



DSD Business Systems

Sage 100 Enhancements

SOMD

Multiple Due Dates

Version 6.10



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Multiple Due Dates User's Manual
Version 6.10

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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*

SOMD Multiple Due Dates:

<http://www.dsdinc.com/enh/pages/SOMD.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 with Symantec PCAnywhere or by some other means access or duplicate the system.

Multiple Due Dates Features

Six new Due Date/Invoice Amount fields have been added to S/O Invoice Data Entry. The Sales Journal will print these new fields for each invoice. Only one Invoice History record will be created for the main invoice, however, multiple Open Invoice records will be created in the Open Invoice file, each with a different Due Date. The A/R Aging will reflect these Due Dates.

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	6.10
A/R	Y	6.10

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 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.*

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.

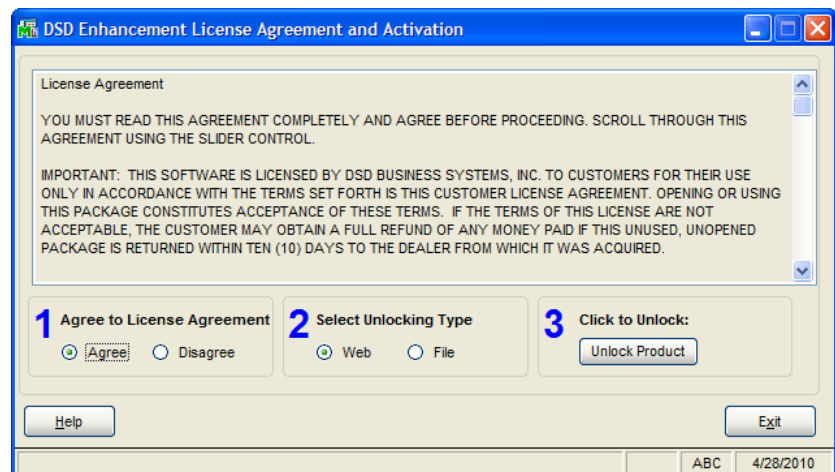
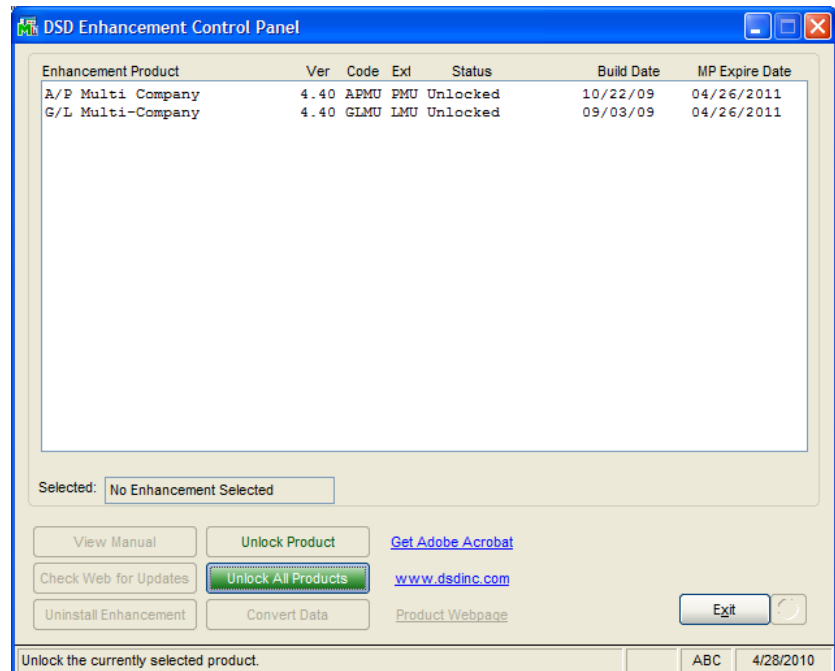
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired 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 FTP web 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.*

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 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.

Section C: Setup

Sales Order Options

A new 'Next "A" Invoice Number' field has been added to the **2. Entry Tab** in **Sales Order Options**. This is a 6-character alpha-numeric field. This field will be used during Invoice Data Entry for the creation of Multiple Due Date Invoices.

Sales Order Options (ABC) 6/1/2016

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. Quick Print | 7. History | 8. Job Cost

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	☐	00001

Next Automatic Sales Order Number 0000174
Next Automatic Invoice/Shipping Number 0100058
Next "A" Invoice Number 201601

Files to Check for Duplicate Customer PO Numbers

- Check Sales Order Entry ☐
- Check Sales Order Invoice Data Entry ☐
- Check Sales Order History ☐
- Check Accounts Receivable Invoice Data Entry ☐
- Check Accounts Receivable Invoice History ☐

Commissions

- Split Commissions Between Salespersons ☒
- Customer Split Commission to Override Ship-To Salesperson ☐

Default Warehouse for Order/Invoice Header 001
Use Shipping Code to Calculate Freight Actual

Quotes

- Use Default Order Date When Promoting to Order ☐
- Default Days Until Quote Expires** 999

Accept Cancel

Section D: System Operations

S/O Invoicing – Multiple Due Dates

A new ‘Next A Invoice’ button has been added next to the current ‘Next Invoice No’ button for the creation of an invoice with multiple due dates. The first invoice created will be the regular invoice number ending with the letter ‘A’, and other invoices created will end with the letter ‘B’, ‘C’, ‘D’, ‘E’, and/or ‘F’

The image shows two overlapping screenshots of the 'S/O Invoice Data Entry (ABC) 6/1/2016' window. The left screenshot shows the 'Next A Invoice No.' button highlighted. The right screenshot shows the full invoice entry form for invoice 201600A. The form includes fields for Invoice No., Invoice Date, Invoice Type, Customer No., Cust PO, Order Status, Ship Date, Due Date, Discount Date, Warehouse, Sales Tax, Schedule, and various other details like Ship To Address, Terms Code, Ship Via, Confirm To, E-mail, Fax No., Comment, Salesperson, and Split Comm. The 'Terms' button is visible in the bottom right corner of the right screenshot.

A new button called “Terms” has been added to the S/O Invoice Data Entry Totals Panel. This button will only be enabled if the Invoice Number ends with the letter “A”.

The image shows a screenshot of the 'S/O Invoice Data Entry (ABC) 6/1/2016' window, specifically the Totals Panel. The 'Terms' button is highlighted. The panel displays various financial details for invoice 201600A, including Amount Subject to Discount, Discount Rate, Discount Amount, Taxable Amount, Nontaxable Amount, Ship Zone, Ship Weight, Freight Amount, Deposit Payment Type, Check Number, Deposit Available, Deposit Amount, Commission Rate, Sales Tax Amount, Invoice Total, and Net Invoice.

Twelve new fields have been added to the S/O Invoice Data Entry Header file:

- i. Due Date A
- ii. Invoice Amount A
- iii. Due Date B
- iv. Invoice Amount B
- v. Due Date C
- vi. Invoice Amount C
- vii. Due Date D
- viii. Invoice Amount D
- ix. Due Date E
- x. Invoice Amount E
- xi. Due Date F
- xii. Invoice Amount F

When the 'Terms' button is selected, a new pop-up panel will be displayed with the 12 new fields. The Due Date fields will be lined up in a column, and the associated Invoice Amounts will be lined up in a column on the right.

For new invoices, the "Due Date A" will default to the Due Date from the Header Panel, and the "Invoice Amount A" will default to the entire invoice amount. Both "Due Date A" and "Invoice Amount A" will be disabled.

The user will be able to enter another 5 Due Dates and Invoice Amounts. Each time an Invoice Amount is entered, the "Invoice Amount A" is decreased by that amount.

The dialog box is titled "Multiple Due Date Entry (ABC) 9/13/2013". It contains two columns: "Due Date" and "Invoice Amount".

Left Screenshot:

Due Date	Invoice Amount
10/13/2013	4,719.54
	.00
	.00
	.00
	.00
	.00

Right Screenshot:

Due Date	Invoice Amount
10/13/2013	1,219.54
10/20/2013	1,000.00
10/31/2013	1,000.00
11/10/2013	500.00
11/15/2013	500.00
11/20/2013	500.00

For new invoices entered into Invoice Data Entry, after the user selects the Accept Button, the new panel will automatically pop-up if the user hasn't selected the button already.

The Sales Journal has been modified to print these new fields for each invoice.

Daily Sales Order Sales Journal											ABC Distribution and Service Corp. (ABC)	
Journal Posting Date: 9/13/2013												
Register Number: SO-000014												
Invoice No / Customer No	Invoice Date	Order Number	Terms Code	Sl: Prsn	Tax Schedule	Taxable Sales Amount	Non-taxable Sales Amount	Discount Amount	Freight Amount	Sales Tax Amount	Invoice Total	Deposit Amount
002006A-IN	9/13/2013	0000174	00	0100	CA							
01-TEST	Test Systems Inc					4,243.10	0.00	0.00	0.00	307.62	4,550.72	0.00
Due Dates: 9/13/201						1,050.72						
	9/20/201					1,000.00						
	9/30/201					1,000.00						
	10/10/20					500.00						
	10/20/20					500.00						
	10/31/20					500.00						
002007A-IN	9/13/2013		01	0400	CA							
02-AT0Z	A To Z Carpet Supply					0.00	4,243.10	0.00	0.00	0.00	4,243.10	0.00
Due Dates: 10/13/20						743.10						
	10/20/20					1,000.00						
	10/31/20					1,000.00						
	11/10/20					500.00						
	11/15/20					500.00						
	11/30/20					500.00						
Report Total - Cash Sales:						0.00	0.00	0.00	0.00	0.00	0.00	0.00
A/R Sales:						4,243.10	4,243.10	0.00	0.00	307.62	8,793.82	0.00
Total Sales:						4,243.10	4,243.10	0.00	0.00	307.62	8,793.82	0.00

S/O Sales Journal Update

Only one Invoice History record will be created for the main invoice (ending with the letter 'A'). Multiple Open Invoice records will be created in the Open Invoice file. The first invoice number will be the regular invoice number (ending with the letter 'A'). The additional invoice numbers will have the last letter changed to the corresponding letter. For example, if the invoice number is 123456A, and the user entered Due Date B and Due Date C, then the three open invoices created will be 123456A, 123456B, and 123456C.

Customer Maintenance (ABC) 9/20/2013

Customer No. 02-ORANGE Name Orange Door & Window Co.

Copy From... Renumber... More...

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/O's

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Customer PO No.	Corr
002013A	Invoice	9/20/2013	10/20/2013	9/30/2013	1,212.28	213.93	1,212.28		
002013B	Invoice	9/20/2013	10/31/2013	9/30/2013	500.00	88.24	500.00		
002013C	Invoice	9/20/2013	11/10/2013	9/30/2013	500.00	88.24	500.00		
002013D	Invoice	9/20/2013	11/20/2013	9/30/2013	250.00	44.12	250.00		
002013E	Invoice	9/20/2013	11/30/2013	9/30/2013	100.00	17.65	100.00		
0100066	Invoice	8/29/2013	9/28/2013	9/8/2013	1,956.10	39.12	0.00	1234579	blat
0100047	Invoice	5/31/2010	6/30/2010	6/10/2010	263.37	5.27	263.37	9832	

Trans Date Trans Type Trans Amount Pay Date Check No. Payment Ref Cr Card RMA No.

Balance	Current	30 Days	60 Days	90 Days	120 Days
2,825.65	2,825.65	0.00	0.00	0.00	0.00

Accept Cancel Delete

Customer Maintenance (ABC) 9/20/2013

Customer No. 02-ORANGE
Name Orange Door & Window Co.

Copy From... Renumber... More...

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/Os

Invoice No.	Trans Date	Trans Type	Trans Amount	Inv. Balance	Pay Date	Check No.	Payment Ref	Cr Card	RMA No.
002013A	9/20/2013	Invoice	1,212.28	1,212.28					
002013B	9/20/2013	Invoice	500.00	500.00					
002013C	9/20/2013	Invoice	500.00	500.00					
002013D	9/20/2013	Invoice	250.00	250.00					
002013E	9/20/2013	Invoice	100.00	100.00					
0100066	8/29/2013	Invoice	1,956.10	0.00					
0100066	8/29/2013	Credit Memo	1,956.10	0.00			0100067		
0100047	5/31/2010	Invoice	263.37	263.37					

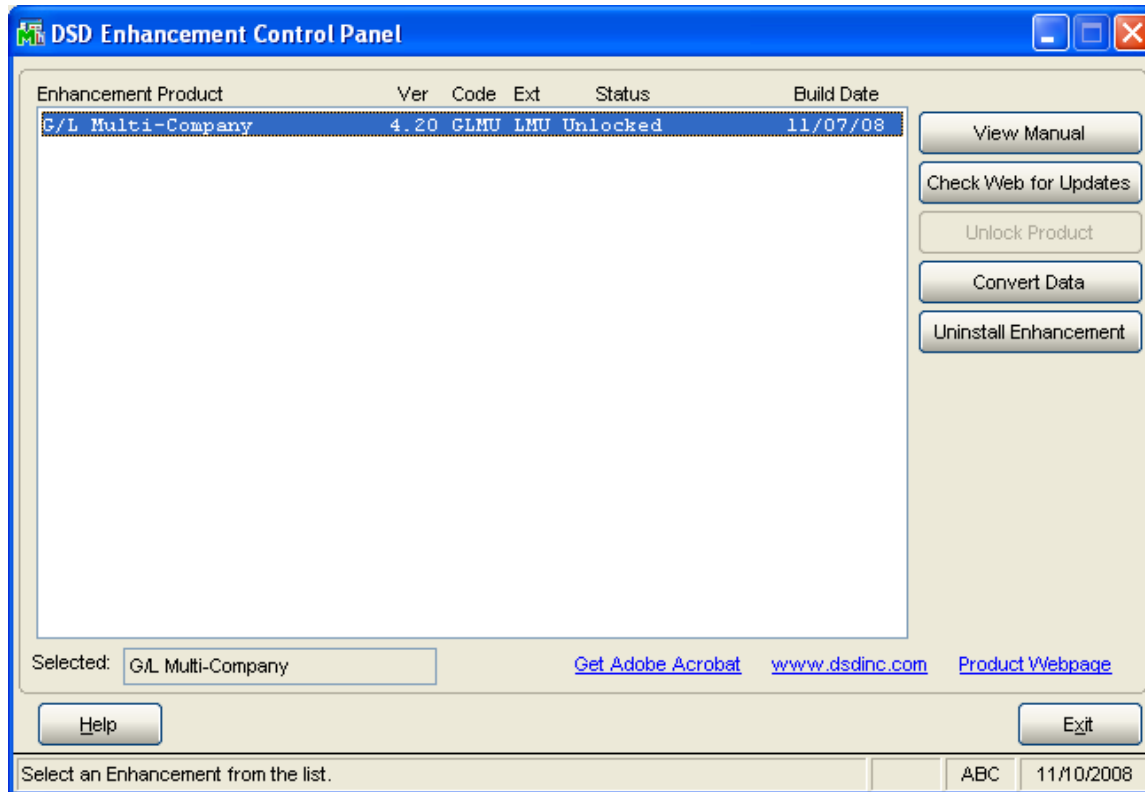
Accept Cancel Delete

The Invoice Amounts will be based on the corresponding invoice amounts entered on the panel. The Invoice Due Dates will be based on the corresponding Due Dates entered on the panel. Multiple Invoice Transaction records will be created in the Invoice Transaction file (AR_TransactionPaymentHistory) , one for each AR_OpenInvoice invoice record created.

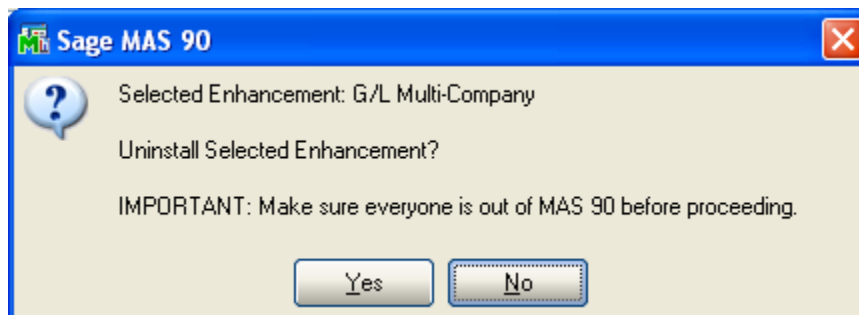
No other changes have been made in the Invoice Update. No changes have been made to the General Ledger postings.

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.

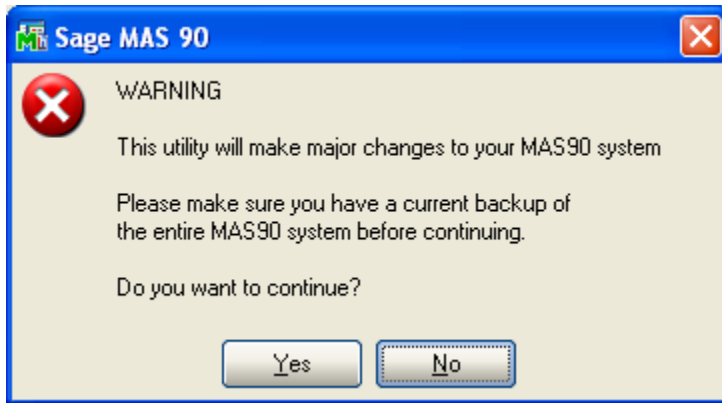


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

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.

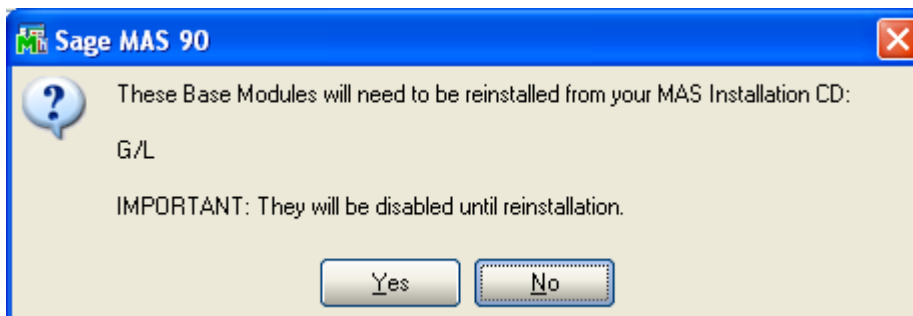


Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you **MUST** reinstall certain standard Sage 100 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.



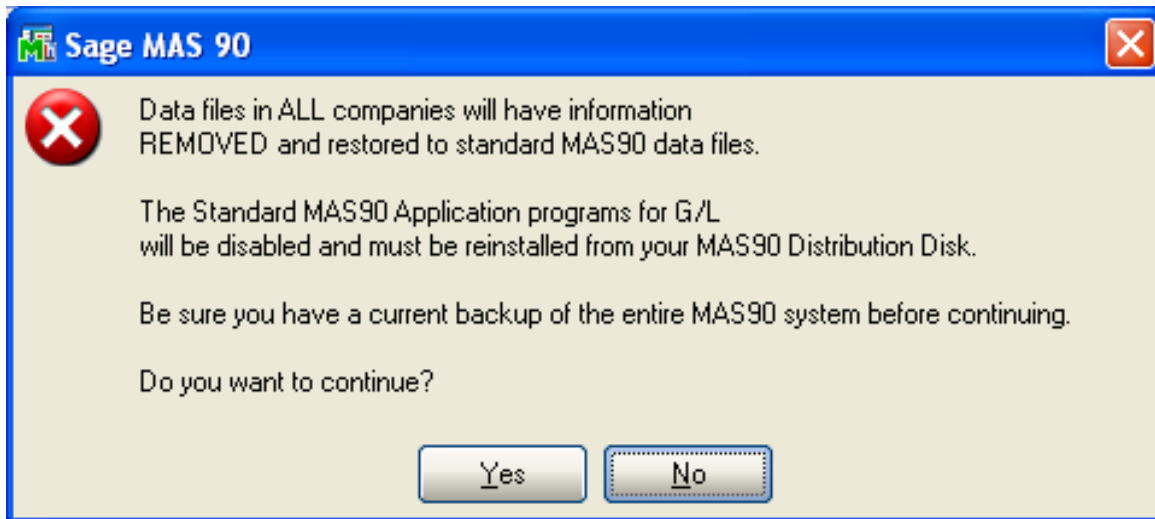
Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

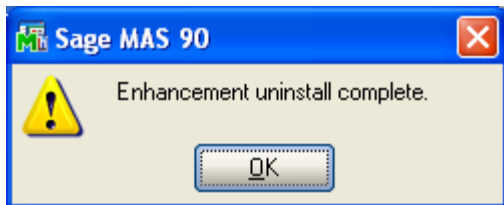
The following message box will appear, displaying the final warning message.

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).

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Fax Transmittal Form

To:	DSD Business Systems Customer Service		Fax:	858/550-4900
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: ☐ Product Problem ☐ Suggestions			
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