



# **DSD Business Systems**

**Sage 100 Enhancements**

**SOMI**

**Master Invoice**

**Version 7.20**



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Master Invoice User's Manual  
Version 7.20

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## Section A: Introduction

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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*

SOMI Master Invoice:

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

### **Master Invoice Features**

This DSD enhancement adds the ability to combine multiple sales order invoices onto one “Master Invoice” after posting. The master invoice number is recorded in the Invoice History files and can be modified at any time. This enhancement also adds the ability to receive payments from customers by master invoice in cash receipts entry.

## 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               | 7.20           |

### 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.*

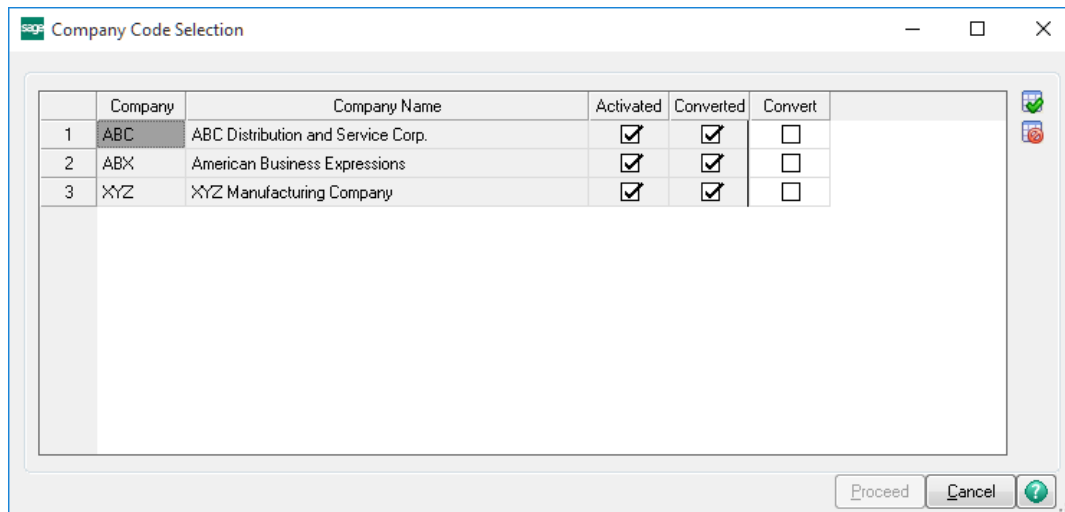
**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**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

### Sales Order Options

A new field has been added to the Entry tab in Sales Order Options for “Next Automatic Master Invoice Number”. Upon installation, this field will default to ‘0000001’. This allows for a separate numbering sequence of invoice numbers.

**Sales Order Options (ABC) 7/1/2025**

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 | <input type="checkbox"/> | 00001      |

Next Automatic Sales Order Number: 0000181  
Next Automatic Invoice/Shipping Number: 0100058

**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 ☐

**Master Invoice**

Next Automatic Master Invoice Number: 9000002  
Enable Master Invoice Selection Defaults ☒  
Enable Security for Editing Printed Invoices ☒

**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

**Next Automatic Master Invoice Number:** Enter the next Master Invoice Number to be used in Master Invoice Selection. Upon installation, this field will default to ‘0000001’. This allows for a separate numbering sequence of invoice numbers than invoices in Invoice Data Entry.

**Enable Master Invoice Selection Defaults:** Select this checkbox to allow the user to filter by Ship To Address and Customer PO during Master Invoice Selection

**Enable Security for Editing Printer Invoices:** Select this checkbox to all editing of Master Invoices in Master Invoice Selection after the Master Invoice has been printed. If this checkbox is unchecked, or if the Role Security event (see next section) has been turned off, then the user may not add/remove invoices from a Master Invoice after it has been printed.

### Security Events added

A new Security event has been added to the Sales Order module in Role Maintenance:

Role Maintenance (ABC) 7/19/2023

Role: admin  
Description: Administrator  
Role Type: Admin

Copy... Apply...  
Assign... Remove...

1. Tasks 2. Security Options 3. SData Security 4. ODBC Security

Sort By: ☒ Module ☐ Group ☐ Security Option

- ☒ Sales Order
  - ☒ Allow Access to Disallowed Items and Product Lines
  - ☒ Allow Access to Private Batches
  - ☒ Allow Automatic Update of Daily Transaction Register
  - ☒ Allow Batches to be Merged
  - ☒ Allow Batches to be Renumbered
  - ☒ Allow Batches to be Verified
  - ☒ Allow Bill-To Customer Number Override During S/O Data Entries
  - ☒ Allow Duplicate Customer PO Numbers
  - ☒ **Allow Editing of Printed Master Invoices**
  - ☒ Allow Editing of Purchase Order Fields in Sales Order
  - ☒ Allow Next Batch Number to be Modified
  - ☒ Allow On-the-Fly Cancel Codes
  - ☒ Allow On-the-Fly Items
  - ☒ Allow Price Override During S/O Data Entries
  - ☒ Allow Profit Margin Percent Override During S/O Data Entries
  - ☒ Allow Updating of Journals from Preview

Import Role... Export Role... Accept Cancel Delete

**Allow editing or Printed Master Invoices:** Select this checkbox to allow editing of Master Invoices in Master Invoice Selection after the Master Invoice has been printed. If this checkbox is unchecked, or if the **Enable Master Invoice Selection Defaults** checkbox in Sales Order Options is unchecked, then the user may not add/remove invoices from a Master Invoice after it has been printed.

## Section D: System Operations

### Master Invoice Selection

The **Master Invoice Selection** menu item has been added to the S/O Main Menu. Any sales order invoices which exist in the Open Invoice file may be added to a Master Invoice. Invoices may be added to or removed from a Master Invoice at any time.

Master Invoice Selection (ABC) 7/1/2025

Master Invoice No. 9000001

Master Invoice Date 7/1/2025

Customer No. 01-ABF American Business Futures

Sales Order No. Customer PO Ship To Addr

|   | Invoice No. | Invoice Type | Order No. | Customer PO | Invoice Date | Balance  | Include                             |
|---|-------------|--------------|-----------|-------------|--------------|----------|-------------------------------------|
| 1 | 0100033     | Standard     | 0000153   | XX-890200   | 5/15/2025    | 613.05   | <input checked="" type="checkbox"/> |
| 2 | 0100034     | Standard     | 0000155   | AJ-890123   | 5/15/2025    | 2,467.61 | <input checked="" type="checkbox"/> |
| 3 | 0100041     | Standard     |           | 789         | 5/31/2025    | 38.20    | <input checked="" type="checkbox"/> |
| 4 | 0100048     | Standard     | 0000169   | 789         | 5/30/2025    | 130.00   | <input checked="" type="checkbox"/> |

Exclude Zero Balance Invoices ☒ Total Amount 3,248.86

Accept Cancel Delete

Select 'Next Invoice Number' to create a new Master Invoice or use the lookup to select and edit an existing Master Invoice. Use the Sales Order lookup to select and filter the displayed invoices. Use the flashlight to select and filter based on Master Orders for the chosen customer.

Select which invoices to include on the master invoice by checking the box in the Include column. 'Select All' and 'Deselect All' buttons are available to the right of the grid. Each time an invoice is added to or removed from a master invoice, the Master Invoice Number is updated in the AR Invoice History and AR Open Invoice Files.

If you are adding invoices to an existing master invoice, you can select the 'Refresh' button to the right of the grid to show additional invoices not currently included so that more can be added.

**Master Invoice Printing**

The **Master Invoice Printing** menu item has been added to the Sales Order Main menu and can also be accessed by selecting the printer icon from within Master Invoice Selection.

Master Invoices can be printed for a selection of Customer Numbers and/or Master Invoice Numbers. The Master Invoice printed will contain lines from all invoices selected in the Master Invoice Selection.

**Combine Same Item/Warehouse/Unit Price Lines:** Select this checkbox to automatically combine these items together.

**Itemize Freight by Invoice:** Select this checkbox to have the Freight Amount of each separate invoice appear as a separate line item with the Item Code set to 'FREIGHT'. Clear this checkbox to summarize the Freight Amounts from all invoices to appear as a Freight Total.

Master Invoice Printing (ABC) 7/1/2025

Form Code: STANDARD  
Description: Plain

Number of Copies: 1 Collated: ☒ Multi-Part Form Enabled: ☐

Print Comments: Partial  
Combine Same Item/Warehouse/Unit Price Lines: ☐  
Itemize Freight By Invoice: ☐

Line 1 Message:  
Line 2 Message:

| Select Field    | Operand | Value |
|-----------------|---------|-------|
| Customer Number | All     |       |
| Invoice Number  | All     |       |

Keep Window Open After Print: ☐ Preview: ☐

Brother MFC-8660DN Printer

Alignment Print Preview Setup

Invoice Page: 1

ABC Distribution and Service Corp.

Invoice Number: 0000004-IN  
Invoice Date: 11/15/2016  
Order Number:  
Order Date:  
Salesperson: 0100  
Customer Number: 01-ABF

Sold To:  
American Business Futures  
2131 E. 14th Street  
Suite 100  
Milwaukee, WI 53151  
Confirm To:  
Artie Johnson


Ship To:  
American Business Futures  
2131 E. 14th Street  
Suite 100  
Milwaukee, WI 53151

| Customer P.O. | Ship VIA | F.O.B. | Terms       |
|---------------|----------|--------|-------------|
| XX-890200     | UPS BLUE |        | Net 30 Days |


| Item Code                      | Unit | Ordered | Shipped   | Back Ordered | Price  | Amount |
|--------------------------------|------|---------|-----------|--------------|--------|--------|
| 1001-HON-H252                  | EACH | 5.00    | 5.00      | 0.00         | 81.480 | 407.40 |
| HON 2 DRAWER LETTER FLE W/O LK |      |         | Whse: 001 |              |        |        |
| 1001-HON-H252                  | EACH | 1.00-   | 1.00-     | 0.00         | 81.480 | 81.48- |
| HON 2 DRAWER LETTER FLE W/O LK |      |         | Whse: 098 |              |        |        |
| 1001-HON-H252                  | EACH | 4.00    | 4.00      | 0.00         | 79.800 | 319.20 |
| HON 2 DRAWER LETTER FLE W/O LK |      |         | Whse: 001 |              |        |        |
| 1001-HON-H252                  | EACH | 10.00   | 10.00     | 0.00         | 80.000 | 800.00 |
| HON 2 DRAWER LETTER FLE W/O LK |      |         | Whse: 001 |              |        |        |
| 2480-8-50                      | EACH | 1.00    | 1.00      | 0.00         | 32.504 | 32.50  |
| DESK FILE 8" CAP 50            |      |         | Whse: 001 |              |        |        |

## Statement Printing


**S Statement Printing (ABC) 7/1/2025**

Form Code: STANDARD  Message... Designer...

Description: Plain

Number of Copies: 1  Collated: ☒ Multi-Part Form Enabled: ☐ Multi Part...

Sort Statements By: Customer Number ▼

Age Invoices as Of: 7/1/2025 

Select Statements with Minimum Balance Of: .00

Select Customers with Balance Past Aging Category: Current Category ▼

Customer Status to Print:

All Customers ☒ Active ☒ Temporary ☒ Inactive ☒

Include:

Zero Balance Customers: ☐ Credit Balances: No ▼

Customers with No Invoices: ☐ Zero Balance Invoices: Current Month Only ▼

Print Master Invoices: ☒

Selections:

| Select Field    | Operand | Value |
|-----------------|---------|-------|
| Statement Cycle | All ▼   |       |
| Customer Number | All ▼   |       |
| Customer Name   | All ▼   |       |

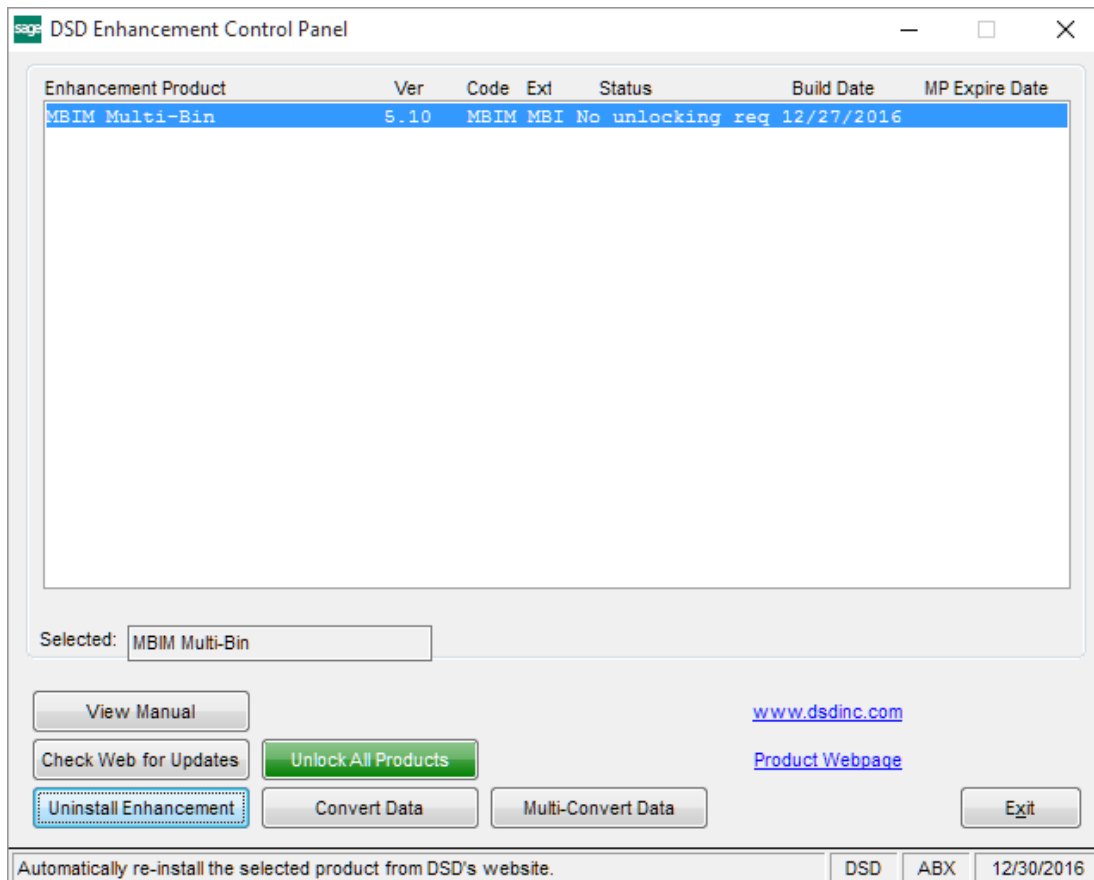
Keep Window Open After  
Print ☐ Preview ☐

Brother MFC-8660DN Printer ▼ Alignment Print Preview Setup ?

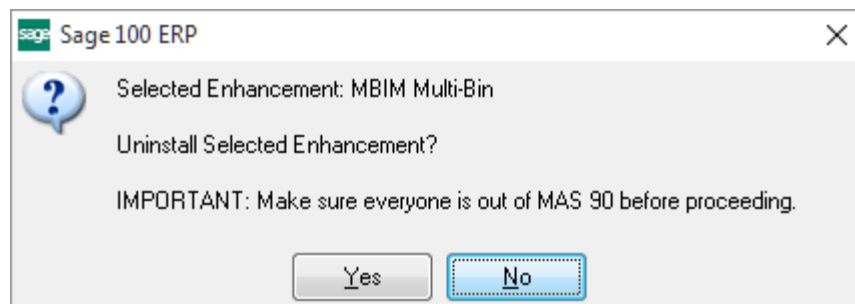
**Print Master Invoices:** allows Master Invoices to be printed on a statement

## 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.

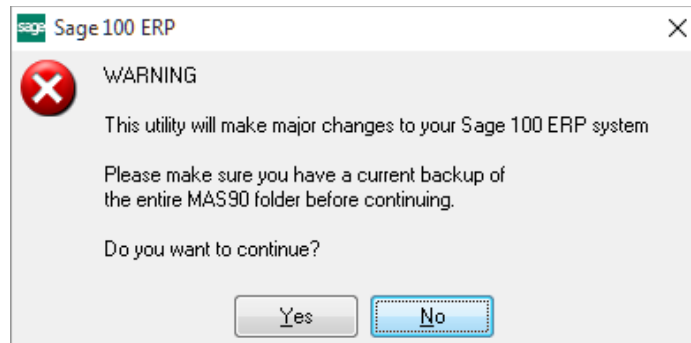


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



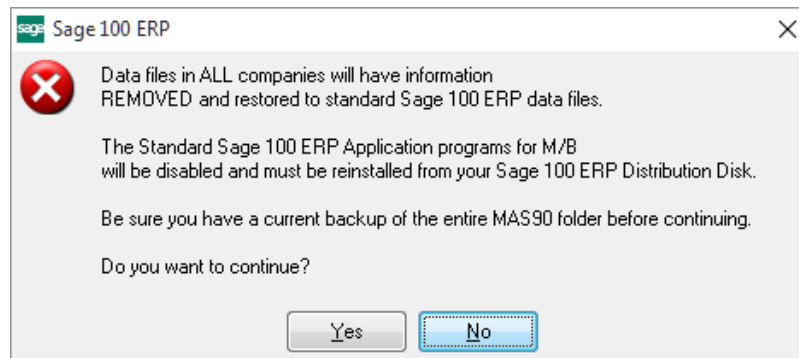
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

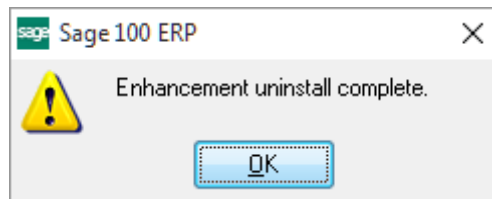
The following message box will appear, displaying the final warning message.



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).