



DSD Business Systems

Sage 100 Enhancements

APDT

A/P Expense Distribution Entry

Version 5.30



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A/P Expense Distribution Entry User's Manual
Version 5.30

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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*

APDT A/P Expense Distribution Entry:

<http://www.dsdinc.com/enhancement/accounts-payable-expense-distribution-entry-3/>

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.

A/P Expense Distribution Entry Features

- The APDT enhancement for the Sage 100 Accounts Payable module allows the user to simplify and automate frequently utilized G/L Distributions for A/P Invoice Data Entry. (This feature is also implemented in Repetitive Invoice Entry and Manual Check Invoice Distribution Entry for a new invoice). Where standard Sage 100 allows for only one Default G/L Account to be assigned to a Vendor, which then defaults to 100% of the Invoice Amount, Distribution Table Codes allow for multiple G/L Accounts to be assigned on a percentage basis of the total Invoice Amount.
- Distribution Table Codes can be maintained on the Accounts Payable Setup Menu, Distribution Table Maintenance. Within each Code, multiple Distribution Lines and individual percentages of distribution can be assigned to each Code. Two types of Distribution Table Lines are supported:
 - Multiple discrete G/L accounts can be assigned to a Distribution Table Code, each with their own percentage. These override the default Vendor G/L Account.
 - A G/L Segment can be indicated and percentages assigned to values for that segment. These are applied to the default Vendor G/L Account.
- Default Distribution Table Codes can be assigned to each Vendor on the Main tab in Vendor Maintenance.
- In AP Invoice Entry and Repetitive Invoice Entry, if a Distribution Table is assigned in the Header panel, the Lines panel is calculated based on the Table Type and G/L Accounts. The Line Panel Distribution can then be manually edited if desired.
- In AP Manual Check Entry, if a Distribution Table is assigned in the Header panel, the Lines panel is calculated based on the Table Type and G/L Accounts for a new, not-on-file invoice. The Line Panel Distribution can then be manually edited if desired.
- A new feature for APDT allows the entry of a Distribution Table by detail line if the Table is defined by Segment. A UDF is defined using the Distribution Table Code, and added to the G/L Distribution panels for AP Invoice Entry and AP Manual Check Entry through Custom Office. With the addition of another UDF for the Distribution Table used, the Table Code can be printed on the AP Invoice Register and AP Manual Check Register.

Reports

The Distribution Table Listing can be printed from Distribution Table Maintenance by clicking the Printer icon.

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
A/P	Y	5.30

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.*

DSD Enhancement License Agreement and Activation

License Agreement

YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL.

IMPORTANT: THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.

1 Agree to License Agreement
 Agree Disagree

2 Select Unlocking Type
 Web File
 Demo **Manual Entry**

3 Call DSD at 858-550-5900
 Have this information ready: End User Name
 Serial Number

4 Enter the following from DSD
 Activation Key:
 Click to Unlock:

ABC 4/28/2010

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 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.

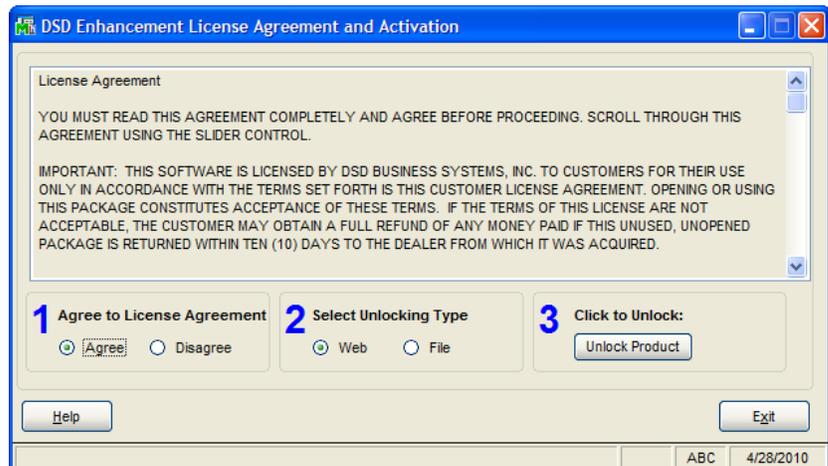
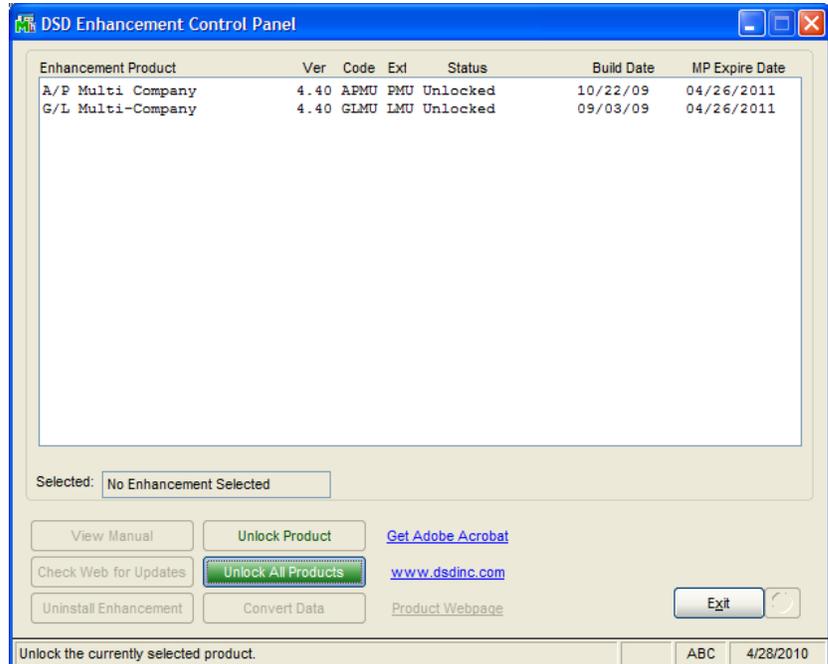
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired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

Distribution Table Maintenance

A new menu item has been added to the Accounts Payable Setup Menu, **Distribution Table Maintenance**. Select this to bring up the Distribution Table Maintenance.

In Distribution Table Maintenance, Distribution Table Codes can be created that have up to 10 uppercase letters and numbers. You may enter the following information for each Distribution Table Code:

Description: enter a description of this Table Code of up to 30 characters.

The screenshot shows the 'A/P Distribution Table Maintenance' window. The 'Table Code' is 'RENT' and the 'Description' is 'Rent Distribution'. The 'Table Type' is 'Expense Account'. The table below shows the distribution data:

	Company Code	Expense Account	Description	Distribution Percent
1	ABC	555-00-03	Rent	10.000 %
2	ABC	555-10-03	Rent: SA&MK-CENTR	20.000 %
3	ABC	555-20-03	Rent: ACCTG-CENTR	30.000 %
4	ABC	555-30-03	Rent: CSERV-CENTR	40.000 %
5	ABC			.000 %

The 'Total Distribution' is 100.000%. Buttons for 'Accept', 'Cancel', and 'Delete' are visible at the bottom.

The screenshot shows the 'A/P Distribution Table Maintenance' window. The 'Table Code' is 'UTILITY' and the 'Description' is 'Utility Expense'. The 'Table Type' is 'Segment'. The table below shows the distribution data:

	Sub Account	Sub Account Desc	Distribution Percent
1	01	East Sales Office	20.000 %
2	02	West Sales Office	30.000 %
3	03	Central Warehouse	40.000 %
4	04	Corporate Offices	10.000 %
5			.000 %

The 'Total Distribution' is 100.000%. Buttons for 'Accept', 'Cancel', and 'Delete' are visible at the bottom.

Table Type: This Drop Box allows you to select one of the two Table Types, Expense Account or Segment. If Expense Account is selected, specific G/L Accounts can be chosen for assigning the percentage distributions. If Segment is chosen, a specific G/L Segment Number can be chosen to assign the percentage that will be applied to the Default Vendor G/L

Account.

Segment: This Drop Box is enabled only if the Table Type is Segment. It displays the valid G/L Segment numbers for this Company from G/L Option Maintenance.

Distribution Table Line Items:

Company Code: This field is enabled only if the APDT enhancement is also installed with DSD's APMU A/P Multi-Company enhancement. See the APMU manual for its use.

Expense Account: This field is enabled only if the Table Type is Expense Account. It allows the lookup and entry of a valid G/L Account for the Company Code displayed for this line item percentage.

Sub Account: This field is enabled only if the Table Type is Segment. Enter the Segment value for this line item percentage.

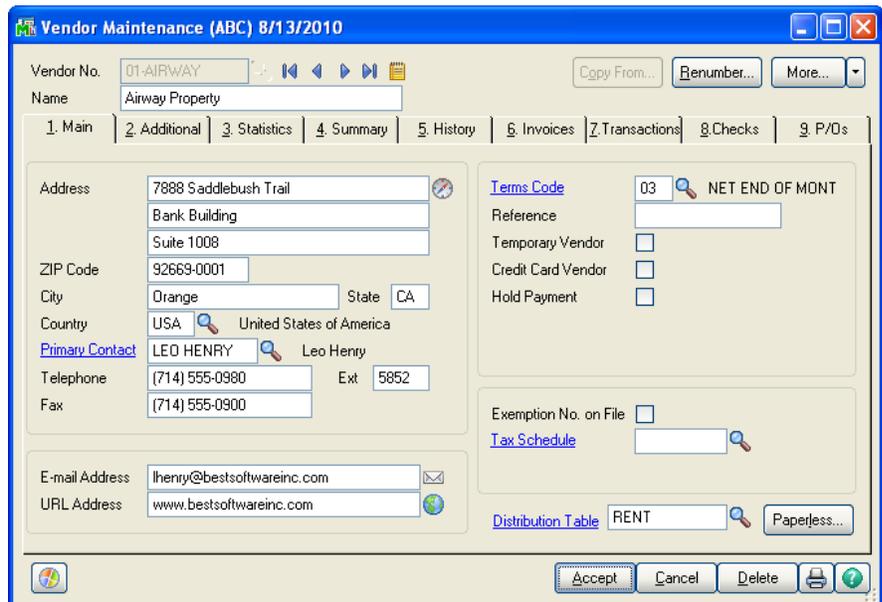
Distribution Percent: Enter the percentage to be distributed to this line item. This will always default to the percentage required to balance the Total Distribution to 100%.

Click **Accept** to save this Distribution Table (if it does not total to 100% Distribution the Accept button will be disabled and the Table Entry cannot be saved). Click **Delete** to remove this Distribution Table.

Vendor Maintenance

In Vendor Maintenance, a new field appears to the right of the E-mail Address and URL Address fields. If a Distribution Table is entered in this field, it will be selected as the default Table in A/P Invoice Data Entry for Invoices entered for this Vendor.

Clicking on the description “Distribution Table” will allow the user to maintain the table.

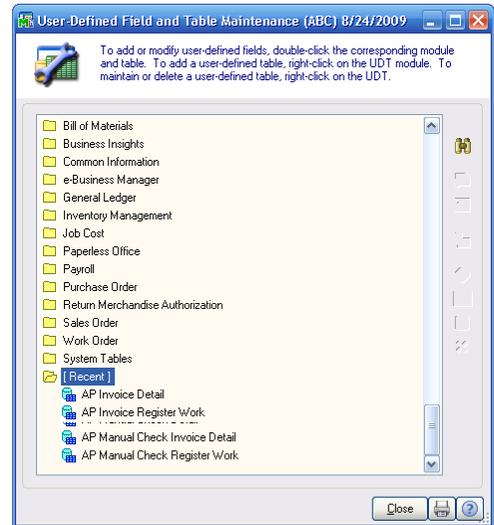


Setup for Detail Line Distribution

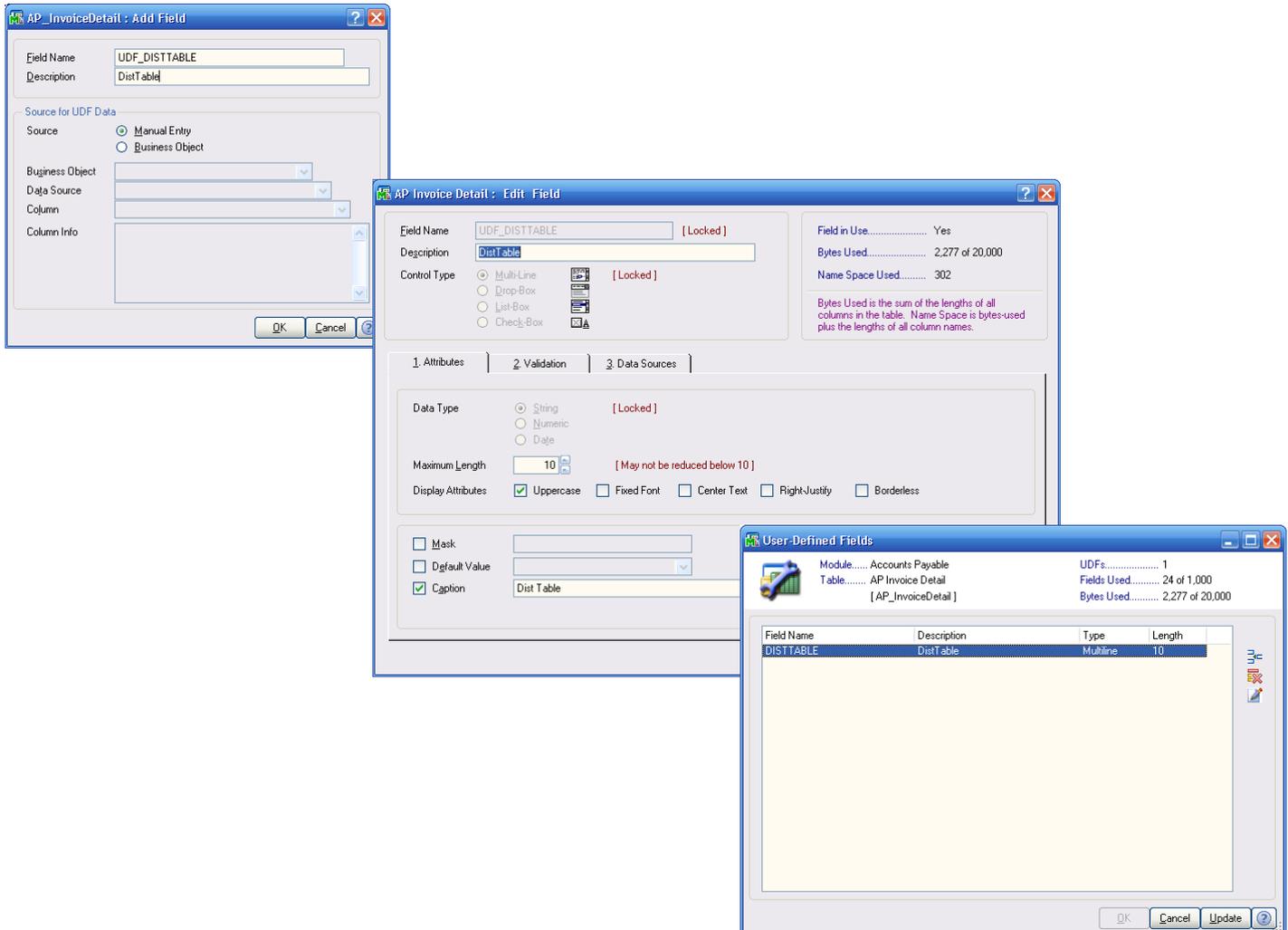
Distribution by line item is available for any Distribution Tables set up by Segment.

Table Code	Table Name	Table Type	Expense Account/ Sub Account Code	Distribution Percent
A	Table A	Segment	01	50.00%
			02	30.00%
			03	10.00%
			04	10.00%
				100.00%
B	Table B	Segment	01	10.00%
			02	20.00%
			03	30.00%
			04	40.00%
				100.00%

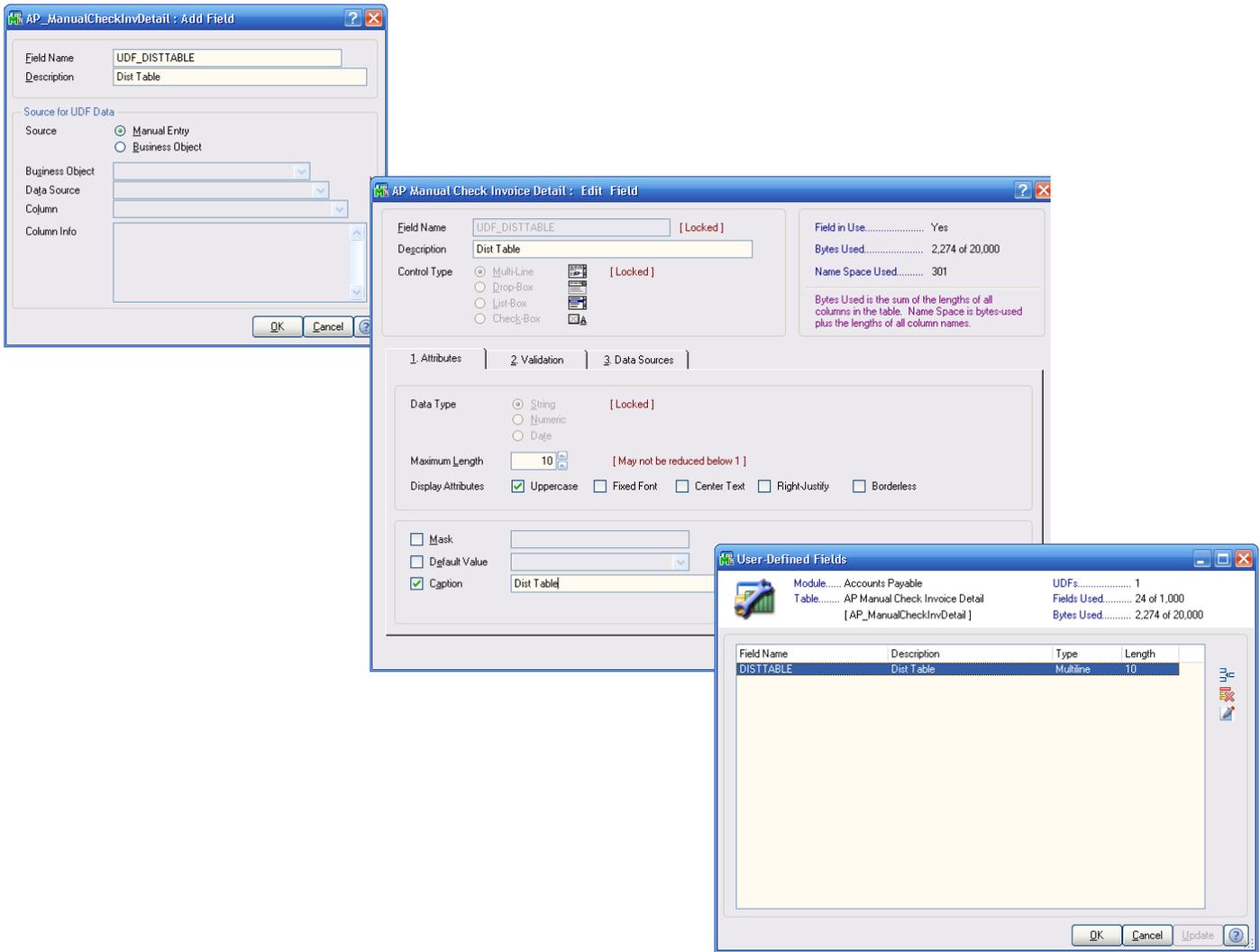
First a “Distribution Table” UDF must be set up for “AP Invoice Detail” and “AP Manual Check Invoice Detail”; and second, a “Distribution Table Used” UDF must be set up for “AP Invoice Register Work” and “AP Manual Check Register Work” through Custom Office/Main/User-Defined Field and Table Maintenance.



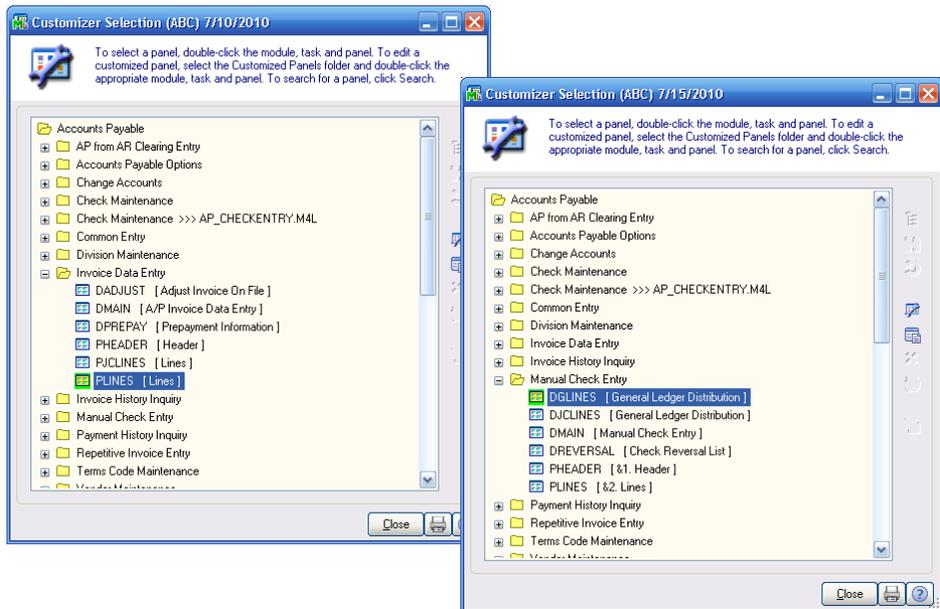
Add the “DISTTABLE” UDF to AP Invoice Detail as illustrated below.



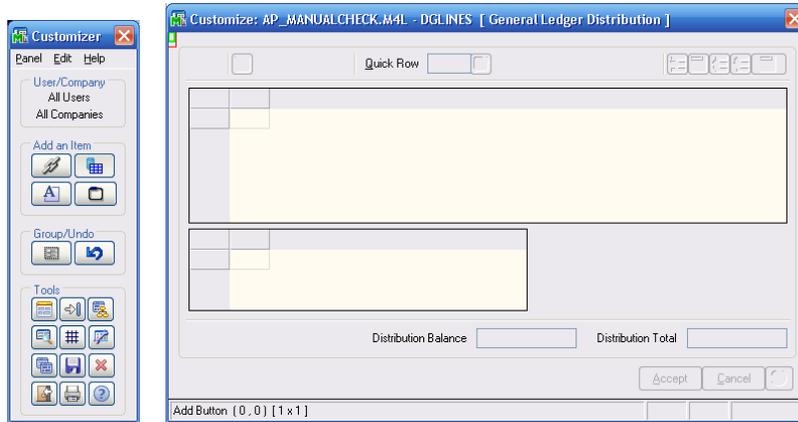
Add the “DISTTABLE” UDF to AP Manual Check Invoice Detail as illustrated below.



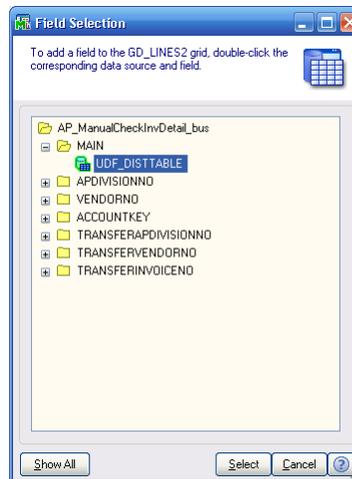
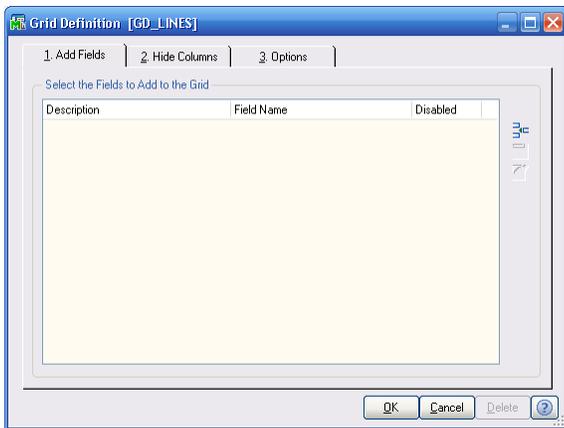
Next , add the new UDF’s through Custom Office/Main/Customizer Selection, to the AP Invoice Data Entry “PLINES” panel, and AP Manual Check Entry “DGLINES” panel.



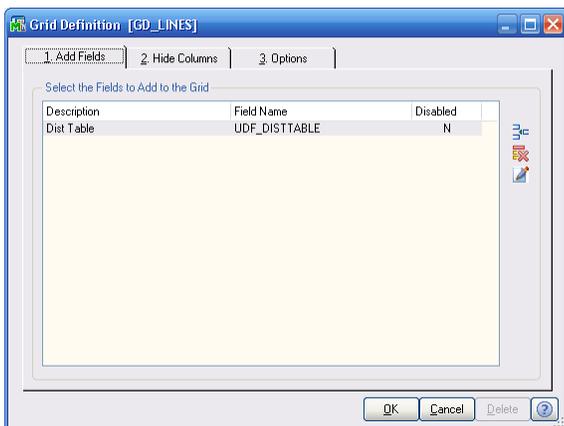
For each panel (“PLINES” & “DGLINES”), right click in the grid area



which will bring up the Grid Definitions screen. Choose the “Add” icon which will bring up the Field Selection screen for the appropriate panel:

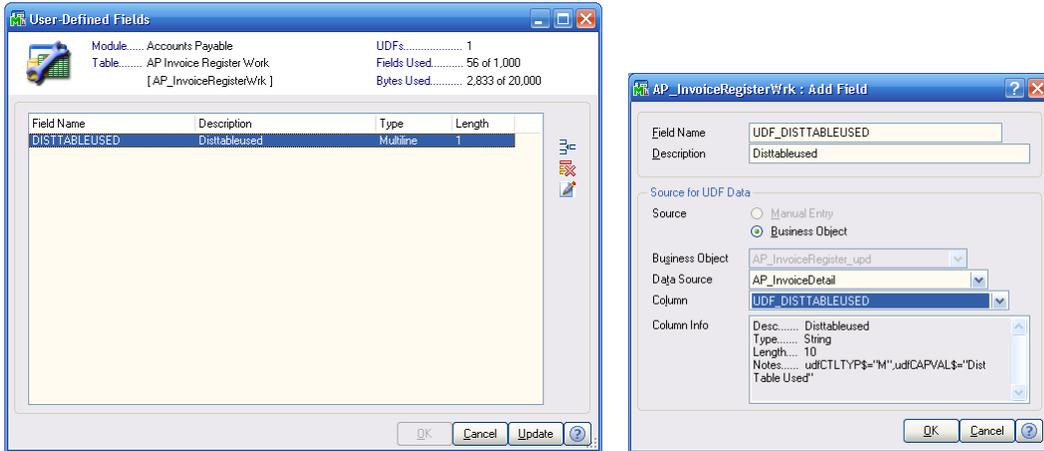


Choose the “UDF_DISTTABLE” and accept the default in the Grid Definitions screen.

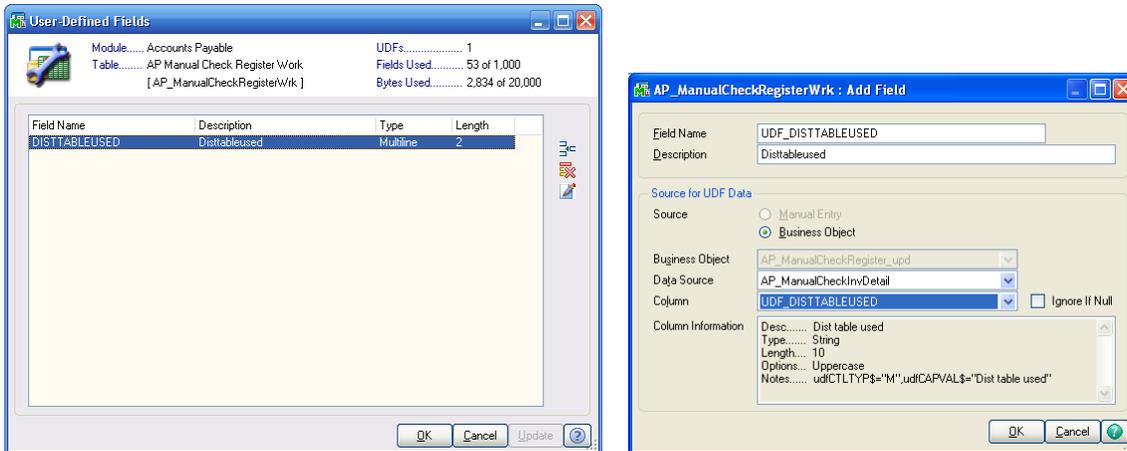


To add the Distribution Table Used information to the AP Invoice Register & AP Manual Check Register, add the new “DISTTABLEUSED” UDF through Custom Office/Main/User-Defined Field and Table Maintenance to the AP Invoice Detail & AP Manual Check Invoice Detail, then add the UDF to the Invoice Register & Manual Check Register using Crystal.

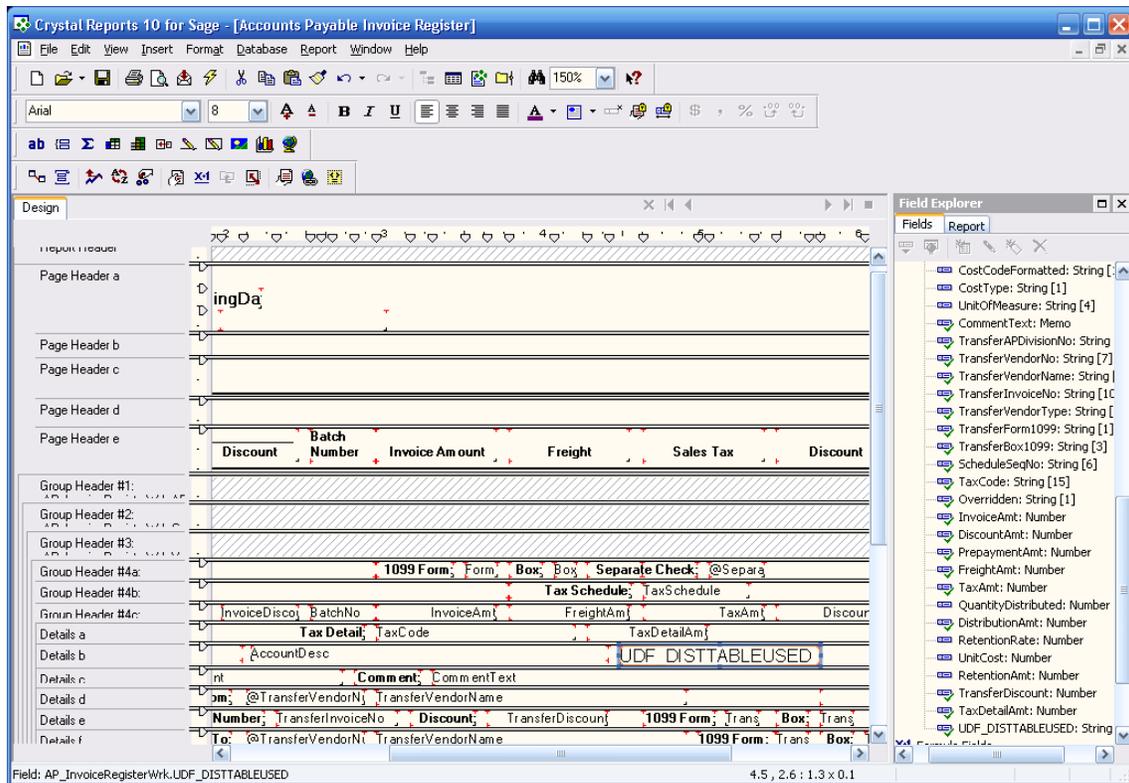
Add the “DISTTABLEUSED” UDF to AP Invoice Register Work as illustrated below:



Add the “DISTTABLEUSED” UDF to AP Manual Check Register Work as illustrated below.



Add the new "DISTTABLEUSED" to the detail line of the appropriate report found in the Sage 100 directory under "REPORTS".



The screenshot shows the preview of the 'Accounts Payable Invoice Register' report. The report title is 'Accounts Payable Invoice Register' with a 'Journal Posting Date: 7/15/2010' and 'Register Number: AP-000022'. The report is for 'ABC Distribution and Service Corp. (ABC)' and 'Division Number: 01 TRADEACCOUNTS PAYABLE'. The table below shows invoice details for two vendors: ANDERS 959646 and ANDERS 98151. The columns include Vendor Number, Invoice Number, Invoice Date, Discount, Invoice Amount, and Distribution Amount. The report also includes a 'Prepaid Amount' section at the bottom.

Vendor Number	Invoice Number	Invoice Date	Discount	Invoice Amount	Disc	Dist Table	Distribution Amount
ANDERS 959646	Anders Auto Repair	7/15/2010	7/25/2010	1099 Form: M 10,000.00	Box: 1	Separate Check: No	
	G/L Account	390-00-03		Truck expenses			2,750.00
	G/L Account	390-00-03		Truck expenses			6,650.00
	G/L Account	390-00-03		Truck expenses			300.00
	G/L Account	390-00-03		Truck expenses			300.00
ANDERS 98151	Anders Auto Repair	7/15/2010	7/25/2010	1099 Form: M 5,000.00	Box: 1	Separate Check: No	
	G/L Account	390-00-03		Truck expenses			92.50
	G/L Account	390-00-03		Truck expenses			687.50
	G/L Account	390-00-03		Truck expenses			1,250.00
	G/L Account	530-10-03		Insurance expense - SA&MK-CENTR			550.00
	G/L Account	530-10-03		Insurance expense - SA&MK-CENTR			1,300.00
	G/L Account	530-10-03		Insurance expense - SA&MK-CENTR			60.00
	G/L Account	530-10-03		Insurance expense - SA&MK-CENTR			60.00
	G/L Account	620-01-01		Depreciation expense - East			166.65
	G/L Account	620-01-02		Depreciation expense - West			166.65
			Depreciation expense - East			166.70	
Division 01 Total				15,000.00		300.00	15,000.00
Report Total				15,000.00		300.00	15,000.00
						Prepaid Amount:	0.00
						Prepaid Amount:	300.00
						Prepaid Amount:	0.00

Section D: System Operations

A/P Invoice Data Entry / Repetitive Invoice Entry

Distribution Tables are utilized to create Distribution Lines in Data Entry. They are only utilized as each new Invoice is entered, when there are no existing Lines already entered for that Invoice. After Lines are calculated via the Distribution Table, the Lines can be manually changed as in regular data entry.

Distribution Controlled from the Table assigned in the Header:

Enter a Distribution Table in the Invoice Header Tab (or it will default to the Vendor Maintenance entry if one exists).

The screenshot shows the 'A/P Invoice Data Entry (ABC) 10/20/2010' window with the 'Header' tab selected. The 'Vendor No.' is 01-AIRWAY, 'Name' is Airway Property, and 'Invoice No.' is 10201001. The 'Invoice Date' is 10/20/2010 and 'Invoice Amount' is .00. The 'Terms Code' is 03 (NET END OF MONTH). The 'Dist. Table' is RENT. The 'Form' is set to None. The 'Hold Payment' and 'Separate Check' checkboxes are unchecked. The 'Comment' field is empty. The '1099 Payment' section shows 'Form' as None and 'Box' as empty. The 'Accept', 'Cancel', and 'Delete' buttons are visible at the bottom.

Once the Header Tab information is complete and the Lines Tab is accessed, the G/L Accounts and Line amounts will be calculated depending on the Table Type.

To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines. However, Lines can also be edited manually after the Table Distribution is calculated.

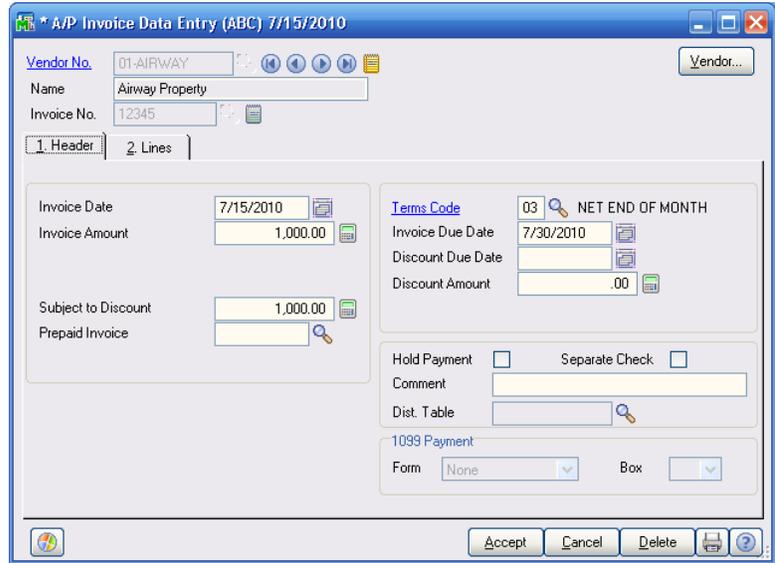
The screenshot shows the 'A/P Invoice Data Entry (ABC) 10/20/2010' window with the 'Lines' tab selected. The 'Quick Row' is set to 5. The table below shows the distribution lines:

	Company	G/L Account	Amount	Comment
1	ABC	555-00-03	100.00	
2	ABC	555-10-03	200.00	
3	ABC	555-20-03	300.00	
4	ABC	555-30-03	400.00	
5	ABC		.00	

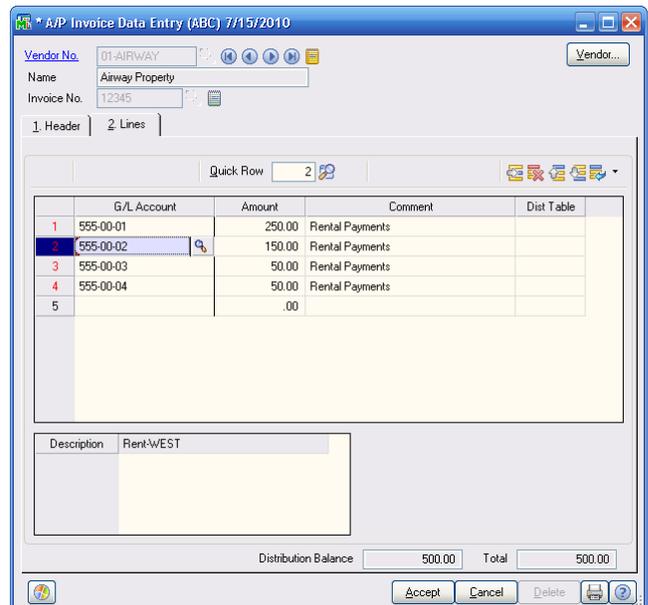
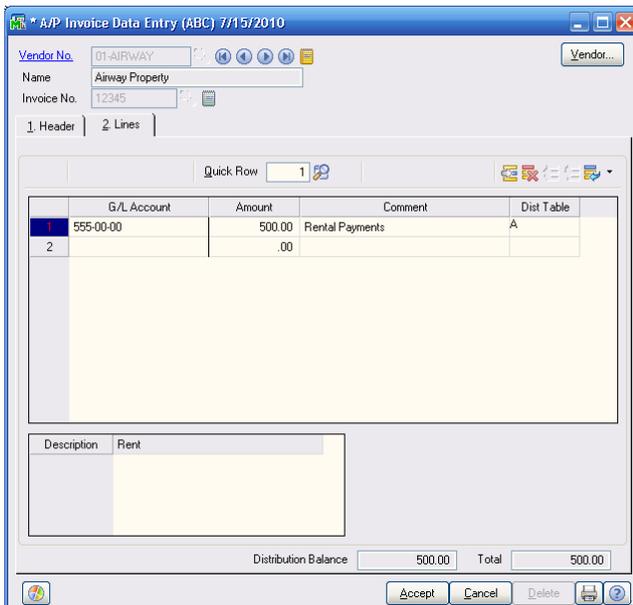
The 'Distribution Balance' is 0.00 and the 'Total' is 1,000.00. The 'Accept', 'Cancel', and 'Delete' buttons are visible at the bottom.

Distribution Controlled from the Table entered on the Lines:

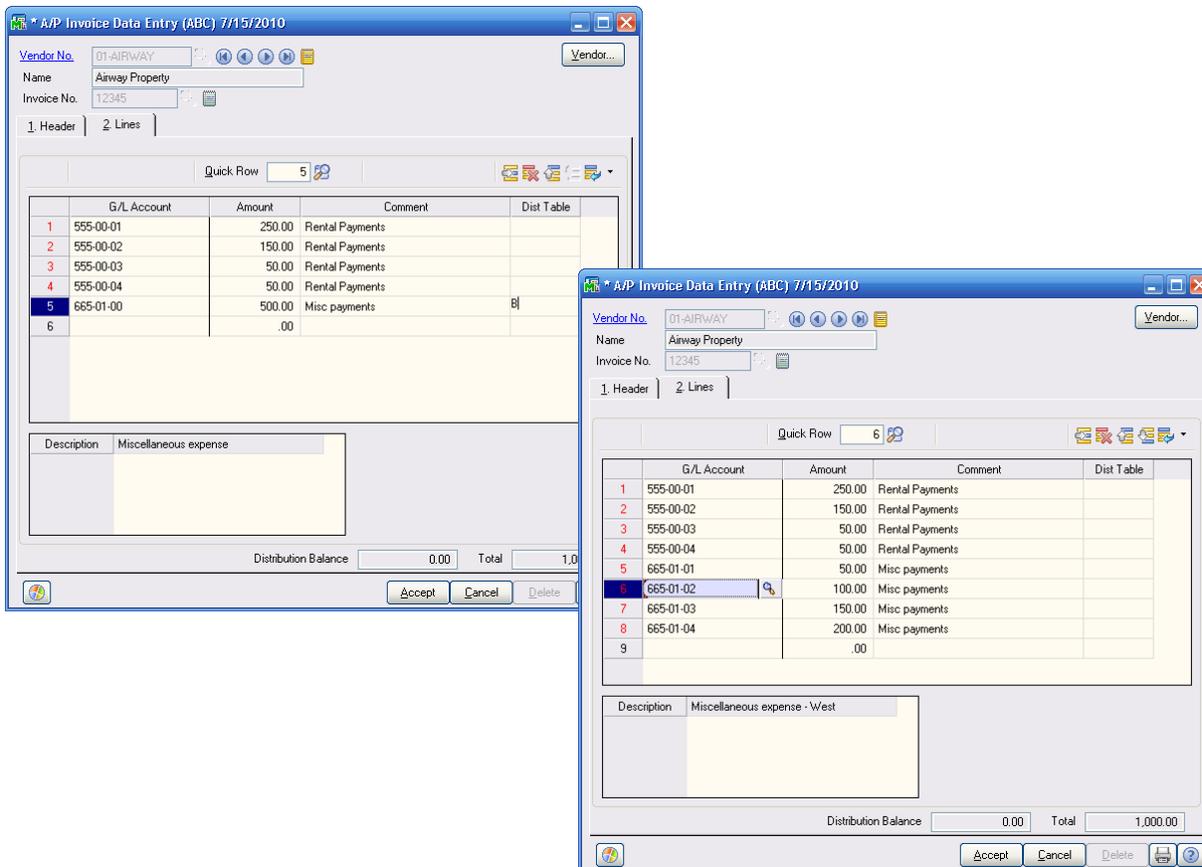
Do NOT enter a Distribution Table in the Invoice Header Tab (and delete any default from the Vendor Maintenance entry if one exists).



Once the Header Tab information is complete and the Lines Tab is accessed, the G/L Accounts and Line amounts will be calculated after the Distribution Table is entered.



Multiple Tables may be used within the invoice distribution simply by entering a new base account on the line following the lines generated by the previous Table entry and entering a new Distribution Table.



To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines associated with that Table. However, Lines can also be edited manually after the Table Distribution is calculated.

A/P Manual Check Entry

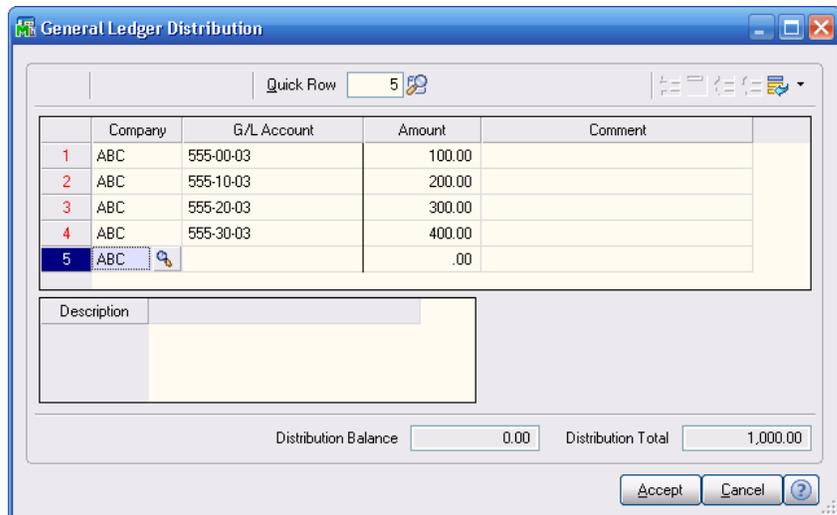
The Distribution Table has also been added to Accounts Payable Manual Check Entry for the G/L Distribution of not-on-file invoices. The table is only utilized as each new Invoice is entered, when there are no existing Lines already entered for that Invoice. After Lines are calculated via the Distribution Table, the Lines can be manually changed as in regular A/P Invoice Entry.

Distribution Controlled from the Table assigned in the Header:

Enter a Distribution Table in the Manual Check Header Tab (or it will default to the Vendor Maintenance entry if one exists).

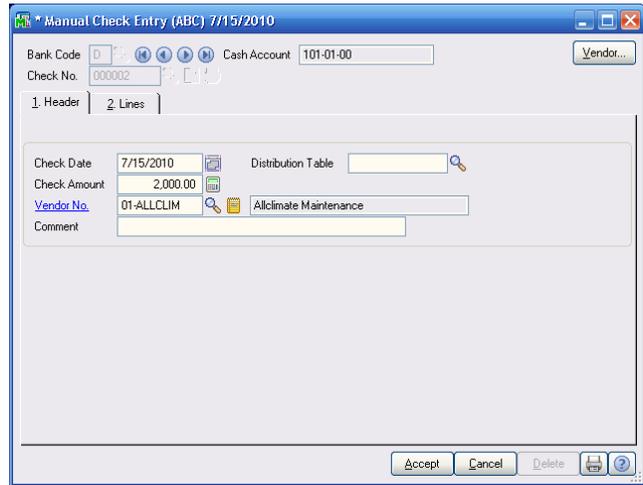
Once the Lines Tab is accessed and the invoice information is entered, the G/L Accounts and Line amounts will be calculated depending on the Table Type.

To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines. However, Lines can also be edited manually after the Table Distribution is calculated.

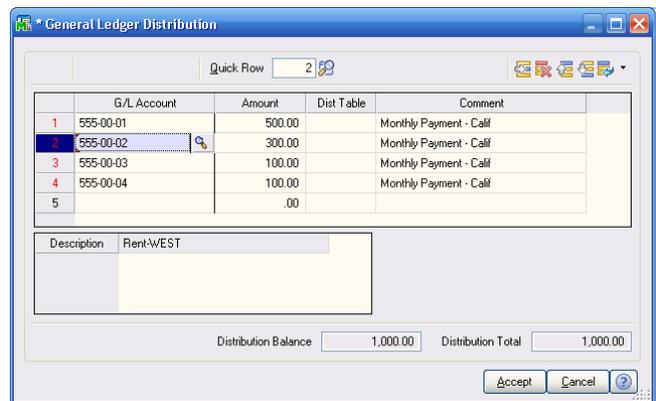
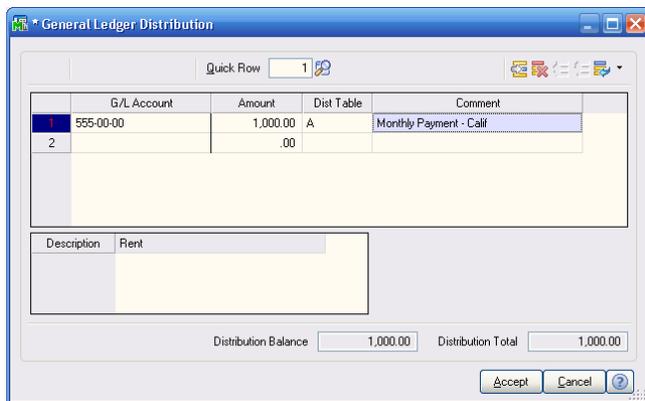


Distribution Controlled from the Table entered on the Lines:

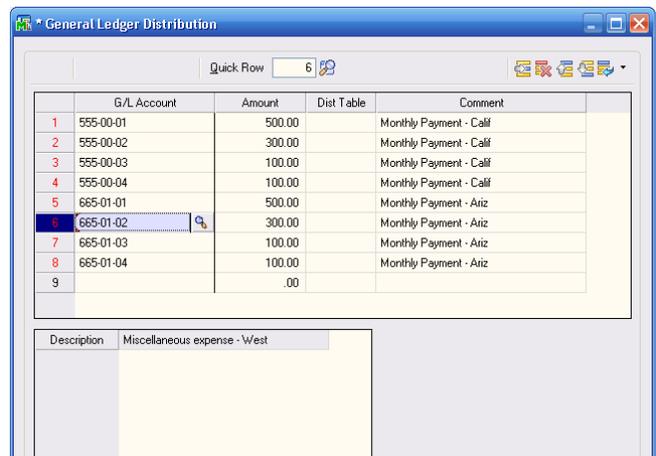
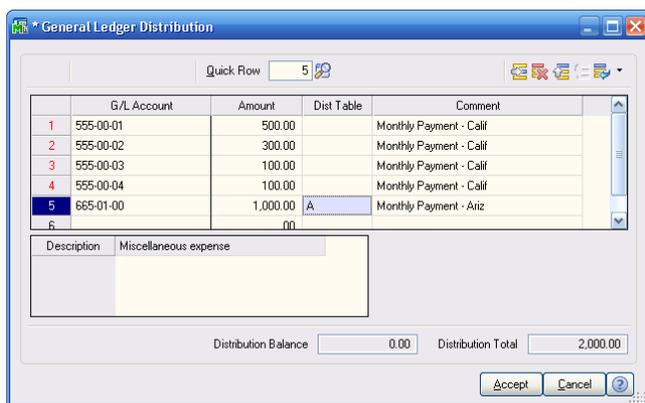
Do NOT enter a Distribution Table in the Manual Check Header Tab (and delete any default from the Vendor Maintenance entry if one exists).



Once the Lines Tab is accessed and the invoice information is entered, the G/L Accounts and Line amounts will be calculated after the Distribution Table is entered.



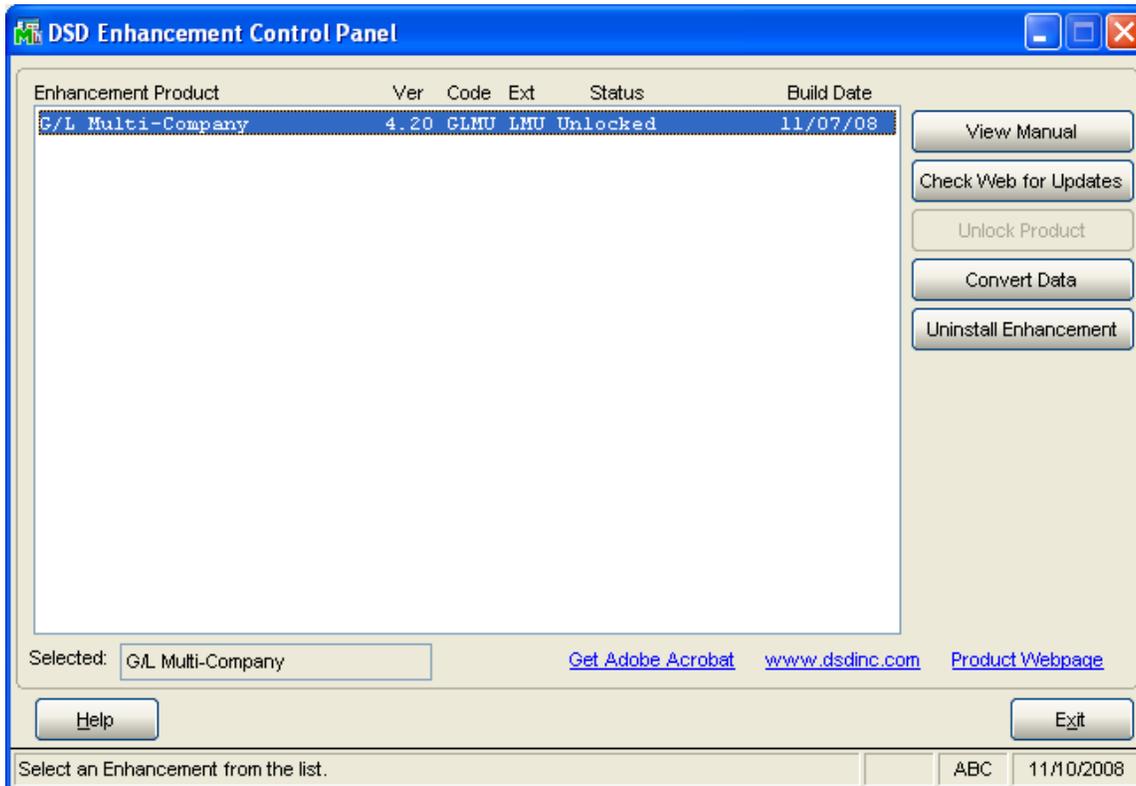
Multiple Tables may be used within the invoice distribution simply by entering a new base account on the line following the lines generated by the previous Table entry and entering a new Distribution Table.



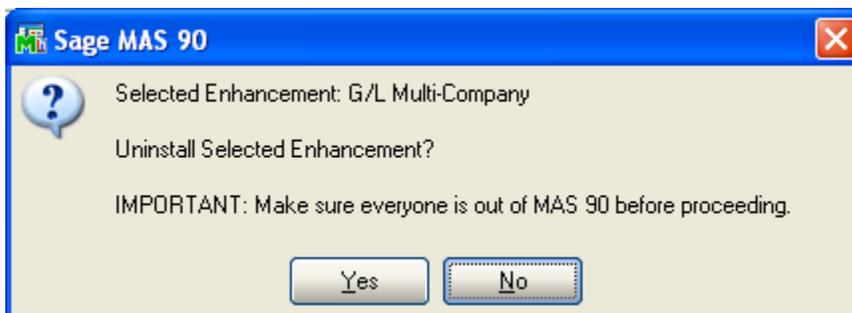
To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines associated with that Table. However, Lines can also be edited manually after the Table Distribution is calculated.

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.

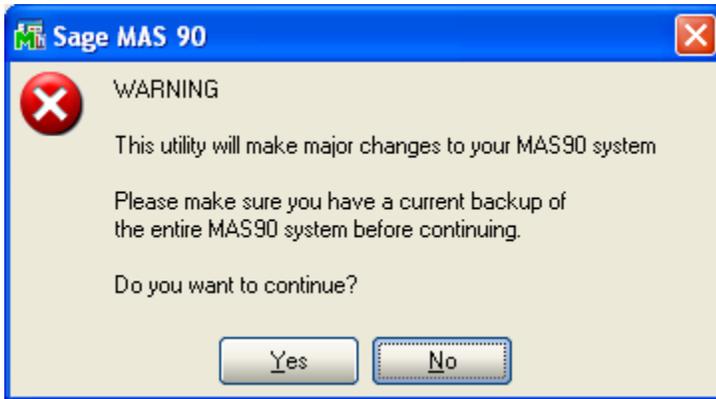


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

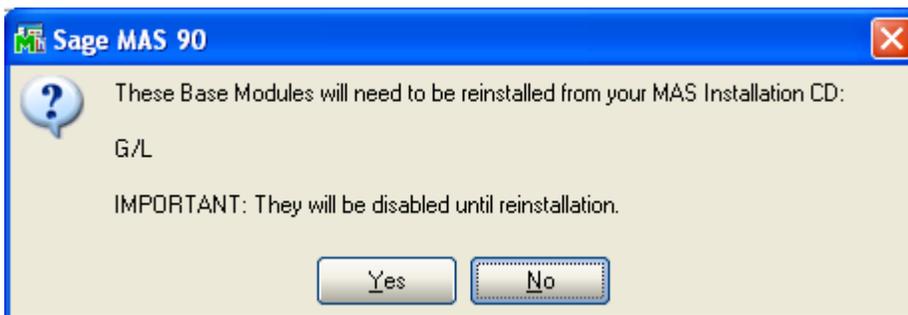
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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.

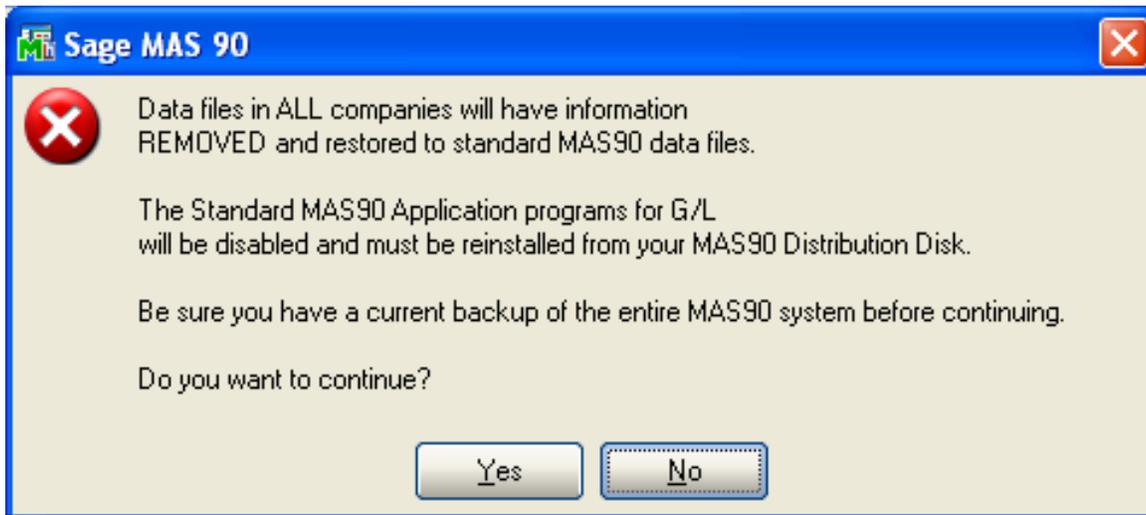


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

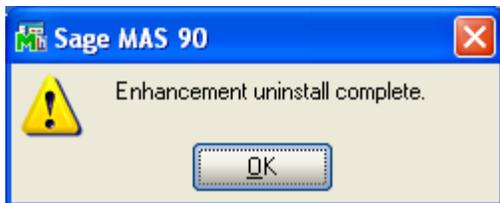
The following message box will appear, displaying the final warning message.

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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To:	<i>DSD Business Systems Customer Service</i>		Fax:	<i>858/550-4900</i>
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>APDT A/P Expense Distribution Entry</i>		Version:	<i>5.30</i>

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