



# DSD Business Systems

**Sage 100 Enhancements**

**APCA**

**Accounts Payable Chase Bank ACH**

**Version 7.30**



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APCA Accounts Payable Chase Bank ACH User's Manual  
Version 7.30

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## Section A: Introduction

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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*

APCA Quarterly Electronic Reporting:

<https://development.dsdinc.com/enhancement/Colorado-quarterly-electronic-reporting-3/>

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.

### ***APCA Accounts Payable Chase Bank ACH Features***

Accounts Payable Chase Bank ACH features:

- Generate an electronic file with Vendor Open Invoice Information that can be uploaded to Chase Bank. This report includes the following data:

Vendor Number  
Routing Number  
ACH Account Number  
Employee?  
Savings?  
Invoice Number  
Invoice Date  
Invoice Balance

- A Summary Report can be printed or previewed, prior to creation of the file.

## 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/P	Y	7.30

### 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.*

The screenshot shows the 'DSD Enhancement License Agreement and Activation' window. It includes a 'License Agreement' section with a scrollable text area containing the following text: 'YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL. IMPORTANT: THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.'

The activation steps are:

- 1 Agree to License Agreement**: Radio buttons for 'Agree' (selected) and 'Disagree'.
- 2 Select Unlocking Type**: Radio buttons for 'Web', 'File', 'Demo', and 'Manual Entry' (selected).
- 3 Call DSD at 858-550-5900**: Input fields for 'End User Name' (DSD Business Systems) and 'Serial Number' (0555188).
- 4 Enter the following from DSD**: An 'Activation Key' input field and an 'Unlock Product' button.

Buttons for 'Help' and 'Exit' are at the bottom. The status bar shows 'DSD ABX 12/30/2016'.

**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.*

The screenshot shows the 'DSD Conversion Wizard: Step One, Introduction' window. It features the DSD Business Systems logo at the top. Below the logo, the text reads: 'This company's data needs to be converted. This program will perform the conversion.' To the right of the text is a small icon of a person running. At the bottom right, there are 'Cancel' and 'Next' buttons.

### 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

### Vendor Maintenance

Two new fields have been added to the Vendor Maintenance Main Tab:

**Employee:** Select this checkbox if the Vendor is an Employee.

**Savings:** Select this checkbox if the Vendor's ACH account is a Savings Account.

Vendor No. 01-AIRWAY  
Name Airway Property

1. Main 2. Additional 3. Statistics 4. Summary 5. History

Country USA United States  
Address 7888 Saddlebush Trail  
Bank Building  
Suite 1008  
ZIP/Postal Code 92669-0001  
City Orange State/Province CA  
Telephone (714) 555-0980 Ext 5852 Work  
Fax (714) 555-0900  
E-mail Address lhenry@sage.sample.com  
URL Address www.bestsoftwareinc.com  
Primary Contact LEO HENRY Leo Henry

Employee   
Savings

In order to use this product, the 'Enable ACH Electronic Payments' must be enabled in A/P Options, and the Vendor must have the 'Electronic Payment' checkbox enabled in Vendor Maintenance. A Vendor Electronic Payment must be defined.

Vendor Electronic Payment

Vendor No. 01-AIRWAY Airway Property

	Bank Account No.	Routing/Transit No.	Bank Account Type	Bank Description	Distribution Method
1	9192389123912393	123123123	Checking	Test	Percent of Net Amount
2					

Pre-Note Selection... Pre-Note Approval... Accept Cancel

## Section D: System Operations

### Using Accounts Payable Chase Bank ACH Export

The A/P Chase ACH Export is accessible from the Accounts Payable / Utilities menu.

A/P Chase ACH Export (ABC) 8/28/2024

Chase Export File Directory: C:\TEMP\ChaseACH

Chase Export File Name: ChaseACH.csv

Chase Account No: 12398712332

Entry Description: Chase ACH 2024 Aug

Selections

Select Field	Operand	Value
Vendor Number	All	
Sort Field	All	
Invoice Date	All	

Bullzip PDF Printer Keep Window Open After  
 Print  Preview  Print Preview Setup

**Chase Export File Directory:** Select the directory for the export file to be exported to. This field will be saved in a setup file, and will default to this setting in future exports.

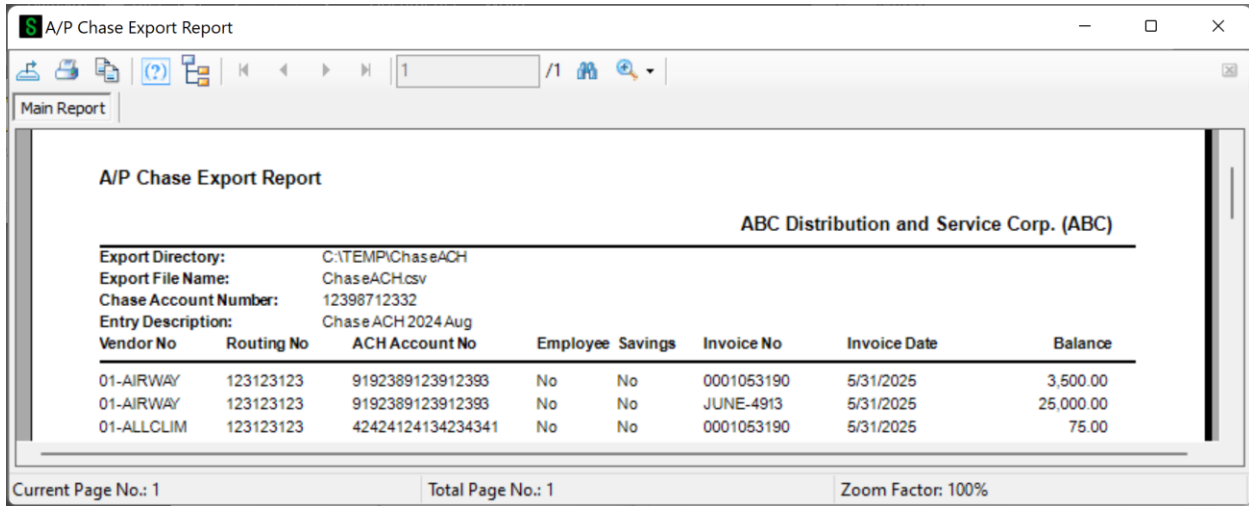
**Chase Export File Name:** Enter the File name to be created. It is recommended that the file name have a .CSV extension.

**Chase Account No:** Enter the Chase Account Number assigned to the Company. This field will be saved in a setup file, and will default to this setting in future exports.

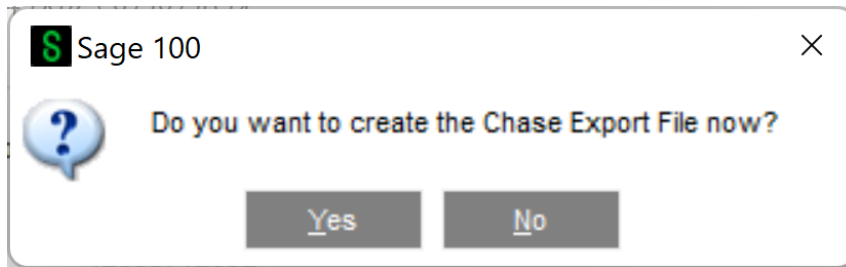
**Entry Description:** Enter the Entry Description to be used on the Report/Export.

**Report and Export**

After entering the data, select the Print or Preview button to generate the Summary Report:



After closing the Summary Report, the user will be prompted:



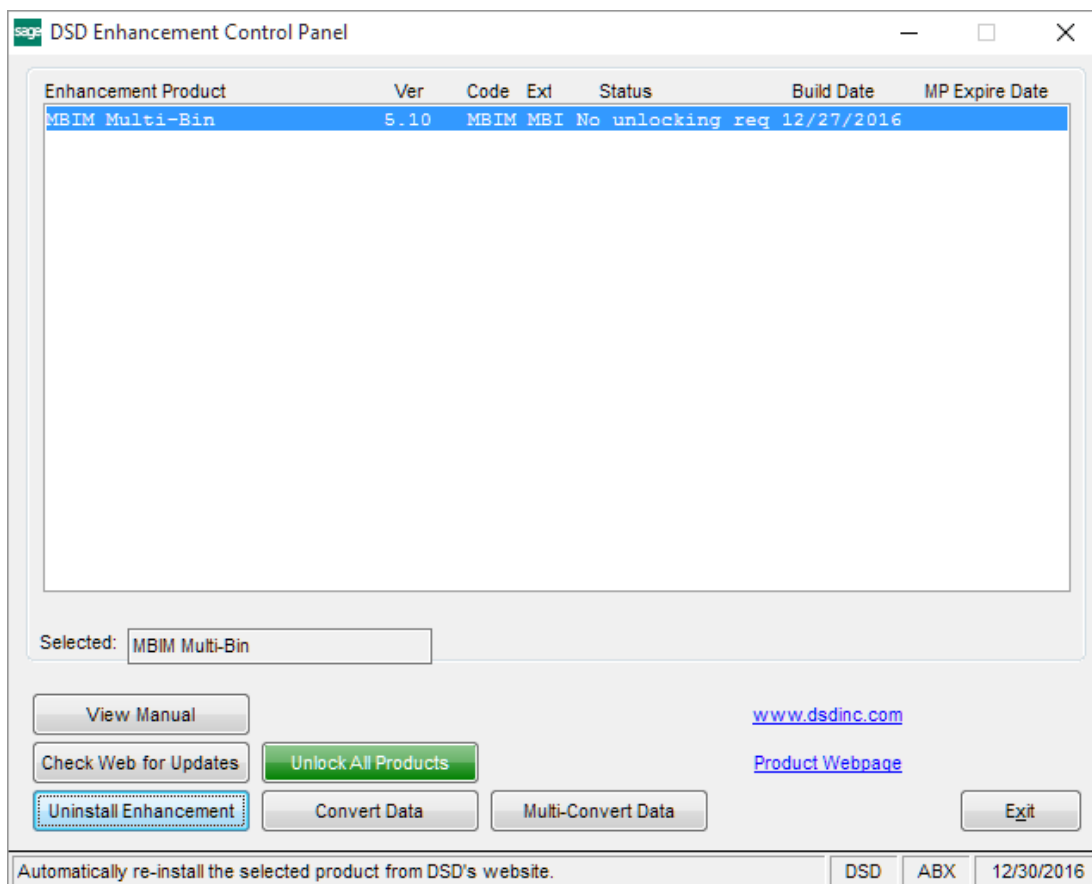
Select **Yes** to create the export file.  
 Select **No** to exit.

Below is a sample export file. This CSV file can be uploaded to the Chase Bank.

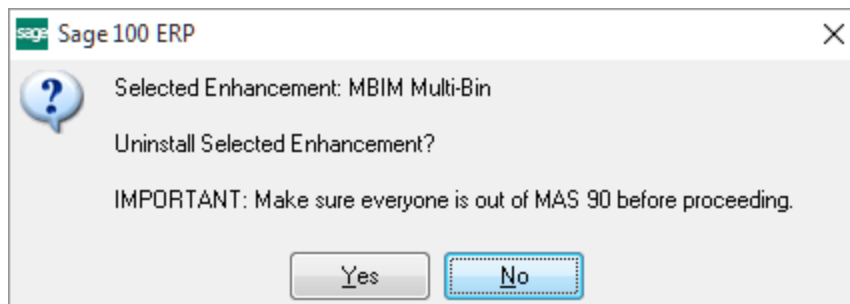
	A	B	C	D	E	F	G	H	I	J
1	Indicator	File ID (Modifier)	File creation date	File creation time	Total txn	Total ACH credit amount	Total ACH debit amount	Batch Count		
2	1	1	240828	1119	38	32695118		0	1	
3	Indicator	Service class code	Chase Acct	SEC Code	Entry description	Delivery by date	Batch credit amount	Batch debit amount	Batch number	Trxn in Batch
4	5	220	12398712332	CCD	Test	240830	32695118	0	100	38
5	Indicator	Trxn Code	Routing Num	Acct number	Trxn amount	ID Number	Payee name	Trxn ID	Addenda	
6	6	22	123123123	9192389123912393	350000	01-AIRWAY	Airway Property		1001 Test	
7	6	22	123123123	9192389123912393	25000000	01-AIRWAY	Airway Property		1002 Test	
8	6	22	123123123	42424124134234341	7500	01-ALLCLIM	Allclimate Maintenance		1003 Test	
9	6	22	123123123	42424124134234341	7500	01-ALLCLIM	Allclimate Maintenance		1004 Test	

## 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.

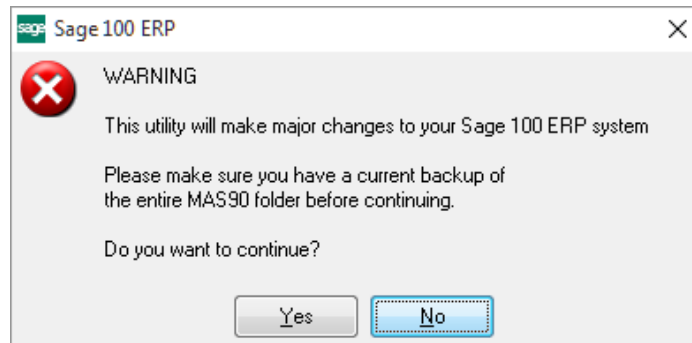


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

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.



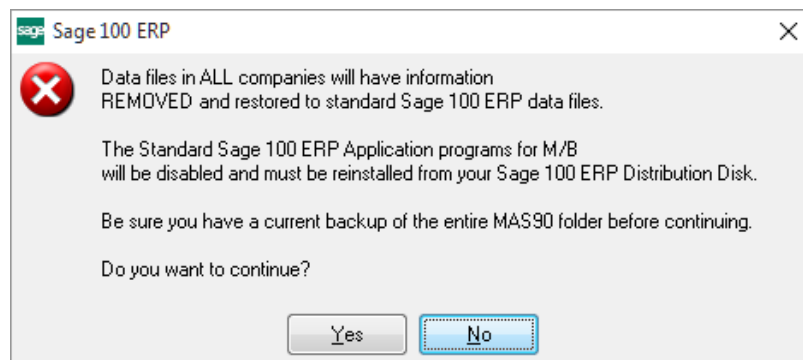
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

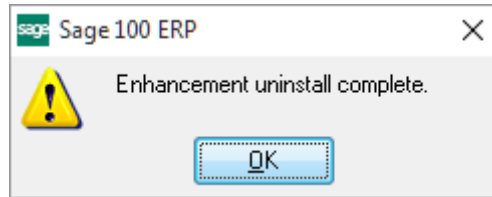
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).