DSD Business Systems

Sage 100 Enhancements

R099

Import into Cash Receipts

AR-1099

Version 7.30

Information in this document is subject to change without notice.

Import into Cash Receipts User's Manual
Version 7.30

4 November, 2024

DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

Trademarks

ProvideX® is a Trademark of Sage Software.

Windows is a trademark of Microsoft Corporation.

SAGE 100 ® is a registered trademark of Sage Software.

PXPlus ® is a registered trademark of PVX Plus technologies

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

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*

R099 Import into Cash Receipts:

http://www.dsdinc.com/enhancement/import-into-cash-receipts-2

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.

Import into Cash Receipts Features

This DSD Extended Solution to the Accounts Receivable module is an import utility that creates Cash Receipt entries directly from an ASCII file. Once imported, the entries can be maintained normally through Cash Receipts Entry.

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.**
- **Do not install this Enhancement on Sage 100 SQL Systems.**

Required Levels

SAGE 100 Module	Module Required	Required Level
A/R	**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.*
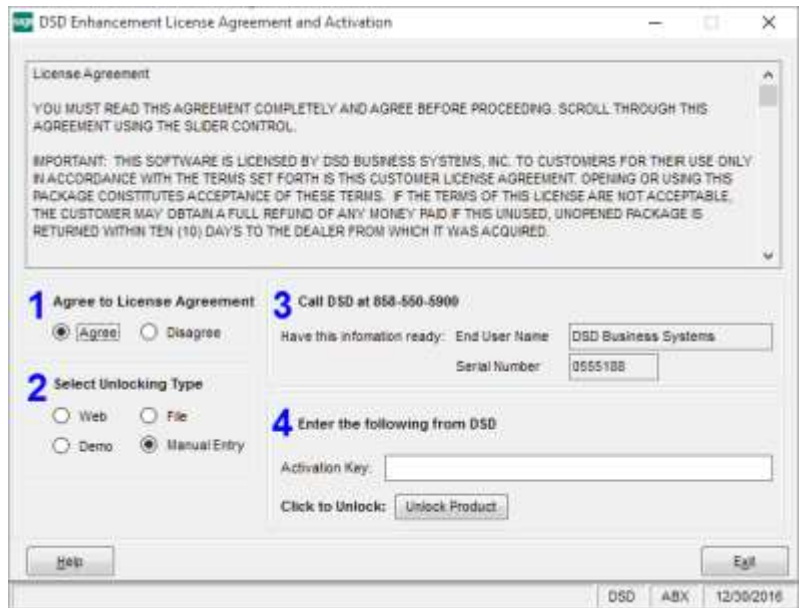
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

*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.*
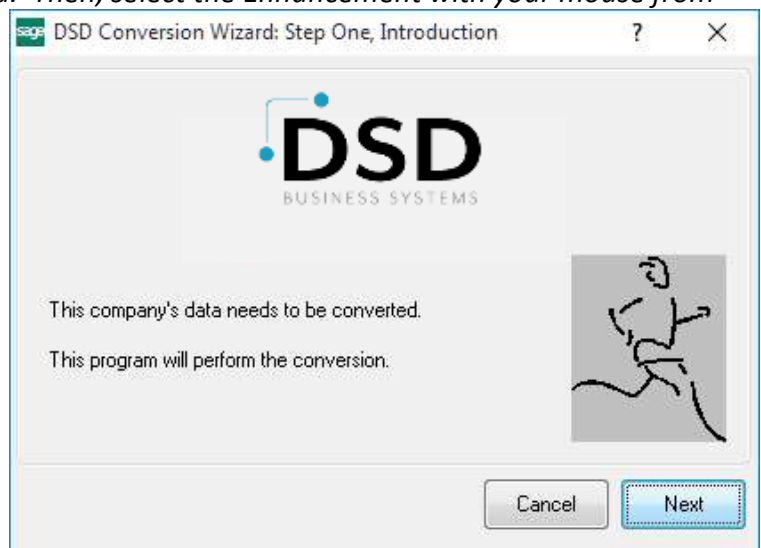
DSD Enhancement Control Panel

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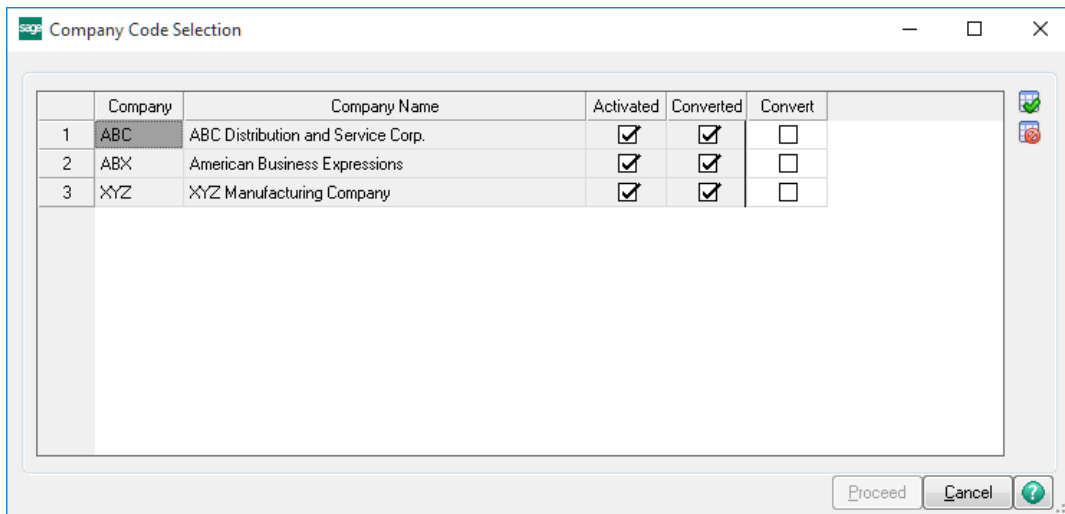
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.*)

	Company	Company Name	Activated	Converted	Convert	
1	ABC	ABC Distribution and Service Corp.	☑	☑	☐	
2	ABX	American Business Expressions	☑	☑	☐	
3	XYZ	XYZ Manufacturing Company	☑	☑	☐	

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

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Accounts Receivable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

Answer the following prompts:

Default Path: Enter a default import file path.

Default Filename: Enter the default file name.

Delete Import File After Importing: Check this box to delete the import source file after the import. Leave it blank to retain the file after the import.

Rename Import File With Extension: If you choose to retain the import source file after import, you may rename the file with the extension you enter here.

Exclude Above Extension From Lookup: If you have chosen to rename the import files after completing the import, you may choose to exclude these files from the lookup into available import files. Check this box to exclude these files.

Apply to Oldest Invoices First: If you check this box, the imported invoice number is ignored.

Find Customer Number in Invoice History File: If you check this box and the Customer Number is blank, the program will attempt to find the Customer Number by searching the A/R Invoice History file. The

Customer Number referenced on the first occurrence of the invoice will then be used. *This option is available only if the A/R Setup option to 'Retain Detailed Invoice History' is 'Yes' or 'Summary.'*

Use First 5 Characters of Check: Check this box to use only the first five characters of the imported check number. If unchecked, the full 10 will be imported.

Note: *If Custom Office is installed, the user may add a UDF called 'PaymentType' (string, 25 char) to the Cash Receipts Header, which will be updated by a new field in the import file UDF_PaymentType (string, 25 char).*

Apply Finance Charges First: Check this box to allow finance charge invoices to be selected first during the import process.

> *Note: This option is available only when the "Apply To Oldest Invoices First" option is checked.*

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Roles/Tasks

The following Task has been added to Accounts Receivable, Setup Options:

- Import Into Cash Receipts

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events. Please review your security setup in Role Maintenance and make appropriate changes.

Section D: System Operations

A new A/R Setup menu item will be created 'Cash Receipts Import. The import screen prompts for a path, filename, whether to scan for errors only (no import will take place), whether to abort the import if errors are found, and a range of Company Codes.
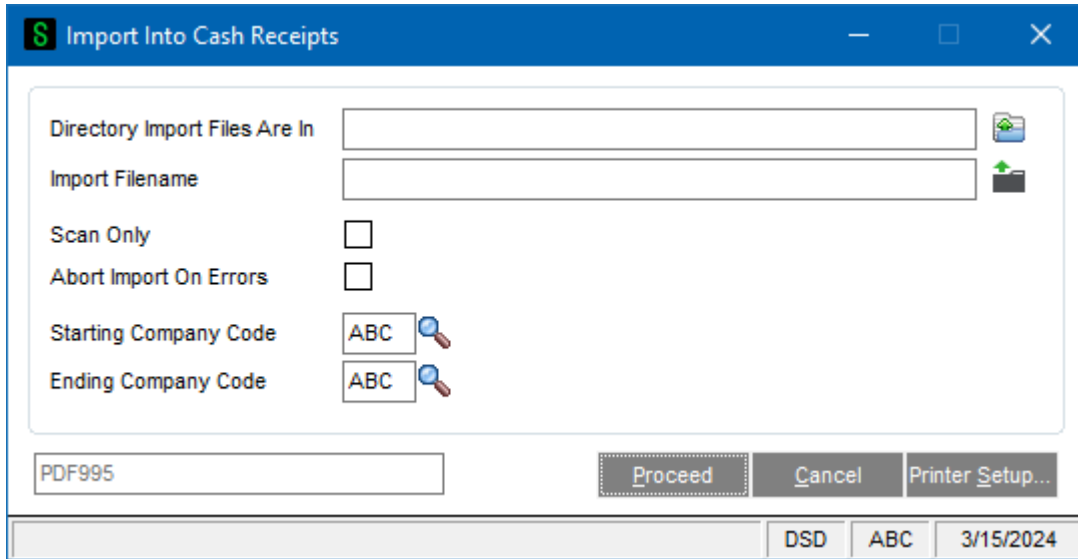
If there are any errors, the Import Into Cash Receipts Error Report will be printed, detailing the number of records read, the number of bad records, and the reason for rejecting specific records. Finally, you will be prompted to proceed with the transfer process. See the Appendix for the file layout.

If you checked the 'Apply to Oldest Invoices First' option in Setup, invoice numbers in the import file will be ignored. The import will apply cash receipts to on-file invoices based on invoice dates. A prepayment record will be created for any leftover amount. The imported invoice number will become the prepayment number.

If you didn't check the 'Apply to Oldest Invoice First' options in Setup, any not-on-file invoice numbers in the import file will be treated as prepayments. The imported invoice number will become the prepayment number.

If you checked the 'Find Customer Number In Invoice History File' option in Setup, and the Customer Number is blank, the program will attempt to find the Customer Number by searching the A/R Invoice History file. The Customer Number referenced on the first occurrence of the invoice will then be used.

Appendix

Ascii File Layout:

Record type '43' (Batch Header)

Position	Field	Comment
1-2	Record Type	
10-13	Deposit Number	A zero is added to the end to create a fully formatted Deposit Number
19-24	Deposit Date	Formatted as MMDDYY
25-25	UDF_PaymentType	

Record type '01' (Item Record)

Position	Length	Field	Comment
1-2	2	Record Type	
3-12	10	Check Number	
15-23	9	Customer Number	
24-33	10	Transaction Amount	This amount corresponds to the posting amount in C/R entry. The decimal point and sign are assumed
34-55	22	Expanded Cust No	Used if Expanded Customer Number is used
56-70	15	Expanded Inv No	Used if DSD AR15 enhancement is used
85	1	Bank Code	
99-101	3	Company Code	
111-117	7	Invoice Number	the suffix 'IN' will be added
118-618	500	Comment	Must not contain line endings or other separators.

Comma Separated File Layout:

Record type '43' (Batch Header)

| Position	Field	Comment
Column 1	Record Type	
Column 2	Deposit Number	A zero is added to the end to create a fully formatted Deposit Number
Column 3	Deposit Date	Formatted as MMDDYY
Column 4	UDF_PaymentType	

Record type '01' (Item Record)

| Position	Length	Field	Comment
Column 1	2	Record Type	
Column 2	10	Check Number	
Column 3	9	Customer Number	
Column 4	10	Transaction Amount	This amount corresponds to the posting amount in C/R entry. The decimal point and sign are assumed
Column 5	22	Expanded Cust No	Used if Expanded Customer Number is used

Column 6	15	Expanded Inv No	Used if DSD AR15 enhancement is used
Column 7	1	Bank Code	
Column 8	3	Company Code	
Column 9	7	Invoice Number	the suffix 'IN' will be added
Column 10	500	Comment	Must not contain line endings or other separators.

User's Manual

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.
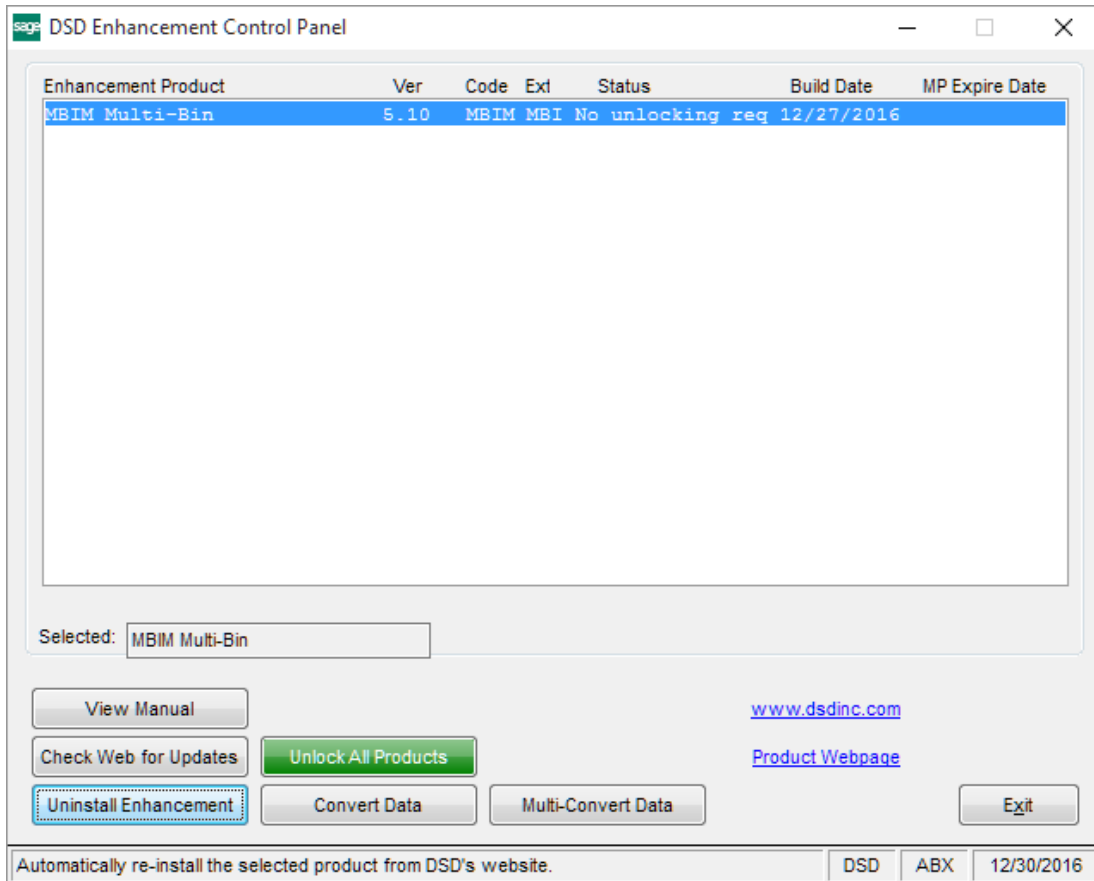

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
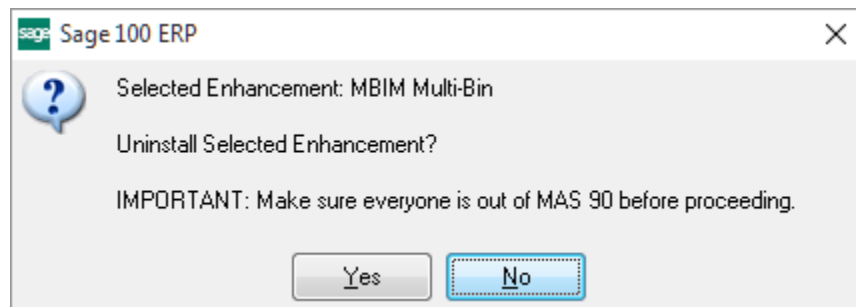
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
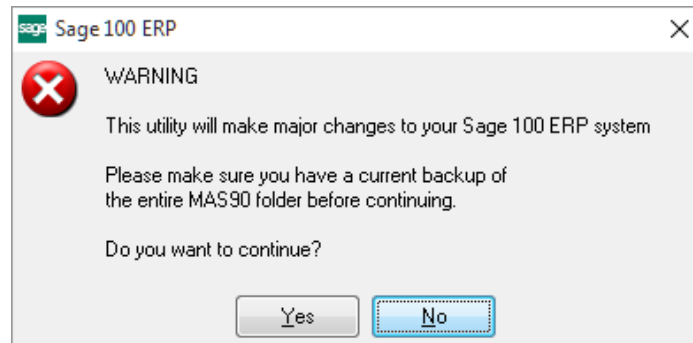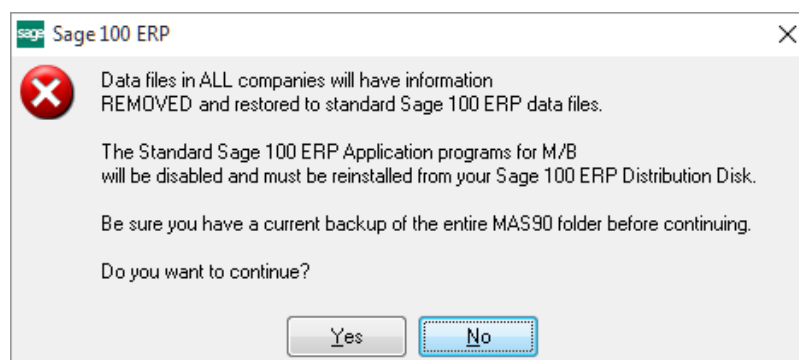

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
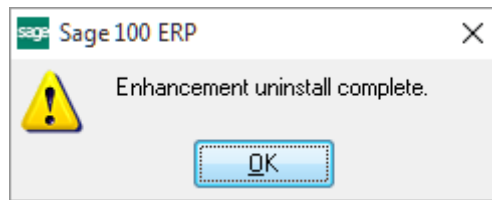
Now that the Uninstall process is completed, you must:

- 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).