DSD Business Systems

Sage 100 Enhancements

S241

Invoices with Multiple Due Dates
SO-1241

Version 7.10

Information in this document is subject to change without notice.

Invoices with Multiple Due Dates User's Manual
Version 7.10

14 October, 2022

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

Trademarks

ProvideX® is a Trademark of Sage Software.

Windows is a trademark of Microsoft Corporation.

Sage 100 ® is a registered trademark of Sage Software.

PXPlus ® is a registered trademark of PVX Plus technologies

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

This documentation and the software described herein, is prepared and published under license. Sage Software has not tested or verified either the software or any representation in this documentation regarding the software. Sage Software does not make any warranty with respect to either this documentation or the software described herein, and specifically disclaims any warranty, express or implied, with respect hereto, including the warranties of fitness for a particular purpose and merchantability.

Table of Contents

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*

S241 Invoices with Multiple Due Dates:

http://www.dsdinc.com/enhancement/invoices-with-multiple-due-dates-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.

Invoices with Multiple Due Dates Features

This DSD Extended Solution to the standard Sage 100 in the Sales Order and Accounts Receivable module allows up to twelve due dates to be assigned to designated terms codes during A/R Invoice Entry and S/O Invoice Entry. A percentage of the invoice amount can be designated due for each of the due dates.

The program defaults the Due Dates and Percentages for each of the twelve possible entries from the Terms Code Masterfile. During the aging process, one invoice balance could fall in up to twelve different aging categories, depending on the number of tiers used and the age of the invoice. A/R Finance Charge calculation has been modified to age Customers by their multiple due dates.

This Extended Solution is active in Sales Order Invoice Entry and Accounts Receivable Invoice Entry only.

The A/R Setup option; 'Age Invoices By Invoice or Due Date' must be set to 'Due Date'.

Section B: Getting Started

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different 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
S/O	**Y**	7.10
A/R	**Y**	7.10

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.)*
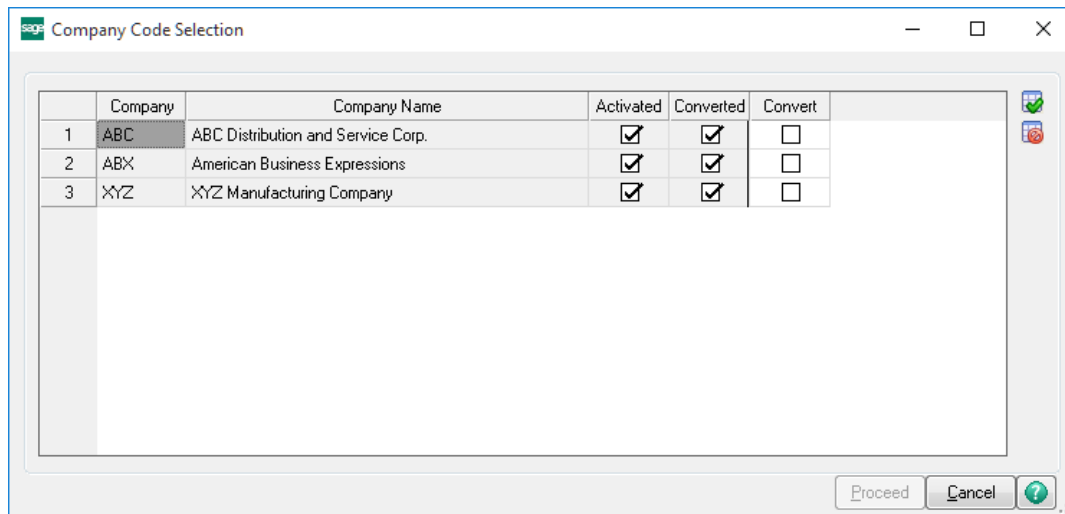
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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 Extended Solutions Setup from the Sales Order 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

 Answer the following prompts:

Support Discounts: Check this box to support discounts. Discount Amount and Discount Due Date will be calculated as appropriate during Sales Order Invoice Entry and Sales Journal Update.

Maintain Due Dates in Terms Code Maintenance: Check this box to allow you to input specific due dates in Terms Code Maintenance in the same fashion as done in Invoice Entry. Leave it unchecked to allow for entry of number of days before due.

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

Note: Additional functionality is available if Custom Office is installed. A new checkbox UDF, '**UseNumberOfDays**', can be added to the A/R Terms Code Master if the **Maintain Due dates in Terms Code Maintenance is turned on**. This UDF will be used to control the use of Due Dates or Due Days by Terms Code.

Add the new checkbox UDF, '**UseNumberOfDays**', to Terms Code Maintenance using Customizer. If the 'UseNumberOfDays' checkbox is checked by the user, then when the user selects the 'Mult Due' button, the 'Multiple Due Date Percentage Entry' panel will be displayed instead of the 'Multiple Due

Date Maintenance' panel, and the user will be able to enter Number of Days instead of actual Due Dates.

Section D: System Operations

Terms Code Maintenance

There is a new '**Multiple Due Dates**' option available in A/R Terms Code Maintenance. Check this box to have Terms Code support Multiple Due Dates.

Note: A new checkbox UDF, '**UseNumberOfDays**', may also have been added to A/R Terms Code Maintenance.

When the Terms Code has been designated a 'Multiple Due Date Terms Code', a drop down list button with an option for 'Mult Due' will be available.

If the **Maintain Due dates in Terms Code Maintenance** checkbox is **unchecked** (or '**UseNumberOfDays'** checkbox **is** checked by the user), then when the user selects the 'Mult Due' button, the 'Multiple Due Date Percentage Entry' panel will be displayed and the user will be able to enter up to twelve 'Number of Days' and corresponding Percent Due for each.

If the **Maintain Due dates in Terms Code Maintenance** checkbox is checked (or the '**UseNumberOfDays'** checkbox **is not** checked) by the user, then when the user selects the 'Mult Due' button, the 'Multiple Due Date Maintenance' panel will be displayed and the user will be able to enter up to twelve 'Due Dates' and corresponding Percent Due for each.

The total of the percentages entered here must equal 100. If less than or greater than 100% when you attempt to exit, a warning message will appear.

## S/O Invoice Data Entry and A/R Invoice Data Entry

During Sales Order Invoice Entry and Accounts Receivable Invoice Entry, if the terms code selected is a Multiple Due Date Terms Code, a Multiple Due Dates screen will be available via the 'Multi Due' button. The program will default the Due Dates and Percentages for each of the twelve possible entries using the either the Number of Days Before Due or the Specific Due Dates from the Terms Code Masterfile. You can override the default Dates and Percentages.

When the 'Accept' button is clicked, this Extended Solution will verify that the percentages are equal to 100. You will be prevented from exiting this screen until the total percent due is equal to 100.
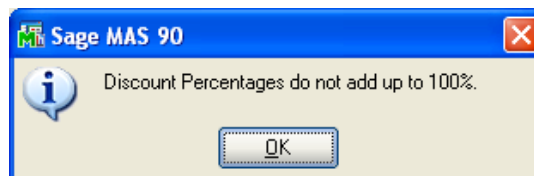
If the setup option 'Maintain Due Dates in Terms Code Maintenance' was checked, and a Terms Code is referenced with a Due Date sooner than the Invoice Date, the following warning will be displayed:
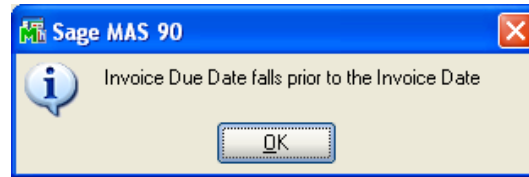
After leaving the pop-up window, the earliest due date is then used and displayed as the Invoice Due Date. You will not be able to access this field. If you left the 'Support Discounts' box blank in Setup, then the earliest due date will be used and displayed as the Discount Due Date and you will not be able to access this field.

Shipping Data Entry

Sales orders which are invoiced via Shipping Entry and contain a multiple due date terms code will have their default percentages and dates set however you cannot access the fields from Shipping Entry.

Aging

This new Terms Code is supported in Accounts Receivable Statement Printing, Aged Invoice Report, Finance Charge Calculation and the Aging and Invoice Inquiry option available from Accounts Receivable Customer Maintenance and Inquiry. These locations will 'age' the invoices using the multiple due dates and percentage specified. The Past Due Amount used to calculate finance charge will be based on only that portion of the invoice's balances that have been determined to be past due. The Finance Charge Journal will print the appropriate Past Due Amount. No other locations will support this aging process.

Cash Expectations Report

The A/R Cash Expectations Report has been modified to consider an invoice's Multiple Due Dates and Percentage Due on each date when printing the data in the 'Payments Due Thru' columns.

Discounts

If you checked the box in Setup, then discounts will be supported. Discount Amount and Discount Due Date will be calculated as appropriate during Sales Order Invoice Entry and Sales Journal Update.

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

| *File:*	*Description*	*Field:*
AR_TermsCode.M4T		MultipleDueDates_001$
		DaysBeforeDue(1-12)_001
		DueDate(1-12)_001
		PercentAmountDue(1-12)_001
SO_InvoiceHeader.M4T		DueDate(1-12)_001
		PercentAmountDue(1-12)_001
SO_InvoiceWrk.M4T		DueDate(1-12)_001
		PercentAmountDue(1-12)_001
AR_InvoiceHistoryHeader.M4T		DueDate(1-12)_001
		PercentAmountDue(1-12)_001
AR_InvoiceHistoryWrk.M4T		DueDate(1-12)_001
		PercentAmountDue(-12)1_001
AR_OpenInvoice.M4T		DueDate(1-12)_001
		PercentAmountDue(1-12)_001
AR_AgedInvoiceReportWrk		TermsCode
AR_CashExpectationReportWrk		TermsCode
AR_InvoiceHeader.M4T		DueDate(1-12)_001
		PercentAmountDue(1-12)_001
AR_InvoiceWrk.M4T		DueDate(1-12)_001
		PercentAmountDue(1-12)_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.
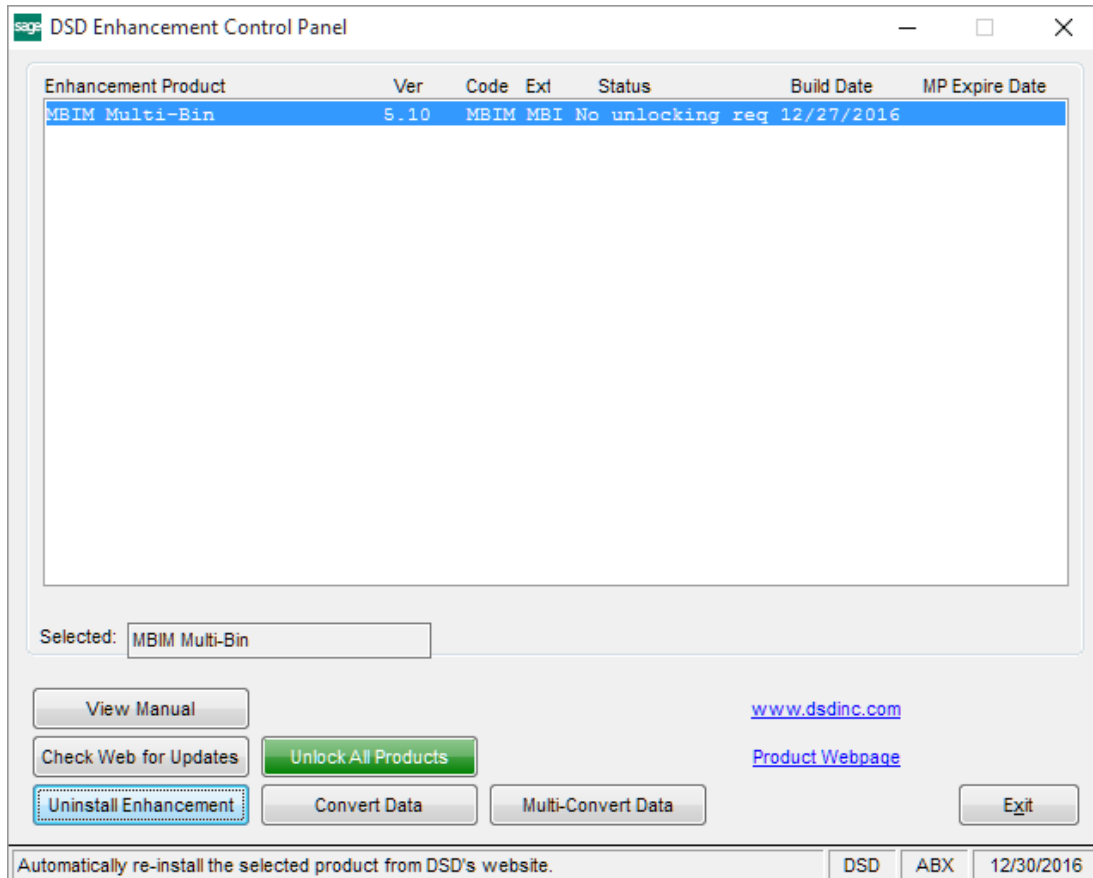

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
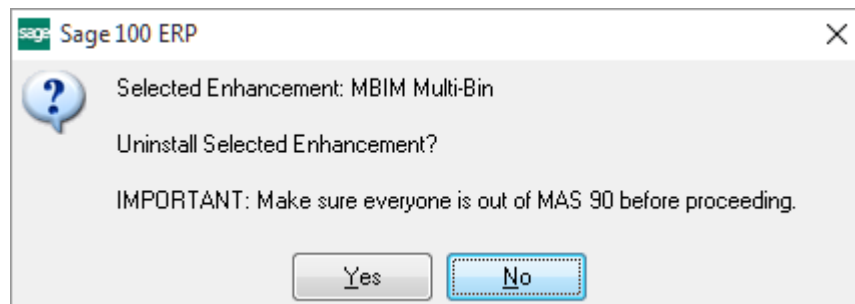
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
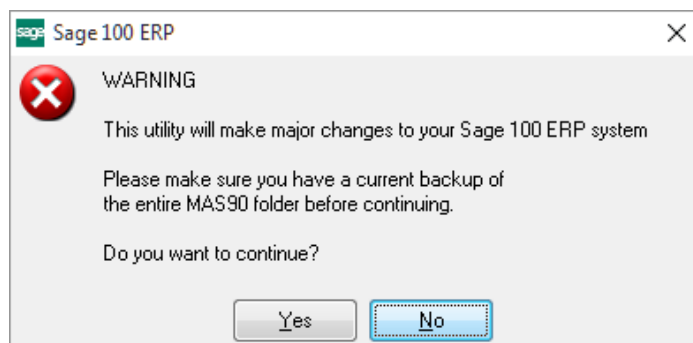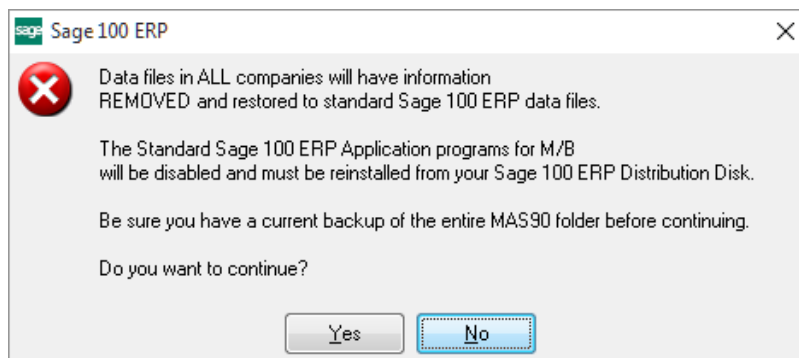

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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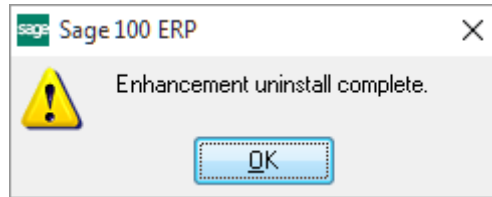
Now that the Uninstall process is completed, you must:

- 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).