DSD Business Systems

Sage 100 Enhancements

SODR

S/O Deferred Revenue Posting

Version 5.40

Information in this document is subject to change without notice.

S/O Deferred Revenue Posting User's Manual
Version 5.40

21 February, 2017

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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*

SODR Deferred Revenue Posting:

http://www.dsdinc.com/enhancement/sodr-deferred-revenue-posting

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.

Deferred Revenue Posting Features

This enhancement allows future Revenue and Deferred Postings to the General Ledger to occur during the S/O Invoice Update. S/O Invoice Data Entry has been enhanced to have four new fields: Number of Months and Start Date on both the Invoice Header and Invoice Detail files. When these field values are entered by the user, future postings will occur on the same day each month, for the number of months specified, for Regular or Miscellaneous Line Items on the invoice that have Deferred Revenue Accounts setup.

The accounts that are posted to are as follows:

For Standard Items: The Deferred Revenue Account is setup in Product Line Maintenance

Debit to the Revenue Account for that Item's Product Line
Credit to the Deferred Account for that Item's Product Line

For Miscellaneous Items: The Deferred Revenue Account is setup in Miscellaneous Item Maintenance

Debit to the Revenue Account for that Item as set up in Miscellaneous Item Maintenance.
Credit to the Deferred Revenue Account for that Item as set up in Miscellaneous Item Maintenance.

The amount posted for the "future" Debit and Credit are the Line Extension divided by the Number of Months.

This enhancement is beneficial to companies that sell Support Contracts or Maintenance Plans. The objective is to credit the overall Contract/Plan amount to Deferred Revenue for the Posting Date, and then credit Revenue and debit Deferred Revenue in future months.

This product works best when there is a dedicated Product Line or Miscellaneous Item for Support Contracts or Maintenance Plans set up with a Deferred Revenue Account.

A new History file has been created that is posted to when each "future" G/L Posting is posted. This file contains one record for Year/Month/ItemCode/InvoiceNumber/Sequence. This allows a Crystal Report to be created to report deferred revenue forecasting.

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
S/O	Y	5.40

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.
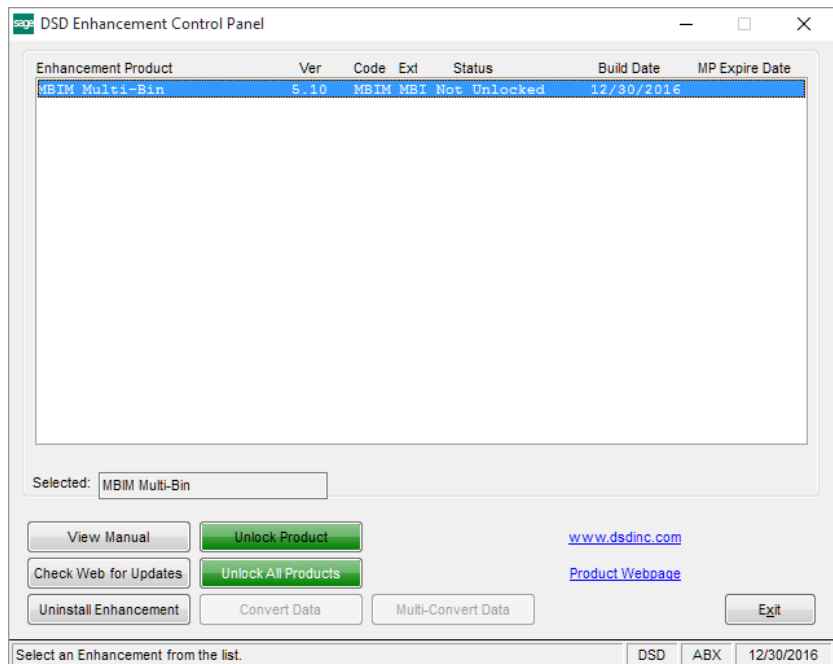
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*
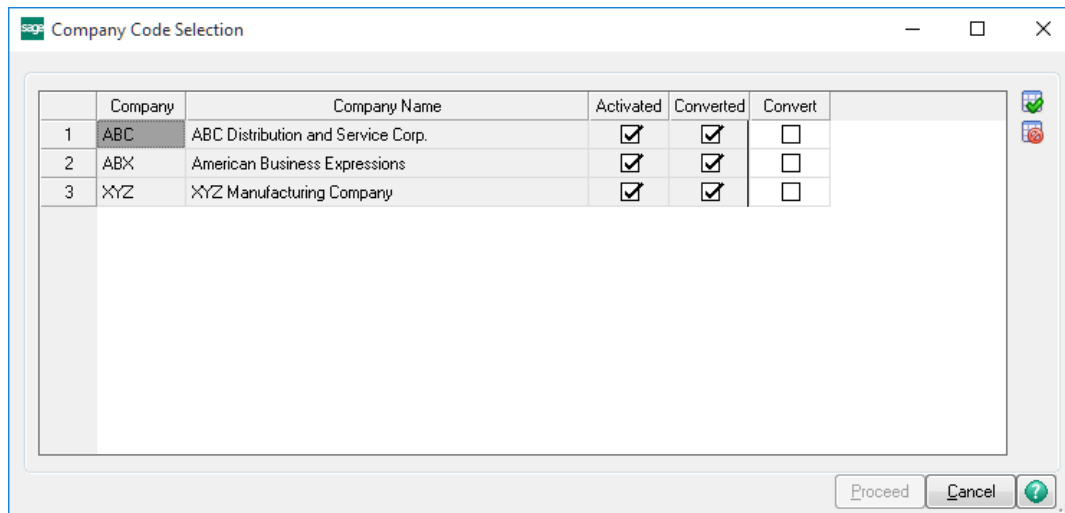
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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

Product Line Maintenance

Product Line Maintenance has been modified to include a new 'Start Date Calculation' option which is used for Defferend Revenue. When the 'Post Deferrals by Line' option is enabled in S/O Sales Order or S/O Invoice Data Entry, the option selected in Product Line Maintenance will be used to calculate the Start Date for the corresponding item. If 'First of Month' is selected, the detail Start Date will be set to the first day of the month of the Sales Order date. For example, if the sales order date is "11/25/2016" the deferral detail Start Date will be "11/01/2016". If 'Order Date' is selected the detail Start Date will default to the same date as the order date. If none is selected, the detail Start Date will not be defaulted.

Product Line Maintenance has also been enhanced to include a new G/L Account Field for Deferred Revenue postings.

Note: If a Deferred Revenue Account is not assigned to a Product Line, any Item Code associated with it will not post to deferred revenue.

Miscellaneous Item Maintenance

Miscellaneous Item Maintenance has been modified to include a new G/L Account Field for Deferred Revenue postings.

Note: If a Deferred Revenue Account is not assigned to an Item Code, it will not post to deferred revenue.

Item Maintenance

Two fields have been added to the Item Maintenance task in Sage 100. Use the 'Number of Months' field to set a default number of months for deffered revenue to be used during Sales Order Entry and Sales Order Invoice Data Entry when posting defferals by line. If this field is left blank users must enter the 'Number of Months' during data entry. 'Start Date' can also be entered to assign a default start date for the item code. This value will only be used if the 'Start Date Calculation' field in the item's corresponding Product Line is set to 'None'.

Section D: System Operations

A new checkbox option has been added to the Sales Order Entry and Sales Order Invoice Header panels: "Post Deferrals by Line".

If this option is selected, the Start Date and Number of Months values entered for each Line item will be used to calculate the additional Deferred Revenue G/L postings.
If this option is not selected, the Start Date and Number of Months values entered on the Invoice Totals panel will be used to calculate the additional Deferred Revenue G/L postings.

Two new fields have been added to the Totals Panel in S/O Sales Order Entry and Invoice Data Entry: **Number of Months** and **Start Date**.

And two new columns have been added to the Lines entry grid: **Number of Months** and **Start Date**. These columns are visible only when the "Post Deferrals by Line" option is checked.

An sales order/invoice document can be created using either the Line detail level interval parameters, or the Header level, but not both.

If these fields are left <blank> by the user, then no deferred postings will occur.

If the user enters values into these fields, the S/O Invoice Update will post **additional postings** for each Item Line that has an associated Deferred Revenue Account set up.

S/O Sales Journal Update – G/L Postings

If the user enters values into the **Number of Months** and **Start Date** fields on an Invoice, the S/O Invoice Update will post **additional postings** for each Regular Item Line.

The "standard" General Ledger posting will still be posted: a debit to A/R and COGS, and a credit to Inventory and Sales Income. The account posting to Sales Income comes from Product Line Maintenance (for Regular Items) and Miscellaneous Item Maintenance (for Miscellaneous Items), and you'll need to have an account set up for **Deferred Revenue.** The amount posted to this account will be the full Extension of the Invoice Line. All of these postings will post on the date that you have set for the Posting Date.

The "Additional/Future" postings will start based on the **Start Date** field on the invoice, and will reoccur on the **same day** each month following based on the **Number of Months** field on the invoice. The accounts that are posted to are as follows:

Debit to the Deferred Revenue Account for that Item Code
Credit to the Sales Account for that Item Code

The amount posted for the "future" Debit and Credit are the Line Extension divided by the Number of Months.

For example: You create an invoice with one line item for $1200, and you enter 4 as the Number of Months and the Start Date is 01/15/2016. The Posting Date is 12/4/2013. The Cost on that item is $399.

Here is the standard posting that will occur for 12/4/2013:

Account	Debit	Credit
A/R	$1200	
Deferred Revenue		$1200
Cost of Goods Sold	$399	
Inventory		$399

The additional postings are as follows:

Posting Date **1/15/2016**

Account	Debit	Credit
Deferred Revenue	$300	
Revenue		$300

Posting Date **2/15/2016**

Account	Debit	Credit
Deferred Revenue	$300	
Revenue		$300

Posting Date **3/15/2016**

Account	Debit	Credit
Deferred Revenue	$300	
Revenue		$300

Posting Date **4/15/2016**

Account	Debit	Credit
Deferred Revenue	$300	
Revenue		$300

Note that the Amounts posted are the Extension ($1200) divided by the Number of Months (4) and that the Posting Dates are on the **same day** in each subsequent month.

NOTE: The same Source Journal ("SO") and Batch Number will be used for future postings.

S/O Sales Journal Update – posting to a new History File

Below is the Data Dictionary for the new **AR234_ODR_InvoiceHistory** file:

I.   New Data File and Data Dictionary – **AR234_ODR_InvoiceHistory**

   a.   Year – 4-char (key)

   b.   Month – 2-char (key)

   c.   ItemCode -30 char (key)

   d.   InvoiceNo – 7 char (key)

   ~~a.~~e.   HeaderSeqNo – 6-char (key)

   ~~b.~~f.   Quantity - numeric

   g.   RevenueAmt - numeric

As each Revenue posting occurs, a record will be written to this new data file. This file can be used in a Crystal Report to produce information about Deferred Revenue.

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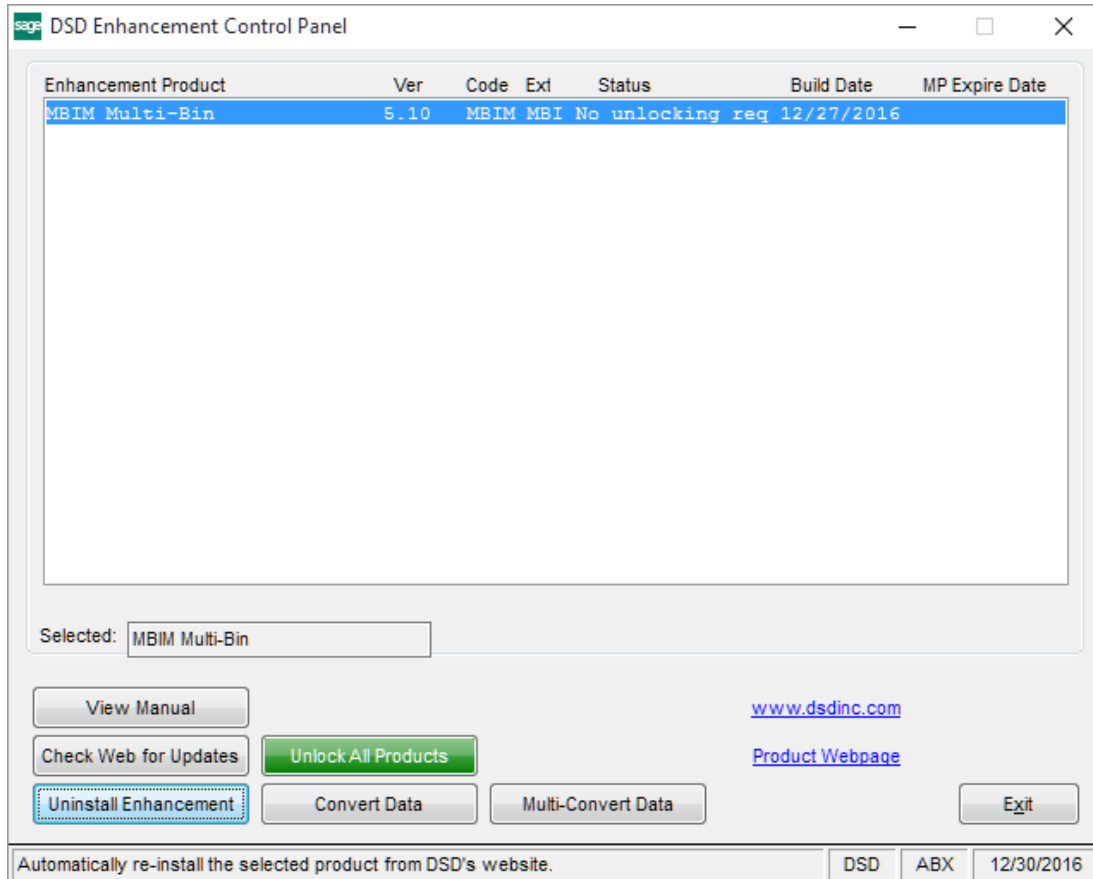
When accessing the **DSD Enhancement Control,** select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
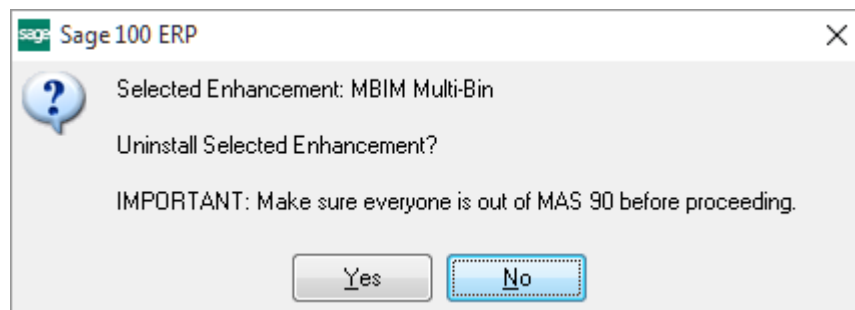
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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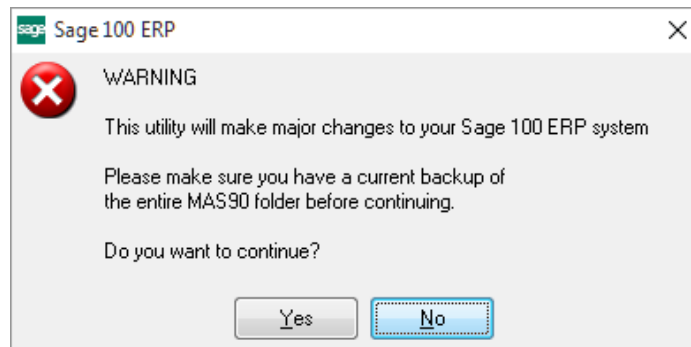
Select **No** to exit the Uninstall Process.
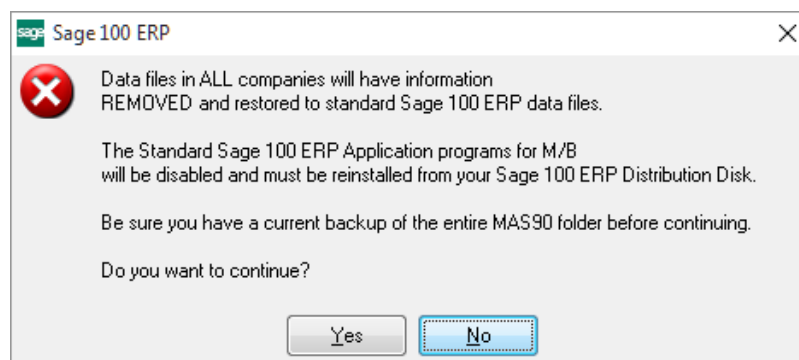Select **Yes** to continue with the Uninstall Process.

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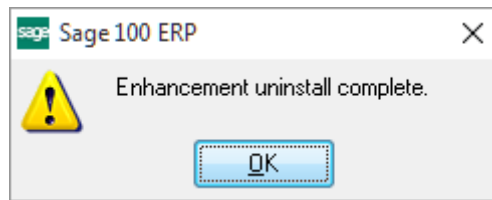
The following message box will appear, displaying the final warning message.

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).