



ISM

ENHANCEMENT DOCUMENTATION

Enhancement Number	SO6109
Enhancement Code	MFN
Version	530*
Registration	YES
Enhancement Name	FlexiPay
Overview	Allows multiple payments for Sales Order and Sales Order Invoice entry – this includes Credit Card payments.

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Installing Your ISM Custom Solution

Refer to the Installation information in Appendix B for additional information – bottom of document

Installation

Before installing this ISM Custom Solution, please verify that the version level(s) noted are the same as the target MAS system. Access the top menu bar for SAGE – click on HELP / ABOUT SAGE 100 and the following screen will display:

- Verify the VERSION matches the version on the installation zip file sent; otherwise contact ISM
- Verify the SERIAL NUMBER matches the serial number on the registration key sent (review enhancement email and Appendix B for more information)
- The below is an example of the registration screen where the version can be verified with serial number please reference your specific installation to determine what Version your screen should be to match your modification



ISM Enhancement Registration Process

After installation – visit ROLE MAINTENANCE and provide the appropriate security to the new LIBRARY MASTER – UTILITIES –ISM ENHANCEMENT REGISTRATION function to allow access.

Access LIBRARY MASTER – UTILITIES – ISM Enhancement Registration menu option

- Choose the correct Enhancement from the list box
- Click ACTIVATE

Enhancement	Level	Release Date	Unlocking Key	OK	Undo	Activate
ISM FlexiPay	5.30	20161213	Z10FFL9T6BQJUEASIYQL			

Cat No.	Enhancement	Level	Release Date	Unlocking Key	Status
SO6109	ISM FlexiPay	5.30	20161213	Z10FFL9T6BQJUEASIYQL	Active for XXX

When the enhancement is active it will create the new data tables if not already created – a popup display indicating files are being updated will display.

Running Activation

Checking for Sage deposits for conversion...

sage SO6109 Enhancement Options - ISM Enh...

ISM FlexiPay

Activate Enhancement for this Company ☒

Documentation Accept Cancel

Custom Office

If you customize your MAS 90 MAS 200, then you must run the **Update Custom Panels to Current Levels every time** you install a Sage Software Extended Solution.

If you are processing an Upgrade – Custom Office items may not need to be reinstalled and if reinstalled they will overlay existing.



Setup

Required before installation:

1. If you have Sage Payments or Vault Payments active, you must process any open preauthorizations to convert them to deposits *before you install this enhancement*.
2. Make sure the sales journal is completely updated.
3. Update all other journals.
4. Run the open Sales Order Report, go to the last page, and note the On Deposit Total.
 - a. Verify this number against your customer deposit account. It should be the same.
 - b. If not, reconcile the open deposits.
 - c. If you have not posted any open deposits to the G/L to record the customer deposit liability, you will have the option to do so after installation.
5. If you are converting from SPS to Vault Payments then install AR6400 (Vault Payments) and confirm that you can process transactions.
 - a. FlexiPay (SO6109) requires Vault Payments be installed and activated for the company.
6. Perform a full backup of your Sage 100 system.
7. Install SO6109. See the detailed installation instructions in Appendix B.

Example Procedure Flow

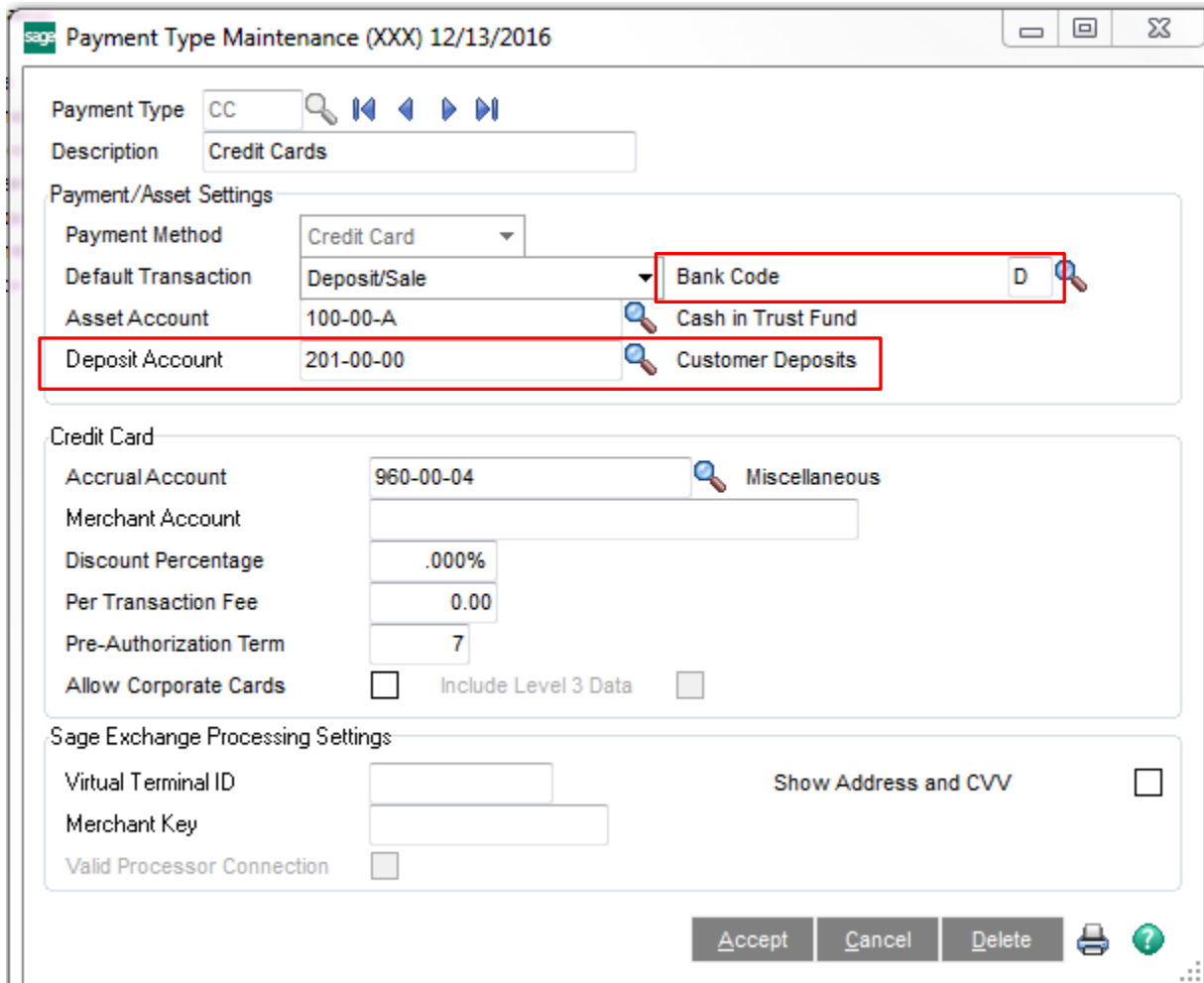
- Daily entering of Sales Orders & deposits
- At end-of-day (or maybe at lunch & end-of-day) process the GENERATE MULTIPAY CASH RECEIPT DEPOSIT function which will pull all payments entered into Cash Receipts – Post the Cash Receipt Journal
- Sales Invoicing can be processed (batched or no batch) and as long as no additional payments were added to the Sales Orders that have been pulled into Invoicing – the Sales Journal can be updated.

Note:

- FlexiPay will only take DEPOSIT type Credit Cards – no PreAuths.
 - Role Maintenance
 - Library Master, Role Maintenance
 - Security Events tab
-
- ☒ SO6109-MFN Allow User Access to FlexiPay Entry
 - ☒ SO6109-MFN Allow User to Enter Negative FlexiPay Transactions
 - ☒ SO6109-MFN Allow User to Modify FlexiPay Non-CC Payments

Three new security events are added:

- Allow User Access to FlexiPay Entry.
 - This must be checked to allow the role access to FlexiPay Entry in Sales Order and Invoice Data Entry.
- Allow User to Enter Negative FlexiPay Transactions.
 - This enables the ability to enter a negative amount on payment entries.
- Allow User to Modify FlexiPay Non-CC Payments.
 - This enables the ability to change or delete non-posted FlexiPay entries. Credit Card entries cannot be changed as they have posted to the processor. You must enter a reversal or an additional charge for the difference on Credit Card entries.
- Set up A/R Payment Types for deposits:



The screenshot shows the 'Payment Type Maintenance' window for 'Credit Cards'. The 'Payment Type' is 'CC' and the 'Description' is 'Credit Cards'. Under 'Payment/Asset Settings', the 'Payment Method' is 'Credit Card', 'Default Transaction' is 'Deposit/Sale', 'Asset Account' is '100-00-A', and 'Deposit Account' is '201-00-00'. The 'Bank Code' is 'D' and the 'Customer Deposits' checkbox is checked. Under 'Credit Card' settings, the 'Accrual Account' is '960-00-04', 'Merchant Account' is blank, 'Discount Percentage' is '.000%', 'Per Transaction Fee' is '0.00', 'Pre-Authorization Term' is '7', and 'Allow Corporate Cards' is unchecked. Under 'Sage Exchange Processing Settings', 'Virtual Terminal ID' and 'Merchant Key' are blank, 'Valid Processor Connection' is unchecked, and 'Show Address and CVV' is unchecked. The window has 'Accept', 'Cancel', and 'Delete' buttons at the bottom.

FlexiPay adds the **Bank Code** to the payment type which will be used when posting the order deposits through Cash Receipts. If left blank the program will use the default Bank Code from A/R Options.



FlexiPay adds the **Deposit Account** to the A/R Payment Type screen. If left blank it will use the Customer Deposits account from Sales Order Options.

The **Asset Account** should be blank for non-Credit Card payment types as the offset for the **Customer Deposit** is handled by Cash Receipts Journal using the default bank code from Accounts Receivable Options. For Credit Card payment types, the Asset Account is used, and FlexiPay **does not** post to Bank Reconciliation. The standard Sage Accrual logic will apply for Credit Card G/L posting.

FlexiPay will add a payment type of *INVCD* for partial order deposits used as an Other payment type. This allows drill down on the partial deposit used in A/R payment detail to see which order the deposit is from.

Payment Type: INVCD
Description: Order Deposit Used
Payment/Asset Settings:
Payment Method: Other
Default Transaction: Deposit/Sale
Asset Account:
Deposit Account: 201-00-00
Bank Code: C
Customer Deposits

Please update all payment types for the deposit account if it will not be the same as Sales Order Options deposit account.

The Payment Type Listing is updated with the Deposit Account listed:

Payment Type Listing

Xray Testing System (XXX)

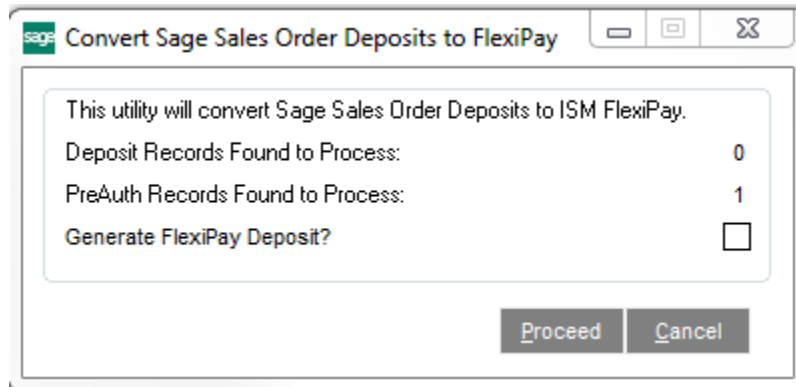
Payment Type	Description
CASH	Cash
Payment Method: Cash on Delivery	
Default Transaction: Deposit/Sale	
Asset Account:	
Accrual Account:	
Merchant Account:	
Discount Percentage:	0.000%
Per Transaction Fee:	0.00
Pre-Authorization Term:	0
Allow Corporate Cards:	No
Include Level3 Data:	No
Deposit Account:	201-00-00

Internet Enabled: Yes

Bank Code: A

- Convert existing deposits:
 - A new utility is added to the S/O Utility Menu

- Convert Sage Sales Order Deposits to FlexiPay

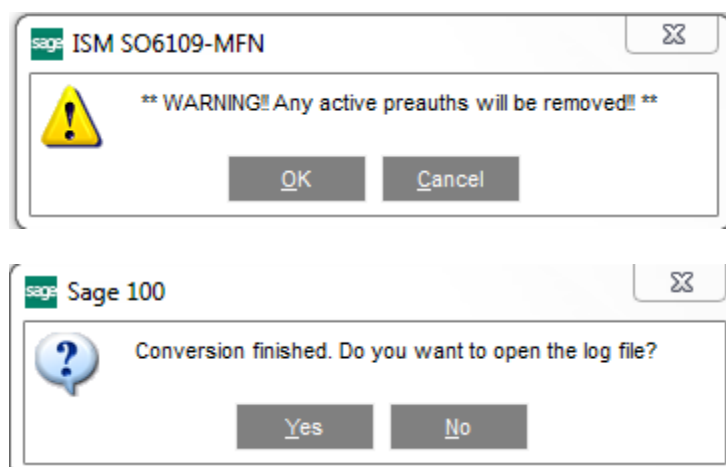


The utility will check the system and determine if there are any deposit records to process.

The **Generate FlexiPay Deposit** checkbox if checked will generate the FlexiPay records so that you can create a A/R Cash Receipts deposit to post to the G/L the value of the deposits.

Note: Any PreAuth records found will be removed. If these PreAuth records must be processed, go back to the backup you did in Step 6 of the Setup Before Installation checklist and "roll back" to that version of your system. Do the authorizations to convert the PreAuths to deposits and back the system up again. Start over at Step 7 and continue.

Click **Proceed** to start the conversion. A log is produced in the TEXTOUT folder of the server showing the conversion as processed. The conversion program will ask if you want to open the log file:





```
FP_SageDepositConversion_XXXRAM161213025633.log - Notepad
File Edit Format View Help
Starting conversion of Sage Deposits to FlexiPay for company XXX.
Date: 12/13/2016 - Not generating FlexiPay posting deposits.
=====
*** SO# 0000111, not processed. Reason: No deposit on order
*** SO# 0000112, not processed. Reason: No deposit on order
*** SO# 0000115, not processed. Reason: No deposit on order
*** SO# 0000116, not processed. Reason: No deposit on order
*** SO# 0000143, not processed. Reason: No deposit on order
*** SO# 0000149, not processed. Reason: No deposit on order
*** SO# 0000152, not processed. Reason: No deposit on order
*** SO# 0000153, not processed. Reason: No deposit on order
*** SO# 0000156, not processed. Reason: No deposit on order
*** SO# 0000157, not processed. Reason: No deposit on order
*** SO# 0000158, not processed. Reason: No deposit on order
*** SO# 0000159, not processed. Reason: No deposit on order
*** SO# 0000160, not processed. Reason: No deposit on order
*** SO# 0000161, not processed. Reason: No deposit on order
*** SO# 0000162, not processed. Reason: No deposit on order
*** SO# 0000164, not processed. Reason: No deposit on order
*** SO# 0000171, not processed. Reason: Deposit already converted.
*** SO# 0000175, not processed. Reason: Deposit already converted.
*** SO# 0000176, not processed. Reason: Deposit already converted.
*** SO# 0000180, not processed. Reason: Payment Type does not exist.
*** SO# 0000187, not processed. Reason: Deposit already converted.
*** SO# 0000188, not processed. Reason: Payment Type does not exist.
*** SO# 0000190, not processed. Reason: No deposit on order
*** SO# 0000192, not processed. Reason: Deposit already converted.
*** SO# 0000194, not processed. Reason: Deposit already converted.
*** SO# 0000195, not processed. Reason: Deposit already converted.
*** SO# 0000196, not processed. Reason: Deposit already converted.
*** SO# 0000197, not processed. Reason: Deposit already converted.
*** SO# 0000199, not processed. Reason: No deposit on order
*** SO# 0000200, not processed. Reason: No deposit on order
*** SO# 0000203, not processed. Reason: Deposit already converted.
*** SO# 0000206, not processed. Reason: Deposit already converted.
Conversion finished. 0 posted.
```

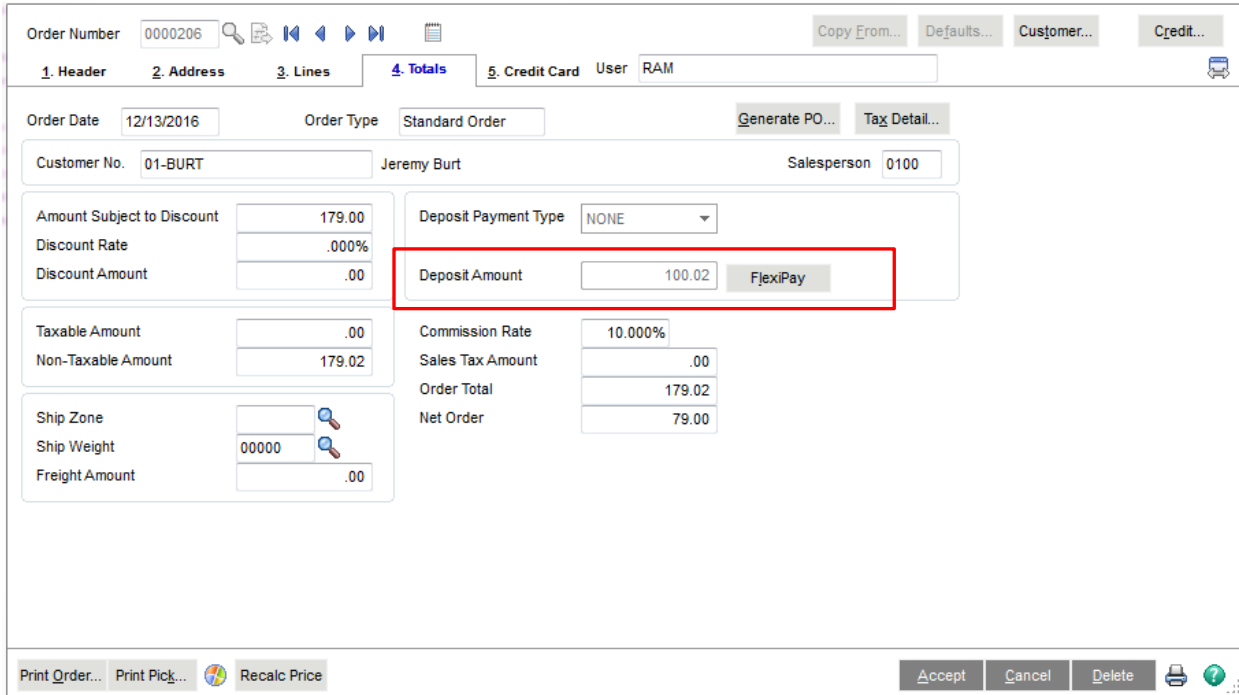
Once this step is complete, you are ready to use FlexiPay.

Operation

- FlexiPay makes use of the standard Sage deposit processing logic, and creates the necessary Cash Receipts batches to properly post the deposit information that otherwise you must enter manually.
- Deposits on Sales Orders are recorded to the Customer Deposits G/L account which is a short term liability account. Deposits are not revenue until the order is invoiced, so the Customer Deposit account holds this liability until relieved by the Sales Journal.
- FlexiPay credit card records are not editable once entered and approved. This provides a clear audit trail of payments or credits processed.
 - Payments must be put in as a negative to provide the audit trail
- Manual Vault credit card transactions are not supported. Enter an Other payment type to record the manual entry.
- A Sales Order with FlexiPay deposits cannot be cancelled or deleted until the deposit balance is zero. Once the deposit is zero the order can be deleted.
- FlexiPay deposits taken on two step invoices (invoices that start from a sales order) are kept on the sales order. This allows the invoice to be voided even after receiving a deposit and the deposit will remain with the order and will automatically be applied to the invoice when the order is invoiced.
- One step invoices or Credit Memos carry FlexiPay deposits directly. As with Sales Orders, a one-step invoice or credit memo cannot be cancelled or deleted if the deposit amount is not zero.
- Credit Memos with FlexiPay deposit will post to A/R Payment History showing a net balance which can be zero if fully refunded. This is because the amount credited is already returned to the customer's card if a credit card, or returned to the customer as a cash payout.
- Stock Sage has a DEPOSIT HISTORY function and for FlexiPay transactions to post to this standard report – the function must be activated for either Credit Card or ALL transactions.

Sales Order Process

- Sales Order Entry is modified on the Totals and Credit Card tabs.
- The Credit Card tab is disabled.



Order Number: 0000206

Order Date: 12/13/2016

Order Type: Standard Order

Customer No.: 01-BURT

Jeremy Burt

Salesperson: 0100

Amount Subject to Discount: 179.00

Discount Rate: .000%

Discount Amount: .00

Deposit Payment Type: NONE

Deposit Amount: 100.02

FlexiPay

Taxable Amount: .00

Non-Taxable Amount: 179.02

Commission Rate: 10.000%

Sales Tax Amount: .00

Order Total: 179.02

Net Order: 79.00

Ship Zone:

Ship Weight: 00000

Freight Amount: .00

Print Order... Print Pick... Recalc Price

Accept Cancel Delete

FlexiPay disables the Credit Card tab, the Deposit Payment Type field and the various deposit related fields.

If FlexiPay Access is disabled in Roles, the FlexiPay button is visible but disabled:

A new button **FlexiPay** when clicked opens the **FlexiPay Deposits** screen.
This screen shows the deposit detail history for this order:

Document

Document
0000206-SO
Customer No
01-BURT
Jeremy Burt

New Payments/Refunds

Payment Type

Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	14:49:12	CC	M4619-4619	393344264-05352B	.02	Y	RAM
12/13/2016	14:52:48	CASH	cash payment	Approved	100.00	Y	RAM

Type

Total

Net Total Deposit

Balance

SalesOrder

179.02

100.02

79.00

OK

Document

Document
0000206-SO
Customer No
01-BURT
Jeremy Burt

Document is the referring document (Sales Order/Invoice/Credit Memo) for the deposit.
Customer No. is the customer number from the referring document.

New Payments/Refunds

Payment Type

Payment Type – Select the payment type by entering it or using the lookup or F2 to select from the list on file to start entering a new payment. To add a new payment type you must use the *A/R Payment Type Maintenance* to add a new payment Type.

Default Card – This button will load the default card on file from the A/R Customer Maintenance as the payment type and bring up the FlexiPay Vault Payment Entry.

Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	14:49:12	CC	M4619-4619	393344264-05352B	.02	Y	RAM
12/13/2016	14:52:48	CASH	cash payment	Approved	100.00	Y	RAM

The columns are as follows:

Date	Actual date of the transaction. This is not the module date.
Time	Actual time of the transaction in 24-hour military time, based on your location.
Type	Payment Type.
Reference	Blank for Cash types, Check Number, Card ID plus last four digits, or other reference.
Approval Code	Approved for non-CC types. Transaction ID + Authorization Number for CC types.
Amount	Transaction amount approved.
Posted?	"Y" means the transaction was posted and updated through the Cash Receipts Journal. "N" means the transaction is not posted yet.
User	User ID of the user that posted that specific transaction.

Type	Total	Net Total Deposit	Balance
SalesOrder	179.02	100.02	79.00

Type is what the referring document is which in this example is SalesOrder.

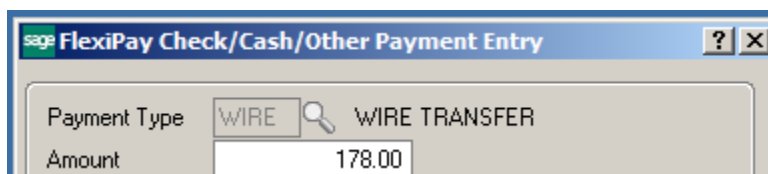
Total is the total of the order before deposit is applied.

Net Total Deposit is the accumulated deposit of the transactions in the list box.

Balance is the Total less the Net Total Deposit which will be the balance of the order

OK returns to the order total tab with the updated Net Total Deposit.

There are two possible screens that will appear based on the Payment Method from the Payment Type. For any payment method that is not Credit Card, the FlexiPay Cash/Check/Other Payment Entry screen will appear:



The screenshot shows a window titled "sage FlexiPay Check/Cash/Other Payment Entry". It has a "Payment Type" field with a dropdown menu showing "WIRE" and a magnifying glass icon next to "WIRE TRANSFER". Below it is an "Amount" field with the value "178.00".

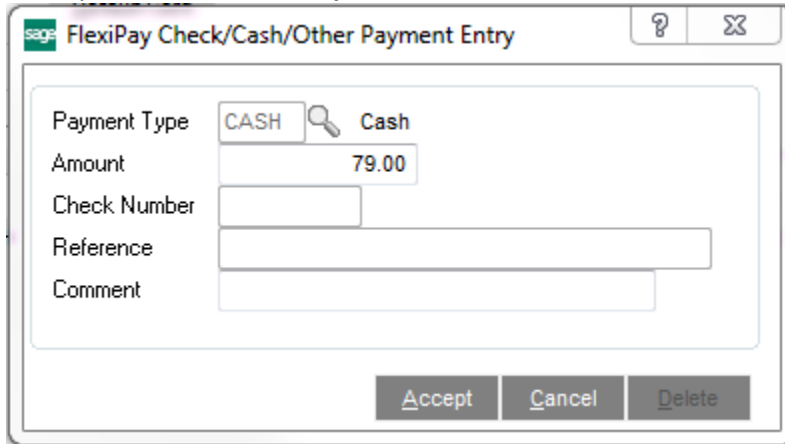
The **Payment Type** field will be locked and show the Payment Type Selected.

The **Amount** field will default to the calculated deposit amount needed to pay the document in full.

Note that if you enter more (or less) than is needed, the system will allow it, but on the next payment type entered it may calculate a negative amount to bring the deposit down to the order total.

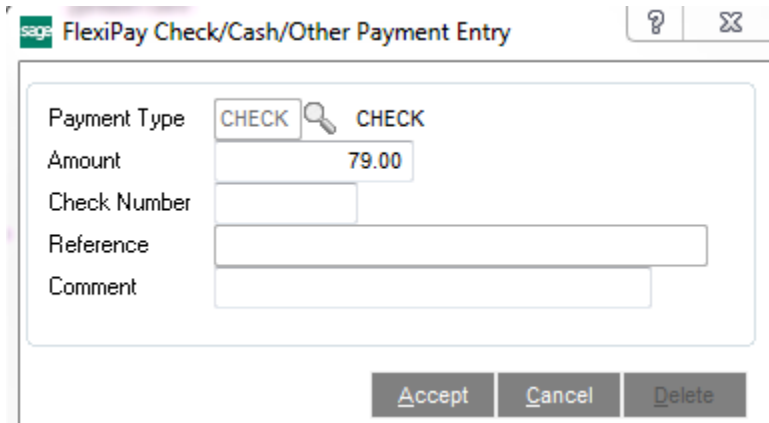
The **Comment** field is active on all non-credit card payment types for your reference. This field is available in Crystal Reports for your use.

For *Cash* (what Sage calls Cash On Delivery payment method) payment types the **Amount** and the **Comment** field are activated. Enter the deposit amount (or accept the calculated value), the **Comment** for any note, and click **Accept**.



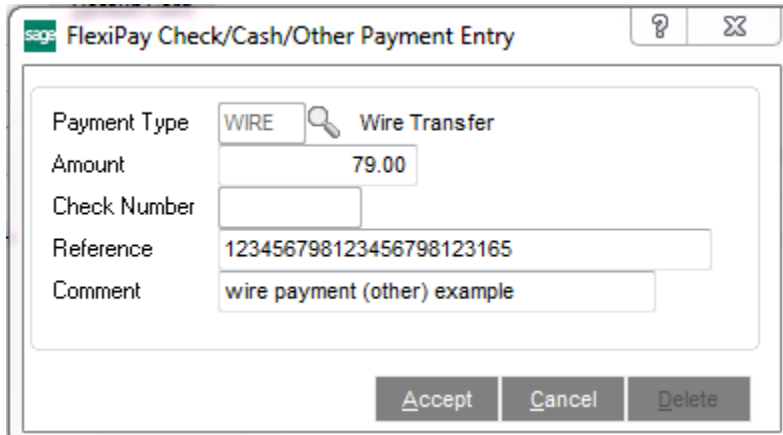
The screenshot shows the 'Sage FlexiPay Check/Cash/Other Payment Entry' dialog box. The 'Payment Type' is set to 'CASH'. The 'Amount' field is populated with '79.00'. The 'Check Number', 'Reference', and 'Comment' fields are empty. At the bottom, there are three buttons: 'Accept', 'Cancel', and 'Delete'.

For *Check* payment types, the **Check Number** and **Comment** fields are active. You are limited to 10 digits for the check number.



The screenshot shows the 'Sage FlexiPay Check/Cash/Other Payment Entry' dialog box. The 'Payment Type' is set to 'CHECK'. The 'Amount' field is populated with '79.00'. The 'Check Number', 'Reference', and 'Comment' fields are empty. At the bottom, there are three buttons: 'Accept', 'Cancel', and 'Delete'.

For *Other* payment types, the **Amount**, **Reference**, and **Comment** fields are activated. The **Reference** field becomes the Other Payment Type Reference number.

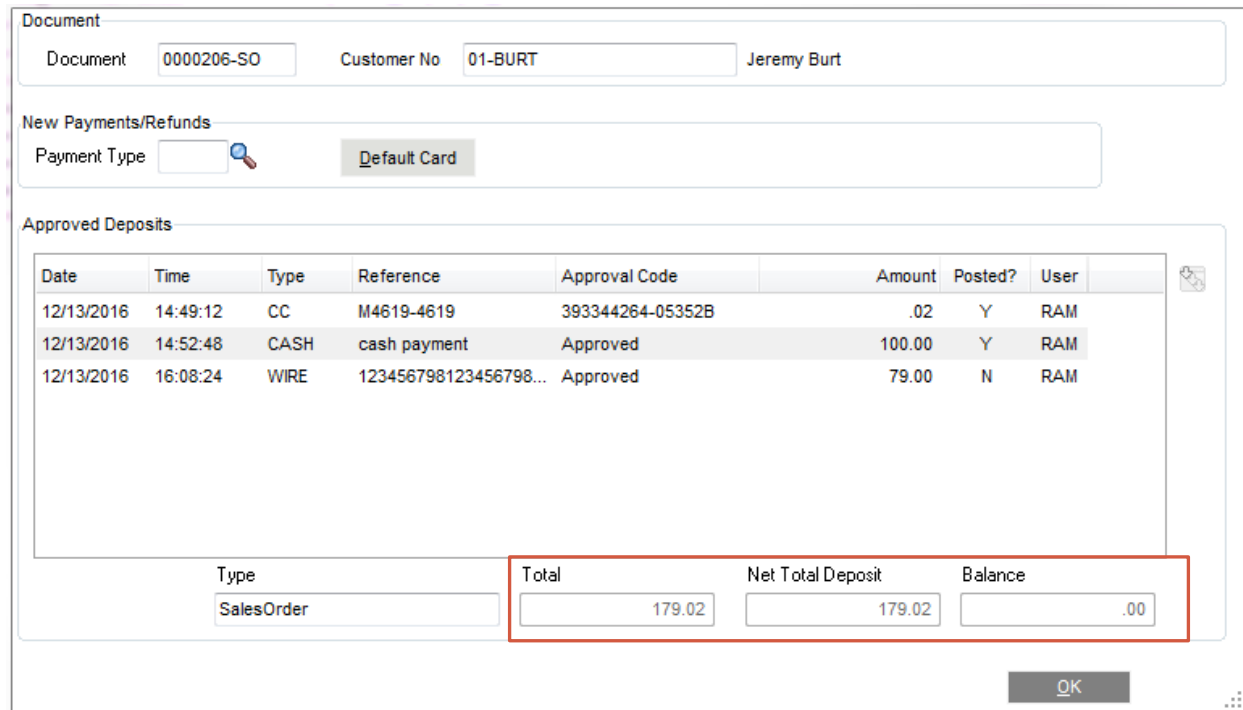


The dialog box is titled "FlexiPay Check/Cash/Other Payment Entry". It contains the following fields:

- Payment Type: WIRE (selected), Wire Transfer (dropdown)
- Amount: 79.00
- Check Number: (empty)
- Reference: 123456798123456798123165
- Comment: wire payment (other) example

Buttons at the bottom: Accept, Cancel, Delete.

All *Other* payment types are automatically approved and the order balance is calculated.



The screen shows a document with the following details:

- Document: 0000206-SO
- Customer No: 01-BURT
- Jeremy Burt

Below the document details, there is a section for "New Payments/Refunds" with a "Payment Type" dropdown and a "Default Card" button.

The "Approved Deposits" section contains a table with the following data:

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	14:49:12	CC	M4619-4619	393344264-05352B	.02	Y	RAM
12/13/2016	14:52:48	CASH	cash payment	Approved	100.00	Y	RAM
12/13/2016	16:08:24	WIRE	123456798123456798...	Approved	79.00	N	RAM

At the bottom, there is a summary section with the following fields:

- Type: SalesOrder
- Total: 179.02
- Net Total Deposit: 179.02
- Balance: .00

An "OK" button is located at the bottom right.

Negative amounts can be entered to balance or adjust totals (this method is used if totals need adjusting after the deposits have been POSTED or if adjusting a CC posting – which cannot be edited)

Order Number	0000206	Copy From...	Defaults...	Customer...	Credit...
<div>1. Header 2. Address 3. Lines 4. Totals 5. Credit Card User: RAM</div>					
Order Date	12/13/2016	Order Type	Standard Order	Generate PO...	Tax Detail...
Customer No.	01-BURT	Jeremy Burt	Salesperson	0100	
Amount Subject to Discount	179.00	Deposit Payment Type	NONE		
Discount Rate	.000%	Deposit Amount	179.02	FlexiPay	
Discount Amount	.00				
Taxable Amount	.00	Commission Rate	10.000%		
Non-Taxable Amount	179.02	Sales Tax Amount	.00		
Ship Zone		Order Total	179.02		
Ship Weight	00000	Net Order	.00		
Freight Amount	.00				

And this flows to the order deposit and total:

Tip:

If at any time the deposit amount does not appear correct, click on the **FlexiPay** button to display the deposits posted and then click the **OK** button. The deposit will be recalculated and updated to the order.

The second type of FlexiPay entry screen is for credit cards, which opens the **Vault Payment Entry** screen:

FlexiPay Vault Payment Entry		?	✕
Card ID	M4619	Transaction Information	Amount: .02
Payment Type	CC Credit Cards		
Card Information			
Card Type		Primary	<input type="checkbox"/>
Last Four Digits	4619		
Expiration Month/Year	07 2020		
Billing Address for Card			
Cardholder Name	Jeremy Burt		
Address	1107 21st Ave		
ZIP Code	99403		
City	Clarkston	State	WA
Country	US		
E-mail Address			
Comment			
		Submit Card...	Cancel

Card ID

Card ID 

Payment Type  Credit Cards

Card ID field allows you to select any card on file for this customer. Entering a new Card ID will invoke the Vault Plugin screen to enter the card information and submit it into the card vault after you enter the **Amount** and click **Submit Card**. See the *Vault100 ProCharge Plugin User Manual* included in your Vault installation on what is required to enter the new card.

If a new Card ID is entered, the program will save the new Card ID to the customer's account.


Transaction Information

Amount

Selecting an existing Card ID will load the card information to the screen and focus will jump to the **Amount** field which will default to the amount due.

Click the **Submit Card** button to start the Vault 100 plugin process.

If the transaction was declined, you will see an Error Processing box with the reason.

Error Processing 


This transaction has been declined.

Click **OK** to continue. The transaction will not be recorded as it was declined. Only approved transactions are recorded:

Document

Document: 0000206-SO Customer No: 01-BURT Jeremy Burt

New Payments/Refunds

Payment Type  Default Card

Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	14:49:12	CC	M4619-4619	393344264-95352B	.02	Y	RAM
12/13/2016	14:52:48	CASH	cash payment	Approved	180.00	Y	RAM
12/13/2016	16:08:24	WIRE	123456798123456798...	Approved	79.00	N	RAM

Type: SalesOrder Total: 179.02 Net Total Deposit: 179.02 Balance: .00

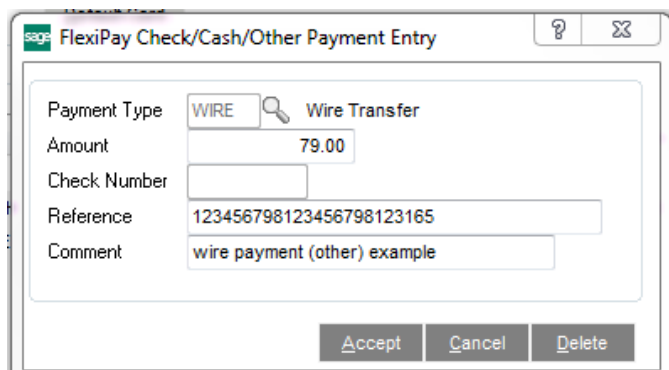
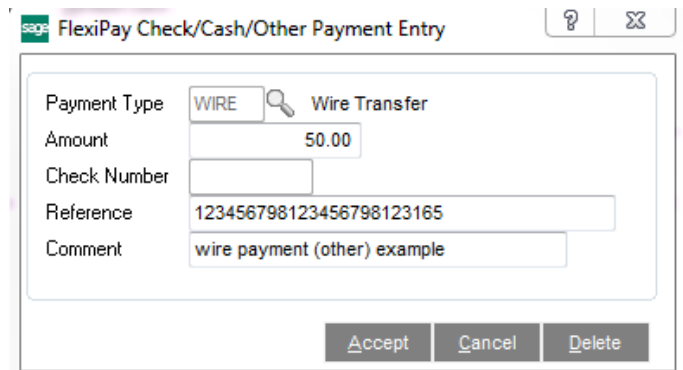
You may select any line that is not posted for editing, depending on the security settings which will open the line for editing. Credit Card transactions may not be edited, and posted transactions cannot be edited. Doubleclick the line or click on the Zoom button (alt-Z) to open the line for editing or deleting.

Approved Deposits								
Date	Time	Type	Reference	Approval Code	Amount	Posted?	User	
12/13/2016	14:49:12	CC	M4619-4619	393344264-05352B	.02	Y	RAM	
12/13/2016	14:52:48	CASH	cash payment	Approved	100.00	Y	RAM	
12/13/2016	16:08:24	WIRE	123456798123456798...	Approved	79.00	N	RAM	

If Modify FlexiPay Payments security role is disabled, you will see this warning:



You may edit the entered line, or delete it if not posted if Modify FlexiPay role is enabled:

Two side-by-side screenshots of the "FlexiPay Check/Cash/Other Payment Entry" dialog box. The left dialog shows a "WIRE" payment type, an amount of "79.00", and a reference number "123456798123456798123165". The right dialog shows a "WIRE" payment type, an amount of "50.00", and the same reference number. Both dialogs have "Accept", "Cancel", and "Delete" buttons at the bottom.

Selecting a posted line will display that it cannot be changed:



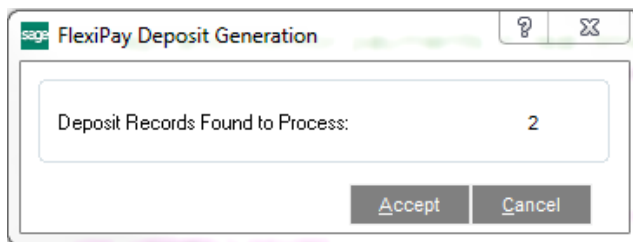
Selecting a credit card transaction will display a similar warning:



Credit card transactions must be reversed by entering in as a negative. This preserved the audit trail with the card processor. Voiding is not supported, as not all processors support voiding transactions, but all of them support refund transactions.

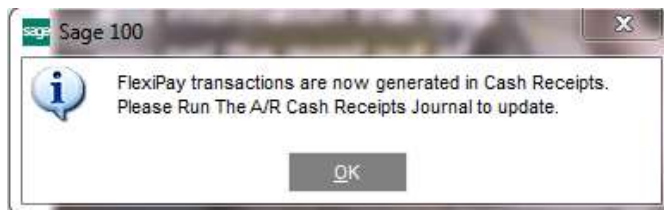
SO Cash Receipt Creation for Open Payment

- New menu function to be added to Sales Order Main menu
 - **GENERATE FLEXIPAY CASH RECEIPTS DEPOSIT**

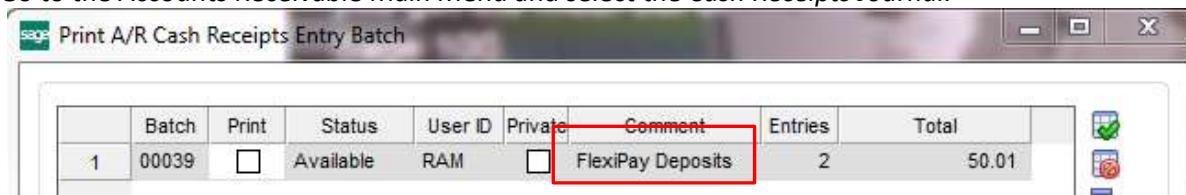


- **FlexiPay Deposit Generation** reviews all payments posted to the Sales Orders and if they have not come from Cash Receipts then they will be posted to a Cash Receipt for posting so the GL & BR posting can occur
 - The posting should also set the line to having cash receipts posted.

When generation is done, a message will display:



Go to the Accounts Receivable Main Menu and select the *Cash Receipts Journal*.

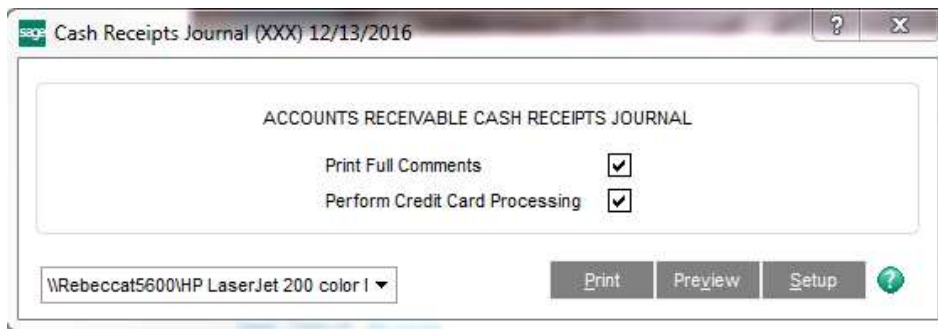


A Sage window titled 'Print A/R Cash Receipts Entry Batch'. It contains a table with the following data:

	Batch	Print	Status	User ID	Private	Comment	Entries	Total
1	00039	<input type="checkbox"/>	Available	RAM	<input type="checkbox"/>	FlexiPay Deposits	2	50.01

The generated batch (or batches) will have the “FlexiPay Deposits” in the Comment column.

Selecting the FlexiPay Deposits batch and click Proceed to process. The normal Accounts Receivable Cash Receipts Journal will display.



The Cash Receipts will utilize the Bank Code from the Payment Type – thus multiple Bank Codes could be created during Cash Receipt creation.

Cash Receipts Journal
Register Number: CR-000029
Batch Number: 00039

Xray Testing System (XXX)

Cash Deposits

Customer Number/Name	Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount	Invoice Balance	Credit A/R	Credit Misc Account
Bank: C Bank Of America Savings								
01-BURT Jeremy Burt			Batch Number: 00039		Deposit Date: 5/1/2020	Deposit Number: 00056	Deposit Amount:	50.00
GL: 200-00-00			Check Number: S0000206					
			50.00					
WIRE deposit added to order 0000206								
Posting Total:			50.00		0.00		0.00	50.00
01-BURT Total:			50.00		0.00		0.00	50.00
Division 01 Total:			50.00		0.00		0.00	50.00
Deposit 00056 Total:			50.00		0.00		0.00	50.00
5/1/2020 Total:			50.00		0.00		0.00	50.00
Bank C Total:			50.00		0.00		0.00	50.00



Cash Receipts Journal
 Register Number: CR-000029
 Batch Number: 00039

Xray Testing System (XXX)

Cash Deposits

Customer NumberName

Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount	Invoice Balance	Credit A/R	Credit Misc Account
Bank: D Wells Fargo Checking		Batch Number : 00039	Deposit Date : 5/1/2020	Deposit Number : 00057	Deposit Amount:	0.01	
01-BURT Jeremy Burt		Check Number: S0000206					
GL: 201-00-00		0.01					0.01
CC deposit added to order 0000206							
Posting Total:		0.01		0.00		0.00	0.01
01-BURT Total:		0.01		0.00		0.00	0.01
Division 01 Total:		0.01		0.00		0.00	0.01
Deposit 00057 Total:		0.01		0.00		0.00	0.01
5/1/2020 Total:		0.01		0.00		0.00	0.01
Bank D Total:		0.01		0.00		0.00	0.01
Cash Deposits Total:		50.01		0.00		0.00	50.01
Report Total:		50.01		0.00		0.00	50.01

Accounts Receivable Recap By Division

Register Number: CR-000029

Batch Number: 00039

Xray Testing System (XXX)

Division Number: 01 EAST SALES OFFICE

G/L Account	Description	Debit	Credit
100-00-A	Cash in Trust Fund	0.01	
101-03-00	Cash in bank - savings	50.00	
200-00-00	Accounts payable		50.00
201-00-00	Customer Deposits		0.01
Division 01 Total:		50.01	50.01





Daily Transaction Register

Xray Testing System (XXX)

Postings For: 5/1/2020

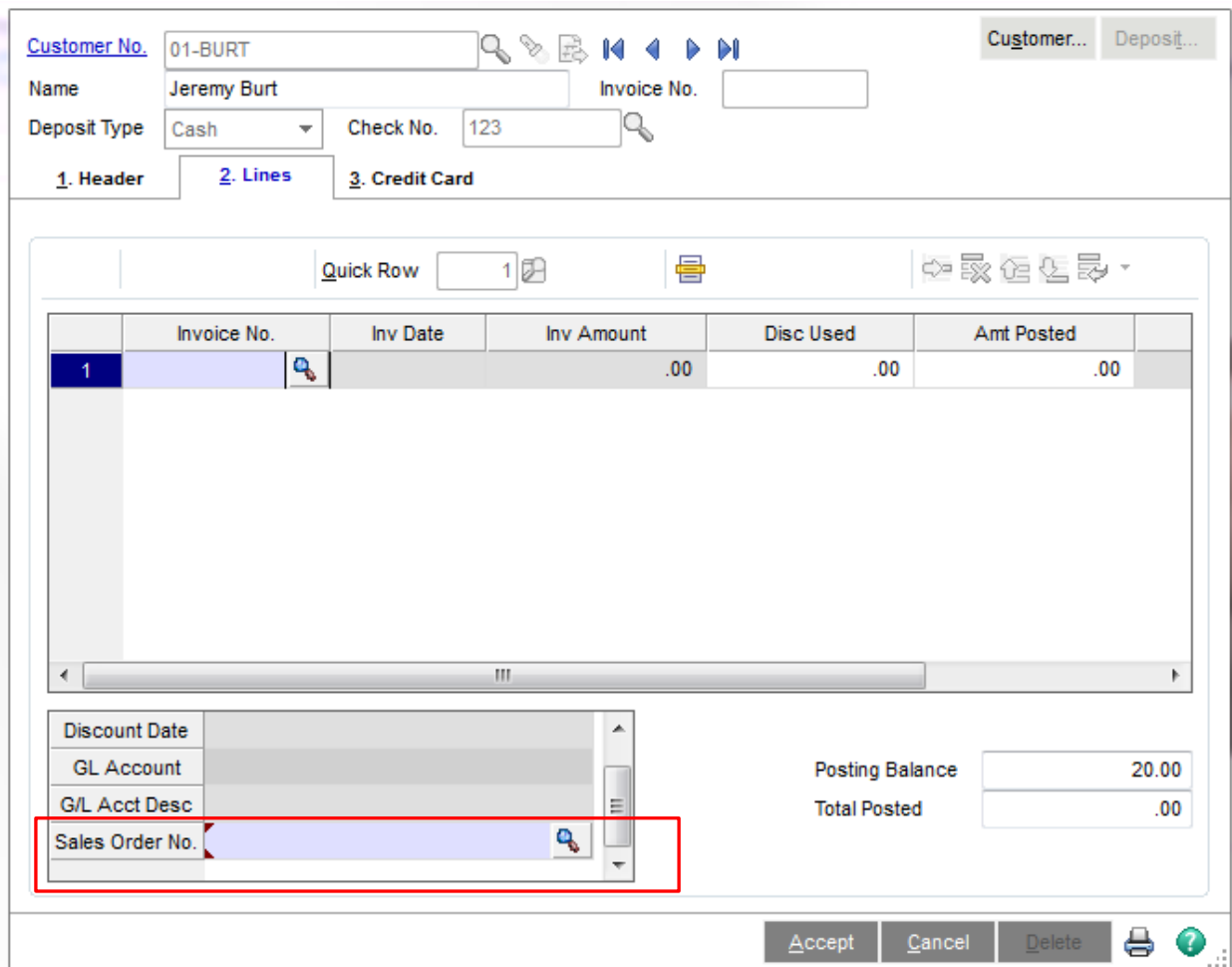
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CR-000029	100-00-A	Cash in Trust Fund DIV: 01 EAST SALES OFFICE BATCH: 00039	0.01	
	101-03-00	Cash in bank - savings Jeremy Burt CHK: S0000206 BATCH:00039	50.00	
	200-00-00	Accounts payable Jeremy Burt REF:S0000206		50.00
	201-00-00	Customer Deposits Jeremy Burt REF:S0000206		0.01
Journal 000029 Totals:			50.01	50.01
Source CR Totals:			50.01	50.01
5/1/2020 Totals:			50.01	50.01
Report Totals:			50.01	50.01

Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	14:49:12	CC	M4619-4619	393344264-05352B	.02	Y	RAM
12/13/2016	14:52:48	CASH	cash payment	Approved	100.00	Y	RAM
12/13/2016	16:08:24	WIRE	123456798123456798...	Approved	50.00	Y	RAM
12/13/2016	16:43:12	CC	M4619-4619	780454101-07612B	.01	Y	RAM

Now the entries are all posted and when the Sales Order is moved to Sales Invoicing – the Sales Journal will be allowed to processing.

- Posting Deposits to Sales Orders from Cash Receipts



Customer No. 01-BURT Name Jeremy Burt Deposit Type Cash Check No. 123 Invoice No. [Empty]

1. Header 2. Lines 3. Credit Card

Quick Row	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted
1			.00	.00	.00

Discount Date GL Account G/L Acct Desc Sales Order No. [Empty]

Posting Balance 20.00
Total Posted .00

Accept Cancel Delete

Added to the Cash Receipts Entry Lines tab is the ability to post the deposit to any sales order that is not invoiced by selecting the Sales Order to post to.

Note: You can only select sales orders for the customer you are currently processing the deposit for and only for Standard and Backorder orders.

You can process Checks and Credit cards. Other payment types such as cash must be posted through Sales Order Entry or Sales Order Invoice Entry.



Discount Date			Posting Balance	.00
GL Account	201-00-00		Total Posted	20.00
G/L Acct Desc	Customer Deposits			
Sales Order No.	0000206			

Accept Cancel Delete

When you run the Cash Receipts Journal the deposits will post to the order.

Cash Receipts Journal
Register Number: CR-000030
Batch Number: 00040

Xray Testing System (XXX)

Cash Deposits

Customer NumberName		Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount	Invoice Balance	Credit A/R	Credit Misc Account
Bank: D Wells Fargo Checking		Batch Number : 00040		Deposit Date : 5/1/2020		Deposit Number : 00058		Deposit Amount: 20.00	
01-BURT		Jeremy Burt		Check Number: 123					
GL: 201-00-00				20.00				20.00	
Posting Total:				20.00		0.00		0.00	
01-BURT Total:				20.00		0.00		0.00	
Division 01 Total:				20.00		0.00		0.00	
Deposit 00058 Total:				20.00		0.00		0.00	
5/1/2020 Total:				20.00		0.00		0.00	
Bank D Total:				20.00		0.00		0.00	
Cash Deposits Total:				20.00		0.00		0.00	

Cash Receipts Journal
Register Number: CR-000030
Batch Number: 00040

Xray Testing System (XXX)

Credit Card Deposits

Customer NumberName		Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount	Invoice Balance	Credit A/R	Credit Misc Account
Bank: D Wells Fargo Checking		Batch Number : 00040		Deposit Date : 5/1/2020		Deposit Number : 00058		Deposit Amount: 0.01	
01-BURT		Jeremy Burt		Entry Number: 000001		Card Number: *4619		Type: CC	
GL: 201-00-00				0.01				Approval: 08913B	
Posting Total:				0.01		0.00		0.00	
01-BURT Total:				0.01		0.00		0.00	
Division 01 Total:				0.01		0.00		0.00	
Deposit 00058 Total:				0.01		0.00		0.00	
5/1/2020 Total:				0.01		0.00		0.00	
Bank D Total:				0.01		0.00		0.00	
Credit Card Deposits Total:				0.01		0.00		0.00	
Report Total:				20.01		0.00		0.00	



Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	14:49:12	CC	M4619-4619	393344264-05352B	.02	Y	RAM
12/13/2016	14:52:48	CASH	cash payment	Approved	100.00	Y	RAM
12/13/2016	16:08:24	WIRE	123456798123456798...	Approved	50.00	Y	RAM
12/13/2016	16:43:12	CC	M4619-4619	780454101-07612B	.01	Y	RAM
12/13/2016	17:20:24	CHECK	123	Approved	20.00	Y	RAM
12/13/2016	17:20:24	CC	M4619-4619	694344081-08913B	.01	Y	RAM

Note: If the order was invoiced before the deposit could be posted from the Cash Receipts journal, you must void the invoice, post the Cash Receipts Journal, and then re-invoice the order. (this is for orders that are being posted to from a direct entry into Cash Receipts)

Cash Receipts Journal Error Log

Register Number: 000004

Batch Number: 00006

Vault test company (ABC) (XXX)

Error Description

Order 0000174 is invoiced. Deposits cannot be added to an invoiced order from cash receipts.

Sales Invoice Process

- Multi Payment processing is available in Invoicing
 - Functional with Credit Memo
 - Functional with RMA – creates the Credit Memo but the return payment must be manually entered; otherwise the credit goes onto the Customer's Account as an AR Credit.
- When an Invoice is created, it pulls in the Sales Order multi payment.
 - The Payments already processed as Deposit Available from Sales Order.



Invoice No. 0100104

1. Header 2. Address 3. Lines 4. Totals 5. Credit Card

Invoice Date 12/13/2016 Invoice Type Standard Invoice

Customer No. 01-BURT Jeremy Burt Salesperson 0100

Amount Subject to Discount 179.00
Discount Rate .000%
Discount Amount .00

Deposit Payment Type NONE

Deposit Available 170.04
Deposit Amount 170.04

Taxable Amount .00
Nontaxable Amount 179.02

Commission Rate 10.000%
Sales Tax Amount .00
Invoice Total 179.02
Net Invoice 8.98

Ship Zone
Ship Weight 00000
Freight Amount .00

FlexiPay

Like Sales Order Entry, the totals screen is modified to disable the normal deposit fields, the Credit Card tab, and adds the **FlexiPay** button.

The **FlexiPay** button brings up the same deposit screen used in Sales Order. Note for a two-step invoice (one that starts from a sales order), the deposit transactions are linked to the sales order, not the invoice. The Document ID shows the order number, not the invoice number.

Note on Credit Memos: Enter deposits as a positive amount like you do for the rest of the credit memo entry. FlexiPay will automatically flip the sign and processes these transactions as credits.

Document

Document 0000206-IN Customer No 01-BURT Jeremy Burt

New Payments/Refunds

Payment Type Default Card

Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	14:49:12	CC	M4619-4619	393344264-05352B	.02	Y	RAM
12/13/2016	14:52:48	CASH	cash payment	Approved	100.00	Y	RAM
12/13/2016	16:08:24	WIRE	123456798123456798...	Approved	50.00	Y	RAM
12/13/2016	16:43:12	CC	M4619-4619	780454101-07612B	.01	Y	RAM
12/13/2016	17:20:24	CHECK	123	Approved	20.00	Y	RAM
12/13/2016	17:20:24	CC	M4619-4619	694344081-08913B	.01	Y	RAM

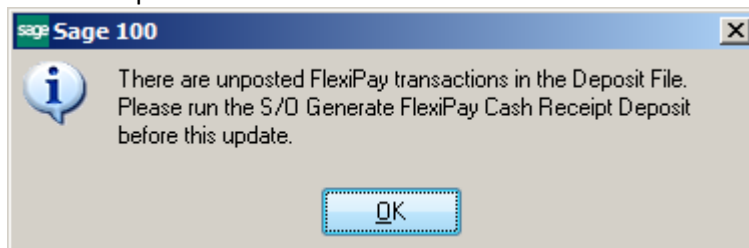
Type Total Net Total Deposit Balance

SOInvoice 179.02 170.04 8.98

All POSTED values must be "Y" for the Sales Journal to process. Utilize the GENERATE FLEXIPAY CASH RECEIPTS DEPOSIT function on the AR Menu and follow through to the posting of the Cash Receipt Journal if there are "N" values

Sales Journal Update

- All payments get linked to each Invoice History record along with the record showing how much was used on that invoice for payment
- When a partial payment is made and a Sales Order Backorder is created
 - Write an "INVCD" record to the FlexiPay file that indicates Invoice / Date / Payment Used.
 - Where a back order is created and only part of the collected deposit is used the "INVCD" record will be written showing the amount of deposit used. FlexiPay will keep a rolling balance based on the transactions posted.
- When Sales Journal is processed – check FlexiPay and if all payments have not been posted through to Cash Receipts then pop-up a message.
 - The user must utilize the menu function for updating the open Sales Order payments to Cash Receipts.



- The sales Journal will post the Customer Deposits as a debit instead of to Accounts Receivable.

Daily Transaction Register

Procharge Test company (XXX)

Postings For: 8/17/2016

Source Journal	AccountNumber	Account Description/Posting Comment	Debit	Credit
SO-000016	115-00-01	Inventory - East Warehouse American Business REF: 0100091		81.25
	201-00-00	Customer Deposits 0100091	179.00	
	400-01-00	Distribution sales (history) American Business REF: 0100091		179.00
	450-01-00	Purchases American Business REF: 0100091	81.25	
Journal 000016 Totals:			260.25	260.25
Source SO Totals:			260.25	260.25
8/17/2016 Totals:			260.25	260.25
Report Totals:			260.25	260.25



Credit Memo Processing

- Items entered as a positive and system reverses

Document

Document
0100115-CM
Customer No
01-ABF
American Business Futures

New Payments/Refunds

Payment Type

Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
12/13/2016	18:55:12	CASH	credit	Approved	179.00	Y	RAM

Daily Sales Order Sales Journal
Journal Posting Date5/31/2020
Register Number: SO-000018

Xray Testing System (XXX)

Invoice No/ Customer	Invoice Date	Order Number	Terms Code	Sls Plan	Tax Schedule	Taxable Sales Amount	Nontaxable Sales Amount	Discount Amount	Freight Amount	Sales Tax Amount	Invoice Total	Deposit Amount
0100115-CM	12/13/2016	01	0100	WI								
01-ABF	American Business Futures					0.00	179.00 -	0.00	0.00	0.00	179.00 -	179.00 -
Report Total - Cash Sales:						0.00	0.00	0.00	0.00	0.00	0.00	0.00
A/R Sales:						0.00	179.00 -	0.00	0.00	0.00	179.00 -	179.00 -
Total Sales:						0.00	179.00 -	0.00	0.00	0.00	179.00 -	179.00 -

AR INVOICE HISTORY

A/R Invoice History Inquiry (XXX) 12/13/2016

Invoice No. 0100104 Type INV Date 12/13/2016 Source S/O Order No. 0000206

1. Main **2. Lines**

Customer No. 01-BURT Jeremy Burt

Ship To Jeremy Burt

Source Journal SO-000016 RMA No.

Terms Code 00 No Terms Ship Date 12/13/2016

Ship Via Schedule DEFAULT

FOB Ship Zone Tracking...

Customer PO Weight

Salesperson 01-0100 Jim Kentley Apply To

Confirm To IT User ID

Comment

E-mail

Fax Batch Fax

Taxable	.00
Nontaxable	179.02
Freight	.00
Sales Tax	.00
Discount	.00
Invoice Total	179.02
Deposit	170.04
Net Invoice	8.98

Balance 8.98

FlexiPay OK

FlexiPay Deposit Inquiry

Document 0100104-IN Customer No 01-BURT Jeremy Burt

Approved Deposits

Date	Time	Type	Reference	Approval Code	Amount	Posted?	User
05/31/2020	18:03:00	CC	M4619-4619	393344264-05352B	.02	Y	RAM
05/31/2020	18:03:00	CASH	cash payment	Approved	100.00	Y	RAM
05/31/2020	18:03:00	WIRE	123456798123456798...	Approved	50.00	Y	RAM
05/31/2020	18:03:00	CC	M4619-4619	780454101-07612B	.01	Y	RAM
05/31/2020	18:03:00	CHECK	123	Approved	20.00	Y	RAM
05/31/2020	18:03:00	CC	M4619-4619	694344081-08913B	.01	Y	RAM

Type Total Net Total Deposit Balance

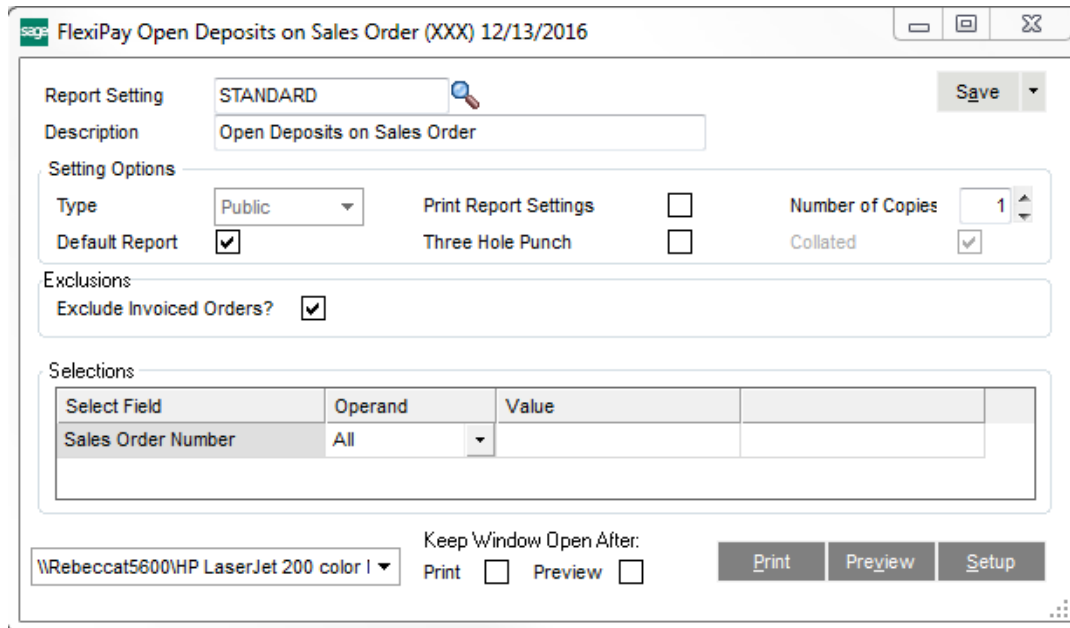
Invoice 179.02 170.04 8.98

OK

Reports

Two new reports under Sales Order Report menu

- FlexiPay Open Deposits on Sales Order Report
 - This report shows the open deposits which are still assigned to a Sales Order



The screenshot shows a software window titled "FlexiPay Open Deposits on Sales Order (XXX) 12/13/2016". The window contains the following sections:

- Report Setting:** A dropdown menu set to "STANDARD" with a magnifying glass icon and a "Save" button.
- Description:** A text field containing "Open Deposits on Sales Order".
- Setting Options:**
 - Type:** A dropdown menu set to "Public".
 - Print Report Settings:** An unchecked checkbox.
 - Number of Copies:** A spinner box set to "1".
 - Default Report:** A checked checkbox.
 - Three Hole Punch:** An unchecked checkbox.
 - Collated:** A checked checkbox.
- Exclusions:**
 - Exclude Invoiced Orders?:** A checked checkbox.
- Selections:** A table with columns "Select Field", "Operand", and "Value".

Select Field	Operand	Value
Sales Order Number	All	
- Footer:**
 - A printer selection dropdown: "Rebeccat5600\HP LaserJet 200 color I".
 - Keep Window Open After:**
 - Print:** An unchecked checkbox.
 - Preview:** An unchecked checkbox.
 - Buttons: "Print", "Preview", and "Setup".



Open Order Deposit Report

Xray Testing System (XXX)

Order Date	Customer Type	Reference	Approval Code	Credits	Deposits	Running Balance	Order Deposits
0000171	01 - ABF	American Business Futures					10.00
	CHECK	123	Approved		10.00	10.00	
				0.00	10.00	10.00	10.00
0000175	01 - ABF	American Business Futures					121.00
9/21/2016	CASH	cash	Approved		50.00	50.00	
9/21/2016	CHECK	56465	Approved		50.00	100.00	
9/21/2016	CHECK	56465	Approved	79.00		21.00	
9/21/2016	INVCD		Deposit used.		100.00	121.00	
				79.00	200.00	121.00	121.00
0000176	01 - ABF	American Business Futures					160.00
9/21/2016	CASH	cash	Approved		10.00	10.00	
9/21/2016	CHECK	123	Approved		50.00	60.00	
9/21/2016	INVCD		Deposit used.		100.00	160.00	
				0.00	160.00	160.00	160.00
0000187	01 - ABF	American Business Futures					200.00
9/28/2016	CASH	cash deposit	Approved		200.00	200.00	
9/28/2016	CHECK	789	Approved		100.00	300.00	
9/28/2016	CASH	adjusted cash	Approved	100.00		200.00	
				100.00	300.00	200.00	200.00
0000192	01 - BURT	Jeremy Burt					179.04
10/24/2016	CC	M46194619	670237674-08306B		0.02	0.02	
	CHECK	123	Approved		179.00	179.02	
	CC	M46194619	169066024-00291B		0.02	179.04	
				0.00	179.04	179.04	179.04
0000194	01 - ABF	American Business Futures					179.00
10/26/2016	CASH	cash	Approved		100.00	100.00	
10/26/2016	CHECK	1535	Approved		79.00	179.00	
				0.00	179.00	179.00	179.00
0000195	01 - BURT	Jeremy Burt					0.02
10/26/2016	CC	M46194619	464940013-03446B		0.02	0.02	
				0.00	0.02	0.02	0.02
0000196	01 - ABF	American Business Futures					100.00
	CHECK	123	Approved		100.00	100.00	
				0.00	100.00	100.00	100.00
0000197	01 - BURT	Jeremy Burt					0.02
	CC	M46194619	71106631-09070B		0.02	0.02	
				0.00	0.02	0.02	0.02
0000203	01 - BURT	Jeremy Burt					0.02
10/27/2016	CC	M46194619	207368502-07183B		0.02	0.02	
				0.00	0.02	0.02	0.02
Report Total:				179.00	1,128.10	949.10	949.10

- FlexiPay Detail Report
 - Used to review transactions for specific customers, dates, or payment types. These transactions will show all payments.

FlexiPay Detail Report (XXX) 12/13/2016

Report Setting: STANDARD Save

Description: MultiPay Detail Report

Setting Options

Type: Public ☐ Print Report Settings ☐ Number of Copies: 1

Default Report: ☒ Three Hole Punch: ☐ Collated: ☒

Sort Report By: Document ID ☐ Exclude Voiced Transactions

Selections

Select Field	Operand	Value
Customer Number	All	
Transaction Date	All	
Payment Type	All	

\\Rebecat5600\\HP LaserJet 200 color I ☐ Keep Window Open After

☐ Print ☐ Preview ☐ Print Preview Setup

FlexiPay Detail Report

								Xray Testing System (XXX)	
Date	Time	CustomerName	Document #	Method of Payment	Reference	Approval Code	Transaction Amount	Debit Amount	Credit Amount
Customer:		01-BURT Jeremy But	5 0000192	CC	M46194619	169065024-00291B	0.02	0.02	0.00
Customer:		01-ABF American Business Future	5 0000196	CHECK	123	Approved	100.00	100.00	0.00
Customer:		01-BURT Jeremy But	5 0000197	CC	M46194619	71106631-09070B	0.02	0.02	0.00
Customer:		01-BURT Jeremy But	5 0000198	CHECK	123	Approved	50.00	50.00	0.00

Files - Fields

Changes were made to the following files:

- AR_CashReceiptsHeader
- AR_CashReceiptsDetail
- AR_CashReceiptsHistory
- AR_CashReceiptsWrk
- AR_CashReceiptsJournalWrk
- AR_CashReceiptsJournal.RPT (Crystal)
- AR_PaymentType
- AR_PaymentTypeWrk
- AR_PaymentTypeListing.RPT (Crystal)
- AR_TransactionPaymentHistory

New files added:

- SO_517MFN_BankSortWork
- SO_517MFN_BankSummaryWork
- SO_517MFN_PaymentDetail
- SO_517MFN_PaymentHistory
- SO_517MFN_TransactionLog
- SO_517MFN_DetailWrk
- SO_517MFN_Detail.RPT (Crystal)
- SO_517MFN_SoOpenDepositsWrk
- SO_517MFN_OpenOrderDeposit.RPT (Crystal)



APPENDIX A

SAGE 100 ISM Coverage Information (Please read carefully)

Third Party Changes

Enhancements are written and distributed at the contracted version / level with all up-to-date Sage patches implemented. The enhancement will be merged with any existing ISM Enhancements as indicated below. The enhancement is not guaranteed to function properly with other third-party enhancements unless Info Sys Management, Inc. has verified their compatibility. If you have other enhancements or applications from other developers/third party sources please notify Info Sys Management, Inc. prior to installing this enhancement.

The process to review, identify conflicts and develop a merged program will be quoted separately.

Statement of Notification & Acceptance

The Reseller and/or End-User must provide written (email acceptable) notification of any issues with the distributed enhancement within 30 days of receiving the enhancement.

If there is no notification within the first 30 calendar days after enhancement distribution then acceptance is automatically confirmed. Issues arriving after this time will be billable at standard hourly rates.

If there are changes within the first 30 calendar days the reseller / end-user has 10 calendar days to test and accept.

Statement of Exclusions:

Info Sys Management, Inc. will charge current development consulting fees for issues such as:

- Installation
- Testing of issues reported if the issue is found to not be enhancement related.

Registration

ISM's registration is generated from the end-user's System Registration – System Serial Number. Registration is generated for a specific level with service pack.

DMP – DEVELOPMENT MAINTENANCE PROGRAM

Enhancements are covered by Development Maintenance. This maintenance covers up to two (2) upgrades/updates per year and must be renewed annually.



If maintenance is not renewed prior to the expiration date a system message will be generated indicating the maintenance has expired and to contact ISM for reactivation. For Shipping Link only the enhancement will be deactivated; otherwise the enhancement will continue to function once the user gets through the pop-up screens. When payment for the expired maintenance is processed a new registration key will be provided



which will deactivate this message.

You must contact us to request upgrades, as they are not shipped automatically. We will pro-rate this maintenance plan to have the same expiration date as the end-user Sage Maintenance Plan when possible to make the renewal process easier.

Maintenance does not cover upgrading to Object Oriented modules - in those cases where the modules are being converted to Object Oriented - the maintenance will cover the Development Assessment to determine what the upgrade cost will be. If a Development Assessment is not necessary, then the upgrade price will be credited with the unused portion of the maintenance.

Maintenance does not always cover moving to a SQL platform but if on current maintenance the upgrade price will be credited with the unused portion of the maintenance.

Development Support pertaining to existing enhancements will only be available under current maintenance. If maintenance lapses all maintenance lapsed plus a 25% penalty will be incurred to bring maintenance current.

Trademarks

ProvideX ® is a Trademark of Sage Software

Windows is a trademark of Microsoft Corporation

Sage 100 ® is a registered trademark of Sage Software

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



APPENDIX B

SAGE 100 ISM Custom Solution Installation Instructions (Please read carefully)

Before installing make sure that the level of the enhancement is the same level as the SAGE 100 module you are using (the version of your install is noted in the .exe name).

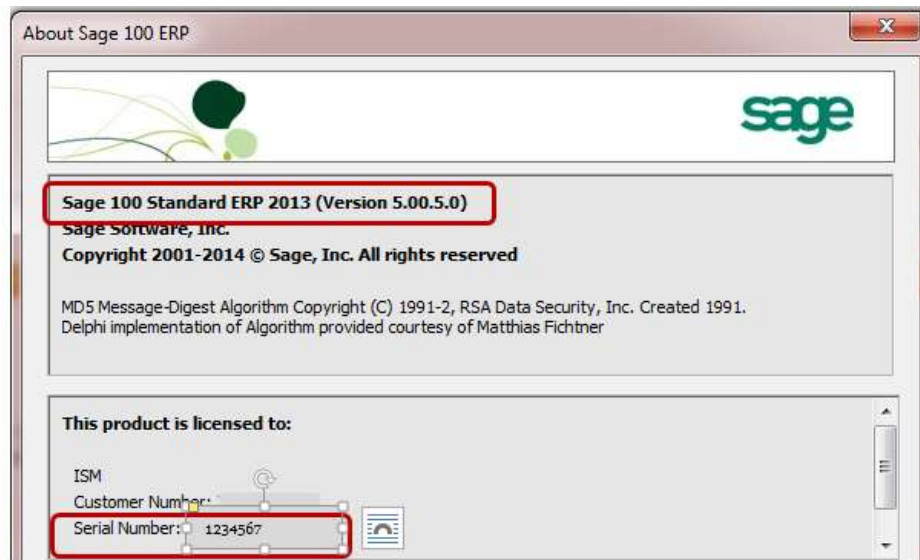
Review information for before/after installation:

- Always make sure you have a backup and that all SAGE 100 users are out of the system before installation and all batches for data entry for the modules effected have been updated (ie: AP Inv / AR Inv / Payroll Data Entry / PO Receipt of goods).
- If the programs are being installed on a MAS 200 Client/Server system, the installation must occur on the server. For SQL the SQL Server is required to be loaded and load the install from the server.
- If there are screen changes and you have Custom Office changes on those same screens you will need to install the enhancement and then process UPDATE CUSTOMIZED FORMS TO CURRENT LEVEL under Custom Office / Customizer Utilities.
- If you currently have Custom Office UDFs - Access the Custom Office – User Defined Field Maintenance and run the UPDATE for the modules with UDFs. This will repopulate your Crystal data dictionaries.

ISM's registration process is generated off the system serial number and current version (with service pack).

Before installing this ISM Extended Solution, please verify that the version level(s) noted are the same as the target MAS system. Access the top menu bar for SAGE – click on HELP / ABOUT SAGE 100 and the following screen will display:

- Verify the VERSION matches the version on the installation zip file sent; otherwise contact ISM
- Verify the SERIAL NUMBER matches the serial number on the registration key sent (review enhancement email and Appendix B for more information)



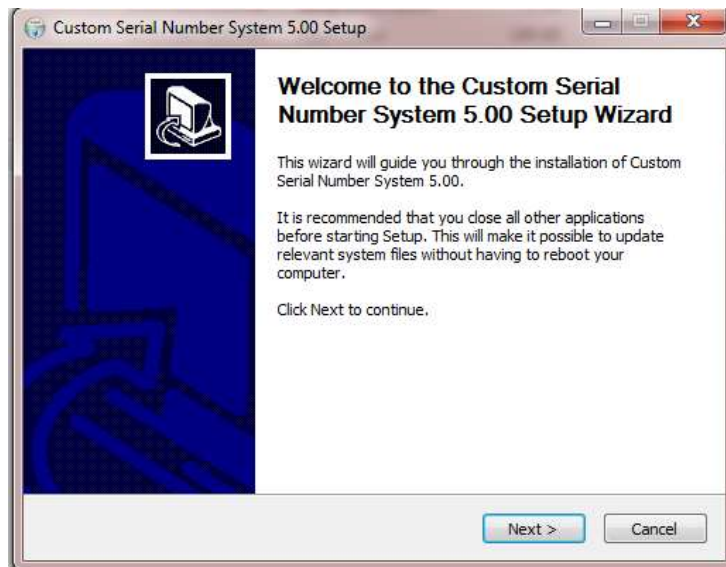
Step 1

- Installation file is downloaded from link provided in email.
 - Box link contains
 - Installation file is XXYYYY-ZZZ-#####-DIST.EXE
 - Where
 - XXYYYY-ZZZ = enhancement codes IE: AP1027-Y0R
 - ##### = level enhancement completed for ie: 45003
 - Registration Key
 - Where
 - XXYYYY-#####-VVVvv
 - XXYYYY – enhancement (ie: AP1027)
 - ##### - System Serial # should match the About Sage 100 Serial Number
 - VVVvv – Version – should match the About Sage 100 Version (ie 50005 would match 5.00.5.0)

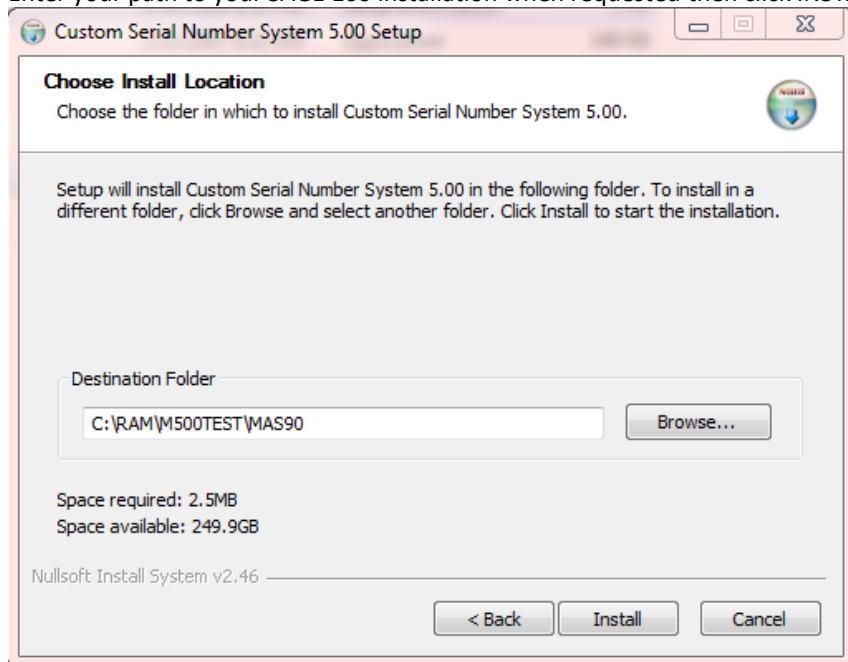
Step 2

Installation:

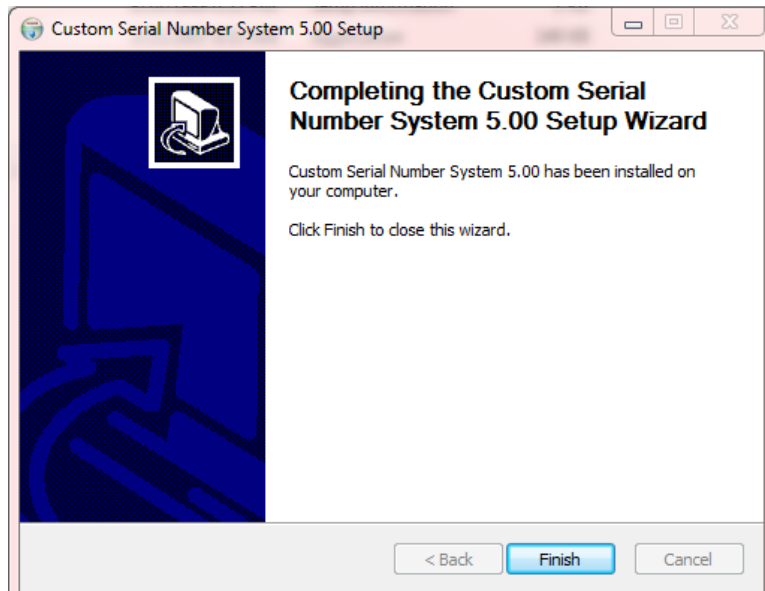
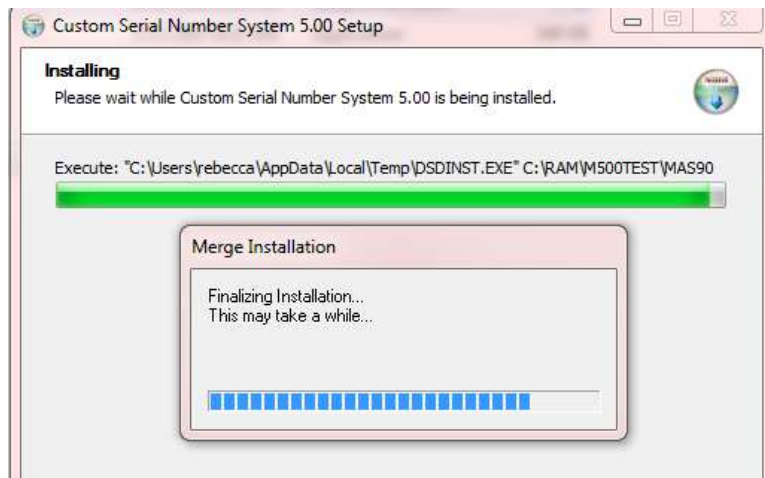
- Double Click on the installation .EXE (screen example below)
- If you have verified serial number & version and users are out of the system then click NEXT



- Enter your path to your SAGE 100 installation when requested then click INSTALL



- System message will display when procedure has been completed and will show in progress screens while installation



Step 3:

Registration:

- The download files available through the link (or provided separately through email) will include a registration file which has the extension of the System Serial # and version for the SAGE 100 system it is registered for
 - Ie: AP1027.INST-0582092-50005 would mean it was registered for 0582092 SAGE 100 system for Version 500.05
 - This file should be downloaded and saved to the MAS90\SY directory
 - Remove the “-xxxxxxx-xxxxx” (where xxxxxxx indicates the 7 digit serial # ie: 0582092 and the version notation). The remaining file should be the enhancement# with an INST extension (IE AP1027.INST)
 - This file is not included with the stock install to insure it is registered for a particular SAGE 100 system.



Step 4:

- After installation – Access Sage 100 – LIBRARY MASTER - ROLE MAINTENANCE and provide the appropriate security to the new LIBRARY MASTER – UTILITIES –ISM ENHANCEMENT REGISTRATION function to allow access.
- Start at the top of this document in the ISM ENHANCEMENT REGISTRATION PROCESS to continue installation and review of functionality.
- This documentation is placed in the MAS90\HELP\ISMDOC directory during installation.