DSD Business Systems

Sage 100 Enhancements

SOMD

Multiple Due Dates

Version 7.50

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Multiple Due Dates User's Manual
Version 7.50

14 July, 2026

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: **http://www.dsdinc.com**

The Enhancement page contains:

Current Release Schedule
Purchasing Information
Installation Instructions
Product Support
Enhancement Links

SOMD Multiple Due Dates:

http://www.dsdinc.com/enh/pages/SOMD.htm

The product web page contains:

Product Description
Web Links
Current Product Version Table
Product Installation File Download
Product Manual in .pdf Format
Revision History
FAQ

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

Error number.
Program name.
Line number.
Program version.

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Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.

If leaving a message or faxing, please include:

Your name.
Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Multiple Due Dates Features

Six new Due Date/Invoice Amount fields have been added to S/O Invoice Data Entry. The Sales Journal will print these new fields for each invoice. Only one Invoice History record will be created for the main invoice, however, multiple Open Invoice records will be created in the Open Invoice file, each with a different Due Date. The A/R Aging will reflect these Due Dates.

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Section B: Getting Started

- **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
A/R	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.

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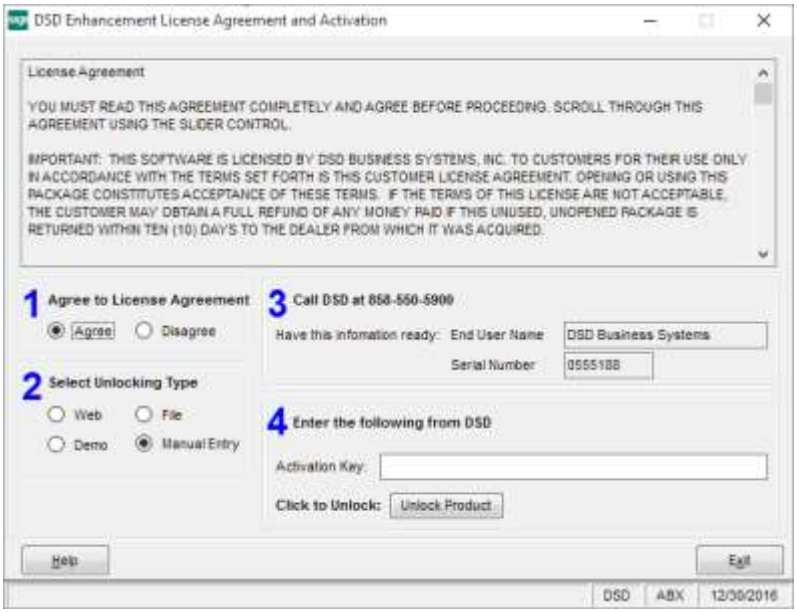
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from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

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

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

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



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

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

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

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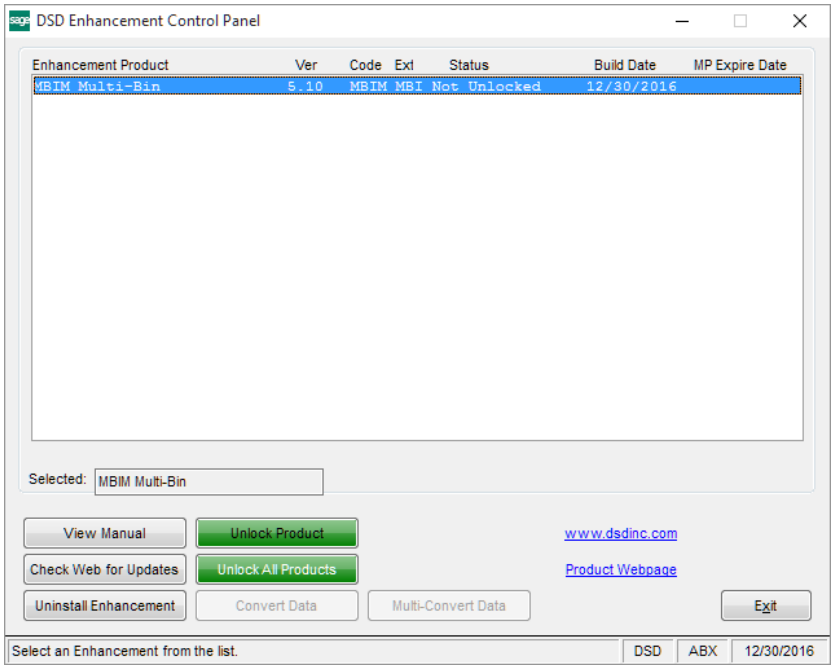
DSD Enhancement Control Panel

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



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

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

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

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

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

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

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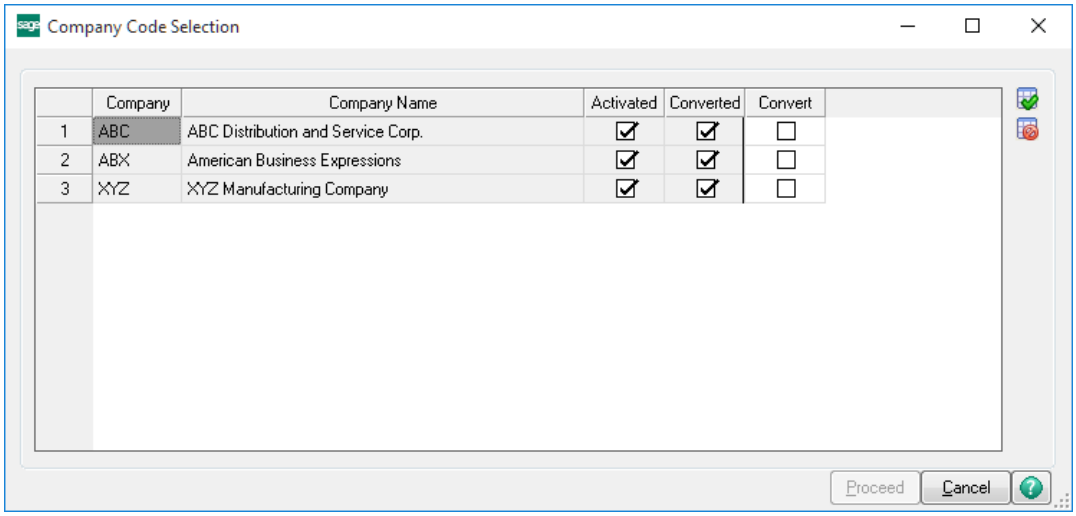
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



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

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

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

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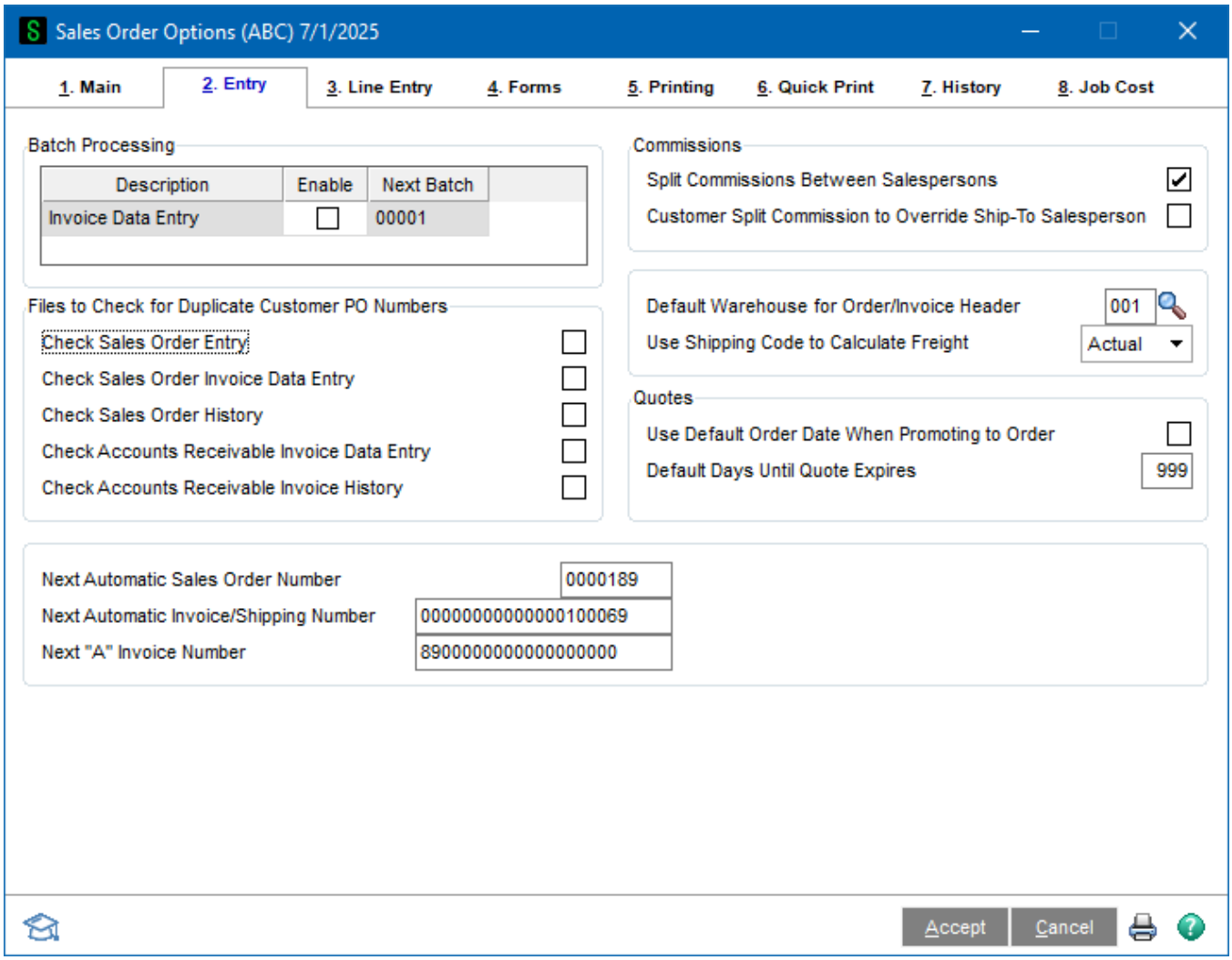
Section C: Setup

Sales Order Options

A new '**Next "A" Invoice Number**' field has been added to the **2. Entry Tab** in **Sales Order Options**. This is a 20-character alpha-numeric field. This field will be used during Invoice Data Entry for the creation of Multiple Due Date Invoices.



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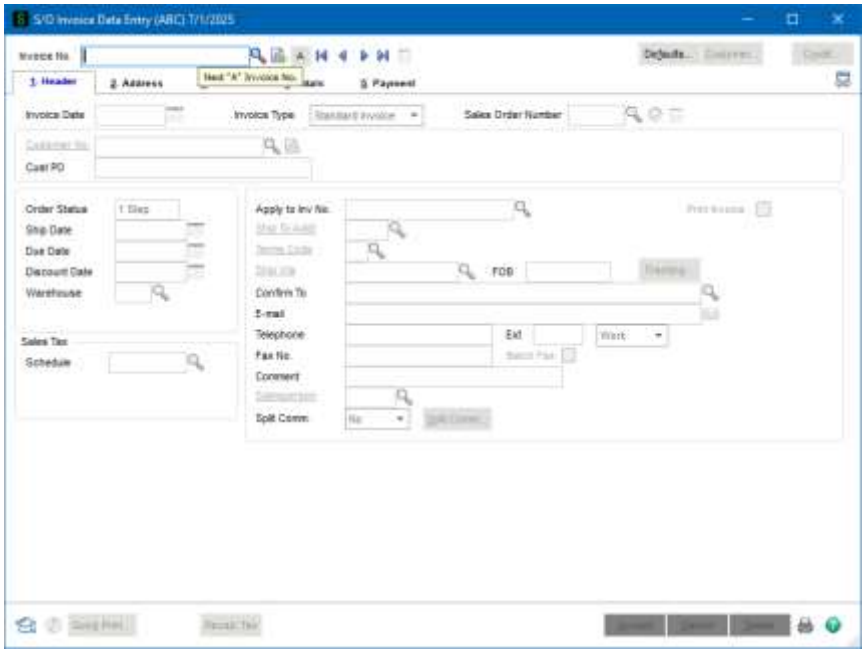
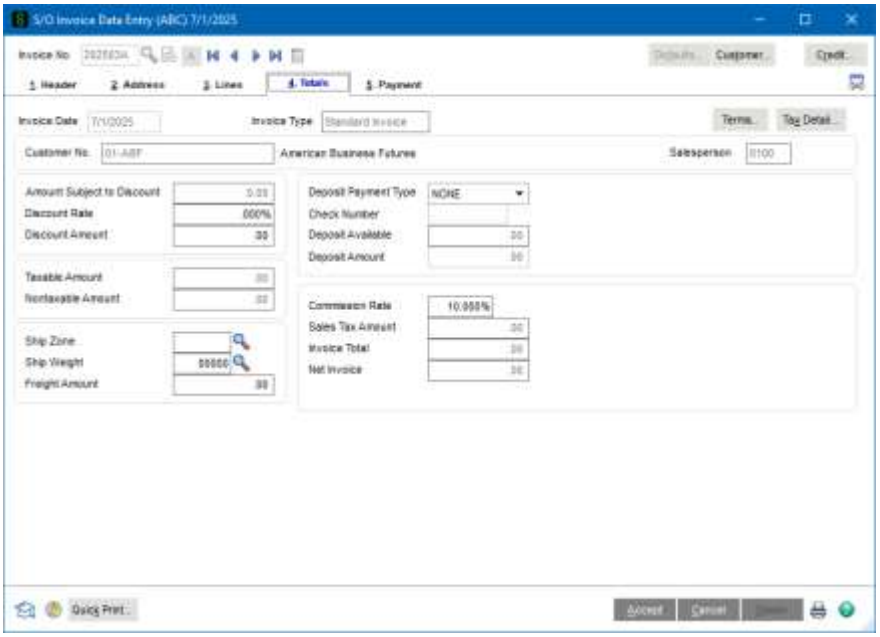
Section D: System Operations

S/O Invoicing – Multiple Due Dates

A new 'Next A Invoice" button has been added next to the current 'Next Invoice No' button for the creation of an invoice with multiple due dates. The first invoice created will be the regular invoice number ending with the letter 'A', and other invoices created will end with the letter 'B', 'C', 'D', 'E', and/or 'F'



A new button called "Terms" has been added to the S/O Invoice Data Entry Totals Panel. This button will <u>only be enabled</u> if the Invoice Number ends with the letter "A".



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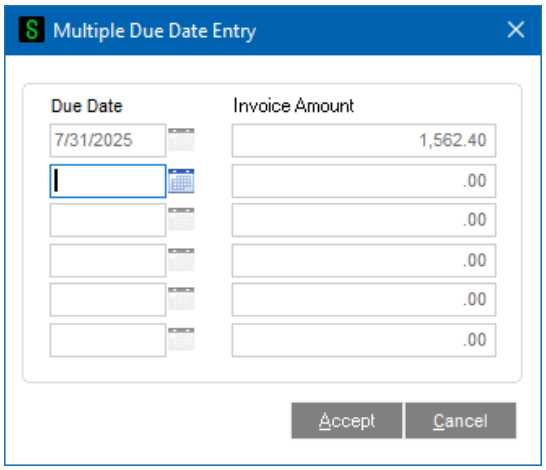
Twelve new fields have been added to the S/O Invoice Data Entry Header file:

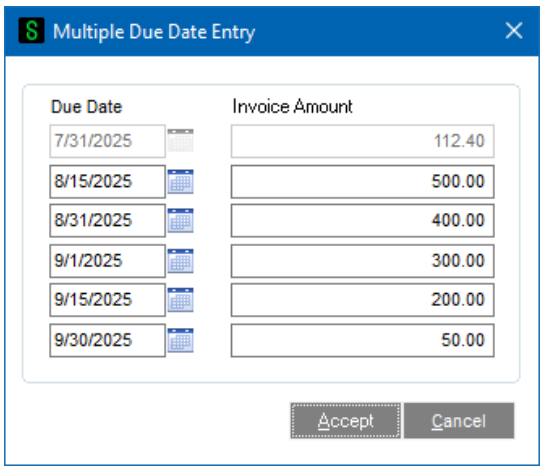
i. Due Date A
ii. Invoice Amount A
iii. Due Date B
iv. Invoice Amount B
v. Due Date C
vi. Invoice Amount C
vii. Due Date D
viii. Invoice Amount D
ix. Due Date E
x. Invoice Amount E
xi. Due Date F
xii. Invoice Amount F

When the 'Terms' button is selected, a new pop-up panel will be displayed with the 12 new fields. The Due Date fields will be lined up in a column, and the associated Invoice Amounts will be lined up in a column on the right.

For new invoices, the "Due Date A" will default to the Due Date from the Header Panel, and the "Invoice Amount A" will default to the entire invoice amount. Both "Due Date A" and "Invoice Amount A" will be disabled.

The user will be able to enter another 5 Due Dates and Invoice Amounts. Each time an Invoice Amount is entered, the "Invoice Amount A" is decreased by that amount.





For new invoices entered into Invoice Data Entry, after the user selects the Accept Button, the new panel will automatically pop-up if the user hasn't selected the button already.

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The Sales Journal has been modified to print these new fields for each invoice.

Daily Sales Order Sales Journal
Journal Posting Date 7/1/2025
Register Number: SO-000008

ABC Distribution and Service Corp. (ABC)

Invoice No./ Customer	Invoice Date	Order Number	Terms Code	Sls Pran	Tax Schedule	Taxable Sales Amount	Nontaxable Sales Amount	Discount Amount	Freight Amount	Sales Tax Amount	Invoice Total	Deposit Amount
202503A-IN	7/1/2025		01	0100	WI							
01-ABF	American Business Futures					0.00	1,562.40	0.00	0.00	0.00	1,562.40	0.00
Due Dates:	7/31/2025			112.40								
	8/15/2025			500.00								
	8/31/2025			400.00								
	9/1/2025			300.00								
	9/15/2025			200.00								
	9/30/2025			50.00								
202504A-IN	7/1/2025		01	0200	CA							
01-AVNET	Avnet Processing Corp					809.10	0.00	40.45	0.00	55.73	824.38	0.00
Due Dates:	7/31/2025			0.00								
	8/10/2025			100.00								
	8/15/2025			200.00								
	8/30/2025			300.00								
	9/15/2025			100.00								
	9/30/2025			124.38								
					Report Total - Cash Sales:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					A/R Sales:	809.10	1,562.40	40.45	0.00	55.73	2,386.78	0.00
					Total Sales:	809.10	1,562.40	40.45	0.00	55.73	2,386.78	0.00

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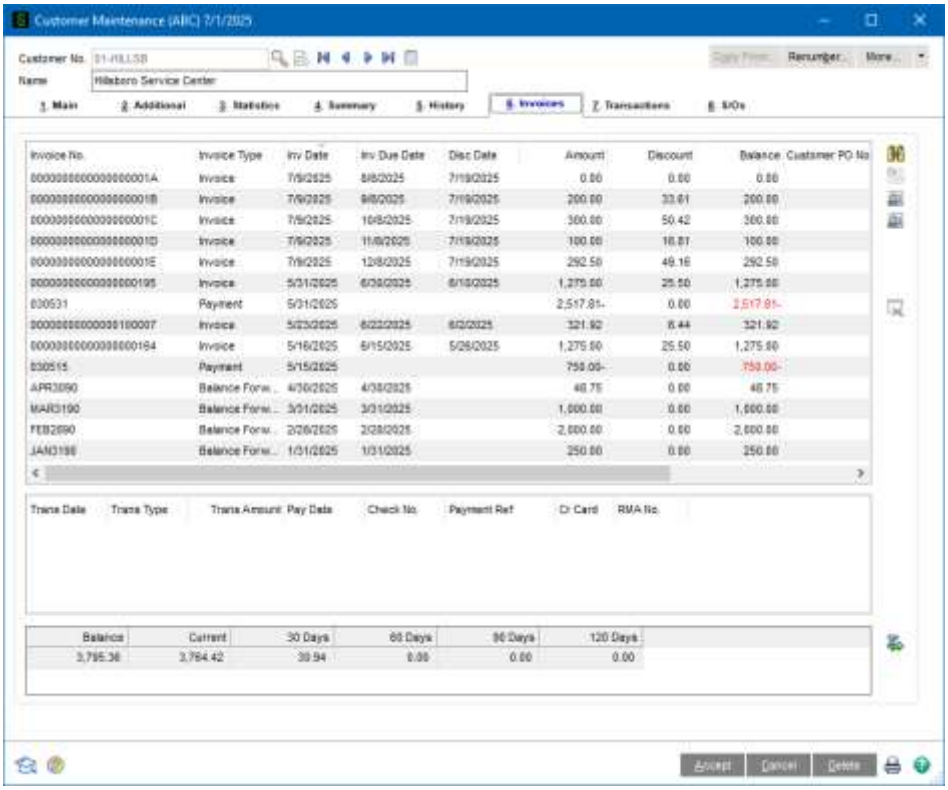
S/O Sales Journal Update

Only one Invoice History record will be created for the main invoice (ending with the letter ‘A’). Multiple Open Invoice records will be created in the Open Invoice file. The first invoice number will be the regular invoice number (ending with the letter ‘A”). The additional invoice numbers will have the last letter changed to the corresponding letter. For example, if the invoice number is 202603, and the user entered Due Dates B through Due Date F, then the open invoices created will be 202603A, 202603B, 202603C, etc..



The Invoice Amounts will be based on the corresponding invoice amounts entered on the panel. The Invoice Due Dates will be based on the corresponding Due Dates entered on the panel. Multiple Invoice Transaction records will be created in the Invoice Transaction file (AR_TransactionPaymentHistory) , one for each AR_OpenInvoice invoice record created.

No other changes have been made in the Invoice Update. No changes have been made to the General Ledger postings.

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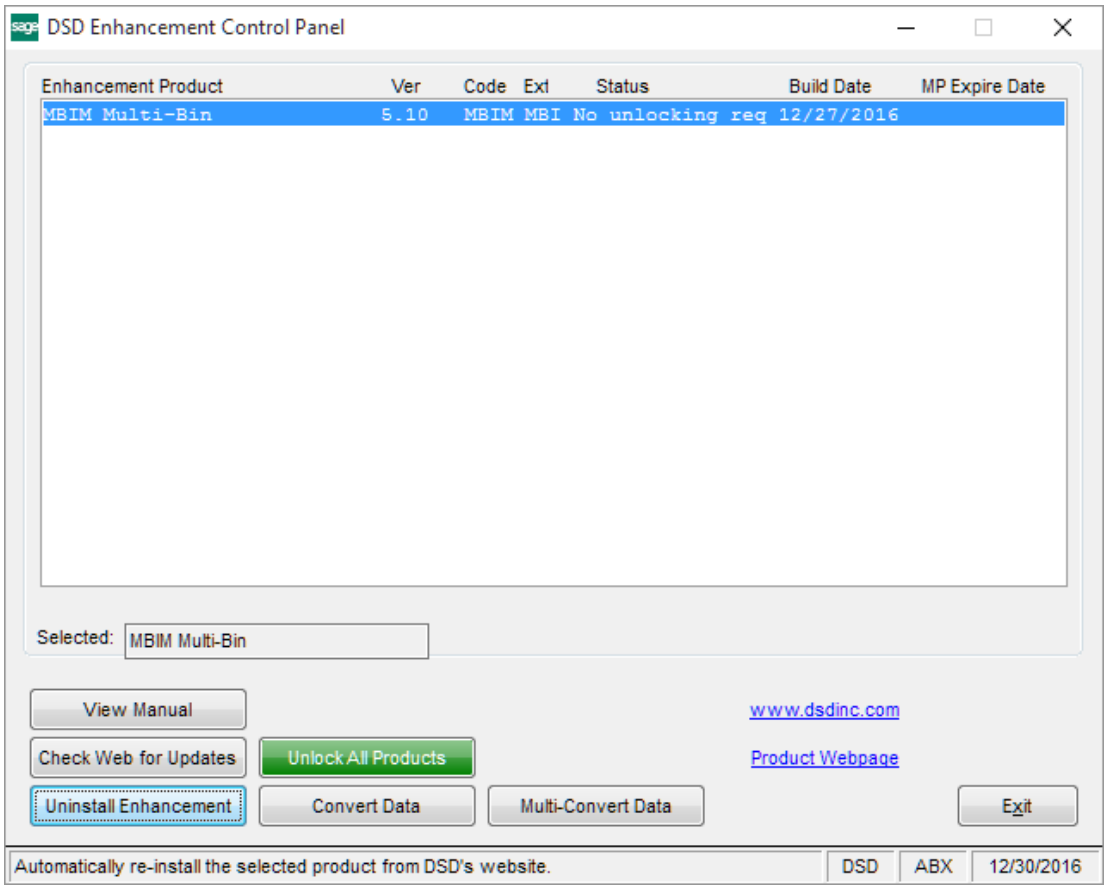
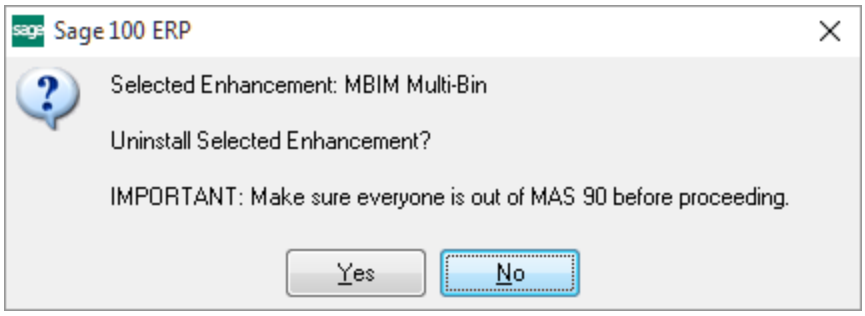
Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.



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



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

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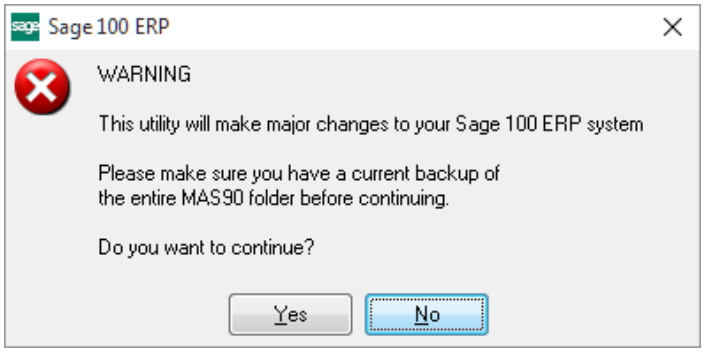
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



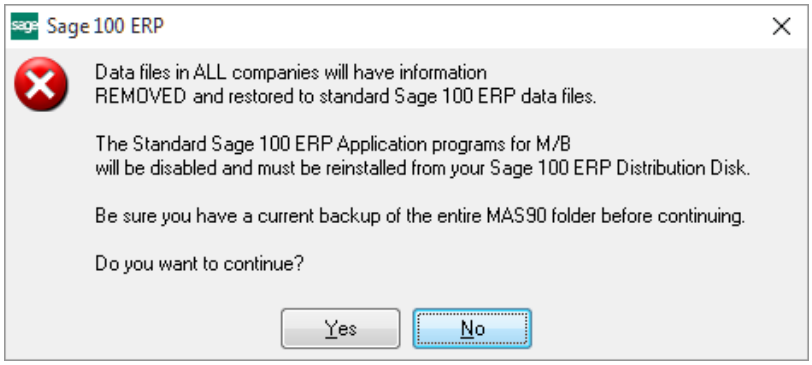
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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

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

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

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



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

After completion of the Uninstall, the following message box will appear. Select OK to continue.

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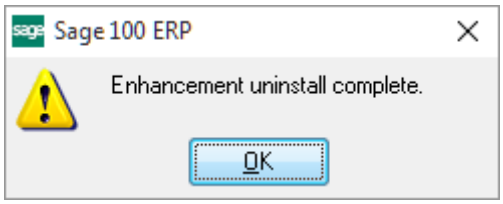

Now that the Uninstall process is completed, you must:

- 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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