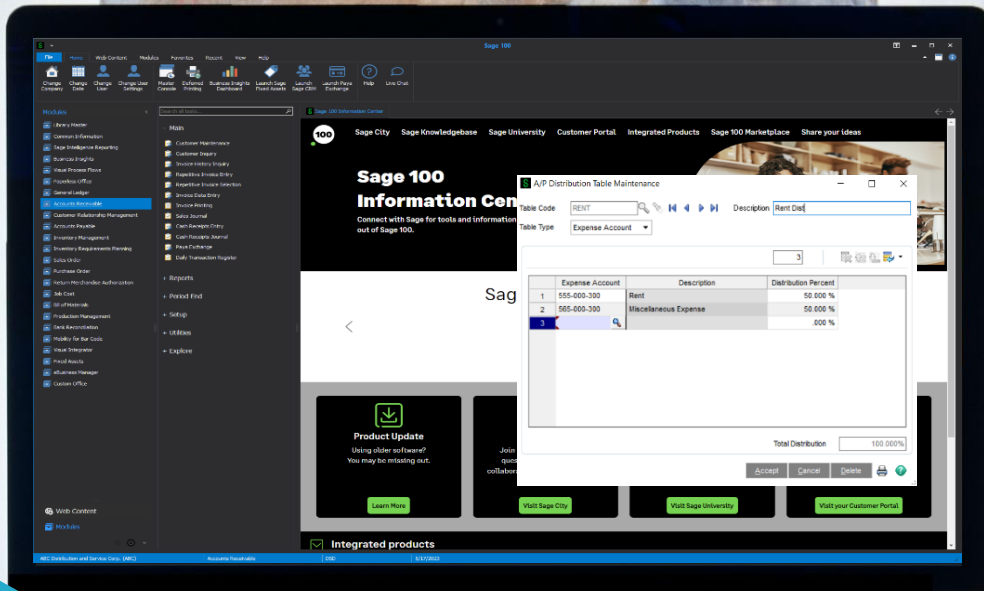![DSD Business Systems logo]

SAGE 100 ENHANCEMENTS

APDT

A/P EXPENSE DISTRIBUTION ENTRY

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A/P Expense Distribution Entry

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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.

A/P Expense Distribution Entry Features

- The APDT enhancement for the Sage 100 Accounts Payable module allows the user to simplify and automate frequently utilized G/L Distributions for A/P Invoice Data Entry. (This feature is also implemented in Repetitive Invoice Entry and Manual Check Invoice Distribution Entry for a new invoice). Where standard Sage 100 allows for only one Default G/L Account to be assigned to a Vendor, which then defaults to 100% of the Invoice Amount, Distribution Table Codes allow for multiple G/L Accounts to be assigned on a percentage basis of the total Invoice Amount.
- Distribution Table Codes can be maintained on the Accounts Payable Setup Menu, Distribution Table Maintenance. Within each Code, multiple Distribution Lines and individual percentages of distribution can be assigned to each Code. Two types of Distribution Table Lines are supported:
  - Multiple discrete G/L accounts can be assigned to a Distribution Table Code, each with their own percentage. These override the default Vendor G/L Account.
  - A G/L Segment can be indicated and percentages assigned to values for that segment. These are applied to the default Vendor G/L Account.

- Default Distribution Table Codes can be assigned to each Vendor on the Main tab in Vendor Maintenance.
- In AP Invoice Entry and Repetitive Invoice Entry, if a Distribution Table is assigned in the Header panel, the Lines panel is calculated based on the Table Type and G/L Accounts. The Line Panel Distribution can then be manually edited if desired.
- In AP Manual Check Entry, if a Distribution Table is assigned in the Header panel, the Lines panel is calculated based on the Table Type and G/L Accounts for a new, not-on-file invoice. The Line Panel Distribution can then be manually edited if desired.
- A new feature for APDT allows the entry of a Distribution Table by detail line if the Table is defined by Segment. A UDF is defined using the Distribution Table Code, and added to the G/L Distribution panels for AP Invoice Entry and AP Manual Check Entry through Custom

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Office. With the addition of another UDF for the Distribution Table used, the Table Code can be printed on the AP Invoice Register and AP Manual Check Register.

Reports

The Distribution Table Listing can be printed from Distribution Table Maintenance by clicking the Printer icon.

Section B: Getting Started

⚠️ **Important – Read this section prior to installing this enhancement.**

Updated Modules

This enhancement modifies several Sage 100 modules. If you reinstall one of the Sage 100 modules listed in the following table, you must also reinstall this enhancement. **Enhancements from different Sage Tech Partners may not be designed to work together.**

Module	APDT
Accounts Payable	✓
General Ledger	✓

If you are upgrading Sage 100 with a Product Update, check the DSD website for compatibility before upgrading. A new version of the enhancement may be required.

If you are upgrading Sage 100 to a new version (e.g., 2021 to 2023), you must obtain the latest compatible release from the DSD website prior to installing and converting.

Ensure the compatibility of all enhancements with the version being upgraded to prior to starting the installation process. Work with your reseller to ensure that enhancements are compatible with each other and note the proper order in which they should be installed.

Installation

Back-up: Exit all Sage 100 sessions. Back-up existing Sage 100 data.

Check Levels: Sage 100 module levels must match those listed above.

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.

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.

Re-Start Sage 100: Sage 100 will be updated.

Update Security: After installation, you may not see the modules you installed on the Launcher menu. You will need to update all your security Roles to include access to the newly installed modules. Make sure your user has sufficient rights to modify Role Maintenance and add access to the new DSD enhancements to the appropriate Roles.

> If this is your first DSD enhancement, make sure to add the DSD Enhancement Control Panel in the Library Master module to an appropriate Role.

Run the DSD Enhancement Control Panel: Run the DSD Enhancement Control Panel from the Library Master module under the Utilities menu.

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.

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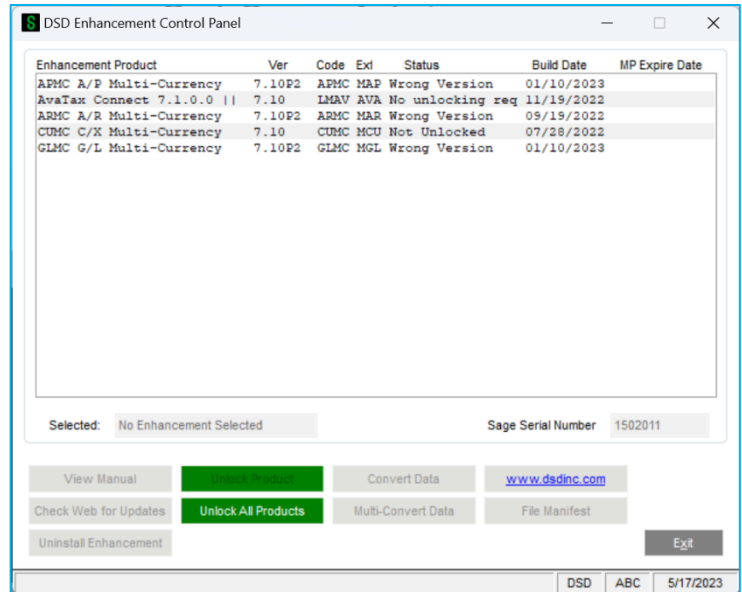
Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. 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. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*
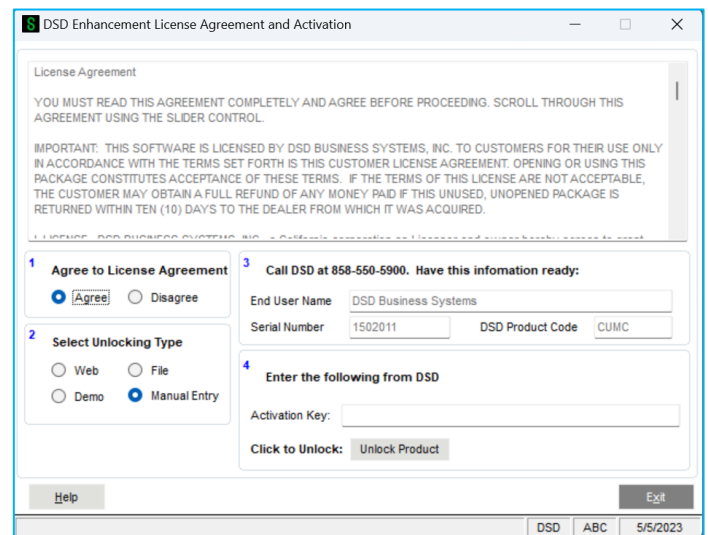
Agree to the License Agreement: On the DSD Enhancement License Agreement and Activation window, click on the Agree button to accept the DSD License Agreement. After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual 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

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Web Unlock. When this option is selected, the licensing program will attempt to download encrypted serial number key file from DSD **and then proceed to unlock all enhancements contained in the file**.

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.

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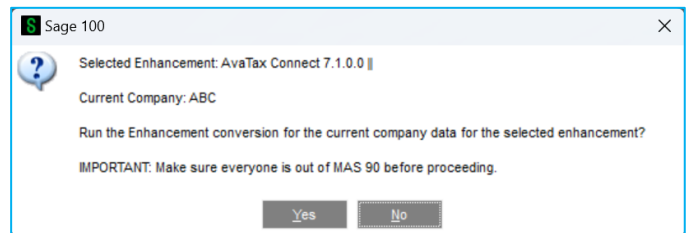
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)

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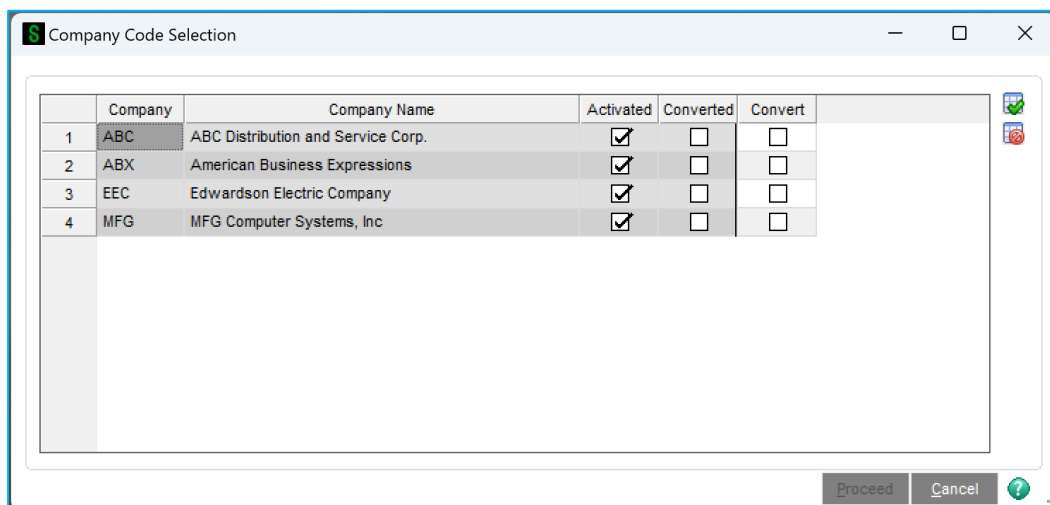
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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

Distribution Table Maintenance

A new menu item has been added to the Accounts Payable Setup Menu, **Distribution Table Maintenance**. Select this to bring up the Distribution Table Maintenance.

In Distribution Table Maintenance, Distribution Table Codes can be created that have up to 10 uppercase letters and numbers. You may enter the following information for each Distribution Table Code:

Description: enter a description of this Table Code of up to 30 characters.

Table Type: This Drop Box allows you to select one of the two Table Types, Expense Account or Segment. If Expense Account is selected, specific G/L Accounts can be chosen for assigning the percentage distributions. If Segment is chosen, a specific G/L Segment Number can be chosen to assign the percentage that will be applied to the Default Vendor G/L Account.

Segment: This Drop Box is enabled only if the Table Type is Segment. It displays the valid G/L Segment numbers for this Company from G/L Option Maintenance.

Distribution Table Line Items:

Company Code: This field is enabled only if the APDT enhancement is also installed with DSD's APMU A/P Multi-Company enhancement. See the APMU manual for its use.

Expense Account: This field is enabled only if the Table Type is Expense Account.
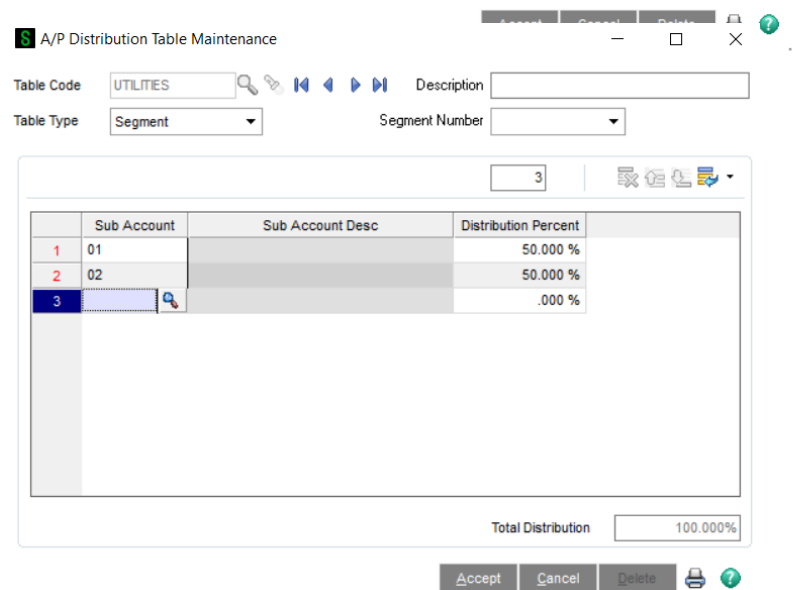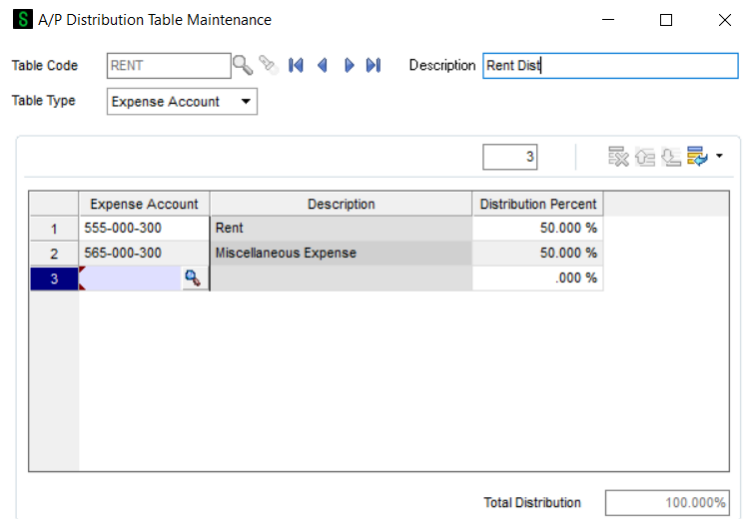
It allows the lookup and entry of a valid G/L Account for the Company Code displayed for this line item percentage.

Sub Account: This field is enabled only if the Table Type is Segment. Enter the Segment value for this line item percentage.

Distribution Percent: Enter the percentage to be distributed to this line item. This will always default to the percentage required to balance the Total Distribution to 100%.

Click **Accept** to save this Distribution Table (if it does not total to 100% Distribution the Accept button will be disabled and the Table Entry cannot be saved). Click **Delete** to remove this Distribution Table.

Vendor Maintenance

In Vendor Maintenance, a new field appears to the right of the E-mail Address and URL Address fields. If a Distribution Table is entered in this field, it will be selected as the default Table in A/P Invoice Data Entry for Invoices entered for this Vendor.

Clicking on the description "Distribution Table" will allow the user to maintain the table.

Setup for Detail Line Distribution

Distribution by line item is available for any Distribution Tables set up by Segment.

Distribution Table Code Listing

Production Management Company (PMZ)

Table Code	Table Name	Table Type	Expense Account/ Sub Account Code	Distribution Percent
RENT	Rent Dist	Expense	555-000-300	50.00%
			565-000-300	50.00%
				100.00%
UTILITIES		Segment	01	50.00%
			02	50.00%
				100.00%

First a "Distribution Table" UDF must be set up for "AP Invoice Detail" and "AP Manual Check Invoice Detail"; and second, a "Distribution Table Used" UDF must be set up for "AP Invoice Register Work" and "AP Manual Check Register Work" through Custom Office/Main/User-Defined Field and Table Maintenance.
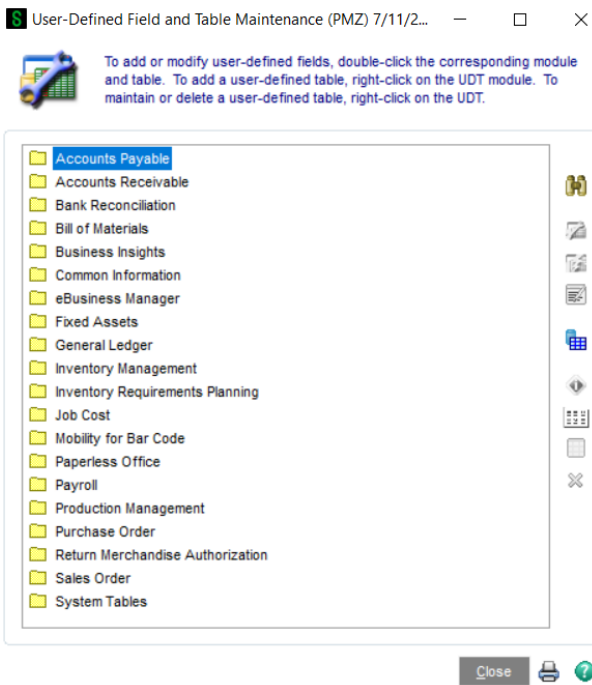
Add the "DISTTABLE" UDF to AP Invoice Detail as illustrated below.

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Add the "DISTTABLE" UDF to AP Manual Check Invoice Detail as illustrated below.

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Next, add the new UDF's through Custom Office/Main/Customizer Selection, to the AP Invoice Data Entry "PLINES" panel, and AP Manual Check Entry "DGLINES" panel.

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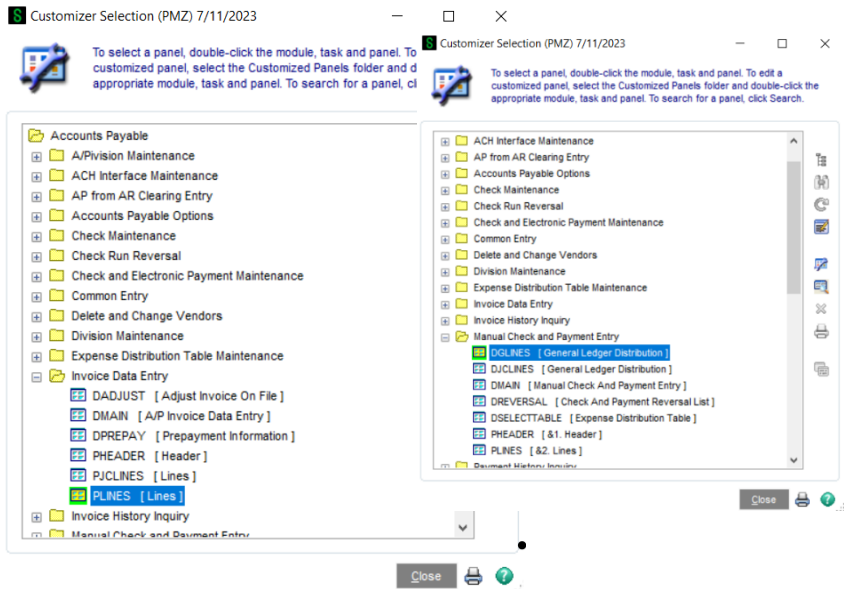
For each panel ("PLINES" & "DGLINES"), right click in the grid area which will bring up the Grid Definitions screen. Choose the "Add" icon which will bring up the Field Selections screen for the appropriate panel:
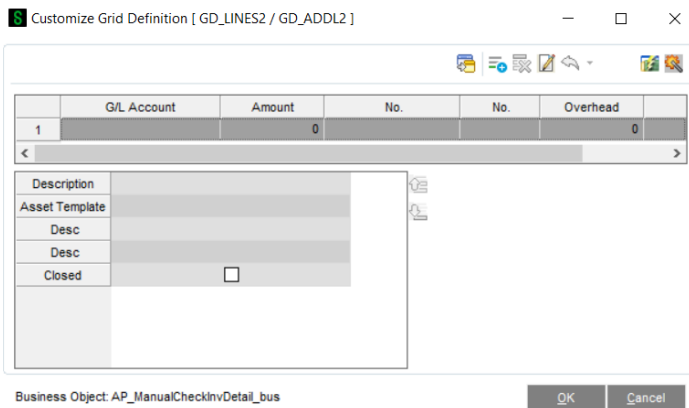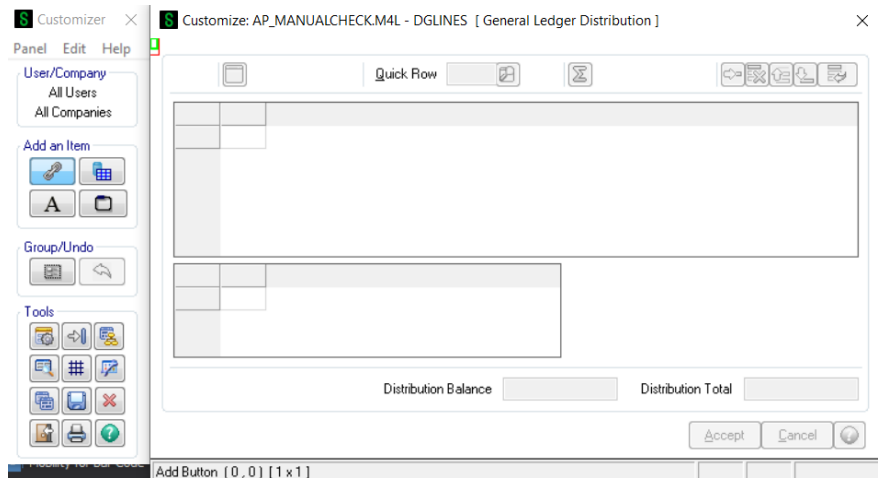
Choose the "UDF_DISTTABLE" and accept the default in the Grid Definitions screen.
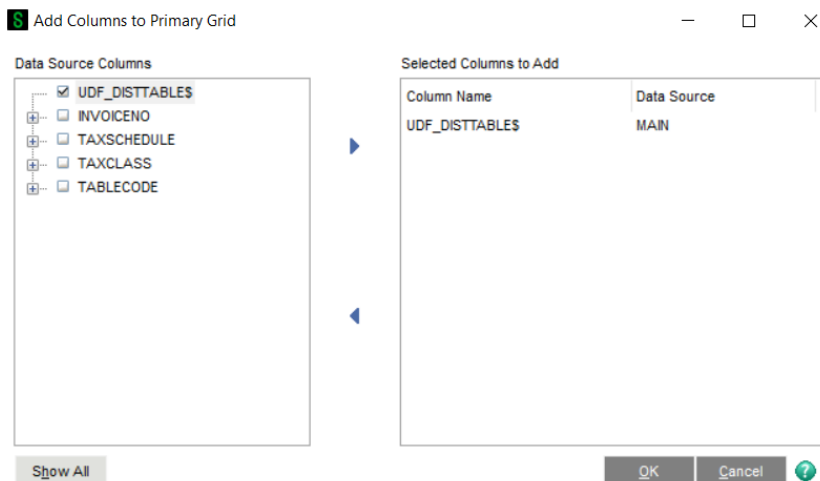
To add the Distribution Table Used information to the AP Invoice Register & AP Manual Check Register, add the new "DISTTABLEUSED" UDF through Custom Office/Main/User-Defined Field and Table Maintenance to the AP Invoice Detail & AP Manual Check Invoice Detail, then add the UDF to the Invoice Register & Manual Check Register using Crystal.

Add the "DISTTABLEUSED" UDF to AP Invoice Register Work as illustrated below:
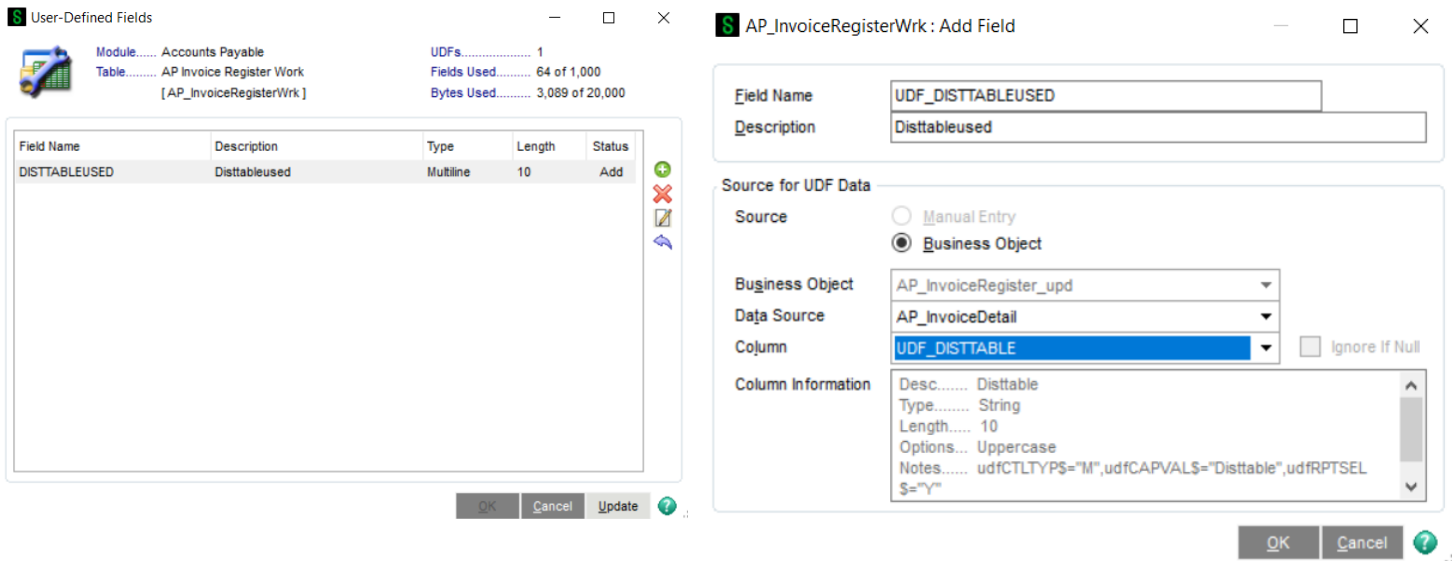
Add the "DISTTABLEUSED" UDF to AP Manual Check Register Work as illustrated below.

User-Defined Fields — ☐ ✕

Module...... Accounts Payable	UDFs.................... 1
Table......... AP Manual Check Register Work	Fields Used.......... 62 of 1,000
[AP_ManualCheckRegisterWrk]	Bytes Used.......... 3,090 of 20,000

Field Name	Description	Type	Length	Status
DISTTABLEUSED	Disttableused	Multiline	10	Add

OK   Cancel   Update

AP_ManualCheckRegisterWrk : Add Field — ☐ ✕

Field Name	UDF_DISTTABLEUSED
Description	Disttableused

Source for UDF Data

Source	○ Manual Entry
	● Business Object
Business Object	AP_ManualCheckRegister_upd ▼
Data Source	AP_ManualCheckInvDetail ▼
Column	UDF_DISTTABLE ▼ ☐ Ignore If Null
Column Information	Desc....... Disttable
	Type........ String
	Length..... 10
	Options... Uppercase
	Notes...... udfCTLTYP$="M",udfCAPVAL$="Disttable",udfRPTSEL
	$="Y"

OK   Cancel

Add the new "DISTTABLEUSED" to the detail line of the appropriate report found in the Sage 100 directory under "REPORTS".

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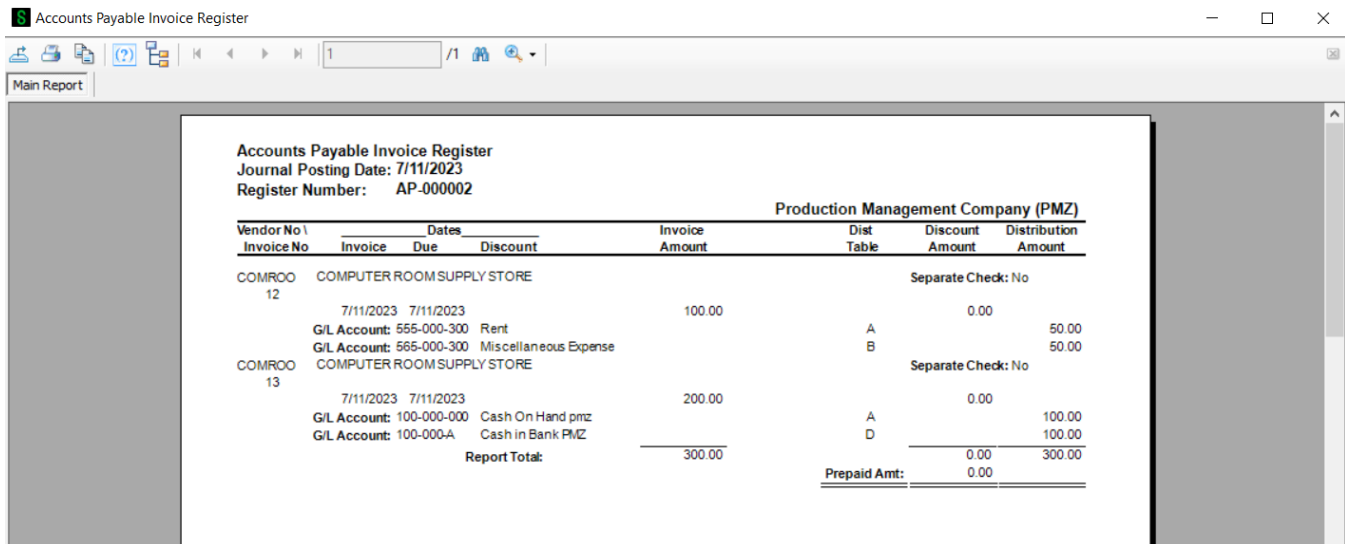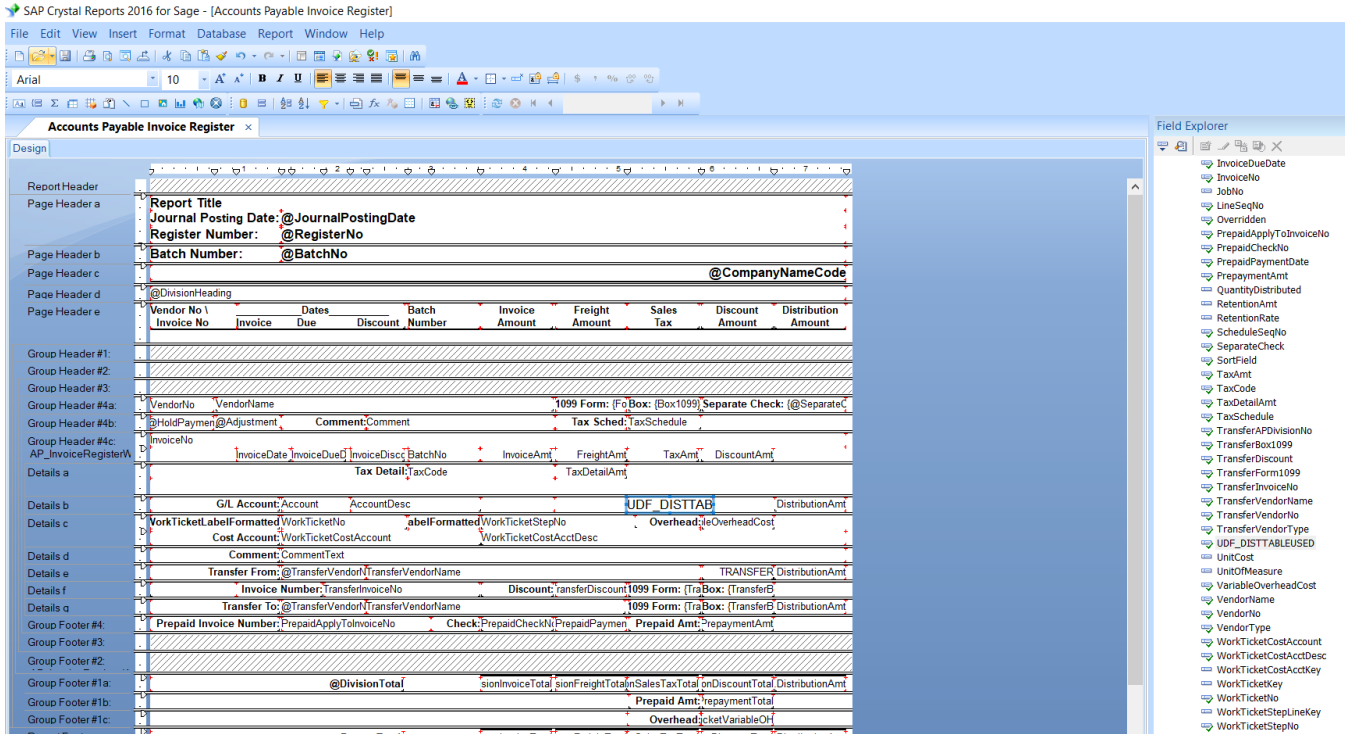
Section D: System Operations

A/P Invoice Data Entry / Repetitive Invoice Entry

Distribution Tables are utilized to create Distribution Lines in Data Entry. They are only utilized as each new Invoice is entered, when there are no existing Lines already entered for that Invoice. After Lines are calculated via the Distribution Table, the Lines can be manually changed as in regular data entry.

Distribution Controlled from Table assigned in Header

Enter a Distribution Table in the Invoice Header Tab (or it will default to the Vendor Maintenance entry if one exists).

Once the Header Tab information is complete and the Lines Tab is accessed, the G/L Accounts and Line amounts will be calculated depending on the Table Type.

To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines. However, Lines can also be edited manually after the Table Distribution is calculated.

Distribution Controlled from Table entered on Lines

Do NOT enter a Distribution Table in the Invoice Header Tab (and delete any default from the Vendor Maintenance entry if one exists).

Multiple Tables may be used within the invoice distribution simply by entering a new base account on the line following the lines generated by the previous Table entry and entering a new Distribution Table in the Dist Table column of the same row.

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To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines associated with that Table. However, Lines can also be edited manually after the Table Distribution is calculated.

A/P Manual Check Entry

The Distribution Table has also been added to Accounts Payable Manual Check Entry for the G/L Distribution of not-on-file invoices. The table is only utilized as each new Invoice is entered, when there are no existing Lines already entered for that Invoice. After Lines are calculated via the Distribution Table, the Lines can be manually changed as in regular A/P Invoice Entry.

Distribution Controlled from Table assigned in Header

Enter a Distribution Table in the Manual Check Header Tab (or it will default to the Vendor Maintenance entry if one exists).

Once the Lines Tab is accessed and the invoice information is entered, the G/L Accounts and Line amounts will be calculated depending on the Table Type.

To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines. However, Lines can also be edited manually after the Table Distribution is calculated.

Distribution Controlled from the Table entered on the Lines:

Do NOT enter a Distribution Table in the Manual Check Header Tab (and delete any default from the Vendor Maintenance entry if one exists).

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Once the Lines Tab is accessed and the invoice information is entered, the G/L Accounts and Line amounts will be calculated after the Distribution Table is entered.
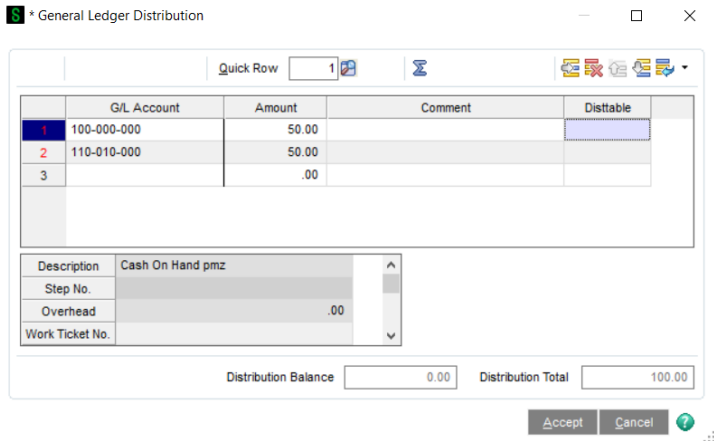
Multiple Tables may be used within the invoice distribution simply by entering a new base account on the line following the lines generated by the previous Table entry and entering a new Distribution Table.

To change the Table distribution, you must either Cancel the Invoice and start it over or delete all existing Lines associated with that Table. However, Lines can also be edited manually after the Table Distribution is calculated.

Visual Integrator

Auto distribution can be allowed on AP Invoice Created through Visual Integrator. To do so, create a checkbox UDF on AP_InvoiceHeader called UDF_AUTODISTRIBUTE. If this field is set to "Y" during the import process the invoice will be auto distributed based on the AP Table Distribution Code assigned.

NOTE: This UDF must be set **after** the APDT_234_TableCode field is assigned in the job.

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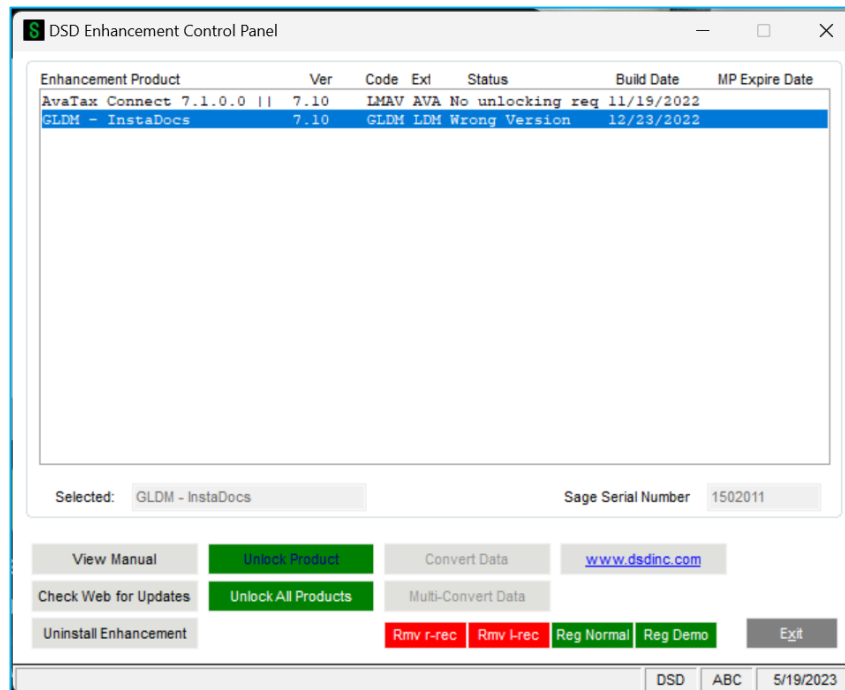
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button.   The following message box will appear:

- Select **No** to exit the Uninstall Process.
- Select **Yes** to continue with the Uninstall Process.
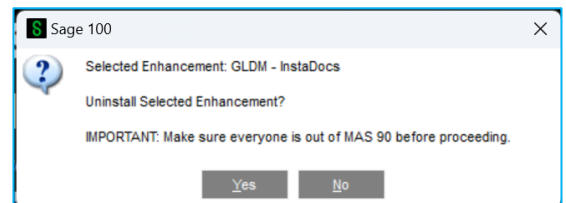
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.

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

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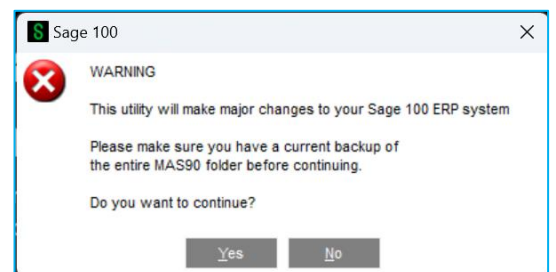
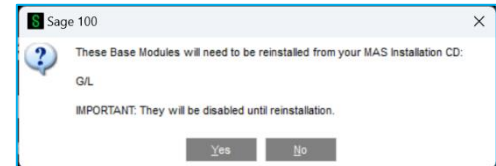**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

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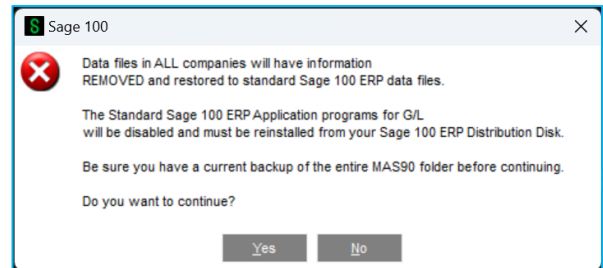
After completion of the Uninstall, the following message box will appear. Select OK to continue.
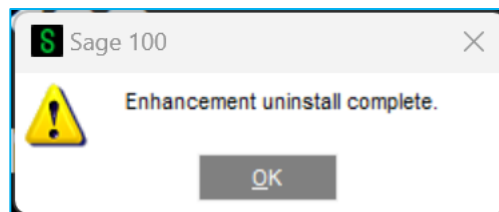
Now that the Uninstall process is completed, you must:

- 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).

Section F: Resources and Support

Web Resources

DSD web site: https://www.dsdinc.com

The Enhancement page contains:

- Current Release Schedule
- Purchasing Information
- Installation Instructions
- Product Support
- Enhancement Links

A/P Expense Distribution Entry:

https://www.dsdinc.com/enhancements/marketplace/products/apdt-accounts-payable-expense-distribution-entry

The product web page contains:

- Product Description
- Web Links
- Current Product Version Table
- Product Installation File Download
- Product Manual in .pdf Format

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate.

- Telephone: 858-550-5900
- Fax: 858-550-4900
- Email: enhancements@dsdinc.com

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

- Enhancement Name
- 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, faxing or email, please include:

- Your name and company
- 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.

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DSD BUSINESS SYSTEMS

Since 1984, DSD Business Systems has been providing clients with professional business consulting services and business software solutions across the globe. Specialties include Sage Intacct, Acumatica Cloud ERP, Sage 100, Sage 300, Sage 500, Sage CRM, Sage HRMS and more.

DSD Business Systems has been a Sage Tech Partner, commonly referred to as a "Master Developer", for over 30 years. DSD currently has over 500 Enhancements to Sage 100 and has created thousands of custom solutions for end-users around the world. We have had the privilege of working with hundreds of Sage consultants, resellers, and end-users to produce powerful custom solutions that enhance the functionality of Sage 100.

Contact DSD Enhancements

✉ **enhancements@dsdinc.com**

🌐 **Enhancements Marketplace**

📞 **800-627-9032**