DSD Business Systems

Sage 100 Enhancements

SOFP

Farm Plan Interface

Version 6.10

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Farm Plan Interface User's Manual
Version 6.10

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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*

SOFP Farm Plan Interface:

http://www.dsdinc.com/enh/pages/SOFP.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 with Symantec PCAnywhere or by some other means access or duplicate the system.

Farm Plan Interface Features

Connect Sage 100 to Farm Plan seamlessly with the Farm Plan Interface. Completely streamline your data entry process by allowing this enhancement to communicate with Farm Plan directly from within your accounting software. Modifications to Accounts Receivable and Sales Order allow you to authorize these charges and capture the transactions during normal sales order processing.

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	6.10
S/O	Y	6.10

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

DSD Enhancement Control Panel

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

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

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

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

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

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*
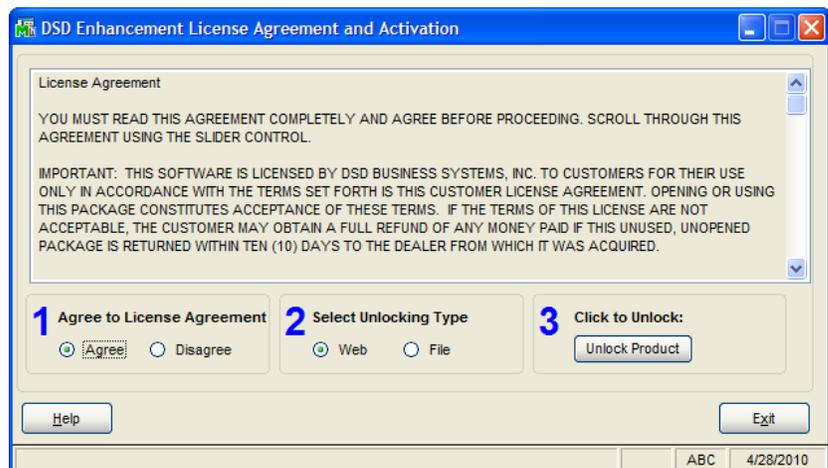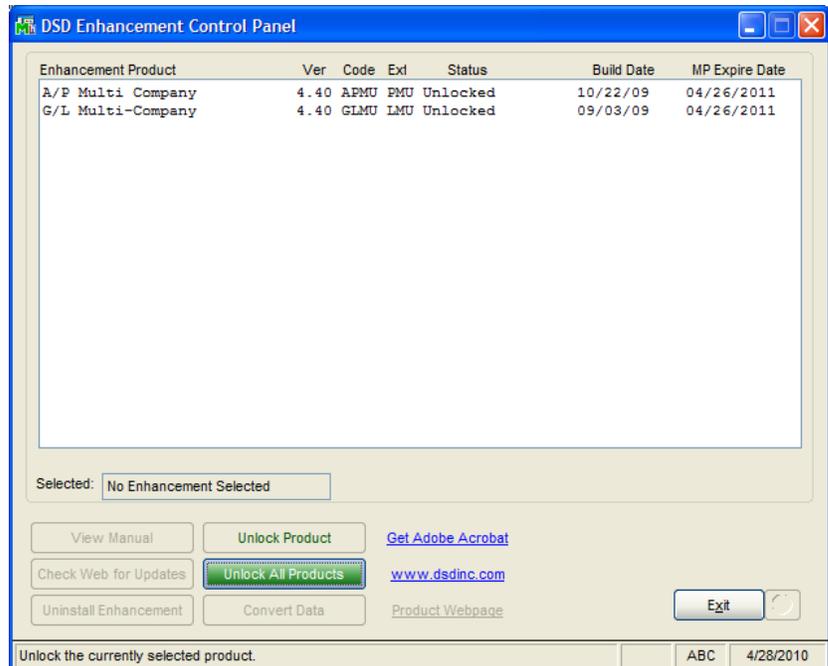
Convert Data: After verification, the selected Enhancements data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.

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

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

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system.

There are also links to the DSD website and the Enhancement page on that site.

Section C: Setup

A new menu item has been added to the Sales Order Setup menu. Farm Plan Interface Options will allow you to enable the SOPL enhancement for the particular company.
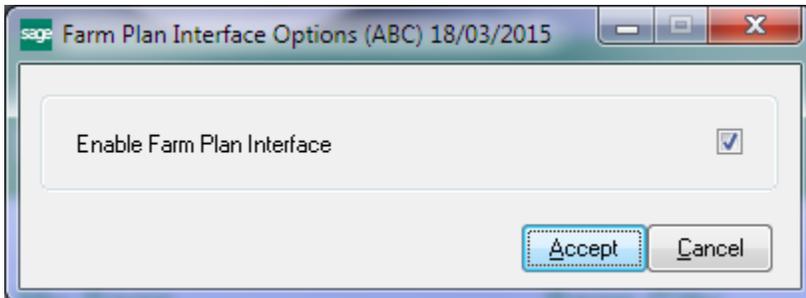
On the Library Master Setup menu a new option, Farm Plan Setup, is used to enter the basic information for each company wishing to use the Farm Plan Interface. Some of the fields will automatically fill in with the exact text that Farm Plan requires.
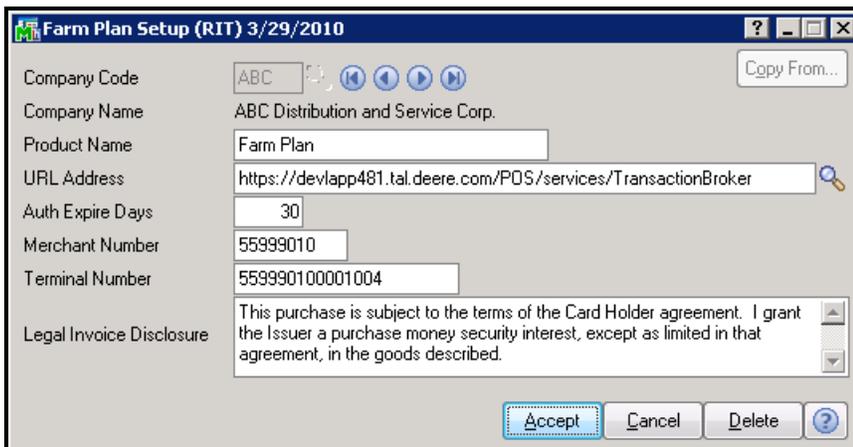
Product Name – This is the name that will appear in transactions that are sent to the Farm Plan server. The default value, and the required value, is "Farm Plan". This should only be changed with specific instructions from John Deere Farm Plan.

URL Address – The exact address of the Farm Plan Connect2 server that will be used to process transactions. This address should always start with "https://" and will be provided by the Farm Plan account representative. The address shown in the screen picture above is the test server, which can be used for trial purposes. When the company is ready to being processing live transactions, this URL address must be changed.

Auth Expire Days – The default expiration period for pre-authorization transactions is 30 days. If a user tries to capture a pre-authorized transaction (while creating an invoice) and the authorization has expired, the capture will be rejected. If the user enters an Auth Expire Days here, the Farm Plan Interface will warn that the authorization is expired before the capture is attempted.
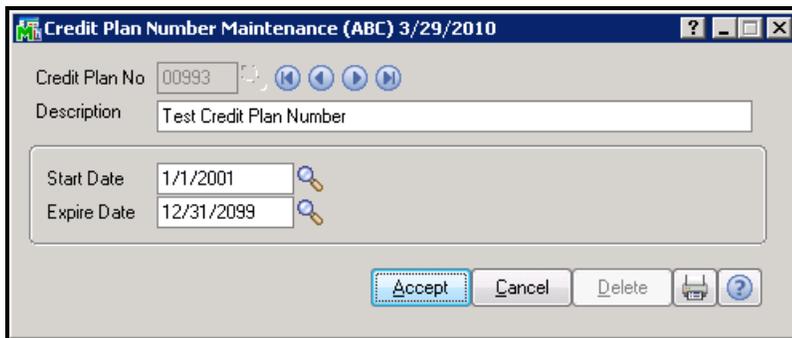
Merchant Number – This eight digit number is assigned to the company by John Deere Farm Plan for each merchant. It is possible that all the SAGE 100 companies will have the same Merchant Number with different Terminal Numbers.

Terminal Number – Each company will have a unique Terminal Number assigned by the John Deere Farm Plan account representative. Because SAGE 100 is not a point of sale system, there can only be one Terminal Number for each company. That number can be shared by multiple companies, though.

Legal Invoice Disclosure – When an invoice is printed for a Farm Plan transaction, there is required wording that must appear on the invoice. This wording is typically sent by the Farm Plan Connect2 server when the transaction is captured and is available in the invoice print work file. However, if the server is offline or interrupted and the user chooses to proceed anyway, the invoice print will use the wording in the Legal Invoice Disclosure field. This text should not be changed without specific instructions from the Farm Plan account representative.

Credit Plan Number Maintenance

On the Accounts Receivable Setup menu a new feature has been added to allow the user to maintain Credit Plan Numbers.

The Credit Plan Number is a five digit code that identifies the Farm Plan program under which each transaction is being approved and processed. These codes are provided by your Farm Plan account representative. Before you can use the Farm Plan Interface, you must add all the valid Credit Plan Numbers that your company is authorized to use.

Start Date – Some credit plans are date special time-limited programs offered by Farm Plan. The Start Date will designate when this Credit Plan begins.   If you try to use this Credit Plan Number on a transaction prior to the start date entered, the program will not allow it.

Expire Date – Some credit plans are date special time-limited programs offered by Farm Plan. The Expire Date will designate when this Credit Plan ends.   If you try to use this Credit Plan Number on a transaction after the expire date entered, the program will not allow it.

Descriptive Billing Code Maintenance

On the Accounts Receivable Setup menu a new feature has been added to allow the user to maintain Descriptive Billing Codes.

The Descriptive Billing Code is a five digit code that identifies the product being sold according to Farm Plan's system. These codes are provided by your Farm Plan account representative. Before you can use the Farm Plan Interface, you must add all the valid Descriptive Billing Codes that your company is authorized to use.

Payment Type Maintenance

The standard A/R Payment Type Maintenance program has been modified to allow the creation of payment types specifically for Farm Plan. The Farm Plan payment type will also provide default Credit Plan Number and Descriptive Billing Code for the sales order or invoice that is being created.
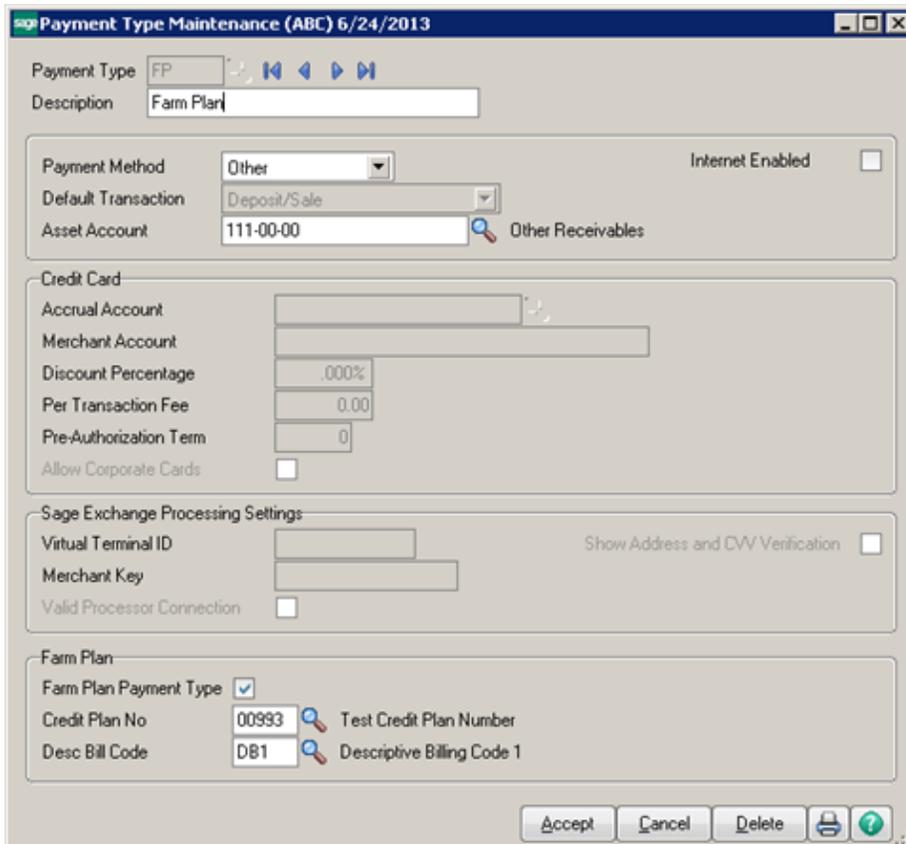
The Payment Type code and description can be anything you wish. You can have multiple Payment Type codes flagged as Farm Plan for each company. Most of the screen is used in the default way for SAGE 100. The exceptions are explained below.

Payment Method – This field must be set to "Other".

Farm Plan Payment Type – This box must be checked if this payment type is to be used for Farm Plan transactions. When the box is checked, the next two fields are enabled and must be filled in.

Credit Plan No – Enter the default Credit Plan Number to fill in on the sales order or invoice when this payment type is used.

Desc Bill Code – Enter the default Descriptive Billing Code to fill in on the sales order or invoice when this payment type is used.

Customer Maintenance

In order for a customer to use Farm Plan to finance purchases, that customer must have one or more Farm Plan Accounts. Changes have been made to the standard A/R Customer Maintenance function to allow multiple Farm Plan accounts to be added for a customer and a default Farm Plan account to be assigned.

On the Main tab of Customer Maintenance, there is now a field for the default Farm Plan Account. Before you can enter a default account, which is optional, you must click on the FP Account button to add accounts for this customer.

When you click the button, the screen shown above will pop up. Enter the account number exactly as given from Farm Plan and enter a description. When you click Accept, that account will be saved for this customer and you may then enter another one.   You may also look up existing accounts for this customer.

Section D: System Operations

In order to use Farm Plan for a sales order, you must first select the Payment Type you created for Farm Plan transactions. As you can see above, we assigned Payment Type Code "FP" to this sales order on the totals tab.   Once a Farm Plan payment type is assigned, you can then click on the Farm Plan tab to complete the approval process for the order.

Farm Plan check box - On the Farm Plan tab you must check the Farm Plan box, highlighted above in yellow, to indicate that you want to use Farm Plan to pay for this order.

Farm Plan Account – When you click the Farm Plan button, the Farm Plan Account will automatically fill in from the default account for this customer. You can also use the lookup button to choose another account for this customer.

Credit Plan Number – The credit plan number will automatically fill in from the default Credit Plan Number you assigned to the Payment Type code. You can enter another or select one from the lookup list.

Descriptive Billing Code – The Descriptive Billing Code will automatically fill in from the default Descriptive Billing Code you assigned to the Payment Type code. You can enter another or select one from the list.

Authorize - Once you have checked the Farm Plan box and selected the appropriate account, credit plan number and descriptive billing code, click the Authorize button, highlighted in green above, to send the transaction to Farm Plan Connect2 for authorization. This uses the URL address you entered in the Farm Plan Setup to contact the approval server.   It will return one of three messages:

- Approved: The transaction date, authorization number, reference number, status code, status message, terms and conditions, expire date and authorized amount will fill in automatically and all the fields will be disabled so they cannot be changed.

- Review Needed: The message will also give a telephone number and reference code so that you can call and get an authorization. If the call results in approval, you can enter the authorization the customer service representative gives you in the Authorization Number field.

- Authorization Declined: If the message says that the authorization is denied, you can select a different account or use a different payment type.

If the authorization is approved but you decide to cancel the order, you must click on the Cancel button to the right of the Authorize button to cancel the approval.

If any amounts are changed on this order, such as adding freight, sales tax, or modifying the actual lines, and the order has already been approved by Farm Plan, the program will not allow you to save the order until you have cancelled the authorization and authorized the new amount.

Invoice Data Entry

If an invoice is created from a sales order, the Farm Plan transaction is captured as soon as you create the invoice.   There is certain text that is required to print on the invoice that is sent from Farm Plan Connect2 upon capture. This process happens automatically when the invoice is created so that the Repayment Terms fields are available for printing.   During the capture, all the invoice information, including the lines, freight and sales tax is sent to Farm Plan Connect2 to apply to the customer's account.

The invoice data entry screen also has a Farm Plan tab.   For a one-step invoice, where there is no sales order that has already been authorized, you would follow the same procedure outlined above for the sales order approval. The difference is that rather than Authorize, you would click the Capture button. If you have used a Farm Plan payment type and clicked the Farm Plan check box, you will not be allowed to save the invoice until you have captured the transactions.

If a capture has already taken place and you wish to delete the invoice, you must first click the Cancel button just beside the Capture button to send a credit to Farm Plan. If this happens, the original order will no longer be approved.

Credit Memos

If you must credit an invoice that was paid with Farm Plan, enter your credit memo as usual and apply it to an invoice, if you wish.   You cannot select a Payment Type on a credit memo, so you can ignore that.   Instead, go to the Farm Plan tab and click the Farm Plan check box to indicate that you wish to send the credit to Farm Plan. The customer's default Farm Plan will fill in automatically and the Credit Plan Number will be set to 00249. You may select from three Descriptive Billing codes: 00960, 00970, or 00980. These are the only codes allowed by Farm Plan for credits.There is no need to "Capture" a credit to Farm Plan.   This is done during the Sales Journal Update.

AR Aged Farm Plan Invoice Report

A new report has been added to the A/R Reports menu. The Aged Farm Plan Invoice report allows you to print the Farm Plan invoices outstanding by transaction date. This can be used to reconcile to the information provided by Farm Plan Connect2.

Change Farm Plan Invoice History

In the event that the information in your history does not match what Farm Plan provides regarding the transactions, you can use the Change Farm Plan Invoice History function found on the Sales Order Utility menu.   This should not be a common need.

When you select an invoice in history, all the Farm Plan fields are available for modification. Obviously, this is a supervisory function. This menu option should be secured so only certain roles can use it.

Changing the Farm Plan information will allow you to correct any discrepancies.

Farm Plan Failed Transaction

A new report has been added to the A/R Reports menu.   The Farm Plan Transaction Failed Report can be used to show credit transactions that failed to capture properly during the sales journal update. This can happen for a number of reasons including invalid account, lost Internet access and others.

Depending on what the error is, you may need to call Farm Plan to get the credit captured and use the utility to change the history accordingly.

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.
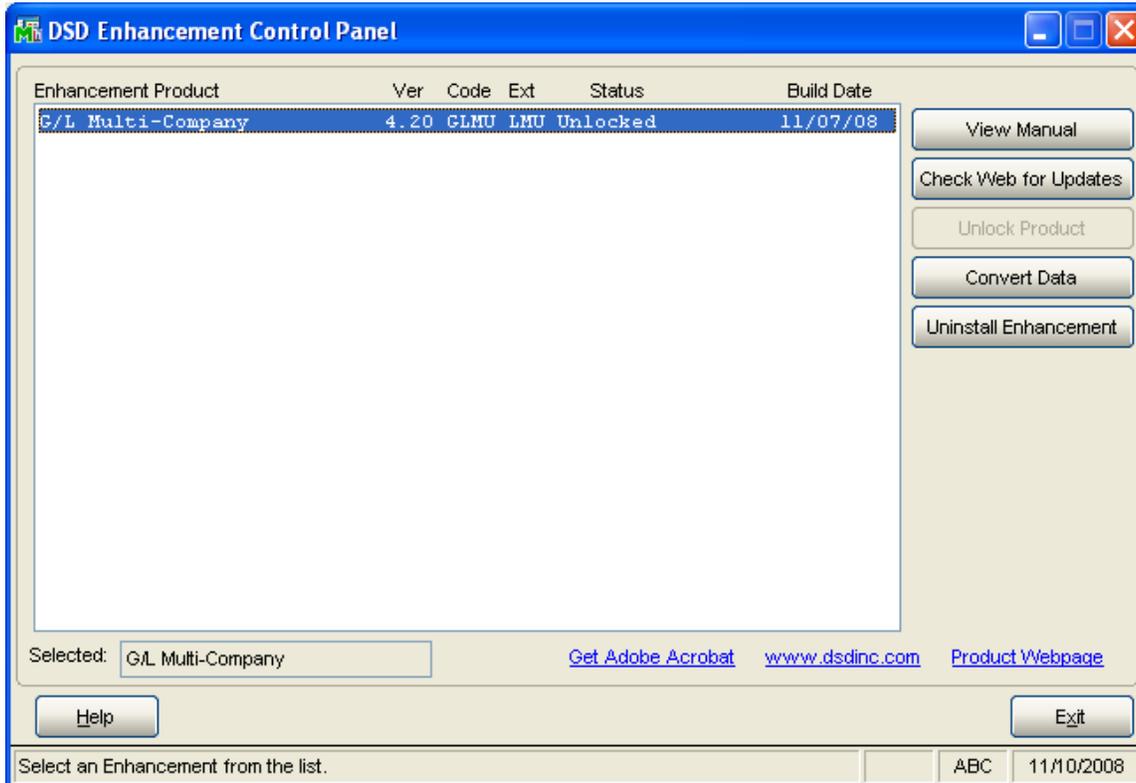
When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
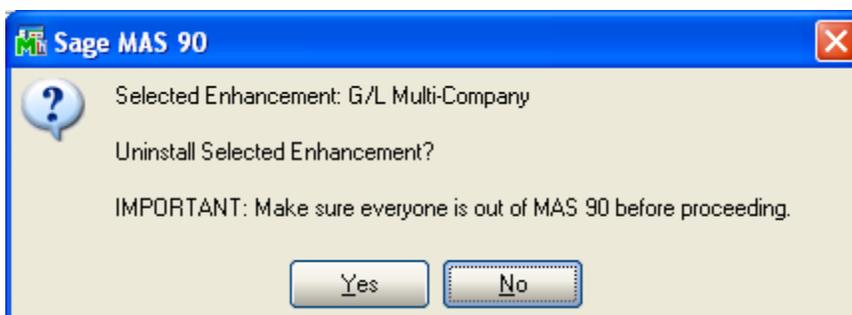
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.
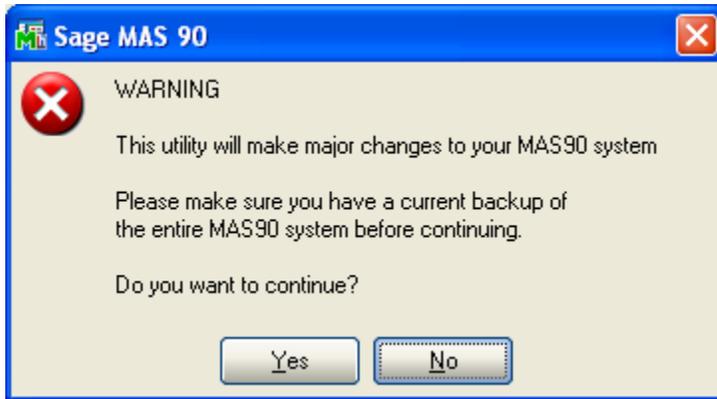
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

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

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

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.
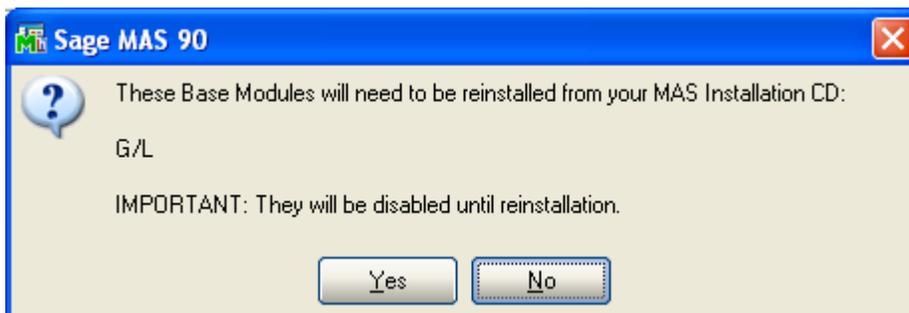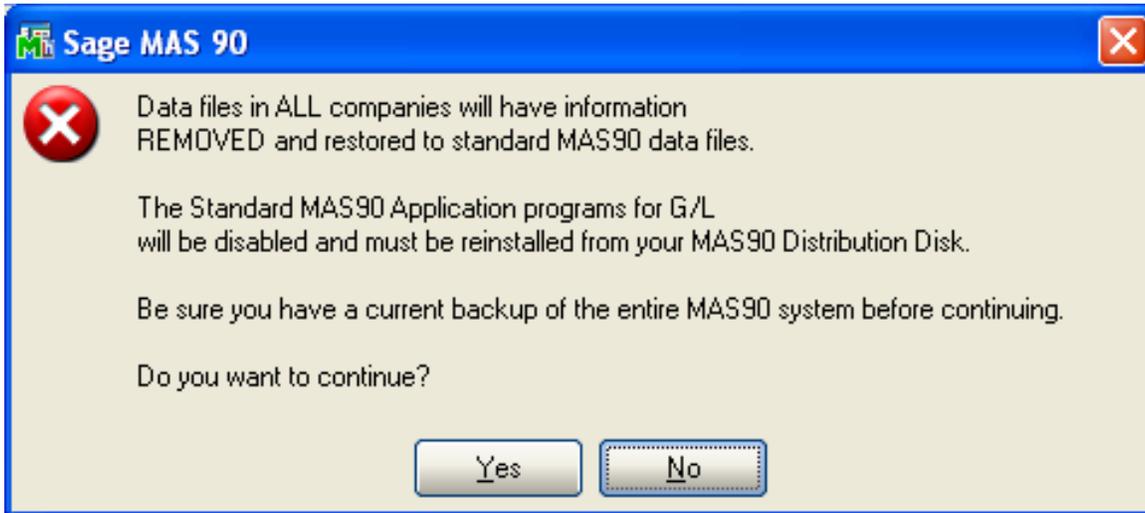

After completion of the Uninstall, the following message box will appear. Select OK to continue.
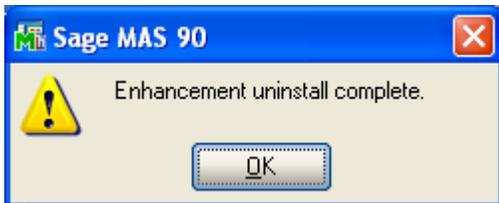
Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).

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Fax Transmittal Form

To:	*DSD Business Systems Customer Service*	Fax:	*858/550-4900*
From:	Name:	Phone:	
	Company:	Fax:	
Date:	/ /	# Pgs Including this Page:	
Subject:	Check One: ☐Product Problem ☐Suggestions		
Product:	*SOFP Farm Plan Interface*	Version:	*5.00*

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