DSD Business Systems

Sage 100 Enhancements

APLC

Accounts Payable License Checking

Version 7.40

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Accounts Payable License Checking User's Manual
Version 7.40

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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

APLC Accounts Payable License Checking :

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

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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.

Accounts Payable License Checking Features

License Checking allows the assigning of license descriptions and corresponding expiration dates for vendors that require subcontractor licenses or insurance policies. This enhancement is used for tracking vendor licenses and expiration dates and for preventing payment to those vendors with expired licenses or policies. **APLC** features:

- License descriptions and expiration dates can be set-up for each vendor. Up to three license descriptions and expiration dates can be set-up for each.
- A new option: **Disallow Check Entry For Expired Licenses** has been added to the A/P Options window. This feature prevents checks being entered for vendors with expired licenses.
- A/P Invoice Data Entry, P/O Purchase Order Data Entry, P/O Receipt of Goods Entry, P/O Receipt of Invoice Entry, and P/O Return of Goods Entry have been modified to alert the user during data entry of expired vendor licenses.
- A/P Manual Check Entry and A/P Check & Electronic Payment Entry have been modified to alert the user during data entry of expired vendor licenses. In addition, if the new A/P Option has been set to **Yes**, then check entry will be disallowed for those vendors.
- A/P Invoice Payment Selection has been modified to not select any invoices for payment for those vendors with expired licenses. This will occur if **Disallow Check Entry For Expired Licenses** has been selected.

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Section B: Getting Started



- If you reinstall or upgrade one of the MAS 90/200 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.
- Do not install this Enhancement on MAS SQL Systems.

Required Levels

MAS 90/200 Module	Module Required	Required Level
A/P	Y	7.40

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

   Note: *On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.*

   After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

   File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

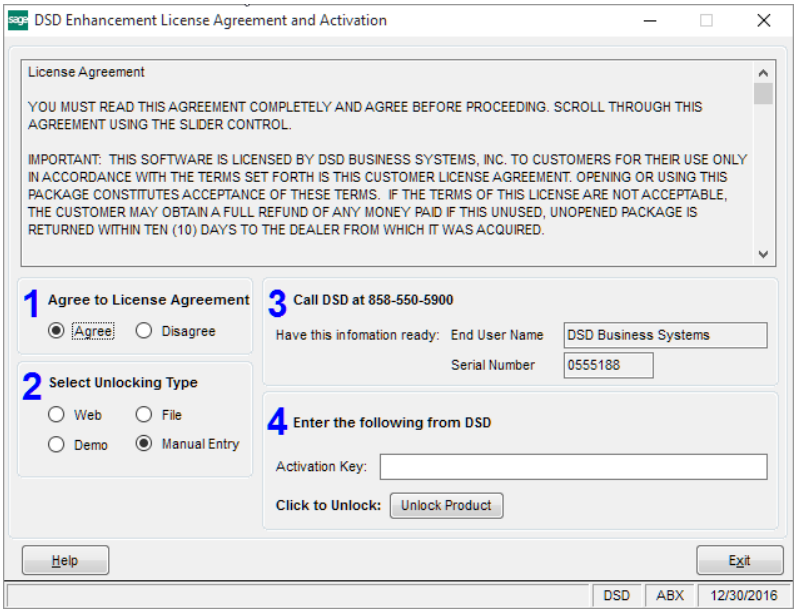
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Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt 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.*

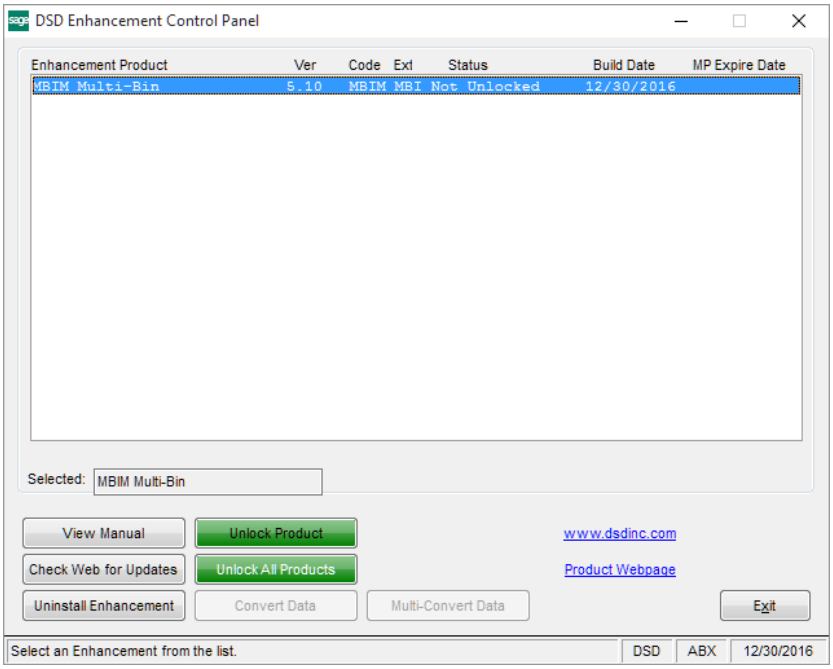
7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*



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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.*

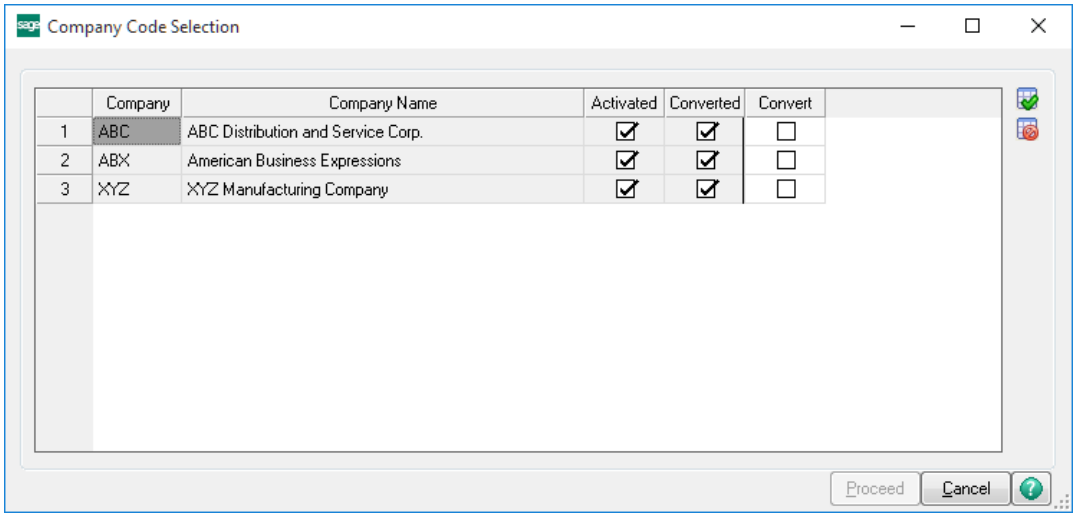
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.

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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)

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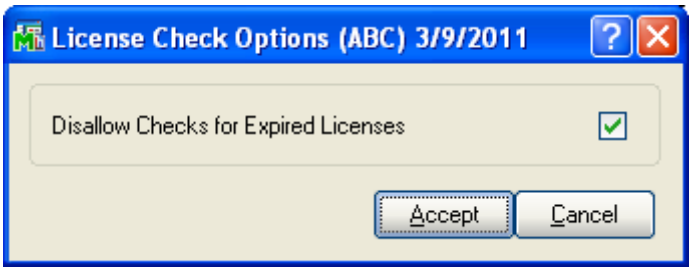
Section C: Setup

A/P License Check Options

The **A/P License Check Options** program has been added to the end of the A/P Setup menu.

Disallow Checks For Expired Licenses:

If this field is checked, APLC will not allow check processing for vendors with expired licenses, and **A/P Invoice Payment Selection** will not select invoices for vendors with expired licenses.



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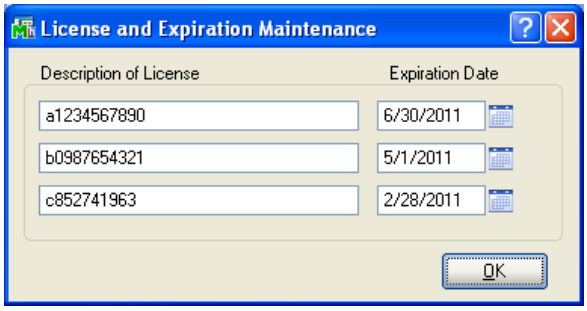
Section D: System Operations

A/P Vendor Maintenance / Inquiry

The **A/P Vendor Maintenance / Main Panel** has been modified to have a new **License** button.

To access the **License and Expiration Maintenance Check Panel**, select the **License** button.

As you can see in the example on the right, there is a group of six fields in this window, two for each of three licenses to track. For each license, enter a description and an expiration date. This date is checked against when APLC checks for expired licenses.



The **A/P Vendor Inquiry / Main Tab panel** has also been modified to allow inquiry into the License information. To access the **License and Expiration Maintenance Check Panel**, select the **License** button.

Expired License Warning

A new **Expired License Warning** pop-up window will be displayed during data entry when a vendor is selected that has an expired license. This window displays the license(s) that have expired and the expiration dates. An example of a License Warning Window is shown below.



The following data entry programs have been modified to display this warning for expired licenses:

- A/P Invoice Data Entry.
- A/P Manual Check Entry
- A/P Check and Electronic Payment Maintenance
- P/O Purchase Order Entry
- P/O Receipt of Goods/Receipt of Invoice Entry
- P/O Return of Good Entry

Once the user presses the **Ok** button to continue, the data entry can continue except for **A/P Manual Check Entry** and **A/P Check and Electronic Payment Maintenance**. See the next section for a description of these check-processing programs.

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Check Processing

The **A/P Manual Check Entry** and **A/P Check and Electronic Payment Maintenance** programs, like the other data entry programs, have been modified to display the **Expired License Warning** pop-up window during data entry when a vendor is entered that has an expired license. If the **A/P License Check Options** checkbox, **Disallow Checks For Expired Licenses**, has **not** been checked, then check processing may continue as normal. Otherwise, processing for that vendor will be disallowed, and the program will prompt for another check number in Manual Checks and another vendor number in Check and Electronic Payment Maintenance.

A/P Invoice Payment Selection

If the **A/P License Check Options** checkbox, **Disallow Checks For Expired Licenses**, has been checked, then invoices for vendors with expired licenses will not be selected.

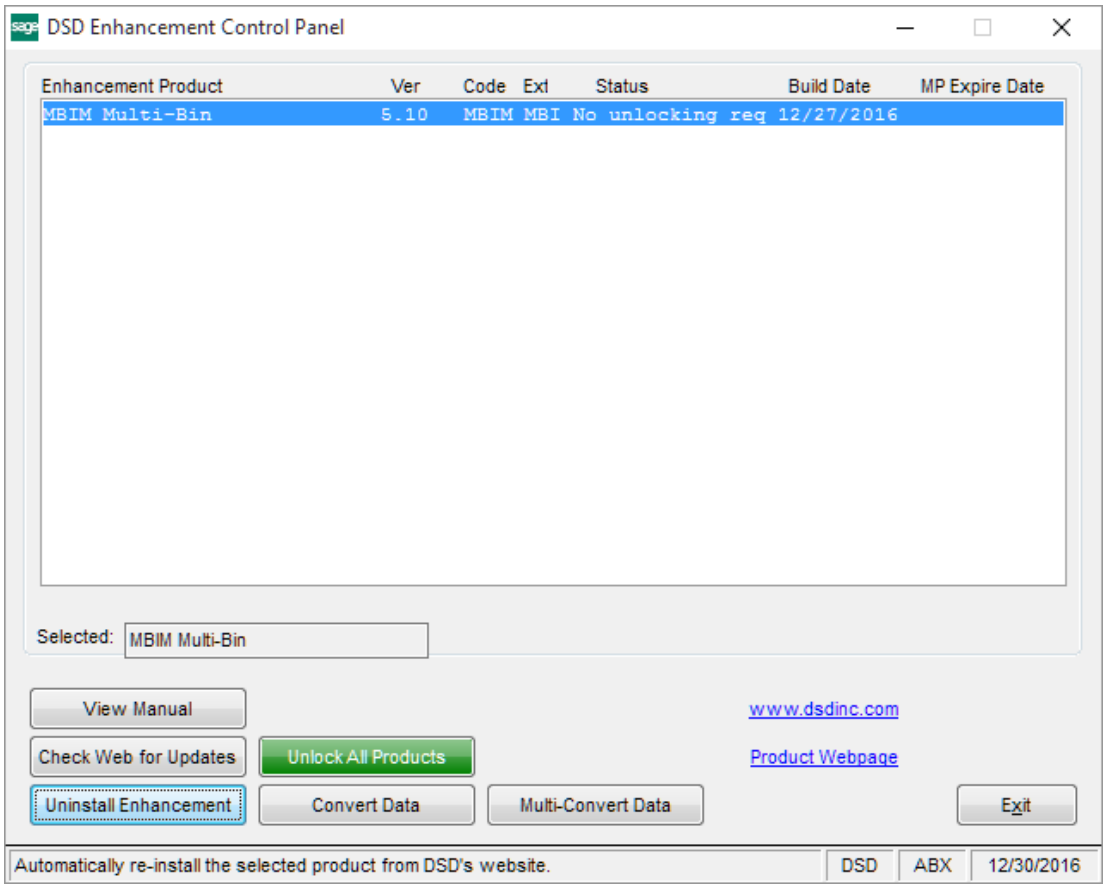
A/P Vendors without Licenses

For those vendors that do **not** require license checking, simply leave the license fields blank for those vendors.

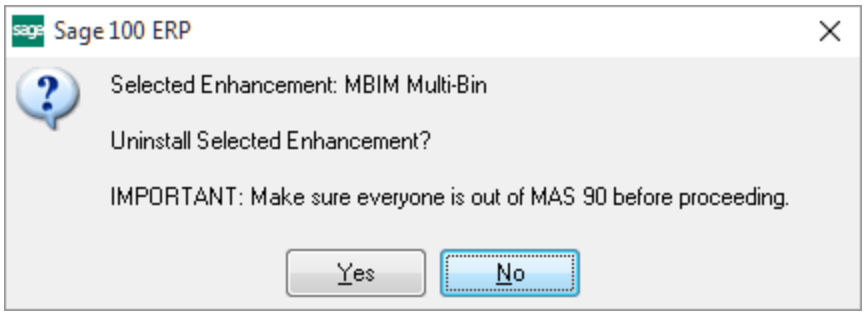
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Section E: Uninstall DSD Enhancements

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.



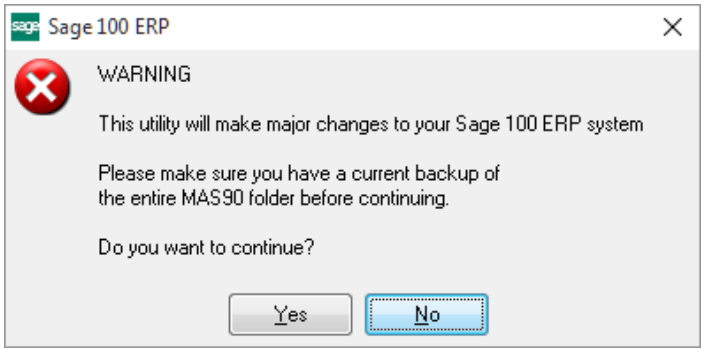
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

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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.



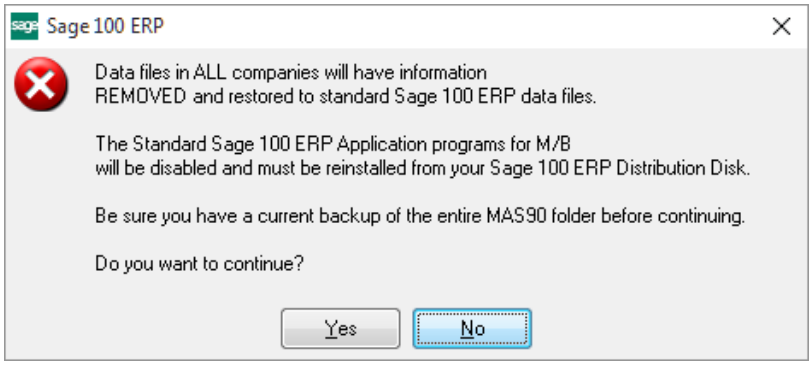
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

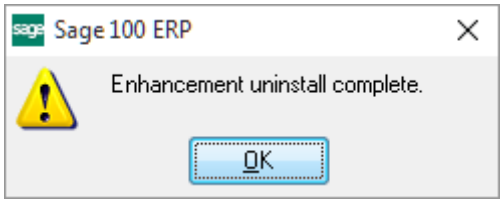
The following message box will appear, displaying the final warning message.



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.

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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).
- are affected from the reinstallation of the standard Sage 100 module(s).

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