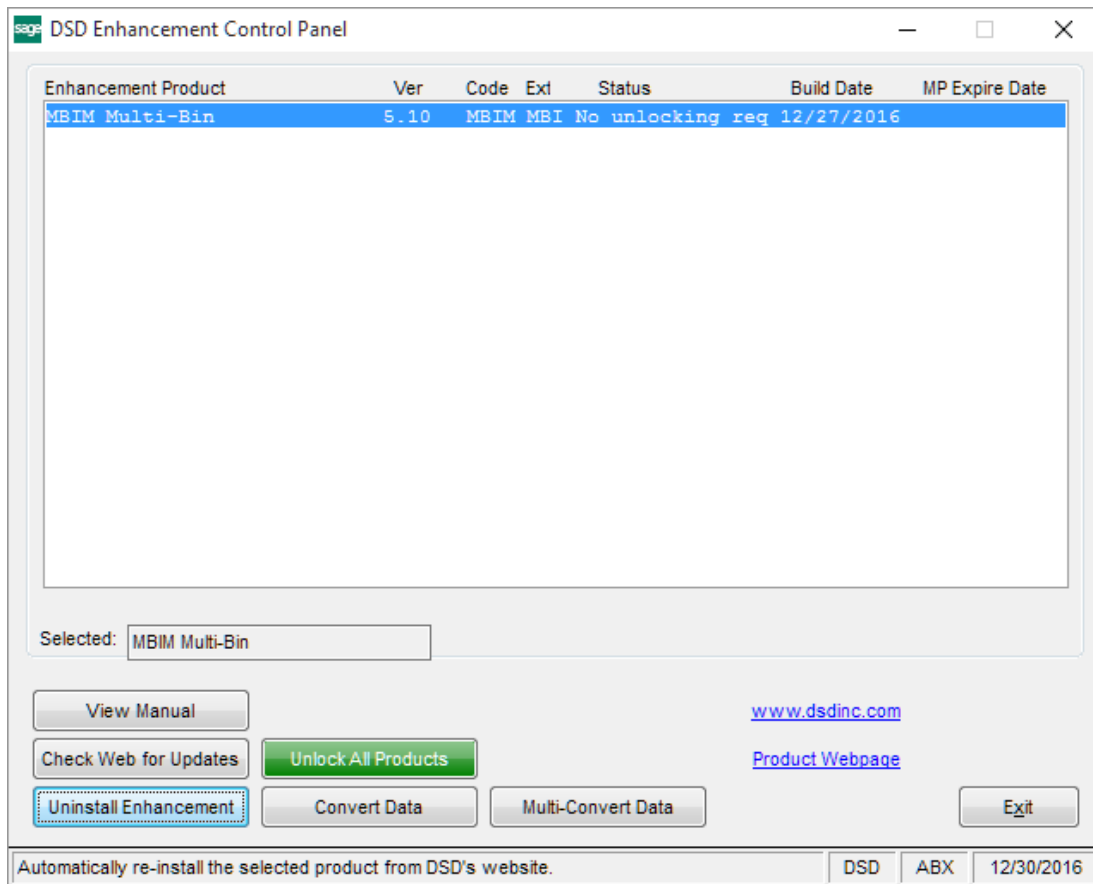
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
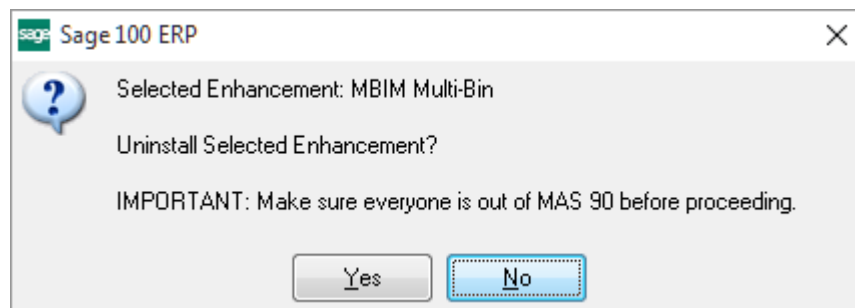
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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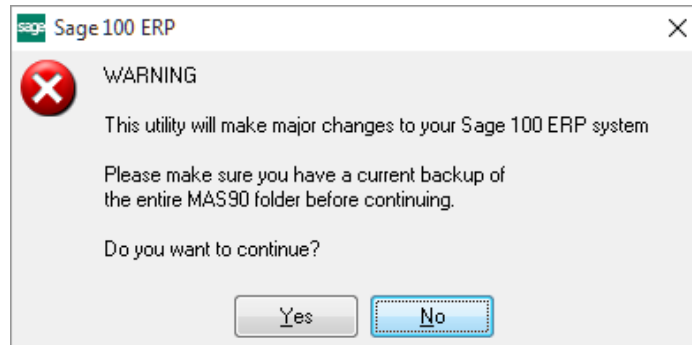
Select **No** to exit the Uninstall Process.
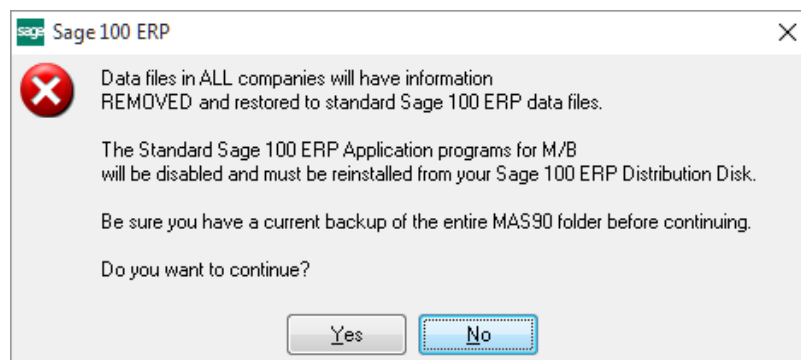Select **Yes** to continue with the Uninstall Process.

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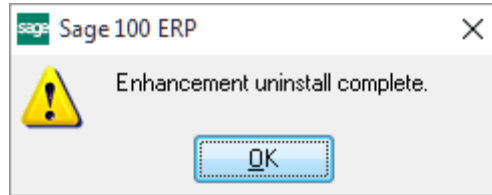
Now that the Uninstall process is completed, you must:

- 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).