



DSD Business Systems

Sage 100 Enhancements

SODR

S/O Deferred Revenue Posting

Version 7.50



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S/O Deferred Revenue Posting User's Manual
Version 7.50

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Table of Contents

| | |
|---|-----------|
| SECTION A: INTRODUCTION | 4 |
| WEB RESOURCES..... | 4 |
| SUPPORT | 4 |
| DEFERRED REVENUE POSTING FEATURES | 5 |
| SECTION B: GETTING STARTED | 6 |
| REQUIRED LEVELS..... | 6 |
| INSTALLATION | 6 |
| DSD ENHANCEMENT CONTROL PANEL | 8 |
| SECTION C: SETUP | 10 |
| PRODUCT LINE MAINTENANCE | 10 |
| MISCELLANEOUS ITEM MAINTENANCE..... | 11 |
| ITEM MAINTENANCE..... | 12 |
| SECTION D: SYSTEM OPERATIONS | 13 |
| S/O SALES ORDER ENTRY & INVOICE DATA ENTRY | 13 |
| S/O SALES JOURNAL UPDATE – G/L POSTINGS..... | 15 |
| S/O SALES JOURNAL UPDATE – POSTING TO A NEW HISTORY FILE..... | 17 |
| SECTION E: UNINSTALL DSD ENHANCEMENTS | 18 |

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

SODR Deferred Revenue Posting:

<http://www.dsdinc.com/enhancement/sodr-deferred-revenue-posting>

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.

Deferred Revenue Posting Features

This DSD enhancement adds the ability to create future Revenue and Deferred Postings to the General Ledger. S/O Invoice update creates future G/L postings for the same day of each month based on new field selections for Start Date and Number of Months entered on each line. The amount posted for the "future" Debit and Credit are the Line Extension divided by the Number of Months.

Deferred Revenue account setup is required for Standard and Miscellaneous items prior to S/O Invoice Update. Standard Items account is setup in I/M Product Line Maintenance and Miscellaneous Item account is setup in C/I Miscellaneous Item Maintenance.

A new History file has been created for future G/L Posting and is updated During S/O Invoice Update. This file contains one record for Year/Month/ItemCode/InvoiceNumber/Sequence. A Crystal Report can be created using this file to report deferred revenue forecasting.

Note: This enhancement is beneficial to companies that sell Support Contracts or Maintenance Plans. The full Contract/Plan amount is credited to Deferred Revenue for the Posting Date and broken out into future month transactions that credit Revenue and debit Deferred Revenue.

Note: This product works best when there is a dedicated Product Line or Miscellaneous Item for Support Contracts or Maintenance Plans set up with a Deferred Revenue Account.

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 |
|-----------------|-----------------|----------------|
| S/O | Y | 7.50 |

Installation

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

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

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

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

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file*.

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

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

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Note: You can also unlock a DSD Enhancement through the [DSD Enhancement Control Panel](#) found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

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

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD’s Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu.**

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

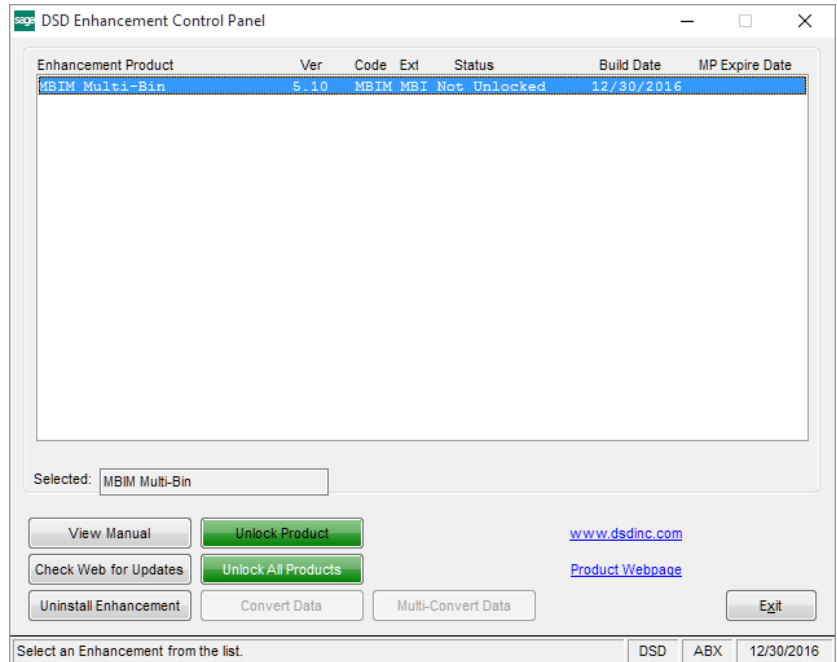
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the “MAS90/PDF” folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the “MAS90/PDF” folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

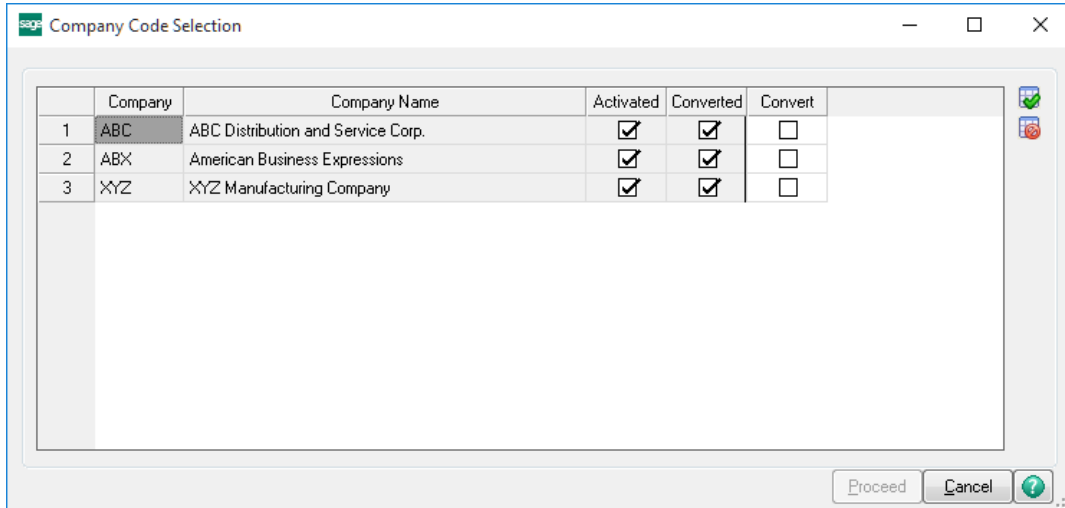
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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

Convert Data: After verification, the selected Enhancement’s data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)



Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

Section C: Setup

Product Line Maintenance

Product Line Maintenance has been modified to include a new 'Start Date Calculation' option which is used for Deferred Revenue. When the 'Post Deferrals by Line' option is enabled in S/O Sales Order or S/O Invoice Data Entry, the option selected in Product Line Maintenance will be used to calculate the Start Date for the corresponding item. If 'First of Month' is selected, the detail Start Date will be set to the first day of the month of the Sales Order date. For example, if the sales order date is "07/24/2015" the deferral detail Start Date will be "07/01/2015". If 'Order Date' is selected the detail Start Date will default to the same date as the order date. If none is selected, the detail Start Date will not be defaulted.

The screenshot displays the 'Product Line Maintenance' window for product line 'MAIN'. The 'Start Date Calculation' dropdown menu is open, showing three options: 'None', 'Order Date', and 'First of Month'. The 'First of Month' option is highlighted. Other visible fields include 'Product Type' (Finished Good), 'Valuation' (Average Cost), 'Procurement' (Buy), 'Unit of Measure' (EACH), 'Sales Tax Class' (NT), and 'Restocking Charge Rate' (.000%).

Product Line Maintenance has also been enhanced to include a new G/L Account Field for Deferred Revenue postings.

Note: If a Deferred Revenue Account is not assigned to a Product Line, any Item Code associated with it will not post to deferred revenue.

S/O Deferred Revenue Posting

11

Miscellaneous Item Maintenance

Miscellaneous Item Maintenance has been modified to include a new G/L Account Field for Deferred Revenue postings.

| G/L Accounts | |
|--------------------------|--|
| Sales Account | 400-01-00 Distribution sales (history) |
| Cost of Goods Account | |
| Inventory Account | |
| Purchases Account | 195-00-00 Software costs (net) |
| Deferred Revenue Account | 112-00-00 Deferred Revenue |

Note: If a Deferred Revenue Account is not assigned to an Item Code, it will not post to deferred revenue.

Item Maintenance

Two fields have been added to the Item Maintenance task in Sage 100. Use the 'Number of Months' field to set a default number of months for deferred revenue to be used during Sales Order Entry and Sales Order Invoice Data Entry when posting deferrals by line. If this field is left blank users must enter the 'Number of Months' during data entry. 'Start Date' can also be entered to assign a default start date for the item code. This value will only be used if the 'Start Date Calculation' field in the item's corresponding Product Line is set to 'None'.

The screenshot shows the 'Item Maintenance (ABC) 7/1/2025' window. The 'Item Code' is 1001-HON-H252 and the 'Description' is HON 2 Drawer Letter File w/o Lk. The 'Additional' tab is selected, showing various configuration options:

- Confirm Cost Increase in Receipt of Goods:**
- Print Receipt Labels:** Yes
- Explode Kit Items:** Prompt
- Next Lot/Serial Number:** [Empty field]
- Sales Tax Class:** TX (Taxable)
- Purchases Tax Class:** TX (Taxable)
- Commission Method:** Standard
- Commission Rate:** 0.000%
- Base Commission:** .00
- Routing No.:** [Empty field]
- Buyer Code:** [Empty field]
- Planner Code:** [Empty field]
- Commodity Code:** [Empty field]
- Image:** abc_1001-hon-h252.jpg
- Allow Returns:**
- Restocking Charge Method:** % Item Price
- Restocking Charge Rate:** 2.000%
- Inactive Item:**
- Internet Enabled:**
- Allow Back Orders:**
- Allow Trade Discount:**
- Allocate Landed Cost:**
- Categories:**
 - COLOR: BLACK
 - SIZE: 29X15X18
 - STYLE: MODERN
 - CATALOGUE REF#: P0011-0007
- Last Physical Count:** 4/30/2025
- Number Of Months:** 4
- Start Date:** 8/1/2025

At the bottom, there are 'Accept', 'Cancel', and 'Delete' buttons, along with a printer icon and a help icon.

Section D: System Operations

S/O Sales Order Entry & Invoice Data Entry

A new checkbox option has been added to the Sales Order Entry and Sales Order Invoice Header panels: “Post Deferrals by Line”.

If this option is selected, the Start Date and Number of Months values entered for each Line item will be used to calculate the additional Deferred Revenue G/L postings.

If this option is not selected, the Start Date and Number of Months values entered on the Invoice Totals panel will be used to calculate the additional Deferred Revenue G/L postings.

Two new fields have been added to the Totals Panel in S/O Sales Order Entry and Invoice Data Entry: **Number of Months** and **Start Date**.

14 Posting

S/O Deferred Revenue

The screenshot shows the 'S/O Invoice Data Entry (ABC) 7/1/2025' window. The 'Header' tab is active. The invoice number is 0100000. The invoice date is 7/1/2025 and the invoice type is 'Standard Invoice'. The customer is 'American Business Futures' with salesperson '0100'. The amount subject to discount is 0.00, discount rate is 0.00%, and discount amount is 0.00. The deposit payment type is 'NONE', with no deposit available or amount. The taxable amount is 0.00 and nontaxable amount is 0.00. The ship zone is blank, ship weight is 00000, and freight amount is 0.00. The commission rate is 10.000%, sales tax amount is 0.00, invoice total is 0.00, and net invoice is 0.00. The number of months is 4 and the start date is 6/1/2025. Buttons for 'Quick Print...', 'Accept', 'Cancel', and 'Print' are visible at the bottom.

And two new columns have been added to the Lines entry grid: **Number of Months** and **Start Date**. These columns are visible only when the “Post Deferrals by Line” option is checked.

The screenshot shows the 'S/O Invoice Data Entry (ABC) 7/1/2025' window with the 'Lines' tab active. The 'Lines' entry grid is visible, showing one line item with the following data:

| Item Code | Ordered | Shipped | Unit Price | Extension | Start Date | No. Of Months | Comment |
|---------------|---------|---------|------------|-----------|------------|---------------|---------|
| 1001-HON-HQ52 | 1.00 | 1.00 | 84.000 | 84.00 | 7/1/2025 | 4 | |
| 2 | .00 | .00 | .000 | .00 | | | |

Below the grid, a dropdown menu is open showing details for the selected item: Alias Item: TWO DRAWER LETTER FILE, Alias Item Desc: Hon 2 drawer letter filing, Vendor Number: 01-COIT, PO Number, and PO Req Date. The total amount is 84.00. Buttons for 'Quick Print...', 'Accept', 'Cancel', and 'Print' are visible at the bottom.

S/O Deferred Revenue Posting

15

A sales order/invoice document can be created using either the Line detail level interval parameters, or the Header level, but not both.

If these fields are left <blank> by the user, then no deferred postings will occur.

If the user enters values into these fields, the S/O Invoice Update will post **additional postings** for each Item Line that has an associated Deferred Revenue Account set up.

S/O Sales Journal Update – G/L Postings

If the user enters values into the **Number of Months** and **Start Date** fields on an Invoice, the S/O Invoice Update will post **additional postings** for each Regular Item Line.

The “standard” General Ledger posting will still be posted: a debit to A/R and COGS, and a credit to Inventory and Sales Income. The account posting to Sales Income comes from Product Line Maintenance (for Regular Items) or Miscellaneous Item Maintenance (for Miscellaneous Items), and you’ll need to have an account set up for **Deferred Revenue**. The amount posted to this account will be the full Extension of the Invoice Line. All of these postings will post on the date that you have set for the Posting Date.

The “Additional/Future” postings will start based on the **Start Date** field on the invoice, and will reoccur on the **same day** each month following based on the **Number of Months** field on the invoice. The accounts that are posted to are as follows:

For Standard Items: The Deferred Revenue Account is setup in Product Line Maintenance

Debit to the Revenue Account for that Item’s Product Line
Credit to the Deferred Account for that Item’s Product Line

For Miscellaneous Items: The Deferred Revenue Account is setup in Miscellaneous Item Maintenance

Debit to the Revenue Account for that Item as set up in Miscellaneous Item Maintenance.
Credit to the Deferred Revenue Account for that Item as set up in Miscellaneous Item Maintenance.

The amount posted for the “future” Debit and Credit are the Line Extension divided by the Number of Months.

For example: You create an invoice with one line item for \$1200, and you enter **4** as the Number of Months and the Start Date is **08/01/2025**. The Posting Date is **07/01/2025**. The Cost on that item is \$399.

Here is the standard posting that will occur for **07/01/2025**:

| <u>Account</u> | <u>Debit</u> | <u>Credit</u> |
|--------------------|--------------|---------------|
| A/R | \$1200 | |
| Deferred Revenue | | \$1200 |
| Cost of Goods Sold | \$399 | |
| Inventory | | \$399 |

The additional postings are as follows:

Posting Date **08/01/2025**

| <u>Account</u> | <u>Debit</u> | <u>Credit</u> |
|------------------|--------------|---------------|
| Deferred Revenue | \$300 | |
| Revenue | | \$300 |

Posting Date **09/01/2025**

| <u>Account</u> | <u>Debit</u> | <u>Credit</u> |
|------------------|--------------|---------------|
| Deferred Revenue | \$300 | |
| Revenue | | \$300 |

Posting Date **10/01/2025**

| <u>Account</u> | <u>Debit</u> | <u>Credit</u> |
|------------------|--------------|---------------|
| Deferred Revenue | \$300 | |
| Revenue | | \$300 |

Posting Date **11/01/2025**

| <u>Account</u> | <u>Debit</u> | <u>Credit</u> |
|------------------|--------------|---------------|
| Deferred Revenue | \$300 | |
| Revenue | | \$300 |

S/O Deferred Revenue Posting

17

Note that the Amounts posted are the Extension (\$1200) divided by the Number of Months (4) and that the Posting Dates are on the **same day** in each subsequent month.

NOTE: The same Source Journal ("SO") and Batch Number will be used for future postings.

S/O Sales Journal Update – posting to a new History File

Below is the Data Dictionary for the new **AR234_ODR_InvoiceHistory** file:

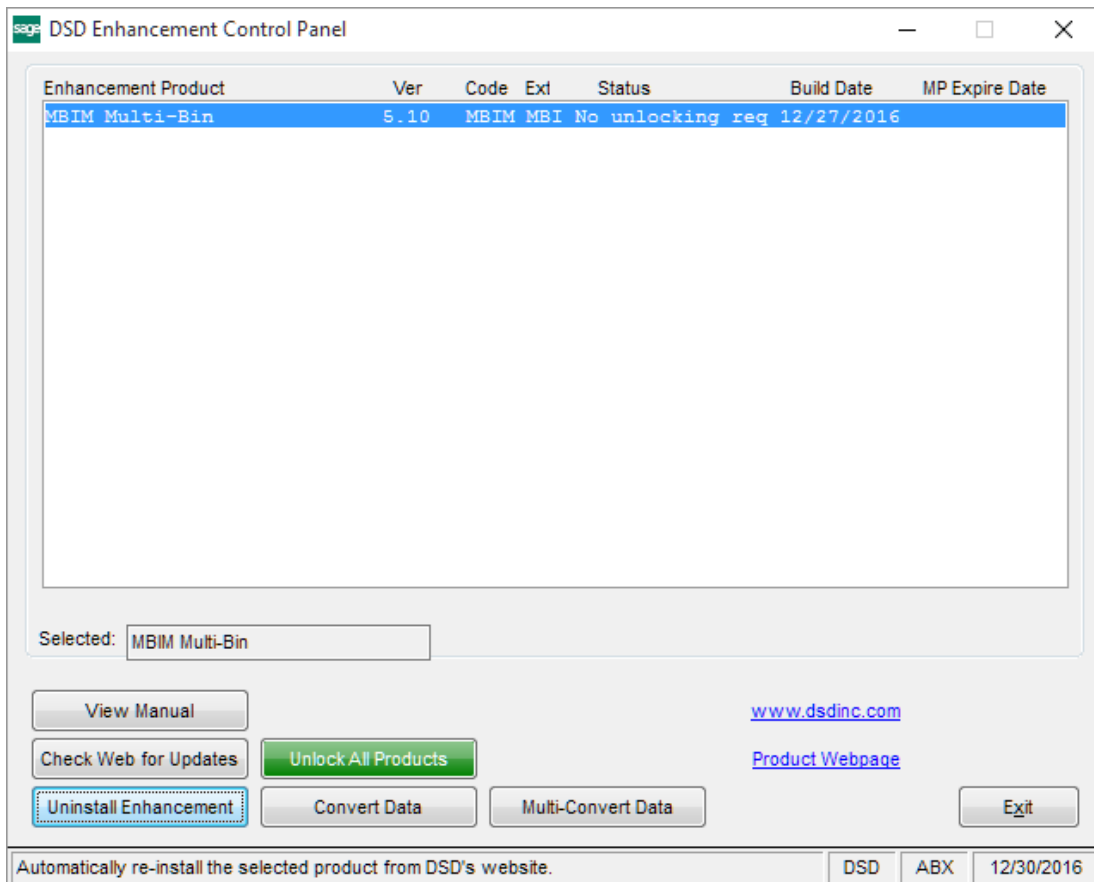
New Data File and Data Dictionary – AR234_ODR_InvoiceHistory

- a. Year – 4-char (key)
- b. Month – 2-char (key)
- c. ItemCode -30 char (key)
- d. InvoiceNo – 7 char (key)
- e. HeaderSeqNo – 6-char (key)
- f. Quantity - numeric
- g. RevenueAmt - numeric

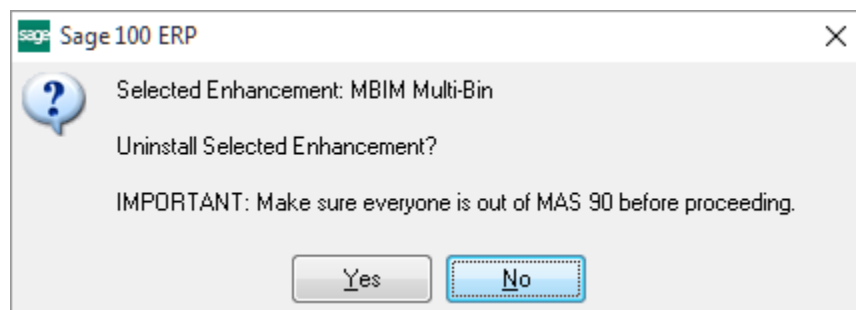
As each Revenue posting occurs, a record will be written to this new data file. This file can be used in a Crystal Report to produce information about Deferred Revenue.

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:



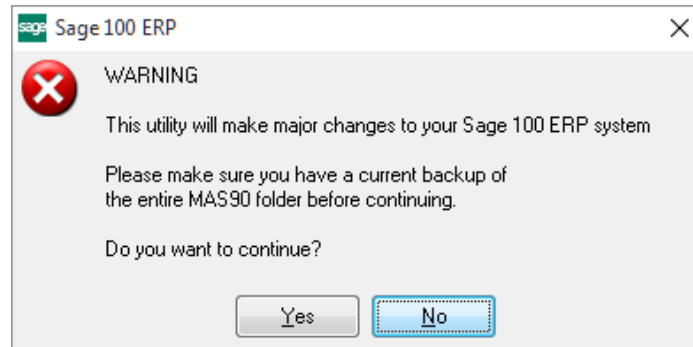
Select **No** to exit the Uninstall Process.

S/O Deferred Revenue Posting

19

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.

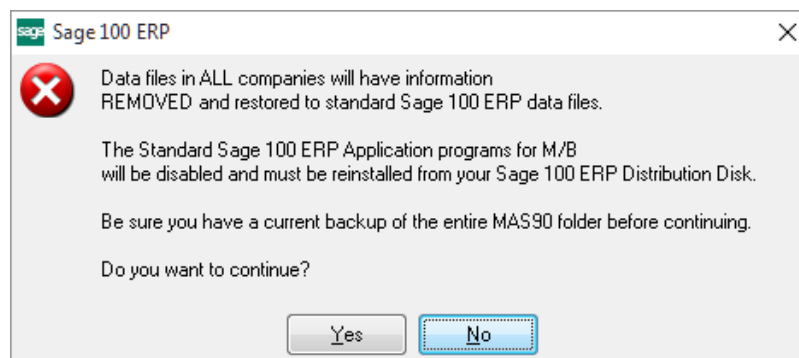
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

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.

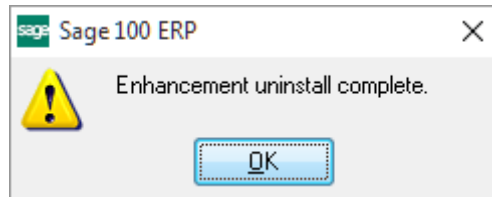
The following message box will appear, displaying the final warning message.



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).