DSD Business Systems

Sage 100 Enhancements

A011

Invoice Bank Coding
AP-1011

Version 7.30

Information in this document is subject to change without notice.

Invoice Bank Coding User's Manual
Version 7.30

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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*

EEEE Invoice Bank Coding:

http://www.dsdinc.com/enh/pages/EEEE.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.

Invoice Bank Coding Features

This DSD Extended Solution allows you to specify a Bank Code during A/P Invoice data entry. This Bank Code can be used as an additional selection criterion during Invoice Payment Selection, Check Maintenance, Check Printing, and the Aged Invoice Report.

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
M/M	Y	7.30

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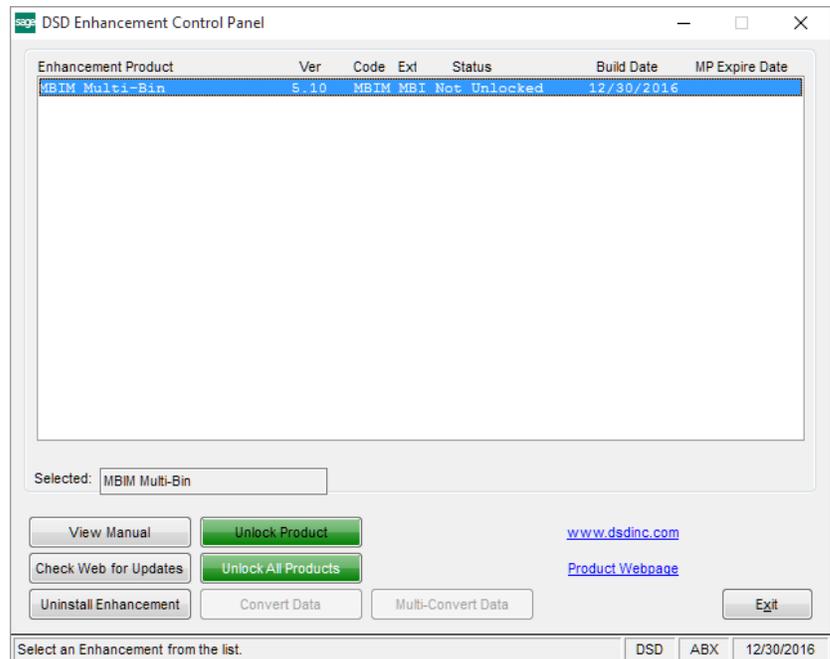
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)
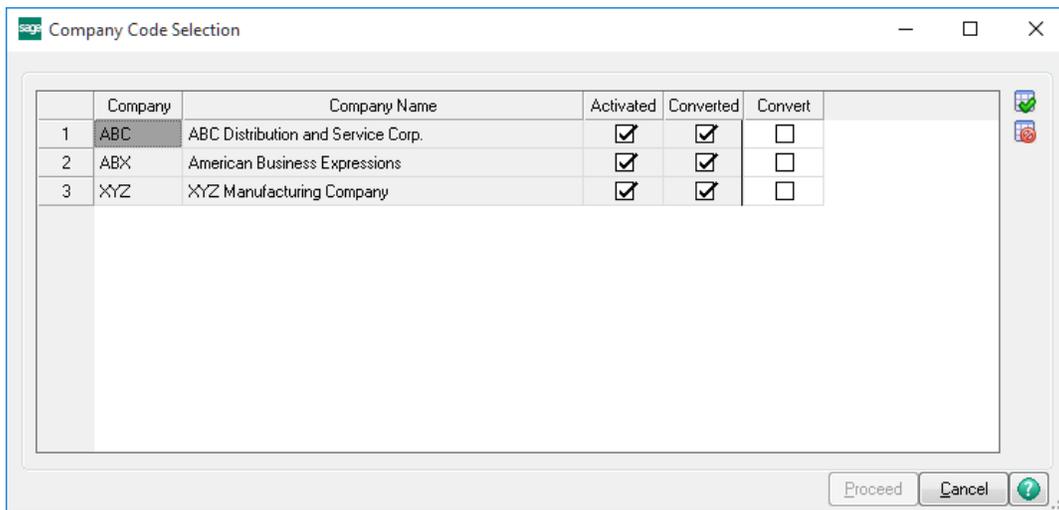
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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 the DSD Extended Solutions Setup from the Accounts Payable 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.

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 Payable, Setup Options:

-   Extended Solutions Setup

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

Section D: System Operations

Invoice Data Entry

A/P invoice Data Entry has been modified with a 'Bank Code' button. Click on the button to access Bank Code Entry. Enter the Bank Code associated with the invoice; this field is not required. Bank Code can be edited for on file invoices.

If A/P Invoice Batch Entry is enabled, bank codes can be selected and assigned to a specific batch. The bank code assigned to a batch will become a default for each new invoice created within the batch.

The A/P Invoice Register work file has been modified with a Bank Code field. During the Register update, the Bank Code will be saved as part of the Open Invoice and Invoice History records.

Repetitive Invoice Entry

All the functionality that is present in Invoice Data Entry is also present in Repetitive Invoice Entry. This allows the Bank Code to default during invoice creation from Repetitive Invoices.

Invoice Payment Selection

Invoice Payment Selection has been modified to allow selection of a Bank Code. The Operand defaults to Equal to. A Bank Code may be entered or left blank. If a Bank Code is entered, only invoices that have that code will be selected. If the Bank Code is left blank, only invoices without a Bank Code will be selected. It is not advisable to select invoices from different Bank Codes.

The Invoice Selection Register work file has been modified with a Bank Code field.

Check Maintenance

Once there is an invoice on file (from Payment Selection or entered in Check Maintenance) the first invoice determines the Bank Code, even if the Bank Code is a blank. The Bank Code for that invoice becomes the Bank Code for that batch. Once this has occurred, you will be prevented from entering any further invoices with a different Bank Code.

Check Printing

If the invoices selected for payment have a non-blank Bank Code, the check printing screen will display that code and will not allow it to be changed. If the invoices selected have no Bank Code (a blank Bank Code), then you will be able to select any valid Bank Code. All invoices that have been selected will print.

Manual Check Processing

When the manual check process is used to create an invoice on the fly, the Bank Code used is saved with the new record in the Open Invoice file. If the manual check process is used to pay an on-file invoice, no checking is done to ensure that the Bank Codes match and no changes are made to the Bank Code which is saved with the invoice in the Open Invoice file. In this way, invoices may be paid from a Bank Code that was not originally specified for that invoice.

Aged Invoice Report

The AP Aged invoice Report has a new option to sort by Bank Code. You may also select by range of Bank Codes. Bank Code has been added as a field to the Aged Invoice workfile.

Invoice History Inquiry
The Invoice History Inquiry screen has been modified to display the Bank Code associated with an invoice.


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

| *File:*	*Field:*
AP_AgedInvoiceWrk	BankCode_001
AP_InvoiceHeader	BankCode_001
AP_InvoiceHeaderPosting	BankCode_001
AP_InvoiceRegisterWrk	BankCode_001
AP_OpenInvoice	BankCode_001
AP_RepetitiveInvoiceHeader	BankCode_001
AP_RepetitiveInvoiceListingWrk	BankCode_001
AP_InvoicePaymentListingWrk	BankCode_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.
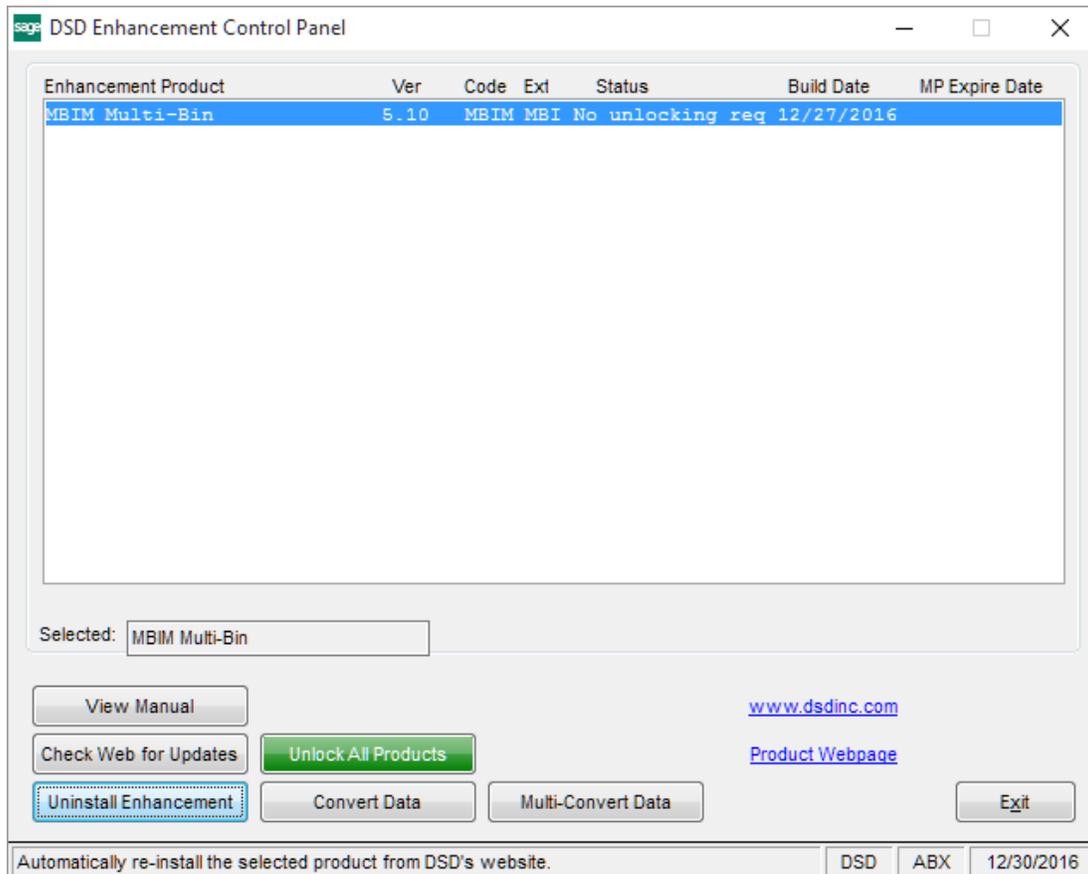

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
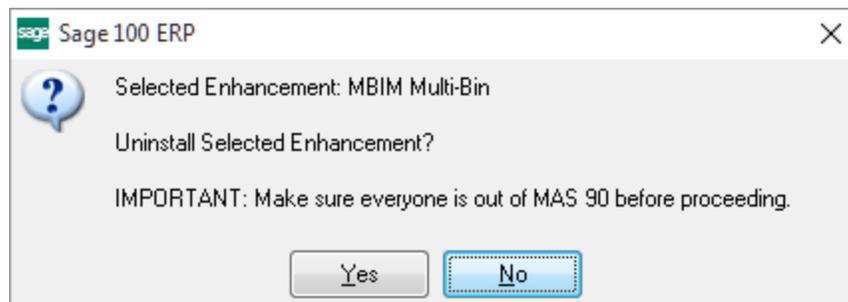
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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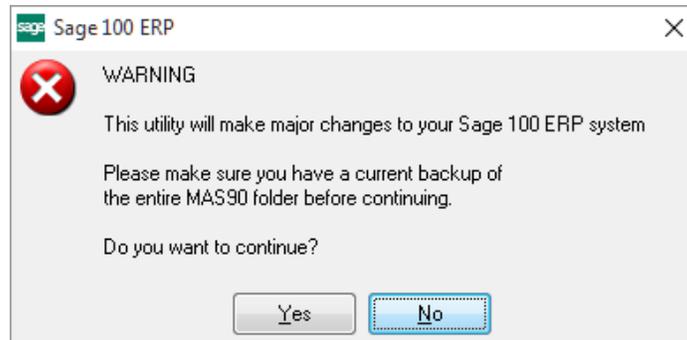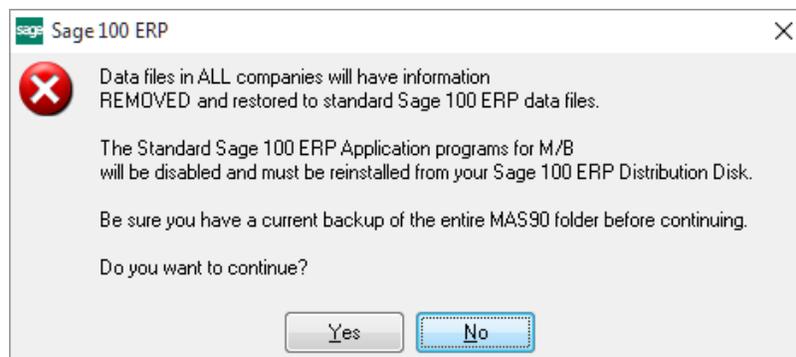
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).