



DSD Business Systems

Sage 100 Enhancements

R128

Contract Receivables System

AR-1128

Version 6.20



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Contract Receivables System User's Manual
Version 6.20

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DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

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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*

R128 Contract Receivables System:

<http://www.dsdinc.com/enh/pages/R128.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.

Contract Receivables System Features

This DSD Extended Solution to the Accounts Receivable module provides a simple way to track information on loans outstanding. In addition, it provides a method for dividing payments into Principal, Interest, Impoundment and Late Fees. There is an option to calculate interest on a daily rate, and, if in use, there is also an option to calculate a loan payoff amount. A menu option is available to print 1098 Forms and clear the YTD fields for all loans.

The A/R setup option for 'Post Cash Receipts in Detail to G/L' must be set to 'Yes'.

If you have AR-1243, *Auto Invoice Replication* installed and activated, the Tax Payer ID field in Customer Loan Maintenance will no longer be required and the following fields will be inactivated:

- Interest Rate
- Late Charge Rate
- Impoundment Amount
- Principal Account
- Interest Account
- Late Charge Account
- Impoundment Account

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	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.

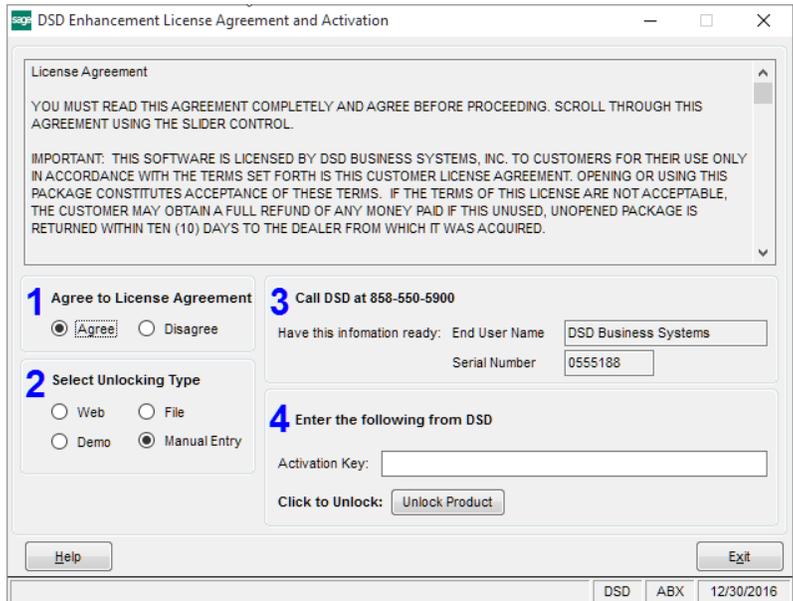
File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

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.

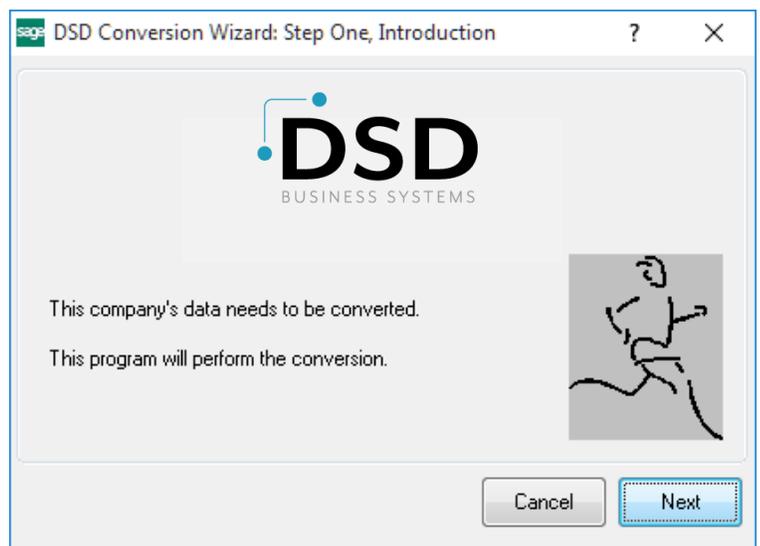
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



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.

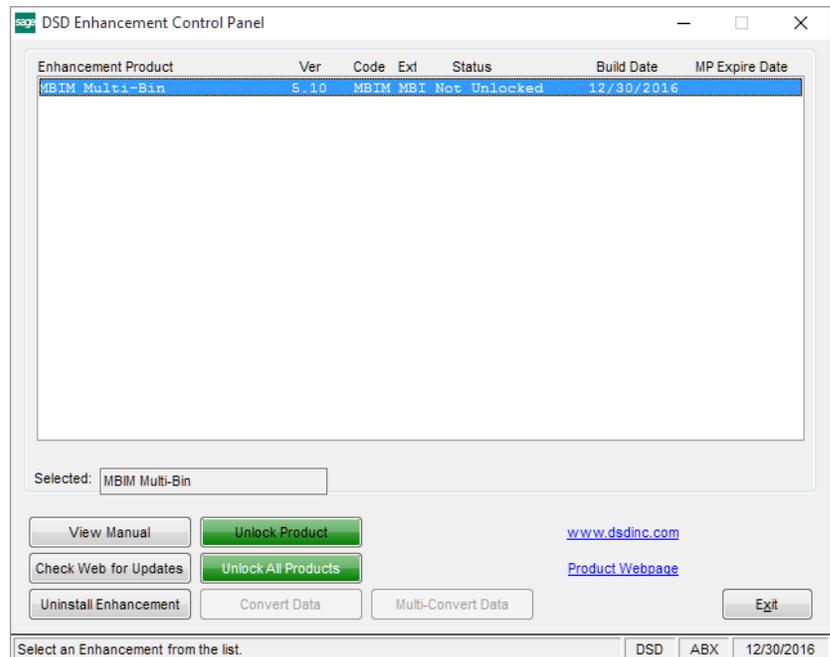
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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.*

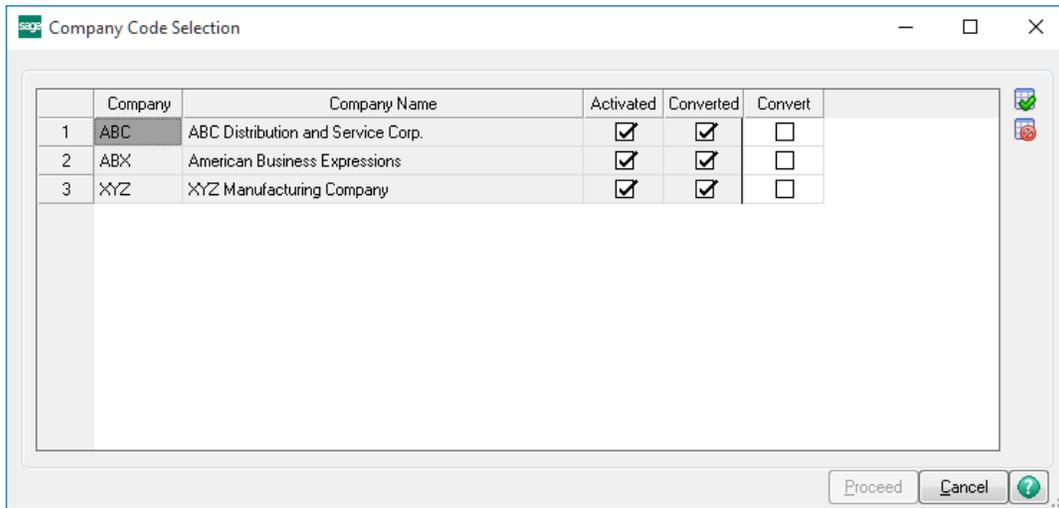
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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

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 DSD Extended Solution' box to activate this Extended Solution.

Answer the following prompt:

Calculate Interest: Select from Daily, Monthly, or Yearly

Apply Interest to Invoice Balance: Enable this option to have the interest amount applied to the 'Current Balance' field in the Loan Maintenance. With this option enabled no G/L posting will be made to the Interest G/L Account assigned in the Loan Maintenance. With this option disabled, the interest amount will be posted to the G/L Account assigned in Loan Maintenance.

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 Task has been added to Accounts Receivable, Reports Forms:

- 1098 Form Printing

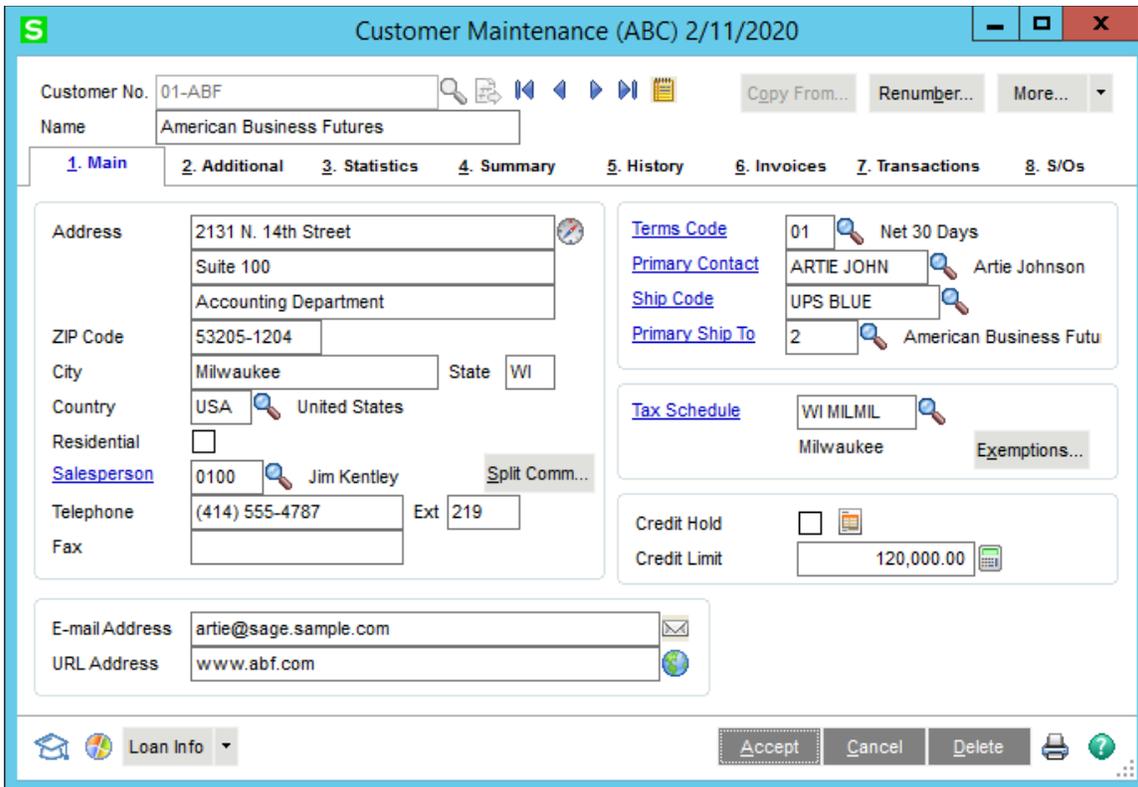
Please review your security setup in Role Maintenance and make appropriate changes.

Section D: System Operations

Each loan is represented by one or more Invoices in Sage 100 Accounts Receivable. Each customer account is limited to one loan. Each customer account is also limited to one loan in any calendar year for interest reporting. Set up the loan information in Customer Maintenance for each applicable customer. If a borrower has more than one loan, multiple customer accounts can be set up for each loan.

Customer Maintenance

A 'Loan Info' button has been added to Customer Maintenance for those customers who are Open Item.



Click this button and you will be presented with Loan Maintenance.

Complete the Setup fields for the Main tab:

Loan Number: Enter the loan number.

Original Loan Amount: Enter the Original amount of the loan.

Current Balance: Enter the Current Balance of the loan.

Total Payments: Enter the total number of payments to pay off the original amount of the loan.

Payments Remaining: Enter the number of payments left to pay off loan.

Payment Amount: Enter the monthly payment amount. This should consist of principal +interest and does not include impoundment.

Interest Rate: Enter the interest rate (field is inactive if you have AR-1243 installed and enabled).

Late Charge Rate: Enter the percentage which will be assessed on a late payment (field is inactive if you have AR-1243 installed and enabled).

Grace Period: Specify the number of days you wish to use for the grace period when calculating late charges.

First Due Date: Specify the date the first payment is due.

Impoundment Amount: Enter the default impoundment amount for each payment (field is inactive if you have AR-1243 installed and enabled).

YTD Interest Paid: Enter the year to date interest paid.

LTD Interest Paid: Enter life to date interest paid.

YTD Impoundment: Enter the year to date impoundment paid.

LTD Impoundment: Enter the life to date impoundment paid.

Last Payment Date: Enter the date last payment was received.

Gross Assessment: Enter the Gross Assessment amount of the loan.

Current Assessment: Enter the Current Assessment amount of the loan. Note: This amount will automatically be updated during the Cash Receipts Update. The Current Assessment Amount field in the Loan will be reduced by the entire loan payment amount - principal plus interest.

Complete the Setup fields for the Additional tab:

Origination Fee: Enter any Origination Fees charged to this loan.

Points: Enter Points charged to this loan.

Interest at Closing: Enter the interest due at closing.

Interest Only: Check this box to designate this loan as an interest only loan.

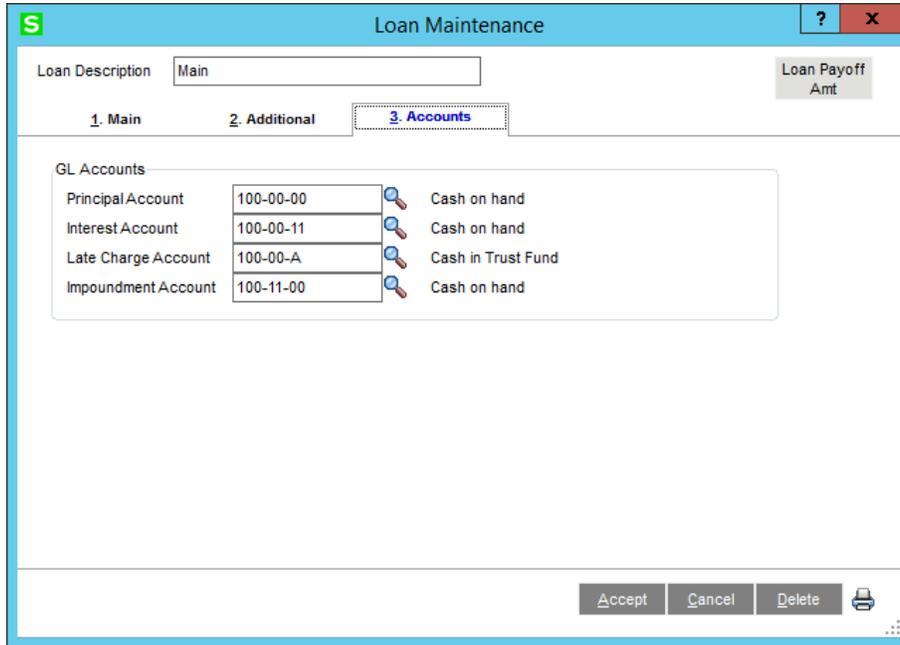
Taxpayer Type: Select the taxpayer type: Individual or Business

Taxpayer ID: Enter the Taxpayer ID (this field is not required if you have AR-1243 installed and enabled).

The following two options are available only if you elected to 'Calculating Interest on a Daily Rate' in Extended Solution Setup:

Last Full Interest Date: Enter the last date that full interest will be charged. Last Full Interest Date needs an initial value (Loan origination date for example).

Daily Interest Payment Total: Enter the total amount of interest paid after the last full interest date.



Complete the Setup fields for the Accounts tab:

Principal Acct: Enter the GL Account for principal.

Interest Acct: Enter the GL Account for interest.

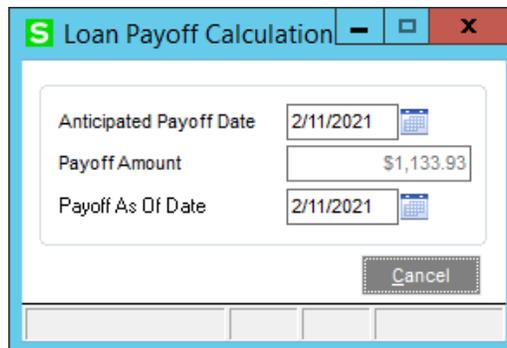
Late Charge Account: Enter the GL Account for late charges.

Impoundment Acct: Enter the GL Account number for Impoundment.

These fields will be inactive if you have AR-1243 installed and enabled.

Loan Payoff Amount

If you elected to 'Calculate Interest on a Daily Rate' in setup, you will have access to the 'Loan Payoff Amount' button on the Loan Maintenance screen. Click this button to access 'Loan Payoff Calculation'.



Anticipated Payoff Date will default to the system date but can be changed. The Payoff Amount will be calculated as noted below (see Cash Receipts Entry) but will substitute the date in this window for the deposit date. The Payoff Amount is equal to the Current Balance plus calculated interest due through payoff date.

This data is not stored.

Cash Receipts Entry

If the customer has a positive balance in the Current Balance field of Loan Maintenance, a pop-up window for Loan Information will appear after the Check Amount has been entered in Cash Receipt Entry).

Invoice	01000581N	
Payment Amount	843.10	
Interest	170.55	
Principal	572.55	
Late Charges	0.00	
Number of Payments	1	
Impoundment	100.00	
Total Due	843.10	Last Full Interest Date 1/26/2012
Over/Under Payment	0.00	Interest Payment Total 743.10

All of these amounts are calculated by the system. Principal, Interest, Impoundment and Late Charges may be overridden. If you have AR-1243 installed and enabled, the Interest Rate, Late Charge Amount, and Impoundment Amount will be inactive and all calculations will be figured accordingly. The amounts are calculated as follows:

Invoice: where you want to apply the check

Payment Amount: defaults from the Cash Receipt's Amount Received (display only)

Interest = (Current Balance * Interest Rate)/12. Rounded to two decimal places unless you are using the 'Calculate Interest on a Daily Rate,' option then the following formula will be:

Current Balance * (interest rate/365) * (number of days between 'Last Full Interest Date' and the deposit date) – 'Interest Only Payment Total'.

If payment amount is less than interest, then interest will be set to payment amount.

Principal = Payment Amount – Interest. If 'Interest Only' was checked in Loan Maintenance, the user will not have access to the principal amount field.

Late Charge: if Payment Date (Deposit Date) is more than (Grace Period) days past the end of the month due, then Late Charge = Regular Payment * Late Charge Rate (read as a percentage)

Number of Payments = Number of transactions this payment is covering

Impoundment: defaults from amount on customer loan

Total Due = Interest + Principal + Late Charge (display only).

Over/Under Payment = Cash Receipts Amount Received – Total Due (display only). Under Payments are netted against the principal in this payment; this payment increases the principal balance.

Last full interest date: Only available if using daily rate from setup – Displays last date full interest collected.

Interest payment total: Only available if using daily rate from setup – Displays interest payment total.

When you have finished entering any changes to the Loan Information fields, a Cash Receipt is created as follows:

- One line for (principal pmt – underpayment + overpayment) and an AUTO (Sage 100 function that applies payment to the invoice entered above).
- Interest: A G/L line for Interest (NOTE: If the setup option to ‘Apply Interest to Invoice Balance’ is enabled, this line will not appear.)
- Impoundment: A G/L line for Impoundment
- Late Charge: A G/L line for Late Charges

Line	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	Balance
1	0100058-IN	1/26/2012	743.10	.00	572.55	170.55
2			.00	.00	170.55	.00
3			.00	.00	100.00	.00
4			.00	.00	.00	.00

Accounts Receivable Recap By Division
Register Number: CR-000003
Batch Number: 00005

ABC Distribution and Service Corp. (ABC)

Division Number: 01 EAST SALES OFFICE

G/L Account	Description	Debit	Credit
101-01-00	Cash in bank - Reg. checking	843.10	
110-01-00	Mortgage Principal		572.55
111-00-00	Mortgage Interest		170.55
111-02-00	Impoundment		100.00
Division 01 Total:		843.10	843.10

Cash Receipts Update

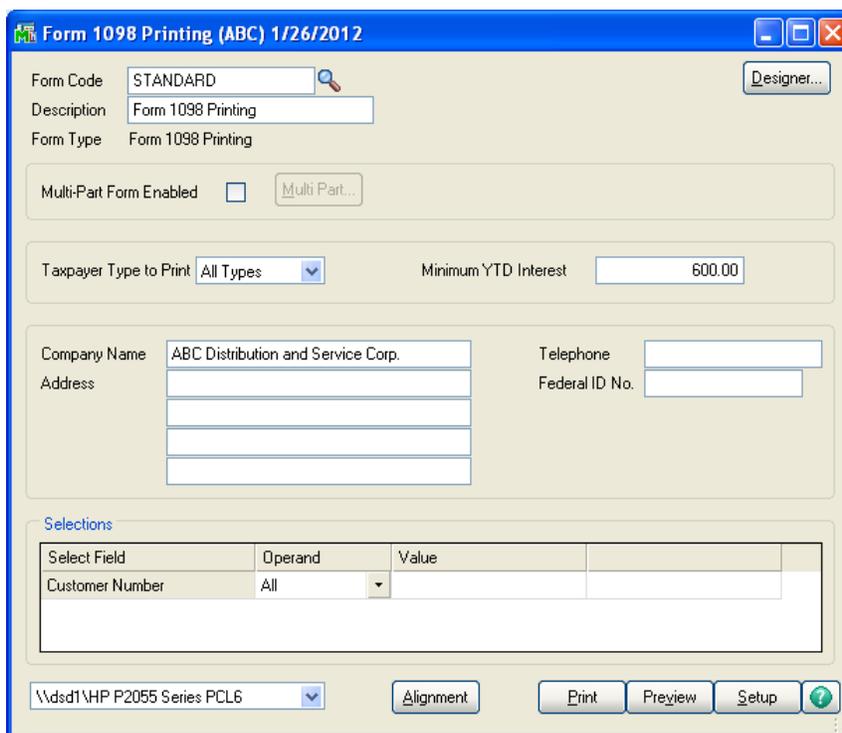
Cash Receipts Update will also update the Customer’s Loan Information as follows:

- The Principal Paid (Principal Calculated – Underpayment + Overpayment) is deducted from the Current Balance in the loan file.
- Interest Paid YTD and LTD are incremented.
- Impoundment Paid YTD and LTD are incremented.
- The Last Payment Date is updated with the Deposit Date.

- The credit for the principal payment is posted to the G/L Account specified in the loan file.
 - The Number of Payments Remaining is reduced by the Number of Payments made.
- If 'Calculate Interest on a Daily Rate' is checked and payment amount is greater than or equal to Interest Due, then:
- the 'Last Full Interest Date' gets updated with the deposit date
 - 'Interest Only Payment Total' is set to zero
- If payment amount is less than Interest Due, then
- 'Last Full Interest Date' is NOT updated
 - Interest amount is added to 'Interest Only Payment Total'

1098 Forms

Select the option 'Form 1098 Printing' from the Reports menu. 1098s forms can be maintained by clicking the Designer button. Minimum YTD Interest defaults to 600.00 but can be overridden.



Forms can be selected by a customer range.

If the Taxpayer Type in Loan Maintenance is set to 'Individual', the form will print using the individual taxpayer ID format. If the Taxpayer Type is 'Business' the form will print using the employer format.

- A form will only print if the 'YTD Interest' plus the 'Interest at Close' is greater than the 'Minimum YTD Interest' specified on the 1098 Printing selection screen.
- The Total Interest field will print the total of the 'Interest' and the 'Interest at Closing'.
- The 'Total Points' field will print the sum 'Points' and the 'Origination Fee'.

A company total page will print after the 1098s have been printed. It will hold the total interest ('YTD Interest' plus the 'Interest at Close') for the company.

ABC Distribution and Service Corp. 110 Union St Ste 3000 Seattle WA 98101		
95632147	618-54-9852	963.65
AB1 Plumbing 12272 Kenneth Place NE Bainbridge Island WA 98110		
ABC Distribution and Service Corp. 110 Union St Ste 3000 Seattle WA 98101		
Company Totals		963.65
Company Totals		
Company Totals		

After printing you will be prompted to 'Clear YTD Fields' . Click 'Yes' to clear the following: YTD Interest, YTD Impoundment, Origination Fee, Points and Interest at Closing for all loans, *regardless* of which 1098's have been selected for printing.



Cash Receipts for the new calendar year must not be entered until the 1098 Forms are printed and the 'clear' function has been performed for the previous year.

Helpful Hints

Loans cannot be set up for balance forward customers.

ODBC Dictionary

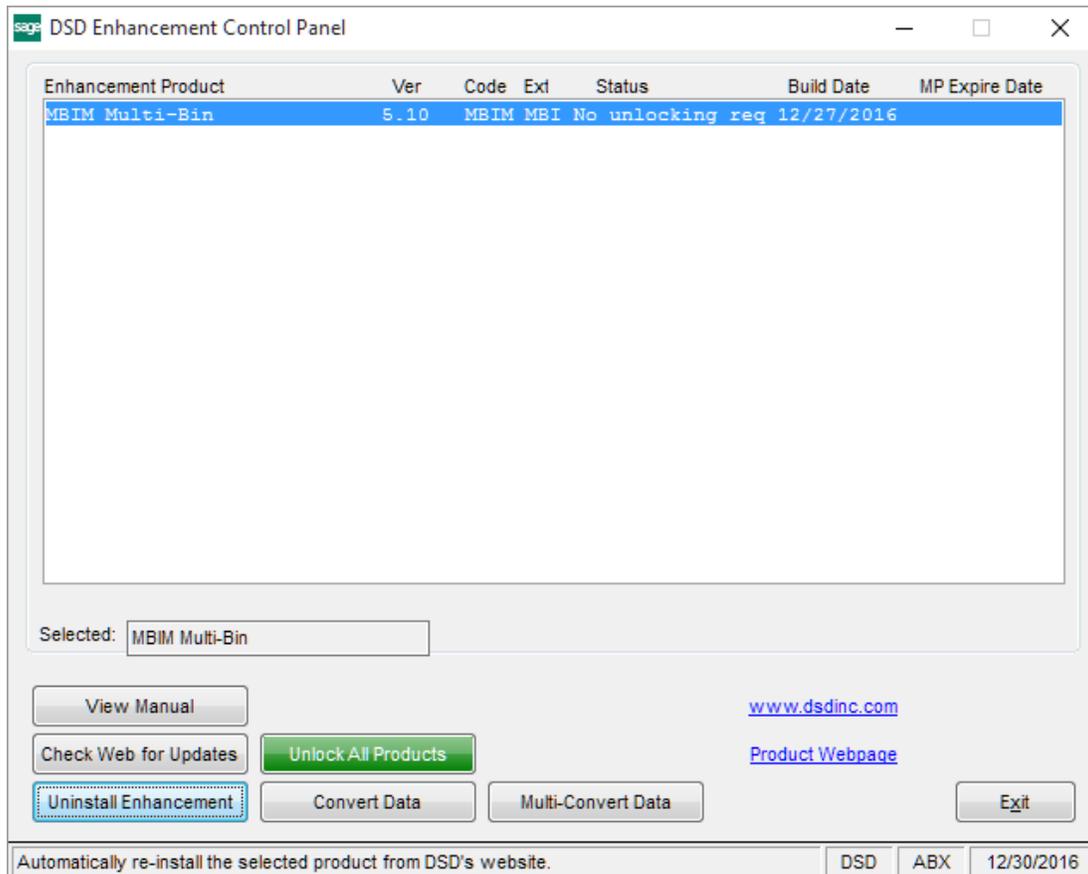
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Field:</i>
AR_CustomerLoan_001.M4T	All Fields
AR_CustomerLoan_001_Wrk.M4T	All Fields
AR_001_Form1098PrintingWrk.M4T	All Fields
AR_CashReceiptsHeader.M4T	InvoiceNo_001\$
	InvoiceType_001\$
	LastFullInterestDate_001\$
	Interest_001
	Principal_001
	LateCharges_001
	NumberOfPayments_001
	OverUnderPayment_001
	Impoundment_001

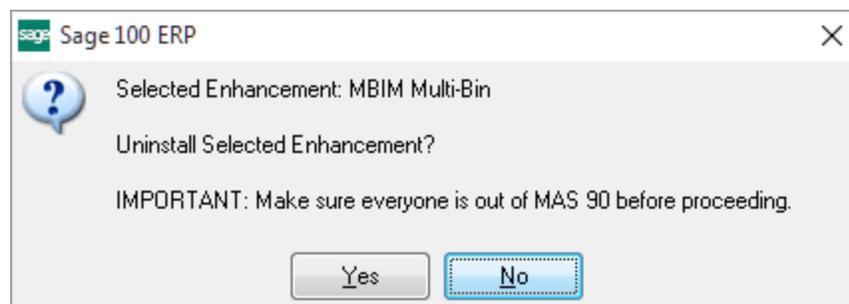
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

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.

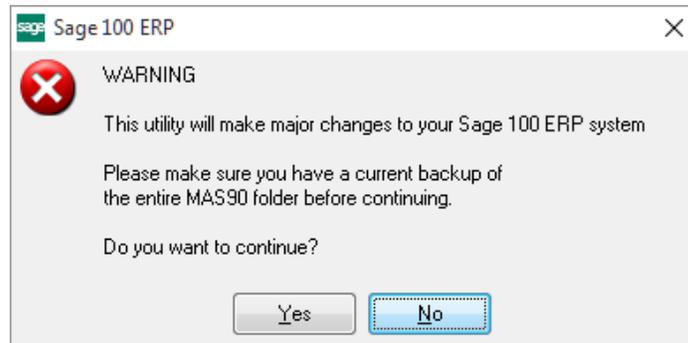


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



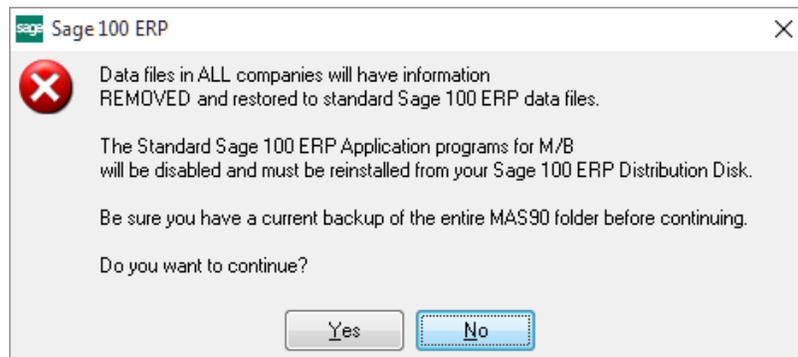
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).