DSD Business Systems

Sage 100 Enhancements

CMAF

Cash Management and Forecasting

Version 6.00

Information in this document is subject to change without notice.

Cash Management and Forecasting User's Manual
Version 6.00

28 November, 2018

DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

Trademarks

ProvideX® is a Trademark of Sage Software.

Windows is a trademark of Microsoft Corporation.

Sage 100 ® is a registered trademark of Sage Software.

PXPlus ® is a registered trademark of PVX Plus technologies

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Table of Contents

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

CMAF Cash Management and Forecasting:

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

Cash Management and Forecasting Features

Cash Management and Forecasting is ideal for Cash Flow analysis, modeling and reporting. Sage 100 users will now have the ability to define how the performance measurements are taken. Complete payment performance reviews for all customers and vendors, while also developing more precise cash predictions based on actual payment history, rather than payment terms.

- Integrates with Sage 100 Accounts Receivable, Accounts Payable, Inventory Management, Sales Order Processing, Purchase Order Processing and Payroll Processing.
- Perform payment performance reviews for all customers and vendors, and develop more precise cash predictions based on actual payment history, not on payment terms.
- Create expense and revenue projections by using historic seasonal fluctuations in product lines, products sold and recurring expenses such as utilities.

Build cash flow models that may be “exploded” to create projected cash flow analyses on demand.

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/R	**Y**	6.00

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.

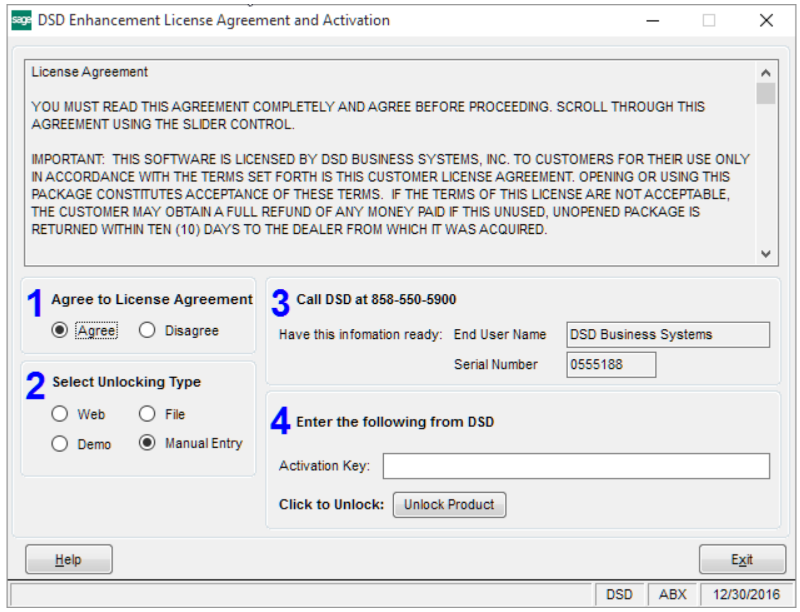
   File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

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.

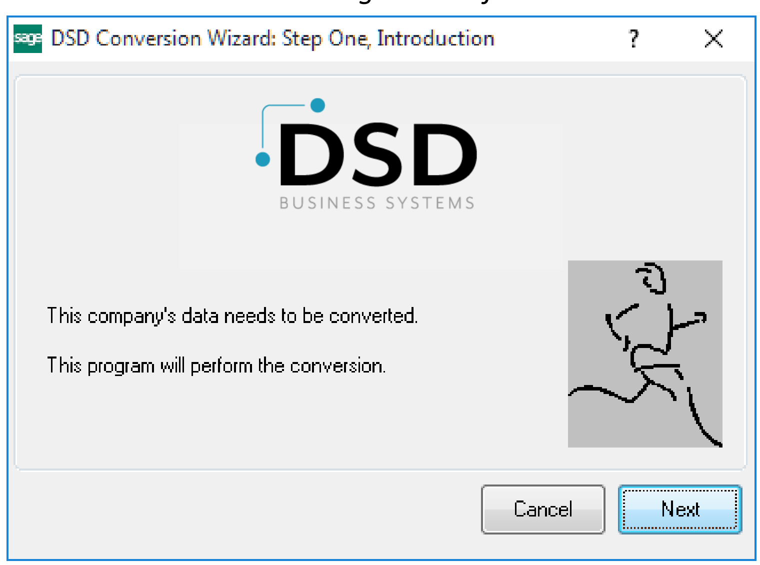
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



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.*

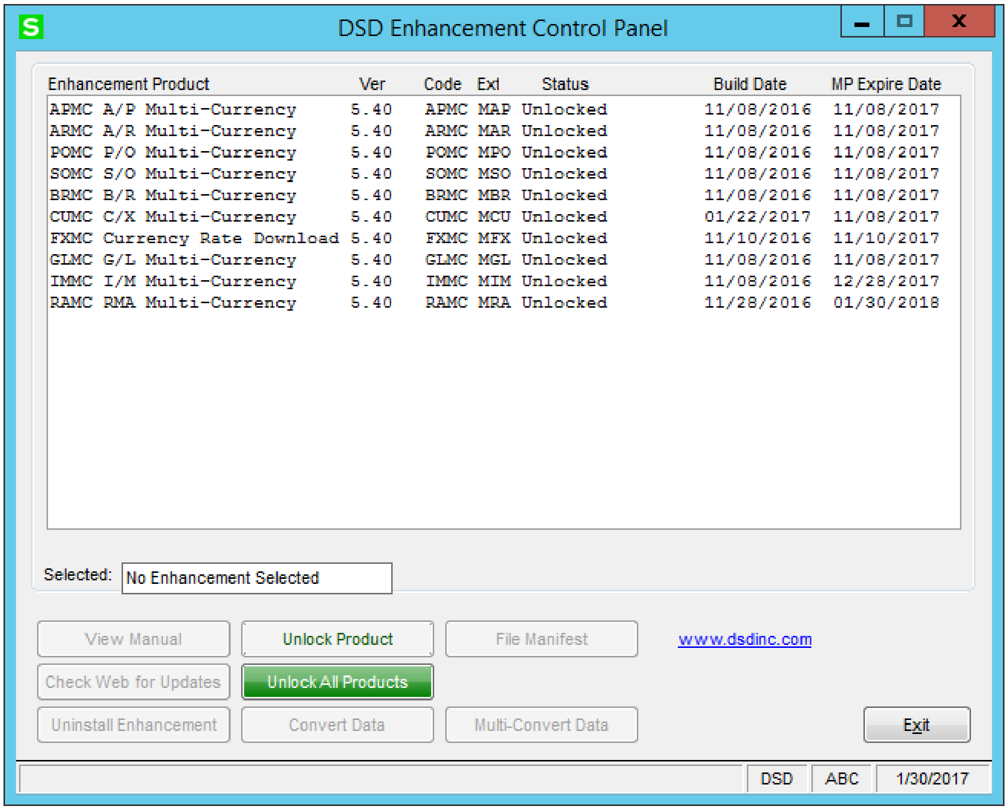
7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and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



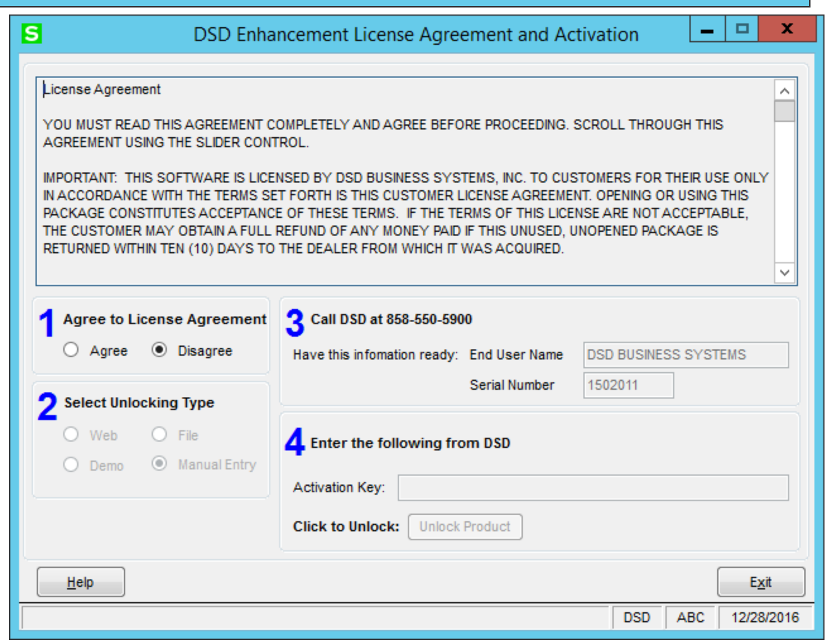
DSD Enhancement Control Panel

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 which corresponds with the desired task.



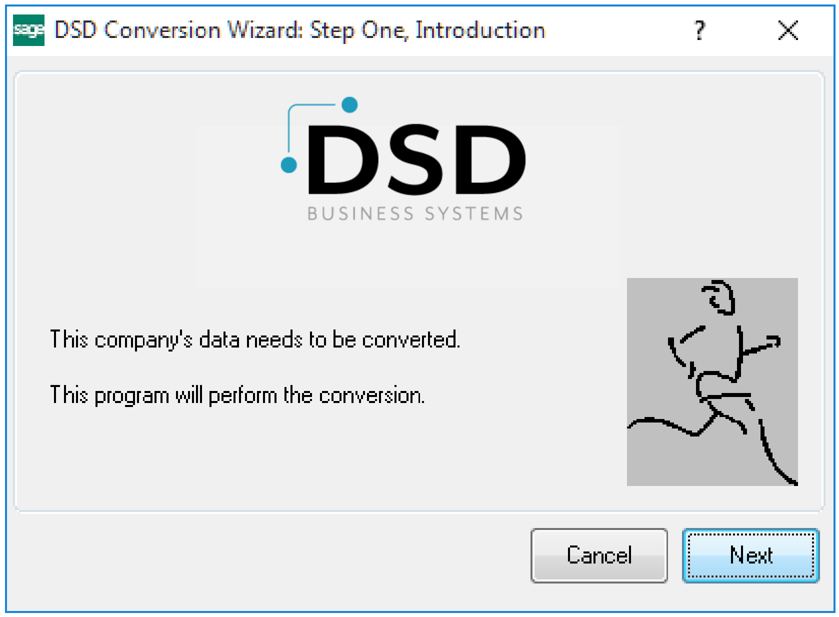
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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.*

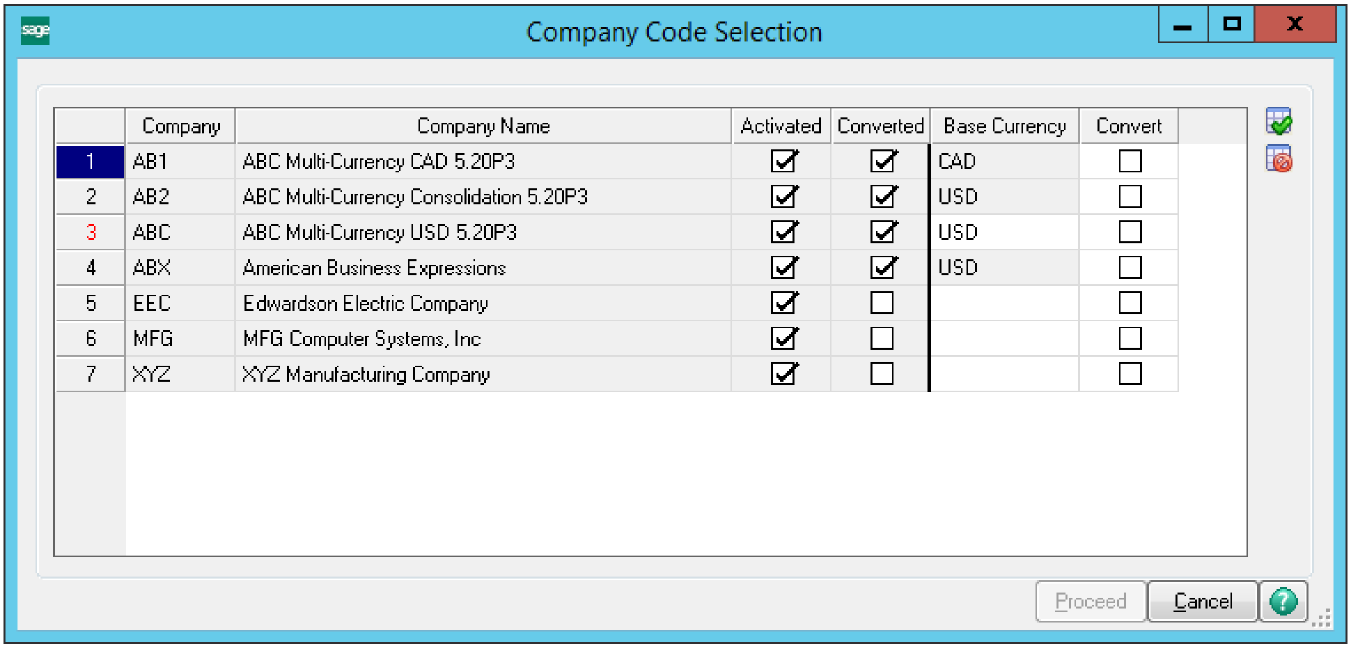
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

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 unlocking, if Conversion has not been done, the Convert Data button can be pushed and the Enhancement data conversion program will run. Data conversion is *non-destructive*, and may be triggered any number of times. **However, this must be completed before any Multi-Currency processing is allowed in the respective module.** *Sometimes this is required to fix data records imported or updated from a non-enhancement installation.* This conversion can also be triggered by launching a task in any Multi-Currency module that has not been previously converted. Conversions for more than one company at a time can be done using Multi-Convert Data below.

Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. If a Base Currency Code has not been assigned, it must be entered here before the Conversion is allowed. (*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 .

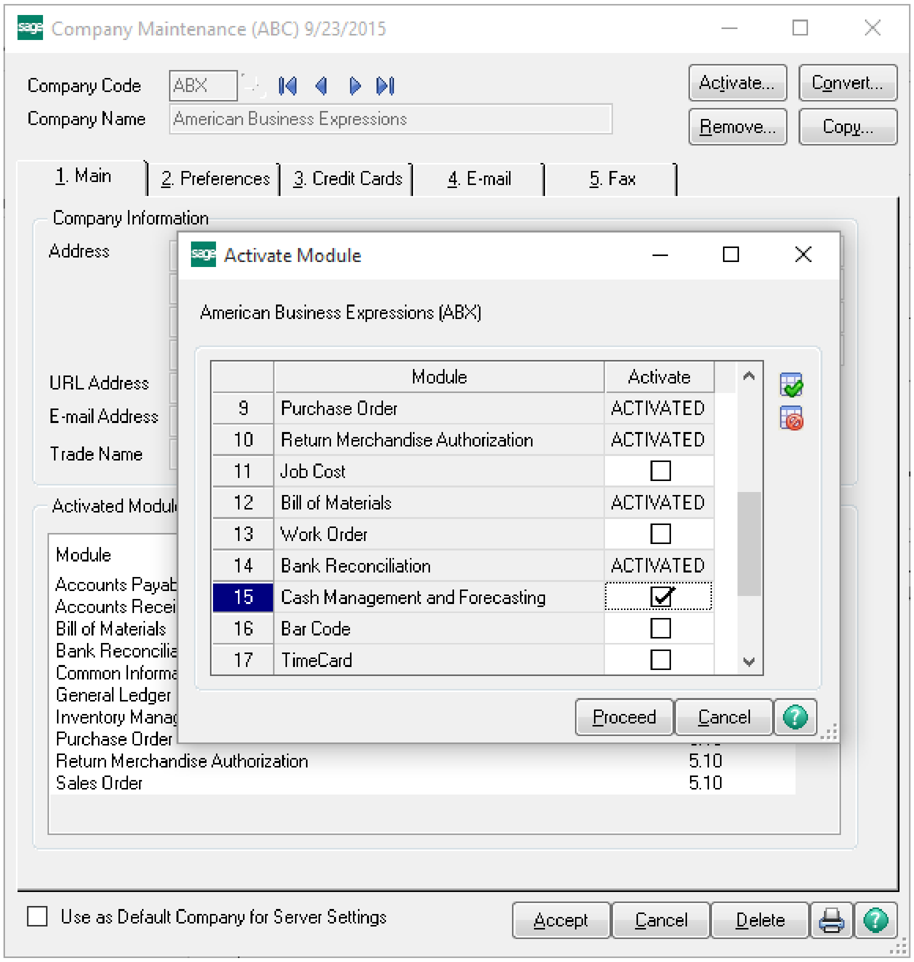
Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

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)

There is also a link to the DSD website.

Cash Management and Forecasting Activation

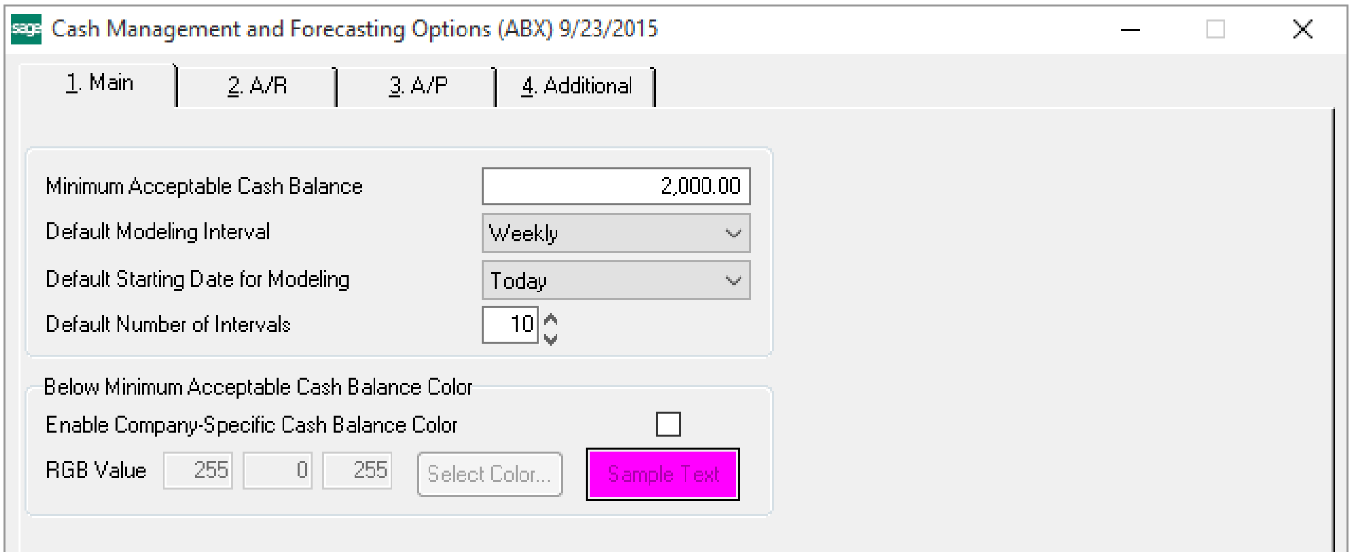
Before beginning the Cash Management and Forecasting setup process, the module must be activated. The module can be activated by accessing Library Master Company Maintenance. Choose the company code in which you will be using Cash Management and select 'Activate'.



Section C: Setup

CMF Options

This program is used to tailor the way in which the Cash Management and Forecasting module functions and interacts with other modules.



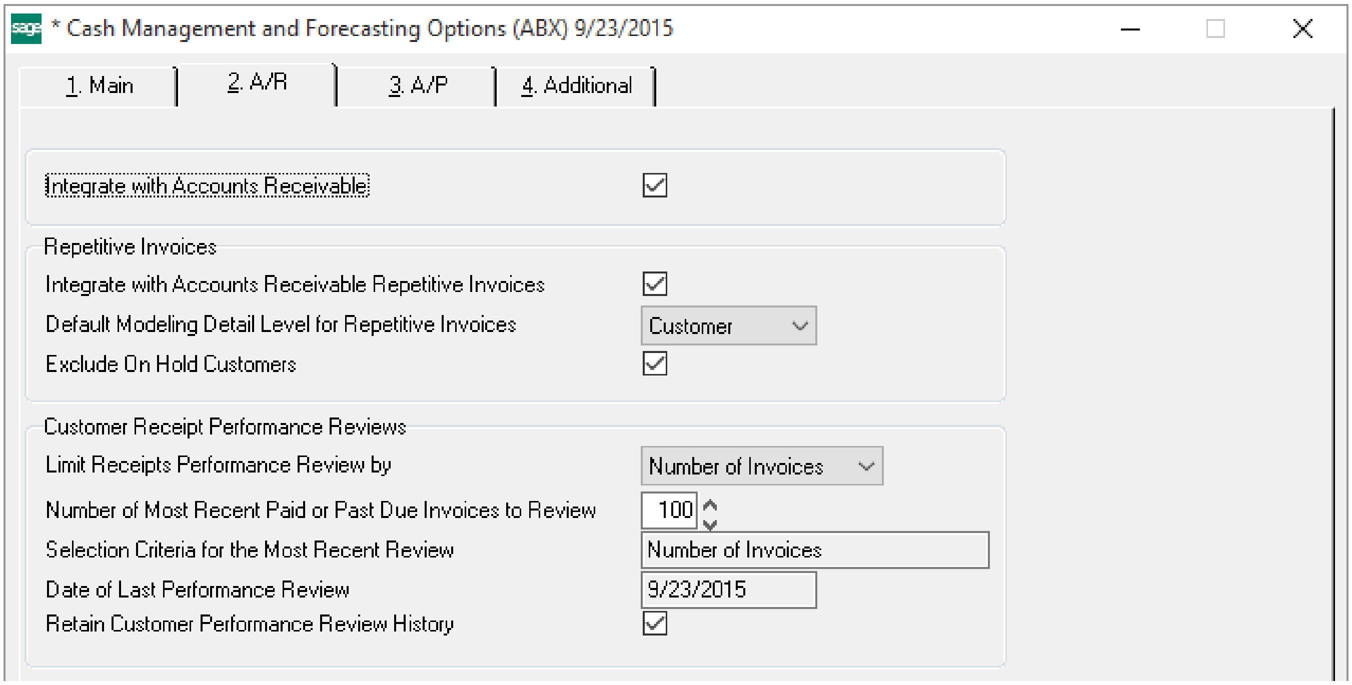
Minimum Acceptable Cash Balance: Enter an amount for a minimum acceptable cash balance. Cash balance amounts below this amount will appear in magenta unless otherwise specified by the 'Enable Company-Specific Cash Balance Color' option below.

Default Modeling Interval: Select the default modeling interval to be used in Cash Stream Maintenance and Cash Flow Model Maintenance. The choices are Daily, Every 2nd Day, Every 3rd Day, Every 4th Day, Weekly, Bi-weekly, Monthly, Semi-monthly and Yearly. The modeling interval can be manually overridden in Cash Stream Maintenance or Cash Flow Model Maintenance.

Default Starting Date for Modeling: Select the default start date to be used in Cash Flow Model Maintenance. Select from Today, Tomorrow, Beginning of Next Week or Beginning of Next Month. Start Date can be overridden in Cash Flow Model Maintenance.

Default Number of Intervals: Enter a value between 1 and 50 to set the default number of intervals to be used in Cash Stream Maintenance and Cash Flow Model Maintenance. This value may be manually overridden in the Cash Stream Maintenance and Cash Flow Model Maintenance screens.

Enable Company-Specific Cash Balance Color: Select the check box to enable a company specific cash balance color. Enter RGB value or select the 'Select Color…' button to choose a custom color.



Integrate with Accounts Receivable: Select this option to integrate Cash Management with the Accounts Receivable module.

Integrate with Accounts Receivable Repetitive Invoices: Select this option to enable forecasting of A/R Repetitive Invoices.

Default Modeling Detail Level for Repetitive Invoices: Select the default modeling detail level for repetitive invoices. Options include 'Summary', 'Customer' or 'Invoice'. This field is only enabled if integration with A/R Repetitive Invoices is enabled.

Exclude On Hold Customers: Enable this option to exclude on hold customers from modeling of repetitive invoices.

Limit Receipts Performance Review by: Select the option to exclude invoices by a specific criteria. Performance reviews can be set to be performed by default for a specific Terms Code, Date, Number of Invoices, or All.

Number of Most Recent Paid or Past Due Invoices to Review: Enter the number of most recent paid or past due invoices to include in the performance review. This field is available if 'Number of Invoices' is selected as the 'Limit Receipts Performance Review by' option.

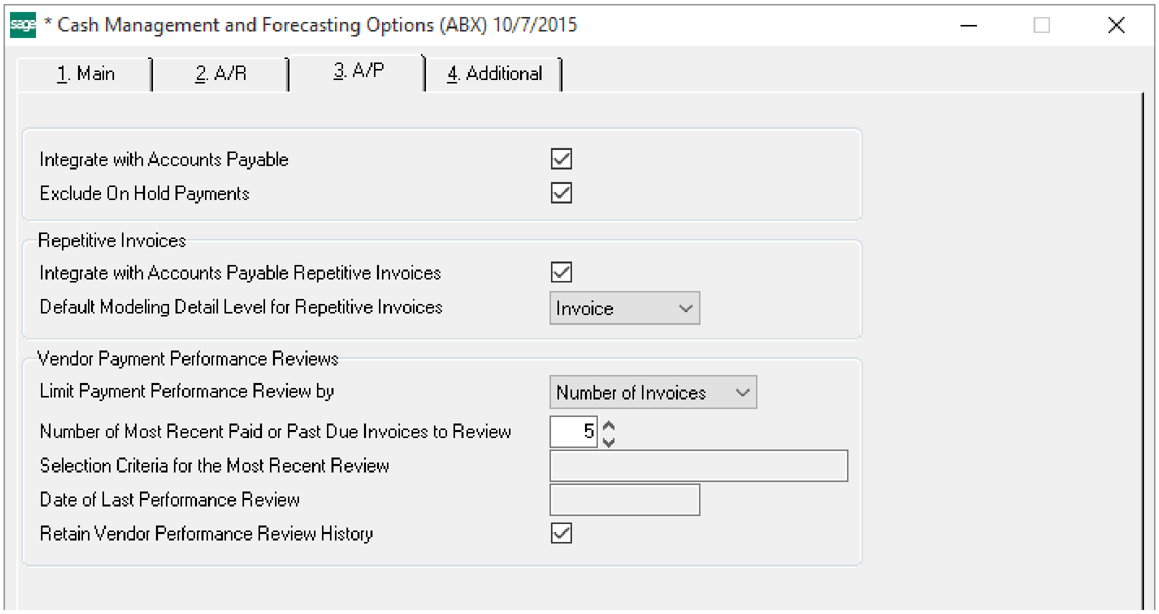
Cutoff Date: Enter the oldest date of paid or past due invoices to include in the performance review. This field is available if 'Date' is selected as the 'Limit Receipts Performance Review by' option.

Customer Terms Code: Select a customer terms code to include the performance review. This field is available if 'Terms Code' is selected as the 'Limit Receipts Performance Review by' option.

Selection Criteria for the Most Recent Review: This field is read only and displays the selection criteria that was used in the most recent performance review for all customers.

Date of Last Performance Review: This field is read only and displays the date of the last performance review for all customers.

Retain Customer Performance Review History: Enable this check box to retain customer performance review history.



Integrate with Accounts Payable: Select this option to integrate Cash Management with the Accounts Payable module.

Exclude On Hold Payments: Enable this option to exclude on hold payments from modeling.

Integrate with Accounts Payable Repetitive Invoices: Select this option to enable forecasting of A/P Repetitive Invoices.

Default Modeling Detail Level for Repetitive Invoices: Select the default modeling detail level for repetitive invoices. Options include ‘Summary’, ‘Vendor’ or ‘Invoice’. This field is only enabled if integration with A/P Repetitive Invoices is enabled.

Limit Receipts Performance Review by: Select the option to exclude information by a specific criteria. Performance reviews can be set to be performed by default for a specific Terms Code, Date, Number of Invoices, or All.

Number of Most Recent Paid or Past Due Invoices to Review: Enter the number of most recent paid or past due invoices to include in the performance review.

Cutoff Date: Enter the oldest date of paid or past due invoices to include in the performance review. This field is available if ‘Date’ is selected as the ‘Limit Receipts Performance Review by’ option.

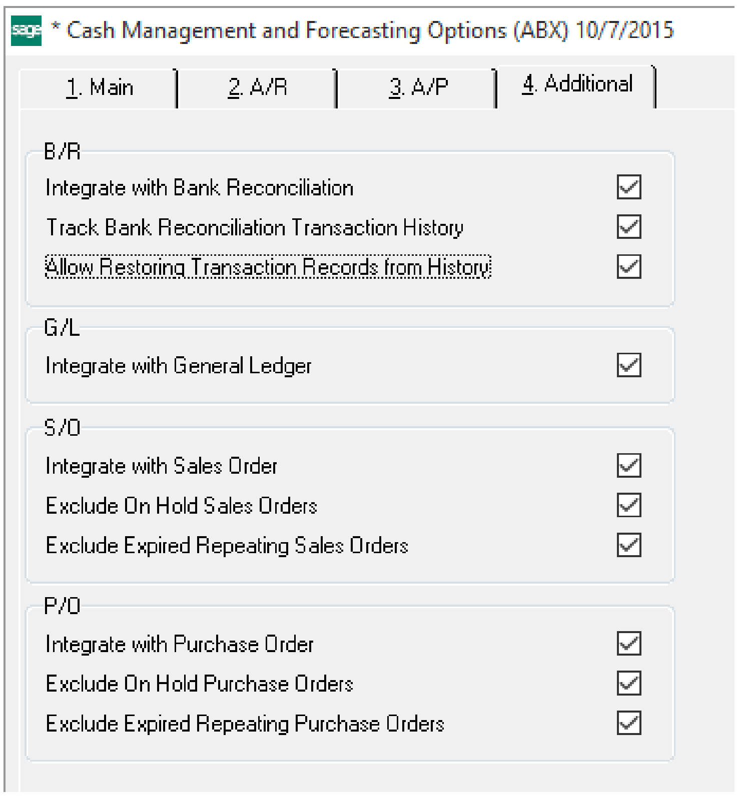
Vendor Terms Code: Select a vendor terms code to include the performance review. This field is available if ‘Terms’ is selected as the ‘Limit Receipts Performance Review by’ option.

Selection Criteria for the Most Recent Review: This field is read only and displays the selection criteria that was used in the most recent performance review for all customers.

Date of Last Performance Review: This field is read only and displays the date of the last performance review for all customers.

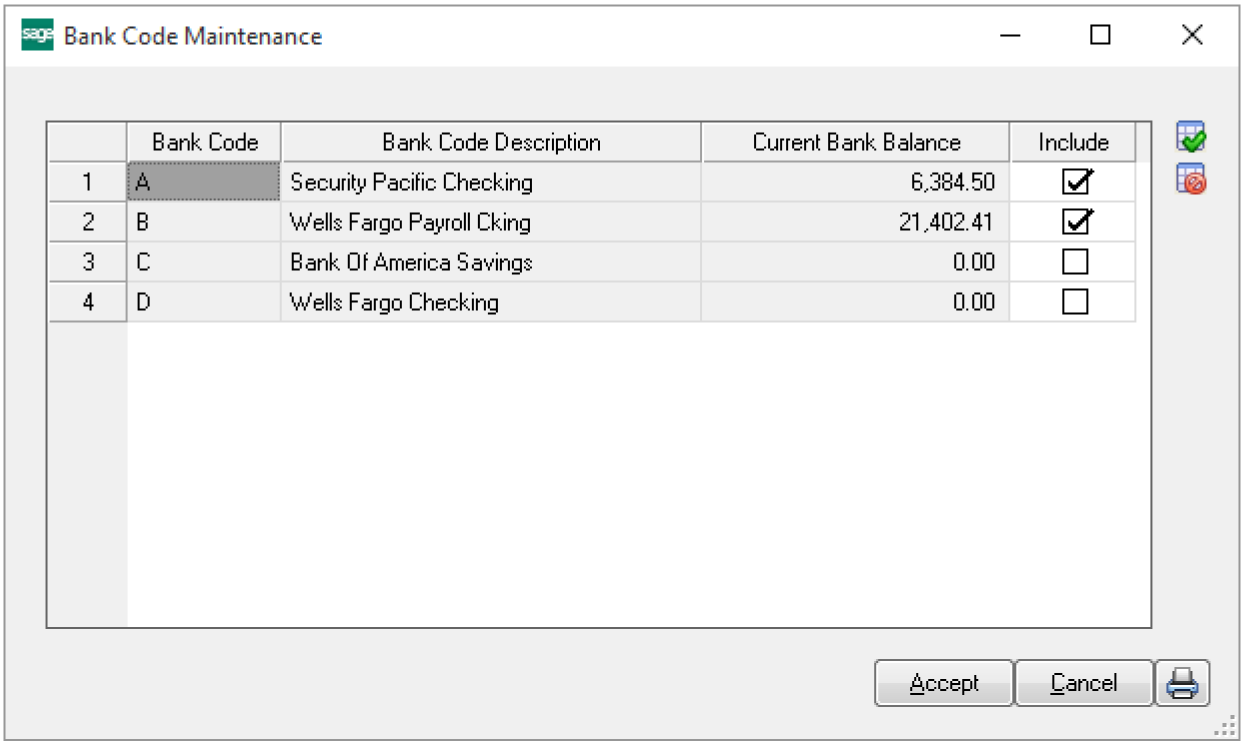
Retain Vendor Performance Review History: Enable this check box to retain vendor performance review history.

Additional Tab: The additional tab allows you to integrate Bank Rec, General Ledger, Sales Order and Purchase Order data with the Cash Management module.



CMF Bank Code Maintenance

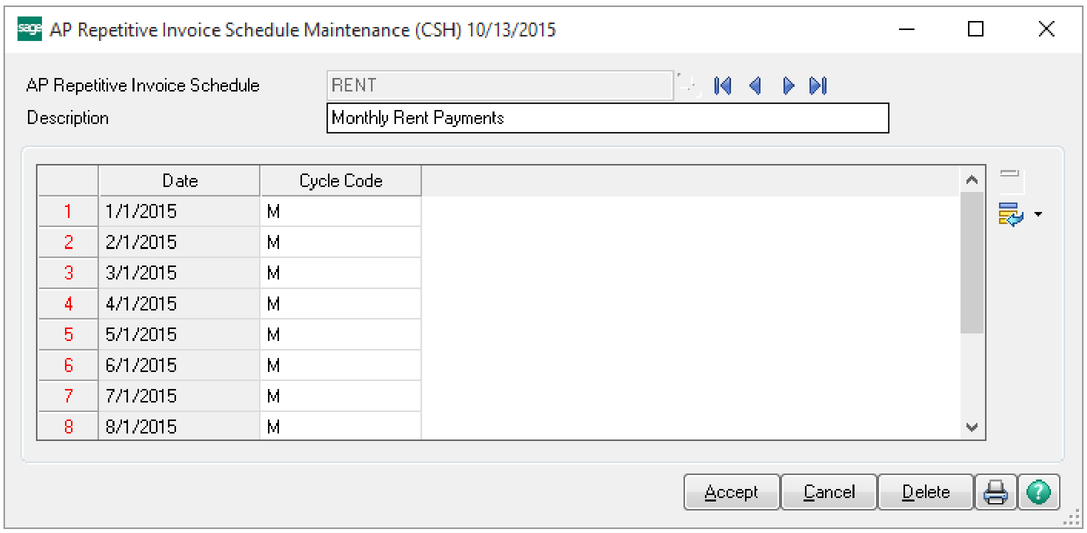
The 'CMF Bank Code Maintenance' program allows you to select which Bank Codes to include in Cash Stream explosions. At least one bank code must be selected in this screen. This data will be used with 'Beginning Balance' type cash streams. For more information on streams see ['Cash Stream Maintenance'](#).



	Bank Code	Bank Code Description	Current Bank Balance	Include
1	A	Security Pacific Checking	6,384.50	☑
2	B	Wells Fargo Payroll Cking	21,402.41	☑
3	C	Bank Of America Savings	0.00	☐
4	D	Wells Fargo Checking	0.00	☐

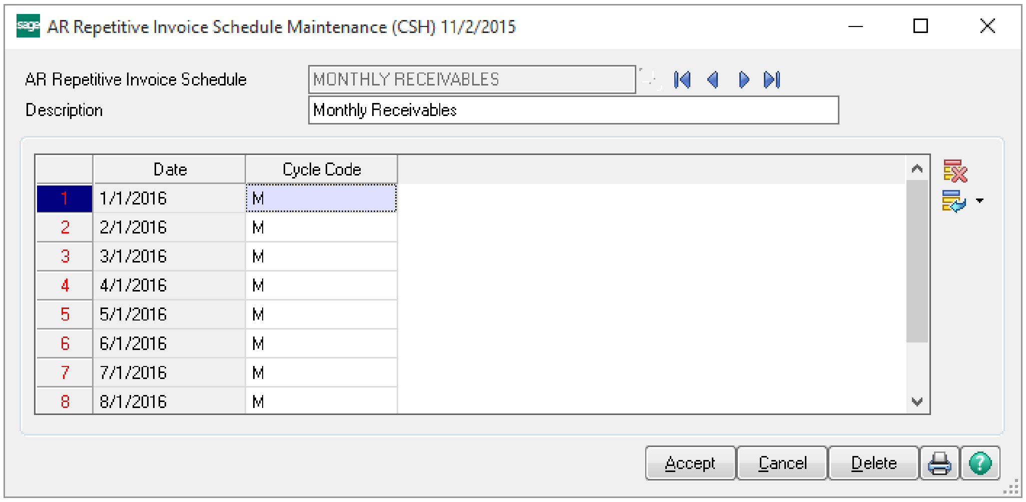
AP Repetitive Invoice Schedule Maintenance

This program will allow you to schedule various AP Repetitive Invoices based on the cycle code assigned to the invoices for Cash Management and Forecasting. For example if you have one AP Repetitive Invoice for $500 and a cycle code of ‘M’, the $500 will appear in the Cash Flow Analysis on each of the dates defined in ‘AP Repetitive Invoice Schedule Maintenance’. This data will be used with ‘AP Repetitive Invoices’ type cash streams. For more information on streams see ‘Cash Stream Maintenance’.



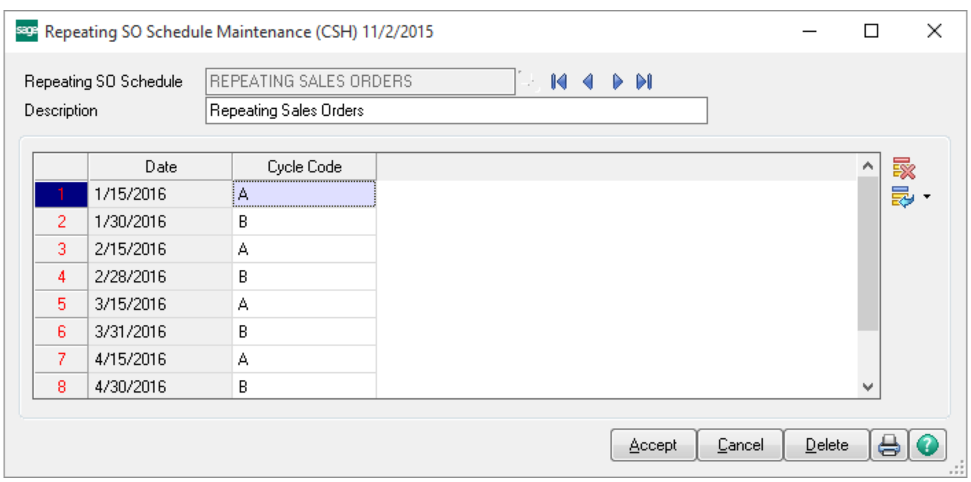
AR Repetitive Invoice Schedule Maintenance

This program functions in the same manner as AP Repetitive Invoice Maintenance. It will allow you to schedule various AR Repetitive Invoices based on the cycle code assigned to the invoices for Cash Management and Forecasting. For example if you have one AR Repetitive Invoice for $500 and a cycle code of ‘M’, the $500 will appear in the Cash Flow Analysis on each of the dates defined in ‘AR Repetitive Invoice Schedule Maintenance’. This data will be used with ‘AR Repetitive Invoices’ type cash streams. For more information on streams see ‘Cash Stream Maintenance’.



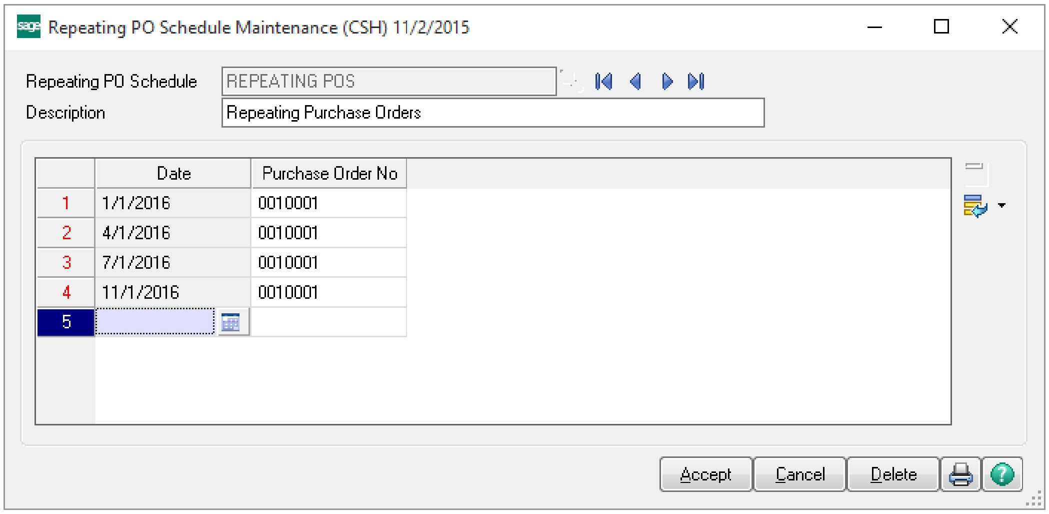
Repeating SO Schedule Maintenance

Use the 'Repeating SO Schedule Maintenance' program to create a schedule for repeating orders from the sales order module. The date entered in the date column will be used in the Cash Flow Analysis as the estimated invoice date. Cash Management will then use this date along with the customer's average days to pay to then calculate the estimated pay date for this cycle. For example, if the date in 'Repeating SO Schedule Maintenance' is 6/1/2010, and the average day to pay is 30 for the customer that is on the repeating order with this cycle, the repeating order amount will appear on 7/1/2010, not on 6/1/2010. For more information on streams see 'Cash Stream Maintenance'.



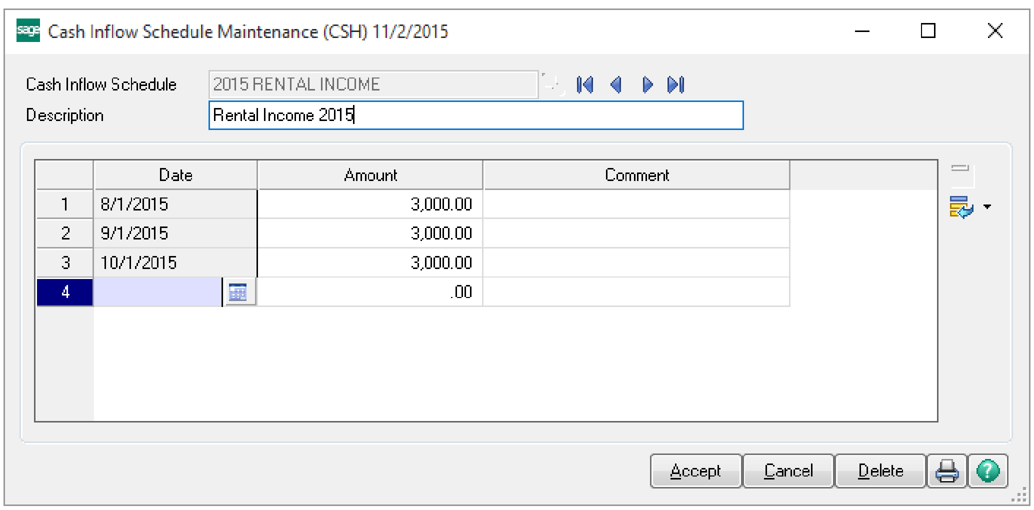
Repeating PO Schedule Maintenance

Use the 'Repeating PO Schedule Maintenance' program to create a schedule for repeating orders from the purchase order module. Each repeating purchase order defined in this screen will appear in cash streams when using 'Repeating Purchase Orders' type streams. The date entered in the date column will be used to calculate the estimated pay date for that particular purchase order. For more information on streams see 'Cash Stream Maintenance'.



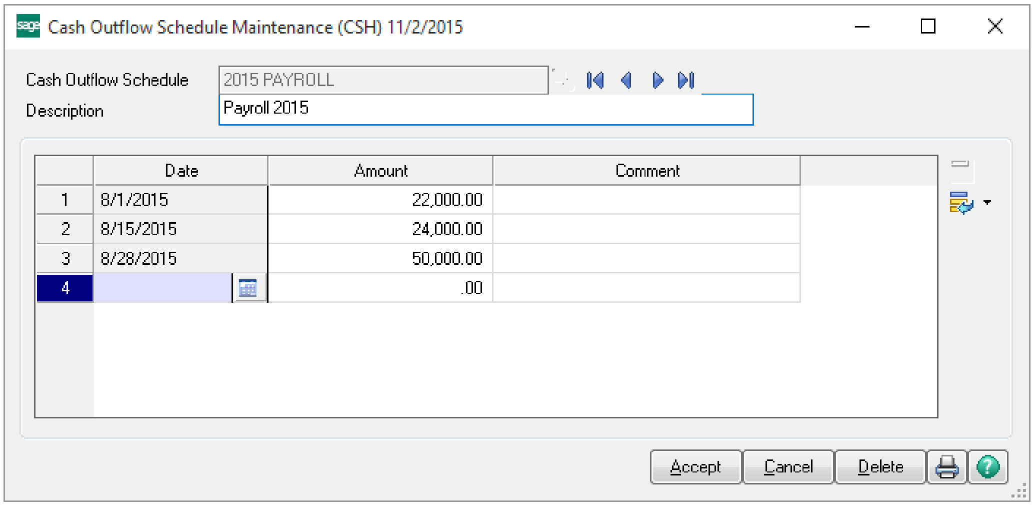
Cash Inflow Schedule Maintenance

The 'Cash Inflow Schedule Maintenance' program is used to create schedules for various other cash being received which is not previously defined elsewhere in the system. Each amount defined in this screen will appear on the dates entered when using 'Cash Inflow' type streams. For more information on streams see 'Cash Stream Maintenance'.



Cash Outflow Schedule Maintenance

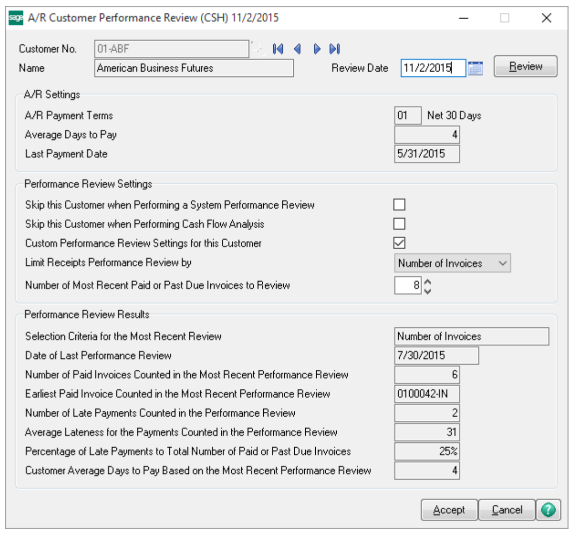
The 'Cash Outflow Schedule Maintenance' program is used to create schedules for various other cash being disbursed out which is not previously defined elsewhere in the system. Each amount defined in this screen will appear on the dates entered when using 'Cash Outflow' type streams. For more information on streams see 'Cash Stream Maintenance'.


Cash Outflow Schedule Maintenance (CSH) 11/2/2015
Cash Outflow Schedule
2015 PAYROLL
Description
Payroll 2015
Date
Amount
Comment
1
8/1/2015
22,000.00
2
8/15/2015
24,000.00
3
8/28/2015
50,000.00
4
.00
Accept
Cancel
Delete

Section D: System Operations

Customer Performance Review

This program is designed to allow you to perform individual performance reviews for customers, set specific performance review settings for a customer, and view the last performance review results.



Review Date: This date will automatically populate with the module date. To perform a new review as of this date, select the 'Review' button.

A/R Payment Terms: This field is read-only and is defined in Customer Maintenance.

Average Days to Pay: This field displays the number of average days to pay from Customer Maintenance and can only be viewed.

Last Payment Date: This field is read-only and displays the last payment date from Customer Maintenance.

Skip this Customer when Performing a System Performance Review: Enable this option to skip this customer when performing 'A/R Customer Receipt Performance Review' from the Utilities menu.

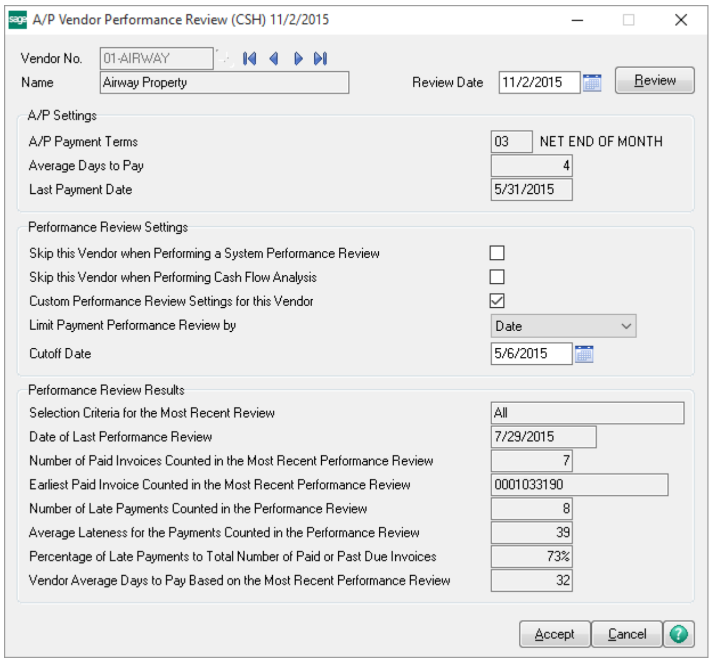
Skip this Customer when Performing Cash Flow Analysis: Enable this option to exclude this customer from explosions in Cash Flow Analysis.

Custom Performance Review Settings for this Customer: Select this option to create custom settings for this customer's performance review. With this option enabled the system will use the settings selected here instead of the settings selected in 'CMF Options'. For more information on these settings, see the CMF Options section.

Performance Review Results: These fields display the data collected and calculated during the last performance review for this customer. To update data in these fields, enter the date of the performance review in the 'Review Date" field and select 'Review' or run the 'A/R Customer Receipt Performance Review' from the Utilities menu. For more information see the Utilities section.

Vendor Performance Review

This program is designed to allow you to perform individual performance reviews for vendors, set specific performance review settings for a vendor, and view the last performance review results.



Review Date: This date will automatically populate with the module date. To perform a new review as of this date, select the 'Review' button.

A/P Payment Terms: This field is read-only and is defined in Vendor Maintenance.

Average Days to Pay: This field displays the number of average days to pay from Vendor Maintenance and can only be viewed.

Last Payment Date: This field is read-only and displays the last payment date from Vendor Maintenance.

Skip this Vendor when Performing a System Performance Review: Enable this option to skip this customer when performing 'A/P Vendor Payment Performance Review' from the Utilities menu.

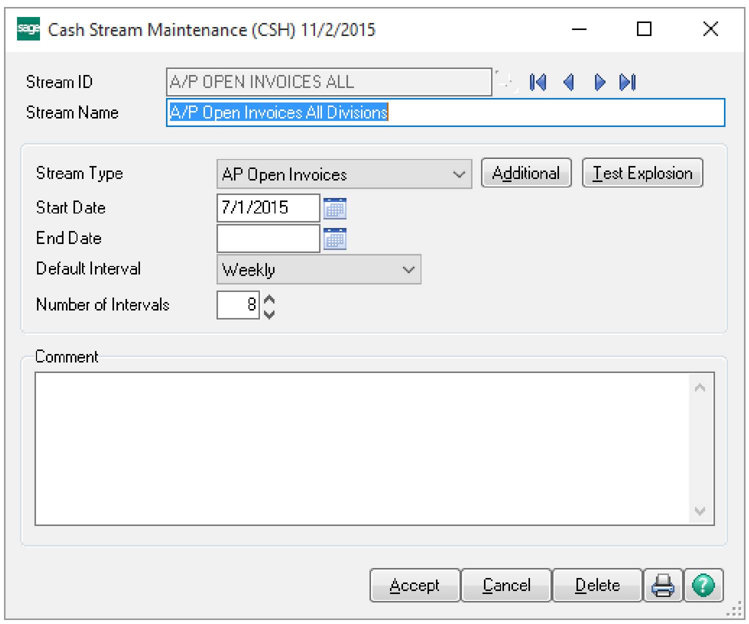
Skip this Vendor when Performing Cash Flow Analysis: Enable this option to exclude this vendor from explosions in Cash Flow Analysis.

Custom Performance Review Settings for this Vendor: Select this option to create custom settings for this vendor's performance review. With this option enabled the system will use the settings selected here instead of the settings selected in 'CMF Options'. For more information on these settings, see the CMF Options section.

Performance Review Results: These fields display the data collected and calculated during the last performance review for this vendor. To update data in these fields, enter the date of the performance review in the 'Review Date" field and select 'Review' or run the 'A/P Vendor Performance Review' from the Utilities menu. For more information see the Utilities section.

Cash Stream Maintenance

The 'Cash Stream Maintenance' program is used to define your various cash streams that will be used in your Cash Flow Model. There are 22 stream types available, each containing different options for your cash flow analysis.



Stream ID: This ID will define your stream and be used in the Cash Flow Model Maintenance.

Stream Name: Enter a name or description for this cash stream.

Stream Type: Select the stream type for this cash stream. For more information on stream types see Stream Types.

Additional: Select this button to view additional fields and options for this cash stream. For more information see the Additional Fields section.

Test Explosion: Select this button to run a test explosion for this stream based on your Cash Stream Maintenance selections. For more information see Test Explosion.

Start Date: Enter the starting date for this cash stream. This field is required.

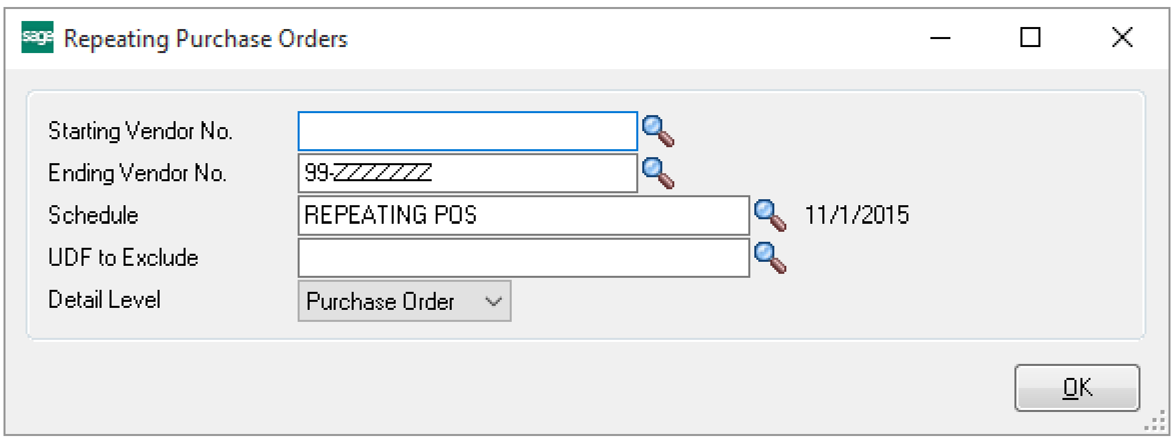
End Date: Enter the ending date for this cash stream. This field is not required. The end date may be left blank and all dates after the start date will be read.

Default Interval: Select the default modeling interval to be used in this stream. The choices are Daily, Every 2nd Day, Every 3rd Day, Every 4th Day, Weekly, Bi-weekly, Monthly, Semi-monthly and Yearly. The interval can be manually overridden in Cash Flow Model Maintenance.

Number of Intervals: Enter a value between 1 and 50 to set the number of intervals to be used in this stream.

Additional Fields

Many of the various stream types will have additional options available. Select the Additional button in Cash Stream Maintenance to access these fields. For specific information on which options are available for each stream type see Stream Types.



Starting Vendor/Customer No: Select a starting customer or vendor number for the stream. This option is particularly useful if you wish to break out streams by specific divisions or ranges. This option is available on Accounts Receivable, Accounts Payable, Purchase Order, and Sales Order type streams.

Ending Vendor/Customer No: Select an ending customer or vendor number for the stream. This option is available on Accounts Receivable, Accounts Payable, Purchase Order, and Sales Order type streams.

Schedule: Select the appropriate schedule for this stream. The schedule is required for AP Repetitive Invoices, AR Repetitive Invoices, Repeating POs, Repeating SOs, Cash Inflow and Cash Outflow type streams.

UDF to Exclude: If you have the Custom Office module activated, you will be allowed to specify a checkbox type header UDF to allow documents to be excluded from Cash Management Analysis.

Detail Level: Select the desired detail level for this stream. The detail level chosen will designate the drill down capabilities of your cash flow analysis. Example: Selecting Summary will not allow for drill down, selecting customer will allow drill down to the customer level, selecting invoice will allow drill down to the invoice level.

Stream Types

For more information on how individual stream types are calculated, see Appendix.

Beginning Balance: Select All Bank Codes or an individual bank code, choose from Bank or Summary level detail. This is used to calculate the beginning balance of Cash in your Cash Flow Model and is generally the first line in Cash Flow Model Maintenance.

AR Open Invoices: Select a range of customers, choose from Summary, Customer, or Invoice level detail

AP Open Invoices: Select a range of vendors, choose from Summary, Vendor, or Invoice level detail

AR Repetitive Invoices: select range of customers, a checkbox type UDF to exclude, choose from Summary, Customer or invoice detail level

AP Repetitive Invoices: Select range of vendors, choose the schedule, a checkbox type UDF to exclude, choose from Summary, Vendor or invoice detail level

AR Invoice Data Entry: select range of customers, a checkbox type UDF to exclude, choose from Summary, Customer or invoice detail level

AP Invoice Data Entry: select range of vendors, a checkbox type UDF to exclude, choose from Summary, Vendor or invoice detail level

SO Invoice Data Entry: select range of customers, a checkbox type UDF to exclude, choose from Summary, Customer or invoice detail level

PO Receipt of Invoice Entry: select range of vendors, a checkbox type UDF to exclude, choose from Summary, Vendor or invoice detail level

PO Return of Goods Entry: select range of vendors, a checkbox type UDF to exclude, choose from Summary, Vendor or Return No detail level

Sales Orders: select range of customers, a checkbox type UDF to exclude, choose from Summary, Vendor or Sales order detail level

Purchase Orders: select range of vendors, a checkbox type UDF to exclude, choose from Summary, Vendor or Purchase Order detail level

Repeating Sales Orders: select range of customers, a checkbox type UDF to exclude, choose from Summary, Customer or Sales order detail level

Repeating Purchase Orders: select range of vendors, a checkbox type UDF to exclude, choose from Summary, Vendor or Purchase Order detail level

Cash Inflow: choose the cash inflow schedule, choose Summary or Date detail level
Cash Outflow: choose the cash outflow schedule, choose Summary or Date detail level

AP Check Entry: select range of vendors, a checkbox type UDF to exclude, choose from Summary, Vendor or Check detail level

AP Manual Check Entry: select range of vendors, a checkbox type UDF to exclude, choose from Summary, Vendor or Check detail level

AR Cash Receipts Entry: select range of check, a checkbox type UDF to exclude, choose from Summary, Vendor or Check detail level

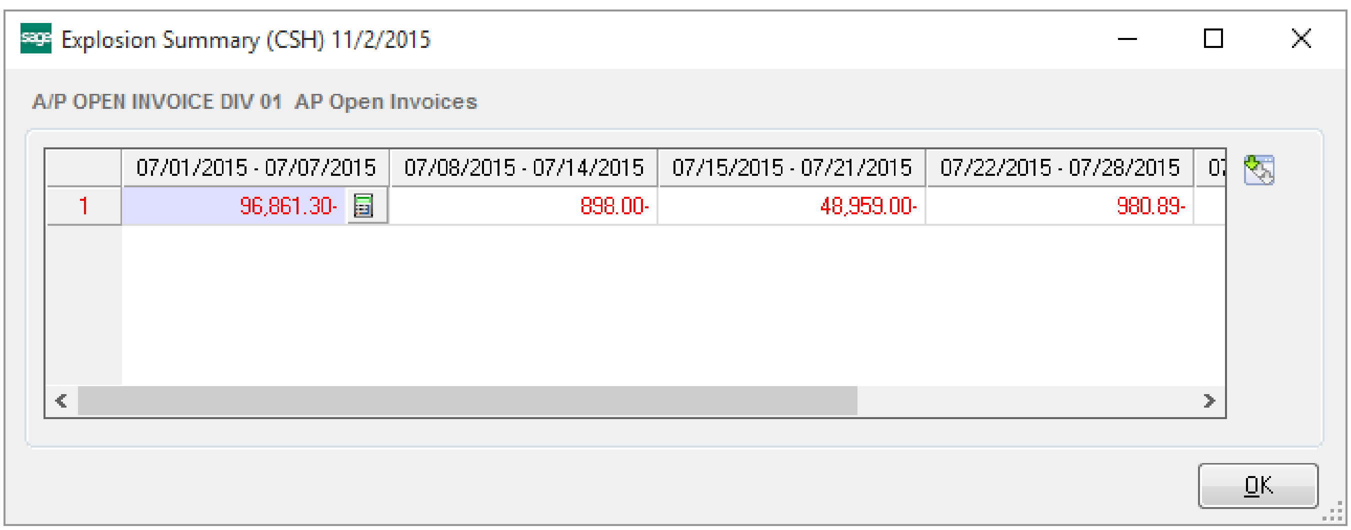
Subtotal: Create a subtotal cash stream to add various subtotals within your cash flow model. There are no additional options for subtotal type streams. These will automatically calculate based on where they are placed in the Cash Flow Model.

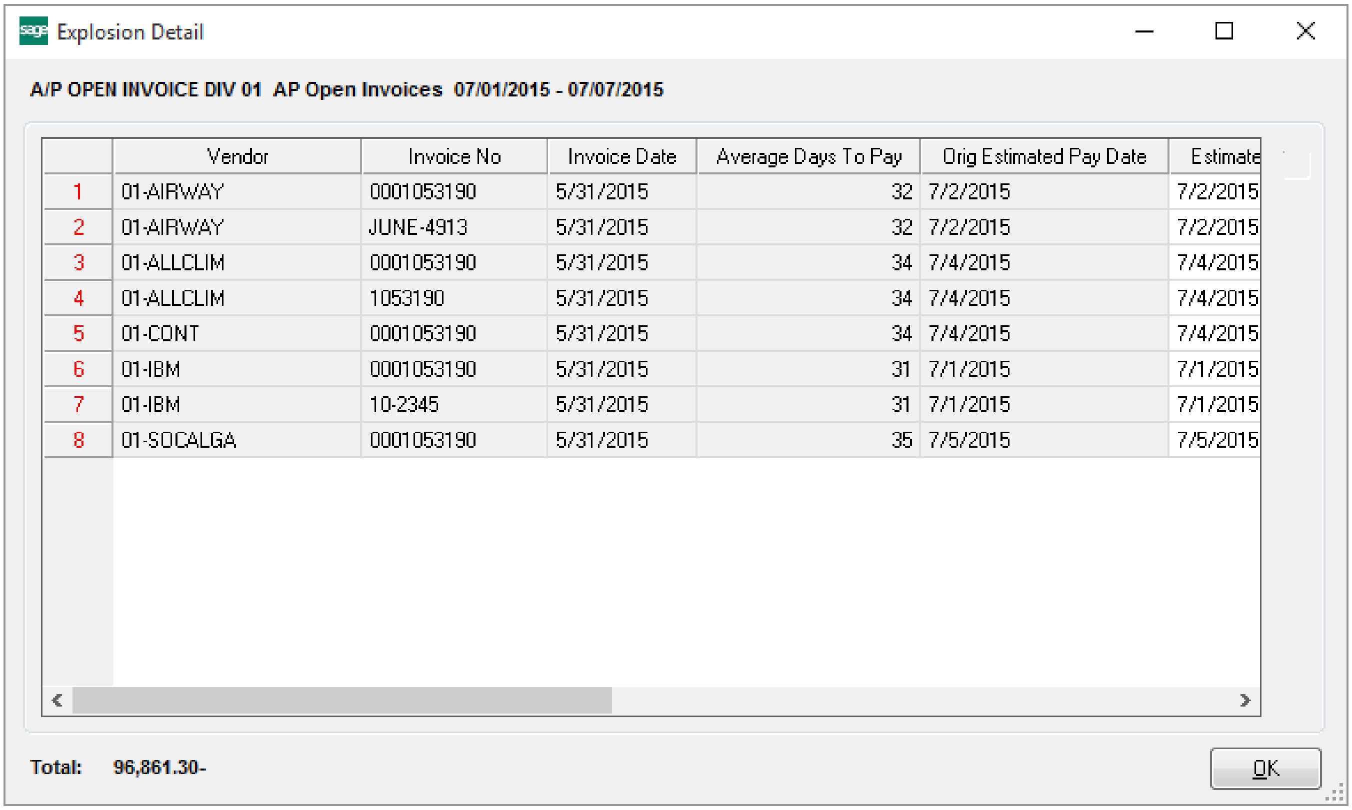
Total: Create a total cash stream to add a total line in your cash flow model. There are no additional options for total type streams. These will automatically calculate the total of all cash streams. This is generally placed at the end of a model before a Cash Balance stream.

Cash Balance: A Cash Balance stream is used to show the overall cash balance. There are no additional options for this stream type. The Cash Balance is calculated by taking the Cash Beginning Balance – all cash streams. This is cash stream is generally placed at the end of a Cash Flow Model.

Test Explosion

Select the Test Explosion button in Cash Stream maintenance to review a sample of the data returned by the cash stream created. Columns are determined by the start date, interval and number of intervals. Selecting the drill down button on the right will display the explosion detail screen. The data in the explosion detail screen is available based on Detail Level selected in Cash Stream Maintenance.




Explosion Detail

A/P OPEN INVOICE DIV 01 AP Open Invoices 07/01/2015 - 07/07/2015

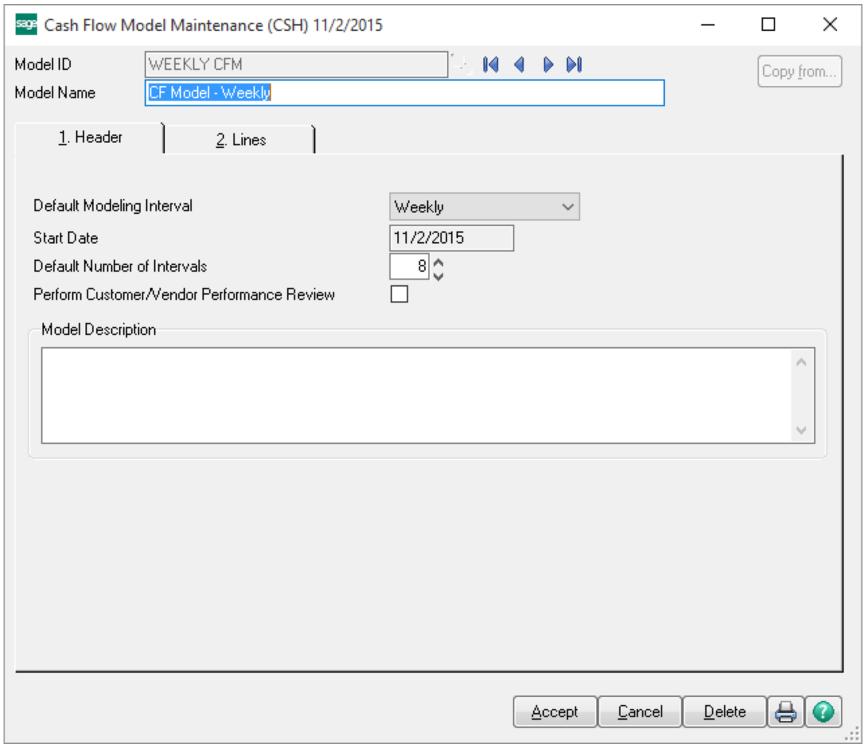
	Vendor	Invoice No	Invoice Date	Average Days To Pay	Orig Estimated Pay Date	Estimate
1	01-AIRWAY	0001053190	5/31/2015	32	7/2/2015	7/2/2015
2	01-AIRWAY	JUNE-4913	5/31/2015	32	7/2/2015	7/2/2015
3	01-ALLCLIM	0001053190	5/31/2015	34	7/4/2015	7/4/2015
4	01-ALLCLIM	1053190	5/31/2015	34	7/4/2015	7/4/2015
5	01-CONT	0001053190	5/31/2015	34	7/4/2015	7/4/2015
6	01-IBM	0001053190	5/31/2015	31	7/1/2015	7/1/2015
7	01-IBM	10-2345	5/31/2015	31	7/1/2015	7/1/2015
8	01-SOCALGA	0001053190	5/31/2015	35	7/5/2015	7/5/2015

Total: 96,861.30-

OK

Cash Flow Model Maintenance

Cash Flow Model Maintenance is used to create a Cash Flow Model and define which Cash Flow Streams that model will contain.



Model ID: Create a unique ID for the cash model.

Copy From: Select this button to copy the cash model being created from an existing model.

Model Name: Type a name for the cash model.

Default Modeling Interval: Select the default modeling interval to be used in this Cash Model. The choices are Daily, Every 2nd Day, Every 3rd Day, Every 4th Day, Weekly, Bi-weekly, Monthly, Semi-monthly and Yearly. The interval can be manually overridden in Cash Flow Analysis.

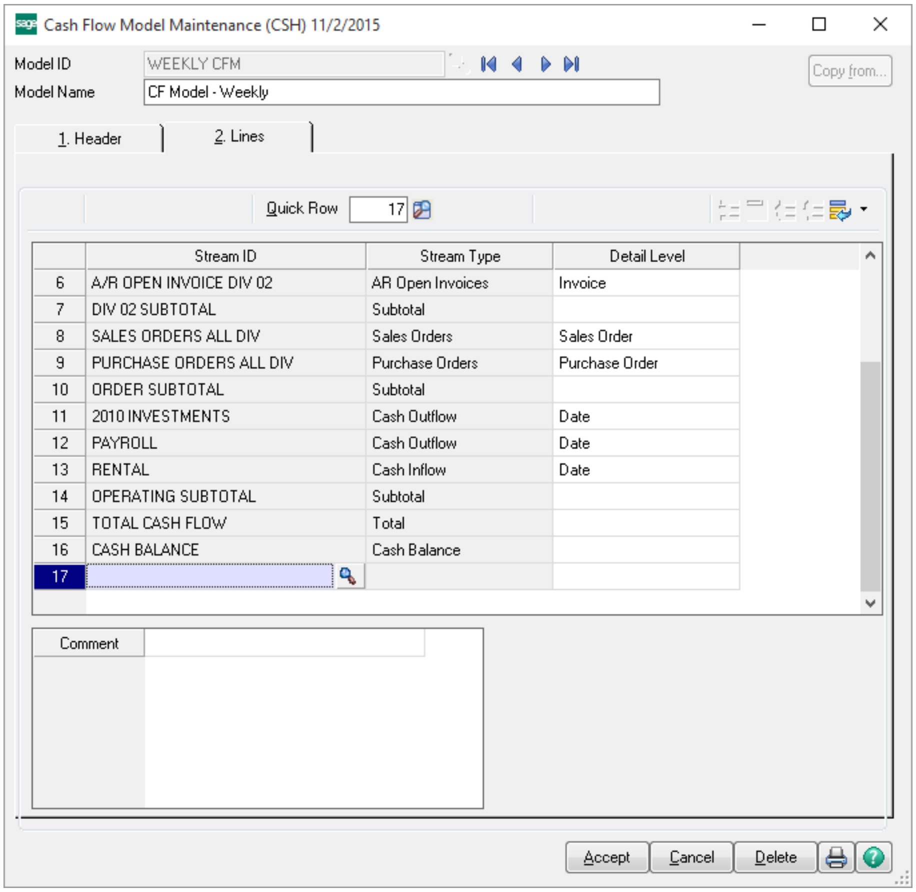
Start Date: Enter the starting date for this model. This field is required.

Default Number of Intervals: Enter a value between 1 and 50 to set the number of intervals to be used in this model.

Perform Customer/Vendor Performance Review: Enable this option to automatically perform customer and vendor performance reviews during the cash flow analysis.

Model Description: Type an additional description for this cash flow model.

The lines tab of Cash Flow Model Maintenance screen is used to deine which cash streams will appear in your analysis and in which order.



Stream ID: Select each cash stream to be used in this Cash Flow Model. Each stream will appear in the Cash Flow Analysis in the order that they are entered in the Cash Flow Model Maintenance screen.

Stream Type: The stream type for the stream is displayed. This field is read only.

Detail Level: Select the detail level for the stream. The detail level by default will be the detail level selected in Cash Stream Maintenance, however it can be changed here in Cash Flow Model Maintenance if desired.

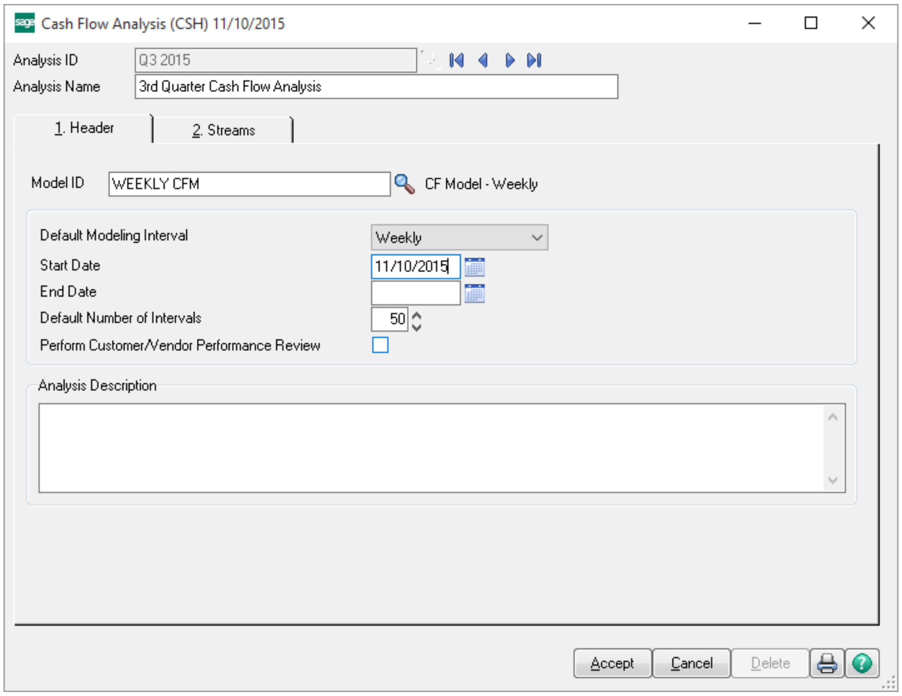
Comment: Enter a comment for the cash stream.

Quick Row: This field displays the number of the selected row in the primary grid. Enter a row number to view or edit information for a different row, or click the Find Row button to search for a row in the Search Grid window.

Grid Button Bar: The buttons located above the grid allow you to insert new rows, delete rows, or move the location of a row up or down within the grid.

Cash Flow Analysis

The Cash Flow Analysis program is used to compile all of the data created by your cash streams and cash model. It will display the cash balances over a specified period of time and will allow you to forecast your cash flow.



Analysis ID: Create a unique ID for the cash analysis.

Analysis Name: Type a name for the cash analysis.

Model ID: Select a Cash Flow Model to be used in this analysis.

Default Modeling Interval: Select the modeling interval to be used in this analysis. The choices are Daily, Every 2nd Day, Every 3rd Day, Every 4th Day, Weekly, Bi-weekly, Monthly, Semi-monthly and Yearly.

Start Date: Enter the starting date for this analysis. This field is required.

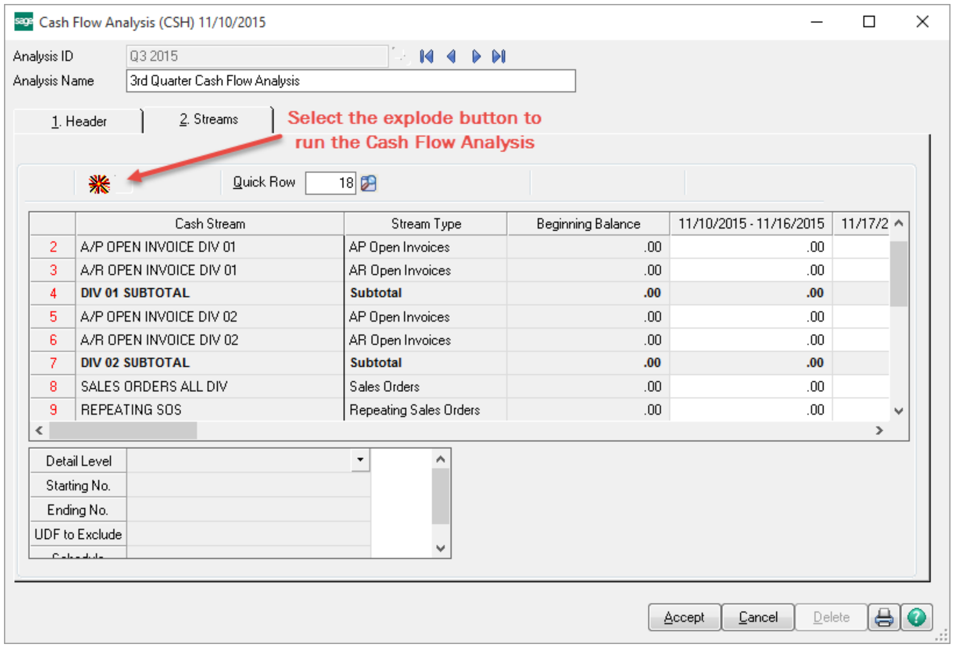
End Date: Enter an optional ending date for the analysis.

Default Number of Intervals: Enter a value between 1 and 50 to set the number of intervals to be used in this model.

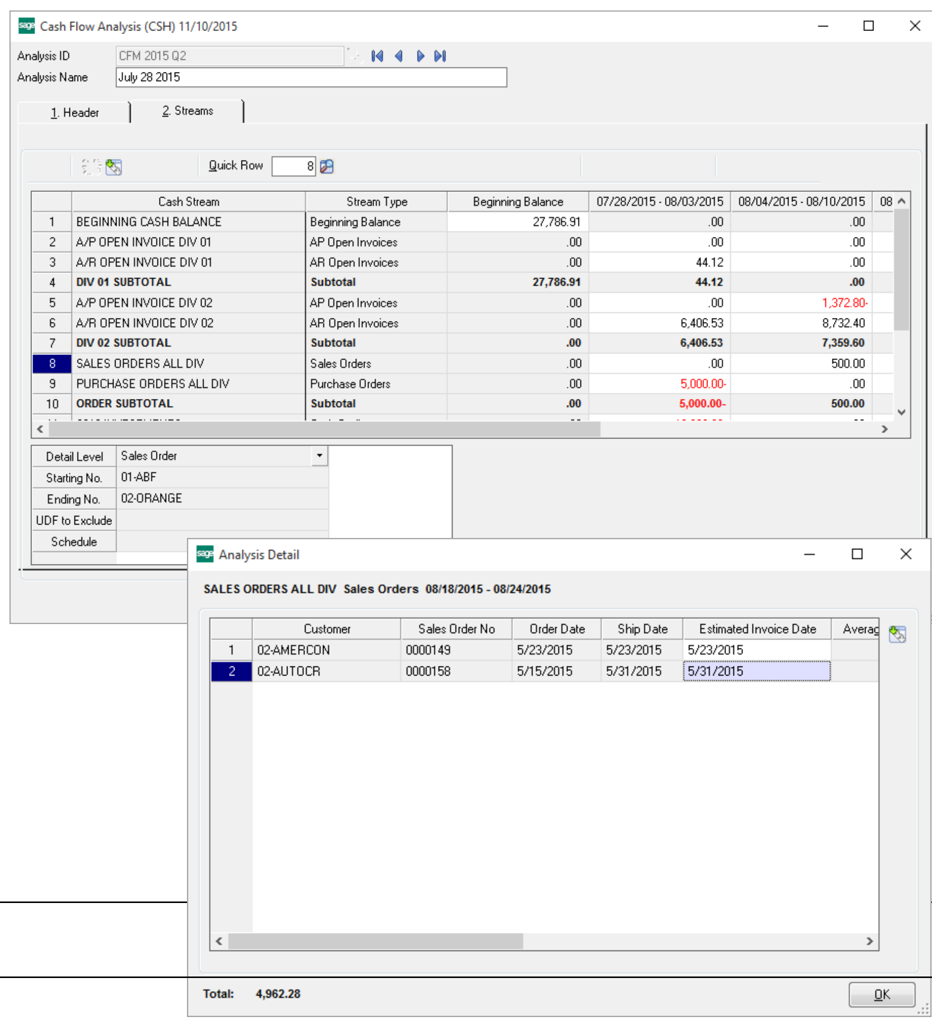
Perform Customer/Vendor Performance Review: Enable this option to automatically perform customer and vendor performance reviews during the cash flow analysis.

Analysis Description: Type an additional description for this cash flow analysis.

The Cash Flow Analysis Streams tab displays each of the streams previously defined in Cash Flow Model Maintenance. Select the ‘Explode’ button to run the cash flow analysis. If you previously enabled the option to ‘Perform Customer/Vendor Performance Reviews’ those will be performed at this time as well.



Once the analysis has completed, cells will then be populated with data. Amounts can be edited in each cell in this screen if the detail level on the stream was set to Summary. If the detail level was set to another option, you are able to drill down in to the stream detail and edit the amounts and dates in the stream detail screen.



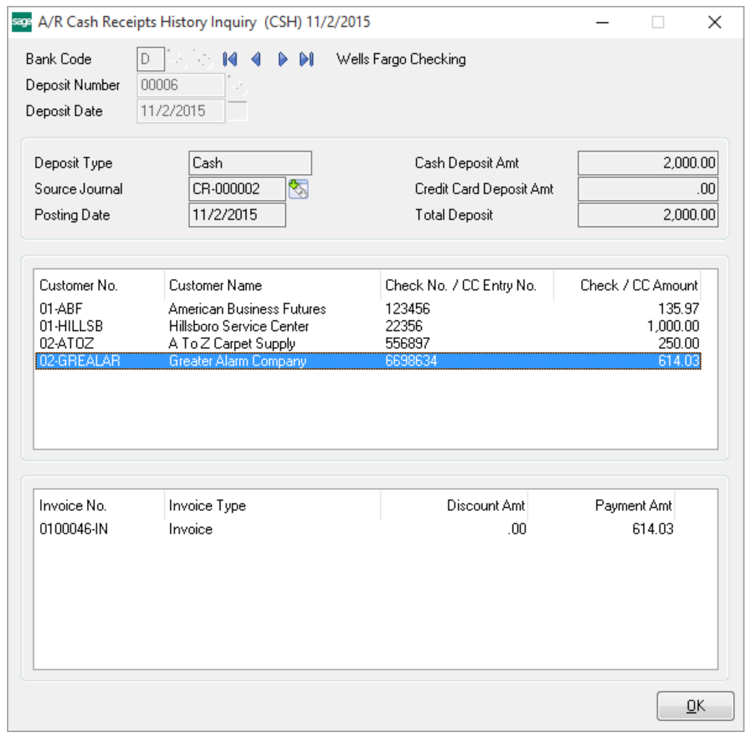
Additional drill downs are also available within the Analysis Detail screen to view that particular document (purchase order, sales order, invoice etc.)

Inquiries Menu

The Inquiries menu contains several existing Sage 100 inquiry programs as well as several new inquiries added with the Cash Management and Forecasting module.

A/R Cash Receipts History Inquiry

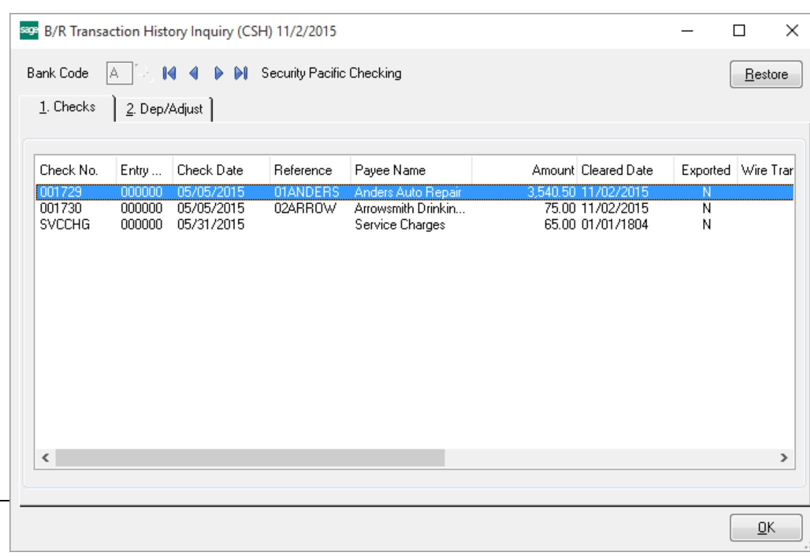
Select the Bank Code and Deposit Number of the Cash Receipts History you wish to view. The screen will display each Check No/CC Entry No. received on that particular deposit. Selecting a check will display the invoices paid by that entry.



B/R Transaction History Inquiry

Select a Bank Code to view transactions that have been cleared from Bank Rec. This option is only available if the 'Integrate with Bank Reconciliation' and 'Track Bank Reconciliation Transaction History' options are enabled in CMF Options.

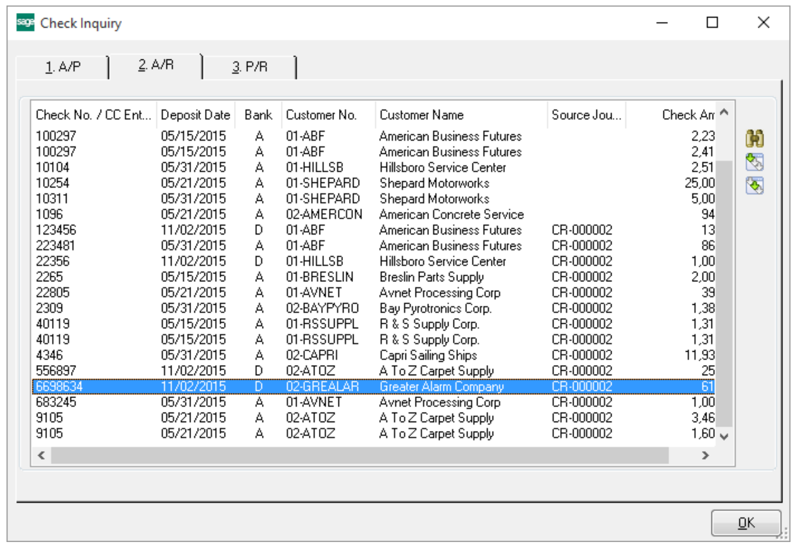
Select the 'Restore' button to move the selected transaction record back into the BR_Transaction file. This option is only available if the 'Allow



Restoring Transaction Records from History' option is enabled in CMF Options.

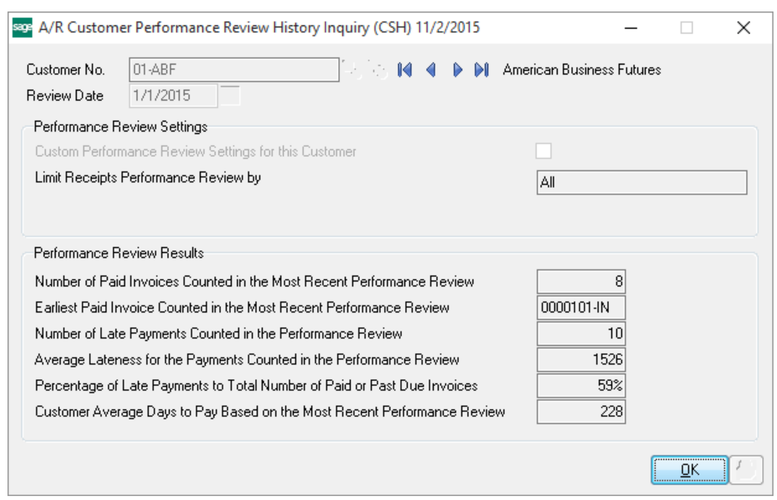
Check Inquiry

The Check Inquiry program allows you to view and search for checks from any bank code and any module. Select column headings to sort data by that column. Use the search button to search for a particular check. Use the drill down buttons to view the Source Journal Drill Down or the History Inquiry screens for that transaction.



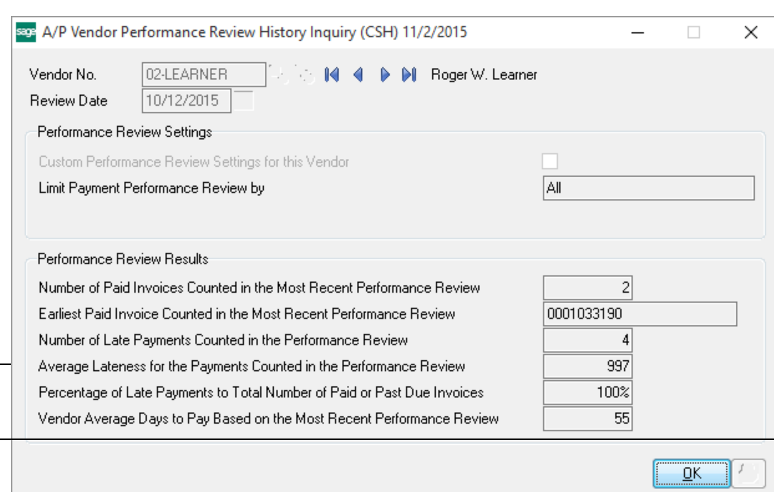
Customer Review History Inquiry

Select the Customer Number and Review Date to view past customer performance review results. This menu option is only available if the 'Retain Customer Performance Review History' option is enabled in CMF Options.



Vendor Review History Inquiry

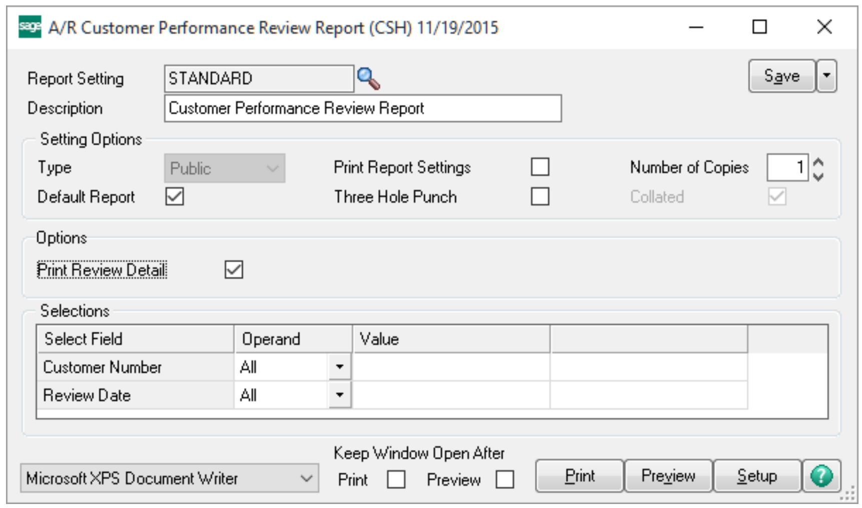
Select the Vendor Number and Review Date to view historical vendor performance review results. This menu option is only available if the 'Retain Vendor Performance Review History' option is enabled in CMF Options.



Reports Menu

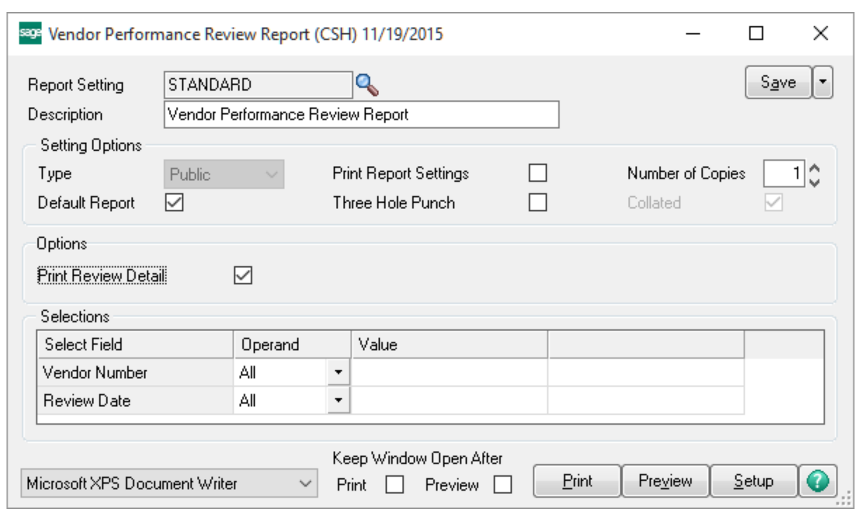
Customer Performance Report

The A/R Customer Performance Report lists all customers with performance review history. Enable the **Print Review Detail** option to print all performance review history. This report can be run for a range of customers or by review date by using the selection options in the bottom grid.



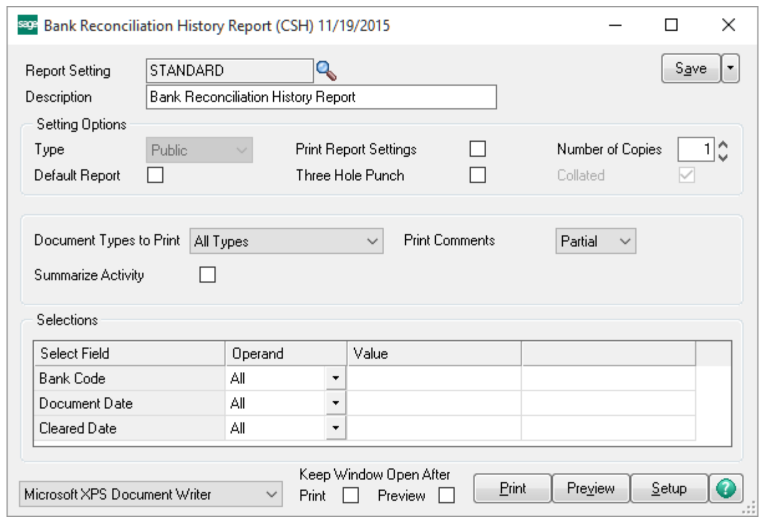
Vendor Performance Report

The A/R Customer Performance Report lists all customers with performance review history. Enable the **Print Review Detail** option to print all performance review history. This report can be run for a range of customers or by review date by using the selection options in the bottom grid.



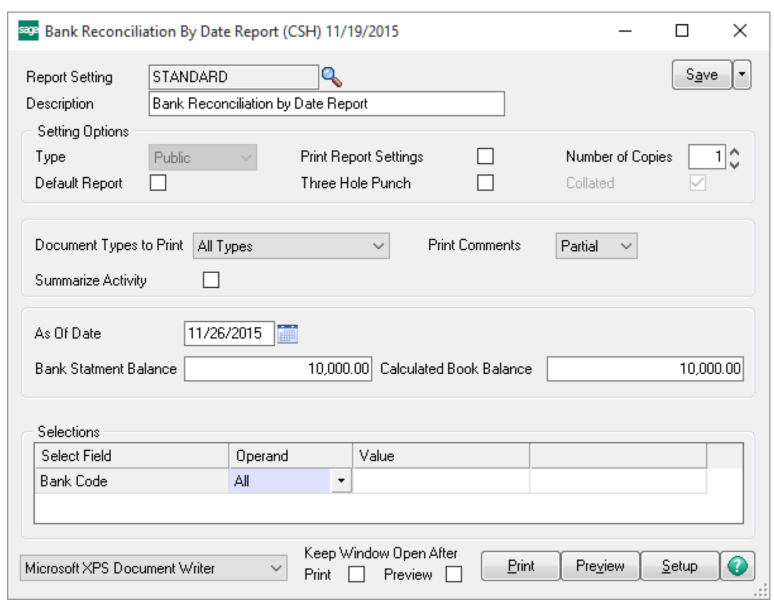
BR Transaction History Report

The BR Transaction History Report displays all transactions retained in the Bank Reconciliation History file. This report can be run by Bank Code, Document Date or Cleared Date.



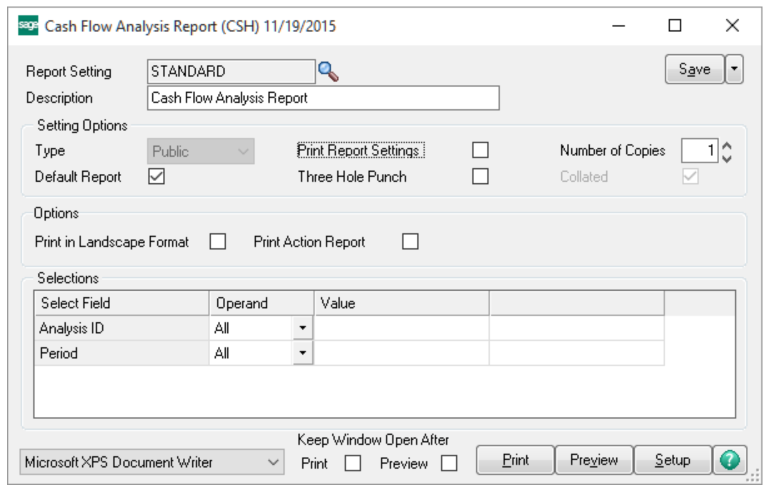
BR Reconcile by Date Report

The BR Reconcile by Date Report can be run in order to reprint a Bank Reconciliation Report using the Bank Reconciliation history files. This report may only be run if the option to retain Bank Rec history is enabled in CMF Options. The ‘Bank Statement Balance’, ‘Calculated Book Balance’ and ‘As Of Date’ are required.



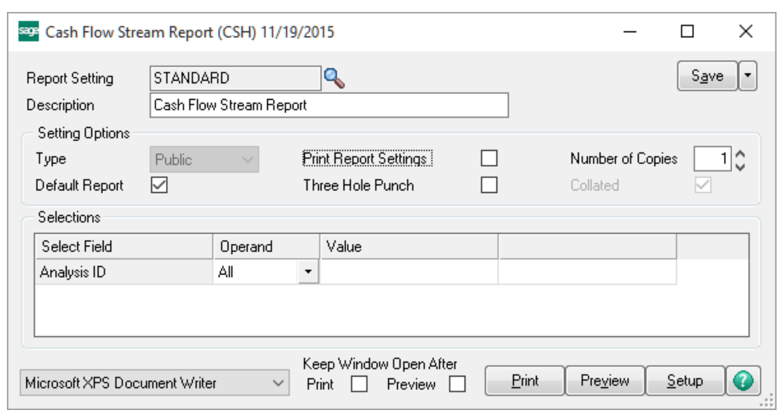
Cash Flow Analysis Report

The Cash Flow Analysis Report prints the data that is displayed in the Cash Flow Analysis. Selection criteria includes ‘Analysis ID’ or ‘Period’. This report is available from the Cash Flow Analysis screen or from the Reports menu. An additional option is available to print the Action Report automatically after running the Cash Flow Analysis Report.



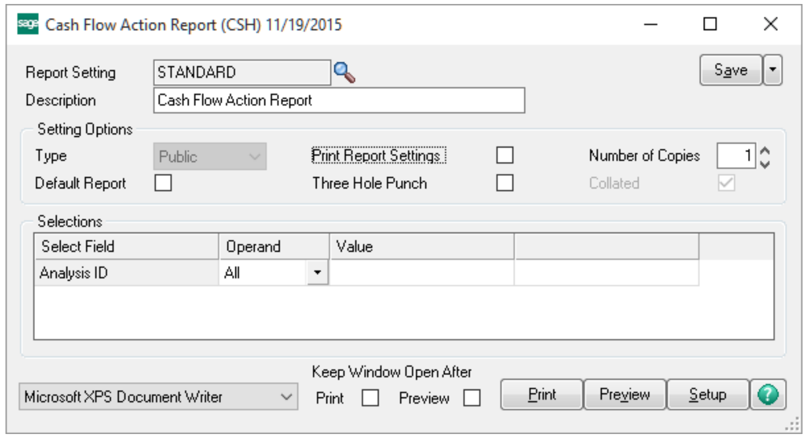
Cash Flow Stream Report

The Cash Flow Stream Report prints all stream detail data for a particular Analysis ID or for all Analysis IDs. This report will only print data for a cash streams that have a Detail Level other than ‘Summary’.



Cash Flow Action Report

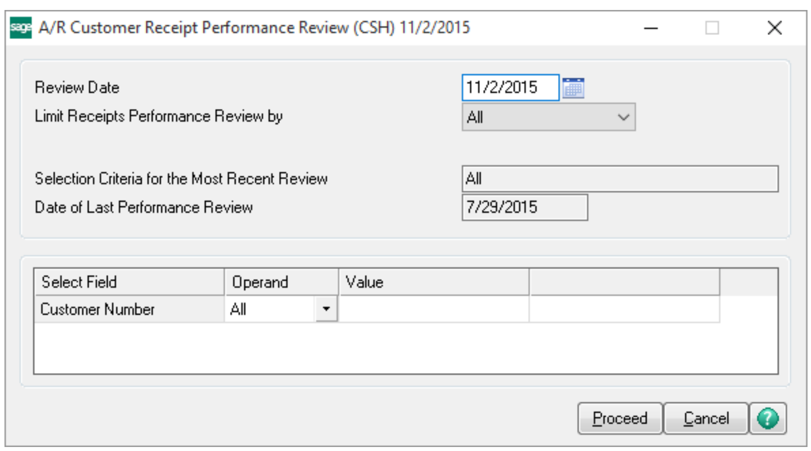
The Cash Flow Action Report will print any stream detail data which has been modified. The original amount as well as the current amount will be displayed. This report may be printed by Analysis ID or optionally after the Cash Flow Analysis Report has been run.



Utilities Menu

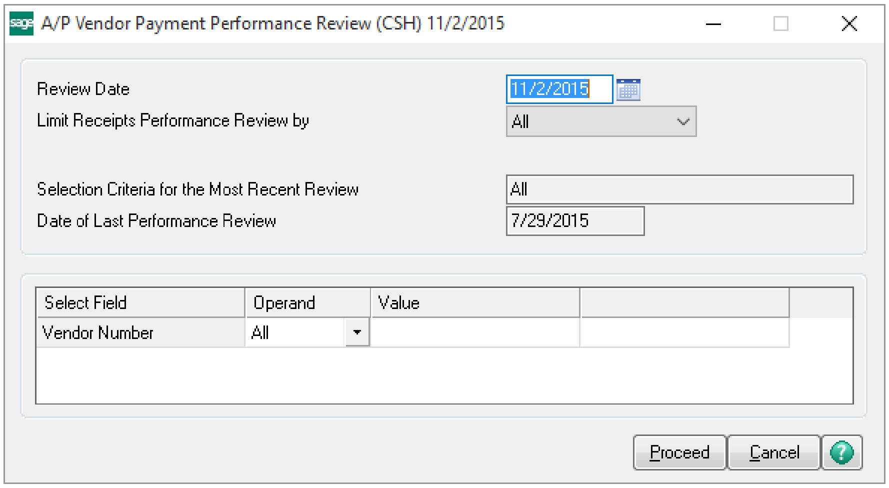
A/R Customer Receipt Performance Review

Use this utility to perform A/R Customer Performance Reviews for all customers or a range of customers. The performance reviews will use the settings defined in this screen unless the customer has custom performance review settings defined in Customer Performance Review from the Main menu.



A/P Vendor Payment Performance Review

Use this utility to perform A/P Vendor Payment Performance Reviews for all vendors or a range of vendors. The performance reviews will use the settings defined in this screen unless the vendor has custom performance review settings defined in Vendor Performance Review from the Main menu.



Section E: Appendix

Stream Type Calculations

Average Days to Pay

AverageDaysToPay for A/R and S/O is taken from the AR_Customer file:
AR234_CMF_AverageDaysToPay – if performance review has been run for this customer
AvgDaysPaymentInvoice – if performance has not been run for this customer

AverageDaysToPay for A/P and P/O is taken from the AP_Vendor file:
AP234_CMF_AverageDaysToPay – if performance review has been run for this vendor
AverageDaysToPay – if performance has not been run for this vendor

A/R Open Invoices

File:	AR_OpenInvoice
Amounts:	TaxableAmt
	NonTaxableAmt
	FreightAmt
	SalesTaxAmt
	CommissionAmt
	DiscountAmt
	PaymentsToday
	Balance
	RetentionAmt
InvoiceTotal:	Balance – PaymentsToday
EstimatedPayDate:	InvoiceDate + AverageDaysToPay
Skipped:	Invoices with types PP and PY (PP=PrePayment, PY=PaYment)

A/R Invoice Data Entry

File: AR_InvoiceHeader
Amounts: NonTaxable
SalesAmt
FreightAmt
SalesTaxAmt
CommissionAmt
RetentionAmt
InvoiceTotal: TaxableSalesAmt + NonTaxableSalesAmt + FreightAmt + SalesTaxAmt
Skipped: All invoices with Invoice Type XD (deleted)
EstimatedPayDate: InvoiceDate + AverageDaysToPay

A/R Repetitive Invoices

File: AR_RepetitiveInvoiceHeader
Amounts: TaxableSalesAmt
NonTaxableSalesAmt
FreightAmt
SalesTaxAmt
CommissionAmt
InvoiceTotal: TaxableSalesAmt + NonTaxableSalesAmt + FreightAmt + SalesTaxAmt
Skipped: Invoice Cycle Code <> Schedule Cycle Code
Invoices with Inactive Customer (Customer Status "I" – inactive)
If Invoice StartBillingDate exists, and StartBillingDate > Schedule Date
If Invoice StopBillingDate exists, and StopBillingDate < Schedule Date
If Invoice LastBilledDate exists, and LastBilledDate > Schedule Date
Excluded: If Customer is on hold and CF option "Exclude On Hold Customer" is YES.
EstimatedPayDate: Schedule Date + AverageDaysToPay
Estimated Invoice Date: Schedule Date

A/R Cash Receipts Entry

File: AR_CashReceiptsHeader
CheckTotal: PostingAmt
EstimatedPayDate: Deposit Date

A/P Open Invoices

File: AP_OpenInvoice

Amounts: InvoiceAmt
DiscountAmt
Balance
TaxableAmt
NonTaxableAmt
FreightAmt
TaxAmt
NonRecoverableAmt

InvoiceTotal: Balance – CHECK.PaymentAmt - CHECK.DiscountAmt
(CHECK.PaymentAmt and CHECK.DiscountAmt are taken from the AP_CheckHeader/ AP_ManualCheckHeader file)

Exclude: If Hold Payment is Yes and CF Option "Exclude On Hold payments" is Yes

EstimatedPayDate: InvoiceDate + AverageDaysToPay

A/P Invoice Data Entry

File: AP_InvoiceHeader

Amounts: InvoiceAmt
NetInvoiceAmt
DiscountAmt
RetentionAmt
PrepaymentAmt
TaxableAmt
NonTaxableAmt
FreightAmt
TaxAmt
NonRecoverableAmt

InvoiceTotal: InvoiceAmt – PrepaymentAmt
IF InvoiceDiscountDate >= EstimatedPayDate then InvoiceTotal = InvoiceTotal - DiscountAmt

Exclude: If Hold Payment is Yes and CF Option "Exclude On Hold payments" is Yes

EstimatedPayDate: InvoiceDate + AverageDaysToPay

A/P Repetitive Invoices

File: AP_RepetitiveInvoiceHeader

Amounts: InvoiceAmt
NetInvoiceAmt
DiscountAmt
TaxableAmt

NonTaxableAmt
FreightAmt
TaxAmt
NonRecoverableAmt

InvoiceTotal: InvoiceAmt

IF InvoiceDiscountDate >= EstimatedPayDay then
InvoiceTotal=InvoiceTotal – DiscountAmt (InvoiceDiscountDate is calculated using Vendor Terms Code)

Skipped: If NumberOfPaymentsToMake > 0 AND NumberOfPaymentsMade >= NumberOfPaymentsToMake
If OriginalBalance >0 AND OriginalBalance <= BilledToDateAmt
If Schedule Cycle Code <> Invoice Select Cycle Code
If Invoice StartBillingDate exists, and StartBillingDate > Schedule Date
If Invoice LastBilledDate exists, and LastBilledDate > Schedule Date
If invoice number exists in AP Open invoice, Invoice Entry Header or Invoice History Header.

EstimatedPayDate: InvoiceDate + AverageDaysToPay

A/P Check Entry

File: AP_CheckHeader
Amounts: CheckAmt
DiscountAmt
ACHElectronicPaymentAmt
CheckTotal: CheckAmt + ACHElectronicPaymentAmt
EstimatedPayDate: Check Date

A/P Manual Check Entry

File: AP_ManualCheckHeader
CheckTotal: CheckAmt
EstimatedPayDay: Check Date

Beginning Balance

File: GL_Bank
BeginningBalance: Sum of the CurrentBankBalance fields (selected banks)

Sales Orders

File: SO_SalesOrderHeader
Amounts: DiscountAmt
TaxableAmt
NonTaxableAmt
SalesTaxAmt
FreightAmt
DepositAmt
OrderTotal: TaxableAmt + NontaxableAmt + SalesTaxAmt + FreightAmt – DiscountAmt – DepositAmt – InvoiceTotal
Invoice Total: (SO_InvoiceHeader/SO_InvoiceDetail)
If all invoice lines are sales order lines
InvoiceTotal=InvoiceHeader.TaxableAmt + InvoiceHeader.NonTaxableAmt + InvoiceHeader.SalesTaxAmt + InvoiceHeader.FreightAmt - InvoiceHeader.DiscountAmt - InvoiceHeader.DepositAmt
If invoice has some additional lines that do not belong to the sales order
InvoiceTotal =sum of all sales order lines extension amounts. (InvoiceDetail.ExtensionAmt)
Skipped: Sales Order Type <> (“S” or “B”)
Exclude: If Sales Order is on Hold if CF option “Exclude on Hold Sales Orders” is set to Yes
EstimatedPayDate: ShipExpireDate + AverageDaysToPay
EstimatedInvoiceDate: ShipExpireDate

Repeating Sales Orders

File: SO_SalesOrderHeader
Amounts: DiscountAmt
TaxableAmt
NonTaxableAmt
SalesTaxAmt
FreightAmt
DepositAmt
OrderTotal: TaxableAmt + NontaxableAmt + SalesTaxAmt + FreightAmt – DiscountAmt - DepositAmt
Skipped: Sales Order Type <> “R”
Schedule Cycle Code <> Order Cycle Code
Exclude: If Sales Order is on Hold if CF option “Exclude on Hold Sales Orders” is set to Yes
ShipExpireDate$ < Schedule Date and CF Option “Exclude Expired Repeating SO” is Yes
EstimatedPayDate: Schedule Date + AverageDaysToPay
EstimatedInvoiceDate: Schedule Date

S/O Invoice Data Entry

File: SO_InvoiceHeader
Amounts: TaxableAmt
NonTaxableAmt
SalesTaxAmt
DiscountAmt
RetentionAmt
CommissionAmt
FreightAmt
DepositAmt
InvoiceTotal: TaxableAmt + NonTaxableAmt + FreightAmt + SalesTaxAmt- DiscountAmt - DepositAmt
Shipped: All invoices with Invoice Type "XD" (deleted)
EstimatedPayDate: InvoiceDate + AverageDaysToPay

Purchase Orders

File: PO_PurchaseOrderHeader
Amounts: PrepaidAmt
TaxableAmt
NonTaxableAmt
SalesTaxAmt
FreightAmt
PrepaidFreightAmt
InvoicedAmt
ReceivedAmt
FreightSales
TaxInvAmt
BackOrderLostAmt
OrderTotal: TaxableAmt + NonTaxableAmt + SalesTaxAmt + FreightAmt – PrepaidAmt – PrepaidFreightAmt – InvoicedAmt - InvoiceTotal
Invoice Total: (PO_ReceiptHeader/PO_ReceiptDetail)
If all invoice lines are purchase order lines
InvoiceTotal = InvoiceHeader.TaxableAmt + InvoiceHeader.NonTaxableAmt + InvoiceHeader.SalesTaxAmt + InvoiceHeader.FreightAmt - InvoiceHeader.PrepaidFreightAmt - InvoiceHeader.PrePaidAmt

If InvoiceHeader.DiscountDueDate >= EstimatedPayDate then
InvoiceTotal = InvoiceTotal - InvoiceHeader.DiscountAmt
If invoice has some additional lines that do not belong to the purchase order
InvoiceTotal =sum of all purchase order line extension amounts. (InvoiceDetail.ExtensionAmt)

Skipped:	Sales Order Type <> “S”
Exclude:	If PO is on Hold and CF option “Exclude on Hold POs” is set to YES
EstimatedPayDate:	RequiredExpireDate + AverageDaysToPay
Estimated Invoice Date:	RequiredExpireDate

Repeating Purchase Orders

File:	PO_PurchaseOrderHeader
Amounts:	PrepaidAmt
	TaxableAmt
	NonTaxableAmt
	SalesTaxAmt
	FreightAmt
	PrepaidFreightAmt
	InvoicedAmt
	ReceivedAmt
	FreightSales
	TaxInvAmt
	BackOrderLostAmt
OrderTotal:	TaxableAmt + NonTaxableAmt + SalesTaxAmt + FreightAmt
Skipped:	Purchase Order with Type <> “R”
	If schedule PurchaseOrderNo <> PurchaseOrderNo
Exclude:	If PO is on Hold and CF option “Exclude on Hold POs” is set to YES
	If ShipExpireDate < Schedule Date
EstimatedPayDate:	Schedule Date + AverageDaysToPay
Estimated Invoice Date:	Schedule Date

P/O Receipt of Invoice Entry

File:	PO_ReceiptHeader
Amounts:	PrepaidAmt
	TaxableAmt
	NontaxableAmt
	SalesTaxAmt
	FreightAmt
	PrepaidFreightAmt
	DiscountAmt
	TotalMiscChargeAmt
	CODAmt

InvoiceTotal: TaxableAmt + NonTaxableAmt + SalesTaxAmt + FreightAmt – PrepaidFreightAmt - PrePaidAmt
IF DiscountDueDate >= EstimatedPayDate then
InvoiceTotal = InvoiceTotal – DiscountAmt
Skipped: Receipts without invoice numbers
EstimatedPayDate: InvoiceDate + AverageDaysToPay

P/O Return of Goods Entry

File: PO_ReturnHeader
Amounts: ReturnedDepositAmt
TaxableAmt
NontaxableAmt
SalesTaxAmt
FreightAmt
PrepaidFreightAmt
DiscountAmt
TotalMiscChargeAmt

InvoiceTotal: TaxableAmt + NonTaxableAmt + SalesTaxAmt + FreightAmt - PrepaidFreightAmt
IF DiscountDueDate >= EstimatedPayDate then
InvoiceTotal = InvoiceTotal - DiscountAmt
EstimatedPayDate: InvoiceDate + AverageDaysToPay

Cash Outflow

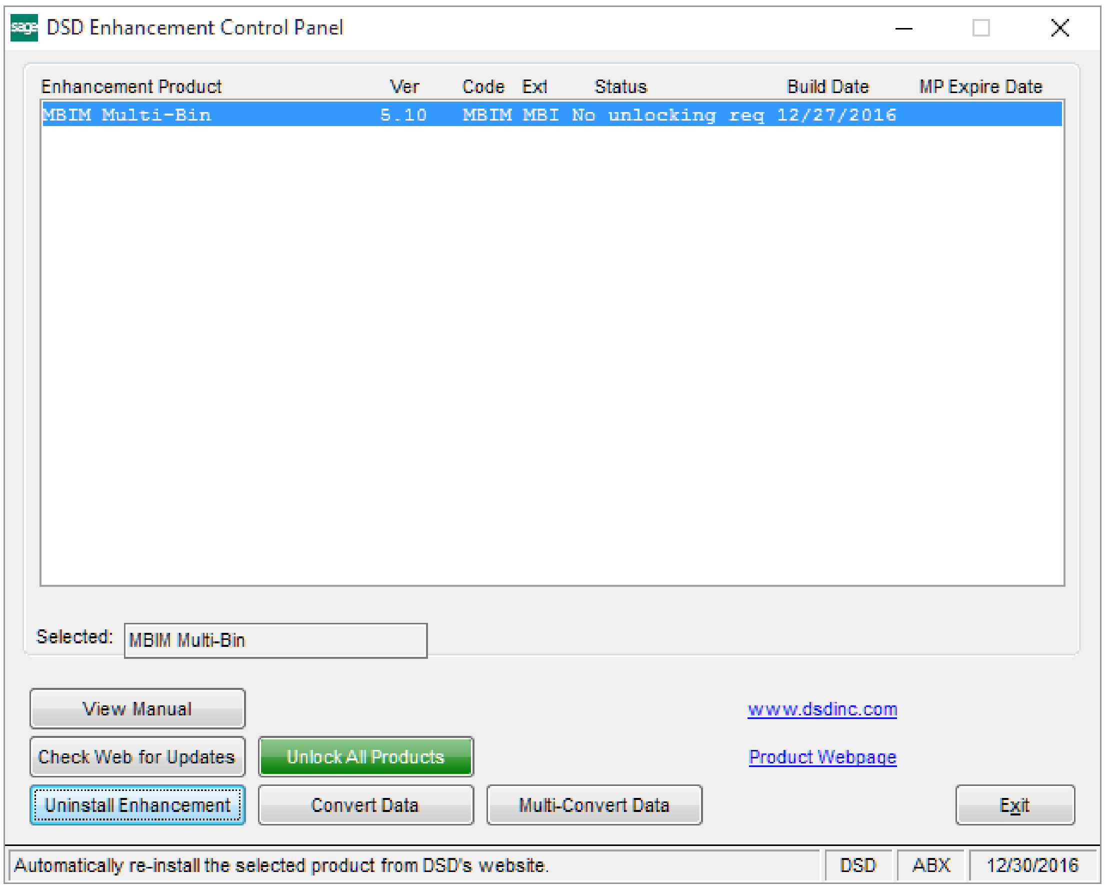
File: CF_InvestmentScheduleDetail
Amount: Cash Outflow Amount
Date: Cash Outflow Date

Cash Inflow

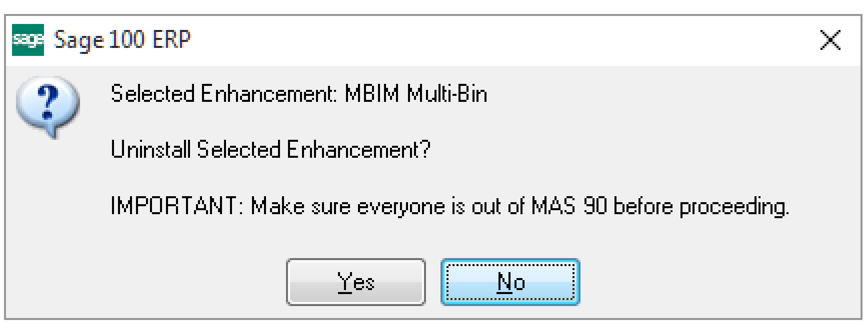
File: CF_MiscCashFlowDetail
Amount: Cash Inflow Amount
Date: Cash Inflow Date

Section F: 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.

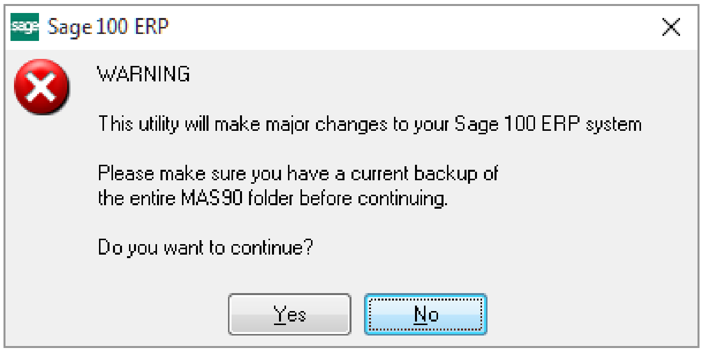


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



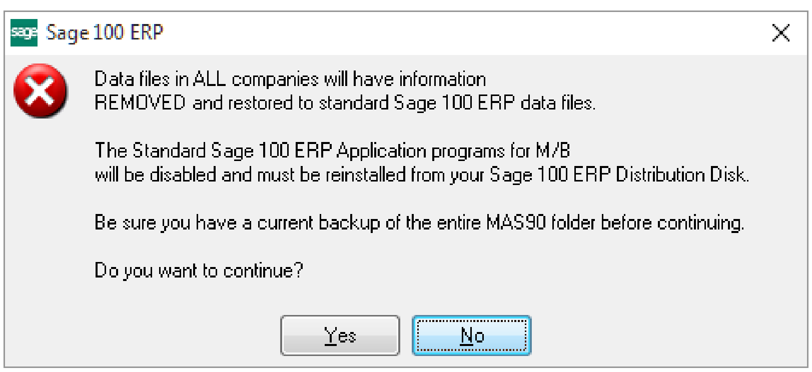
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).