



# ISM

## **ENHANCEMENT DOCUMENTATION**

<b>Enhancement Number</b>	SO6124
<b>Enhancement Code</b>	MGK
<b>Version</b>	510-520-530-540
<b>Registration</b>	YES
<b>Enhancement Name</b>	FlexiDeposit
<b>Overview</b>	<p>This solution provides for a mechanism to update Sales Order deposits to the appropriate bank code when the funds have been settled.</p> <p><b>If installed WITH FlexiPay – INSTALL LAST</b></p>

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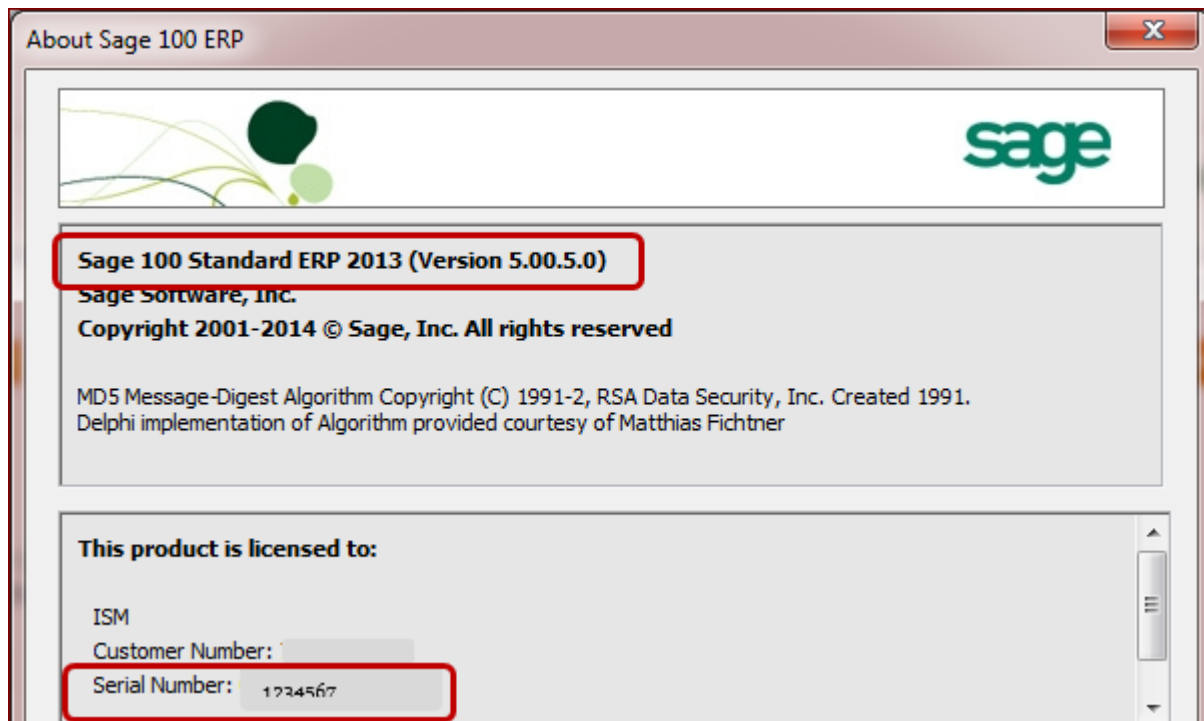
## Installing Your ISM Custom Solution

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

### If installed with FLEXIPAY install LAST

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

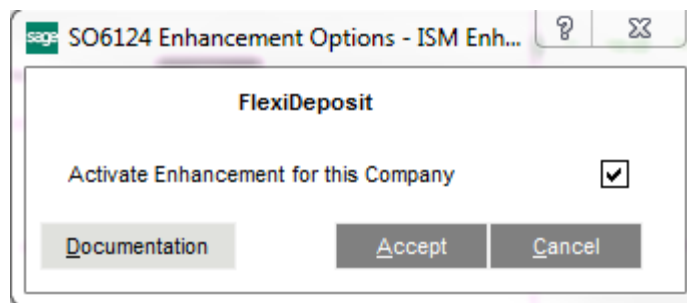
Access LIBRARY MASTER – UTILITIES – ISM Enhancement Registration menu option

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

Enhancement	Level	Release Date	Unlocking Key	OK	
FlexiDeposit	5.30	20170210	ZOV91V94PBDXJEWFO1DL	Undo	Activate

Cat No.	Enhancement	Level	Release Date	Unlocking Key	Status
SO6124	FlexiDeposit	5.30	20170210	ZOV91V94PBDXJEWFO1DL	Active for XXX



**SO6124 Enhancement Options - ISM Enh...**

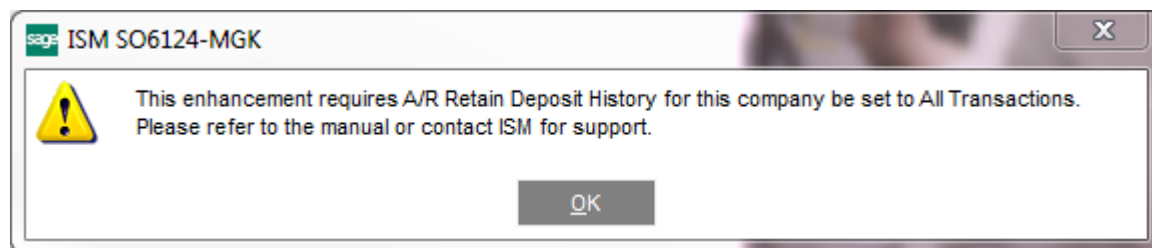
**FlexiDeposit**

Activate Enhancement for this Company ☒


Documentation Accept Cancel

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.

This enhancement requires that the Cash Receipts History option under A/R Options History Tab be set to All Transactions. This will be checked at this point and if not set you will see the following display:



**ISM SO6124-MGK**

 This enhancement requires A/R Retain Deposit History for this company be set to All Transactions. Please refer to the manual or contact ISM for support.

OK



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See the Setup Section to set this option.

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## ***Specifications***

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The below are the specification for this enhancement.

- When FlexiPay is installed - FlexiDeposit only works with Credit Card payment types, as these do not post to Bank Reconciliation. Instead they post to an asset account. This enhancement moves the settled funds to the bank account and nets it with the adjustments.
- When FlexiPay is not installed – FlexiDeposit works with any deposits entered through Sales Order processing.
- Credit Cards - Only Deposit CC postings are processed as pre-authorizations have no monetary value. Pre-authorizations only reserve funds and can expire without charging the customer's card.
- Sales Order Deposits can be reconciled if the order is not invoiced. Once invoiced, that deposit is posted as soon as the Sales Journal is processed.
  - Once the order deposit is reconciled, it will be included in the bank deposit, but the asset account the credit card will post to will not be updated until the order is invoiced and the Sales Journal is run.
- FlexiDeposit is compatible with FlexiPay and is part of the FlexiSuite

## Setup

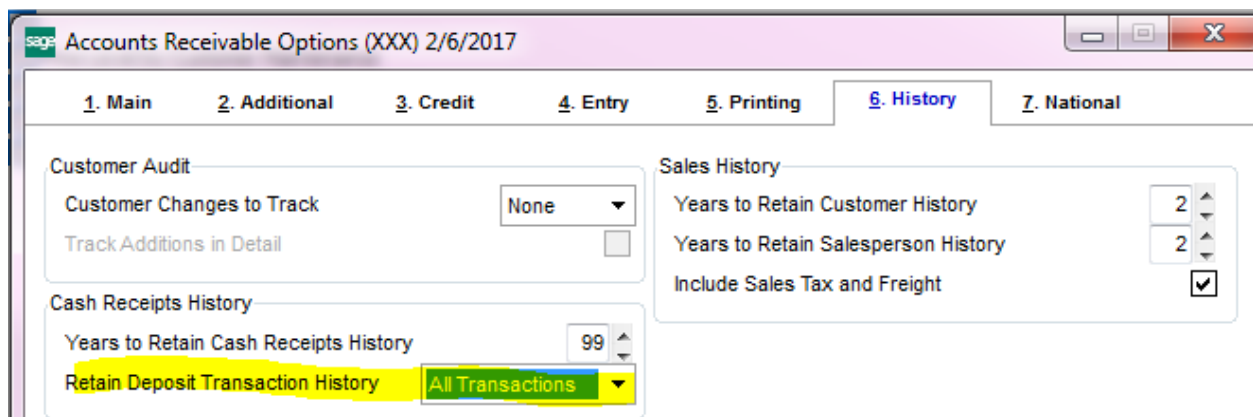
### Custom Office

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.

### A/R Options

You will need to set the Cash Receipts History option under the History tab of A/R Options to **All Transactions** for the program to pick up the Credit Card transactions that were posted from the Sales Journal or from Cash Receipts.



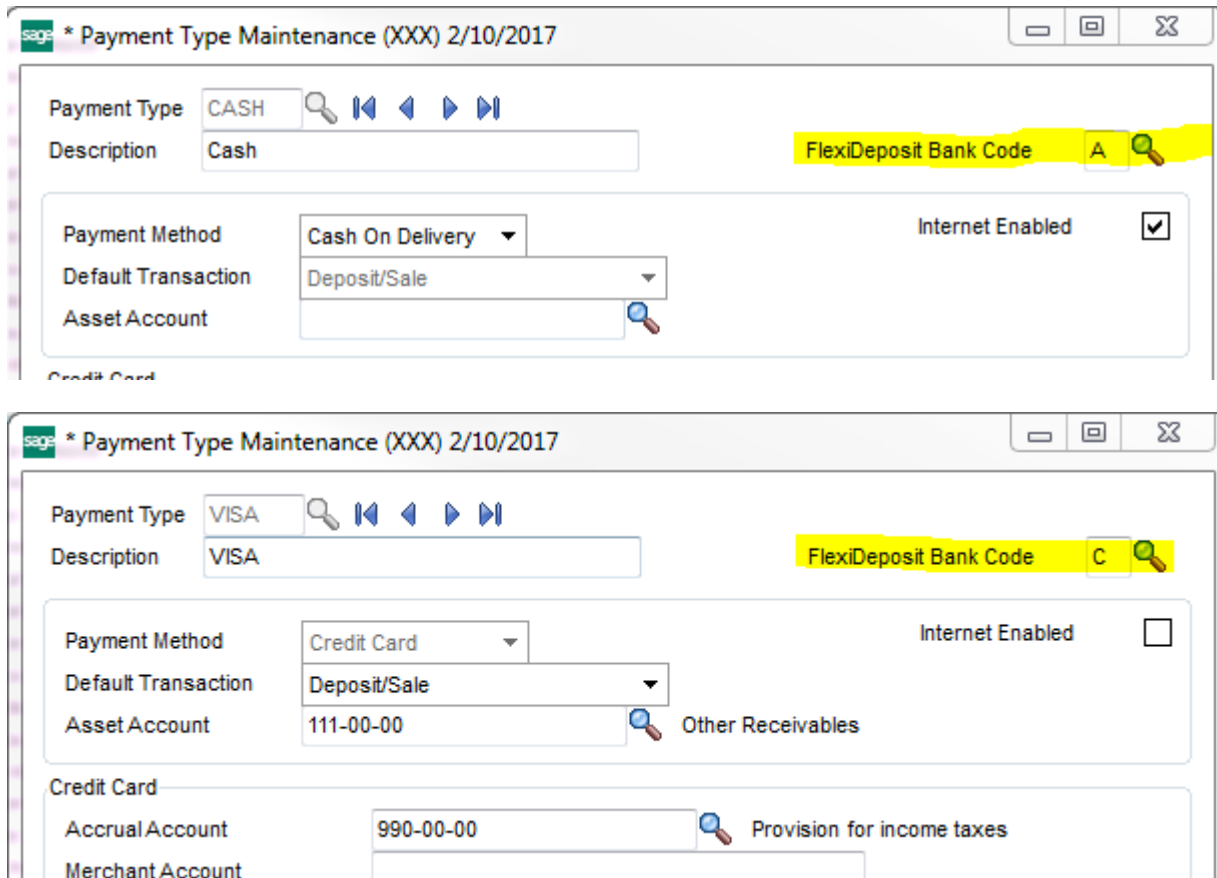
The screenshot shows the 'Accounts Receivable Options (XXX) 2/6/2017' window. The 'History' tab is active. The 'Cash Receipts History' section has 'Retain Deposit Transaction History' set to 'All Transactions'. The 'Sales History' section has 'Years to Retain Customer History' set to 2, 'Years to Retain Salesperson History' set to 2, and 'Include Sales Tax and Freight' checked. The 'Customer Audit' section has 'Customer Changes to Track' set to 'None' and 'Track Additions in Detail' unchecked. The 'Years to Retain Cash Receipts History' is set to 99.

Note that if this was not turned on, there is no history to post from. Only transactions going forward will be logged.



## A/R Payment Type Maintenance

For each Payment Type Credit Card payment type enter the Bank Code that the payment type should post the cleared transactions to using the FlexiDeposit Bank Code.



The image displays two screenshots of the Sage Payment Type Maintenance window, showing the configuration for different payment types.

**Top Screenshot: CASH Payment Type**

- Payment Type: CASH
- Description: Cash
- FlexiDeposit Bank Code: A
- Payment Method: Cash On Delivery
- Default Transaction: Deposit/Sale
- Asset Account: (blank)
- Internet Enabled: ☒

**Bottom Screenshot: VISA Payment Type**

- Payment Type: VISA
- Description: VISA
- FlexiDeposit Bank Code: C
- Payment Method: Credit Card
- Default Transaction: Deposit/Sale
- Asset Account: 111-00-00 (Other Receivables)
- Internet Enabled: ☐
- Credit Card Section:
  - Accrual Account: 990-00-00 (Provision for income taxes)
  - Merchant Account: (blank)

Leaving the FlexiDeposit Bank Code field blank will result in the program using the default bank code to post to.

Cash/Check/Other payment types if the Asset account is blank the program will use the S/O Deposit Account.

- Utilizing the SO Customer Deposit Account or an account different from the Bank Code Cash account is advisable. Utilizing the Bank Code Asset account will offset the postings causing resulting in no GL affect.
- Review the GL Posting Flows noted below for full details.

Credit Card you must enter the Accrual Account.



If you will be posting the deposit adjustments, be sure the Accrual Account is set up. We don't recommend that you set up the Discount Percentage or the Per Transaction Fee fields because the fees charged by the card processors are too variable. Posting the actual charges from the daily settlement (if available) or the charges shown in the monthly statement is the most accurate way of tracking the credit card expense.

The FlexiDeposit Bank Code is added to the Payment Type Listing:

#### Payment Type Listing

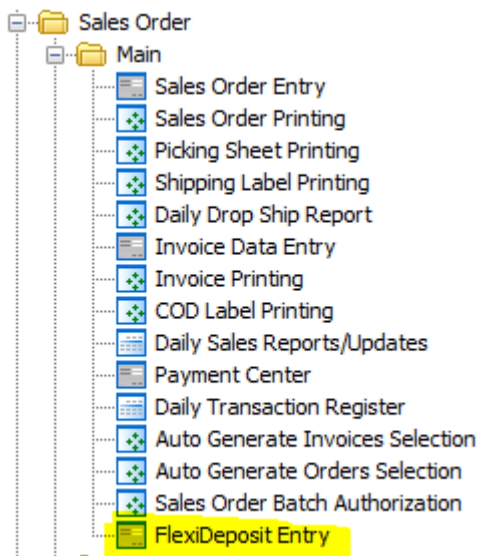
PROCHARGE TEST (XXX)

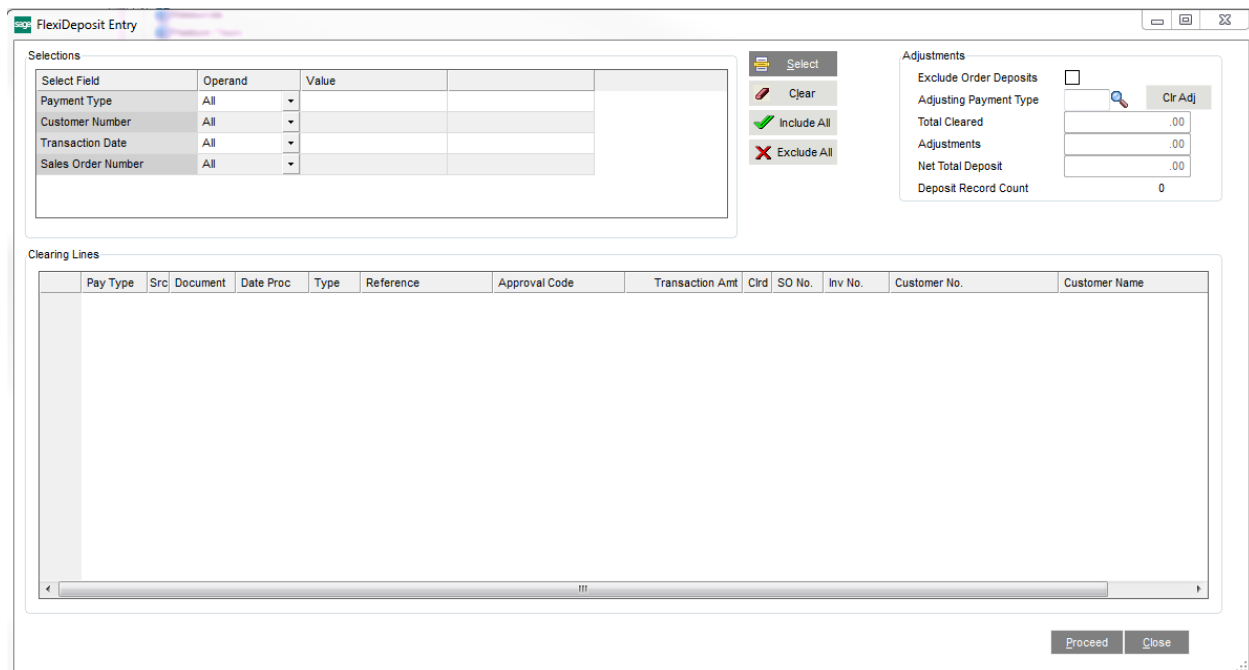
Payment Type	Description
CASH	Cash
Payment Method:	Cash on Delivery
Default Transaction:	Deposit/Sale
Asset Account:	
Accrual Account:	
Merchant Account:	
Discount Percentage:	0.000%
Per Transaction Fee:	0.00
Pre-Authorization Term:	0
Allow Corporate Cards:	No
Include Level3 Data:	No
FlexiDeposit Bank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

## Operation

### *S/O FlexiDeposit Entry*

The new FlexiDeposit Entry is added to the Sales Order Main Menu:

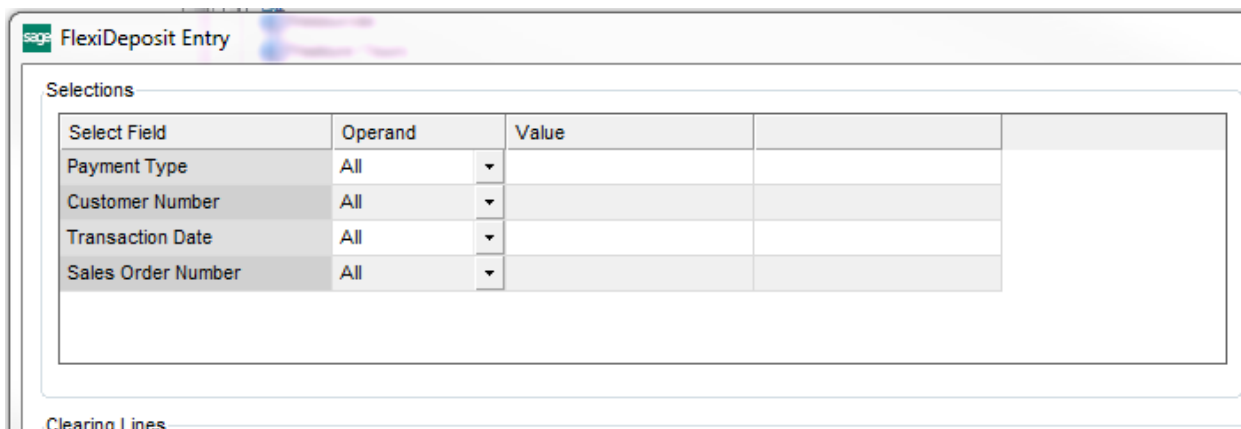




The normal processing steps are:

- 10 of 28

## Selections:



The screenshot shows the 'FlexiDeposit Entry' window with a 'Selections' section. It contains a table with columns: 'Select Field', 'Operand', 'Value', and two empty columns. The table has five rows, each with a dropdown menu set to 'All'.

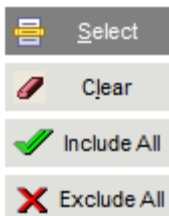
Select Field	Operand	Value		
Payment Type	All			
Customer Number	All			
Transaction Date	All			
Sales Order Number	All			

Below the table is a 'Clearing Lines' section.

The selections default to All uncleared transactions. Typically, you would select (or exclude) a specific payment type (such as AMEX or Discover) which tend to post separately or take longer to settle.

We recommend that you set the transaction date with an ending date so that you collect all uncleared transactions up to and including the ending date. Usually, there will be only a few transactions to uncheck to balance to the settlement report.

## Selection Buttons:




**Select:** This button selects all records that match the selection criteria entered. Nothing is loaded until Select is clicked.

**Clear:** Clears all records (except Adjustments) based on the selection criteria.

**Include All:** Turns on the Cleared flag for all records in the Clearing Lines grid.

**Exclude All:** Turns off the Cleared flag for all records in the Clearing Lines grid.

## Adjustments:

Adjustments	
Exclude Order Deposits	<input type="checkbox"/>
Adjusting Payment Type	<input type="text"/>  <input type="button" value="Clr Adj"/>
Total Cleared	<input type="text" value=".13"/>
Adjustments	<input type="text" value=".00"/>
Net Total Deposit	<input type="text" value=".13"/>
Deposit Record Count	<input type="text" value="7"/>

**Exclude Order Deposits:** If checked only invoiced and updated deposits will show. Sometimes needed to verify the settlement.

**Adjusting Payment Type:** Enter the payment type you are adjusting the deposit for. Typically, AMEX will have different costs than VISA/MC, so this allows you to post by the payment type.

**Clr Adj:** This clears all adjustment records entered. Faster way to wipe out the adjustments and start over.

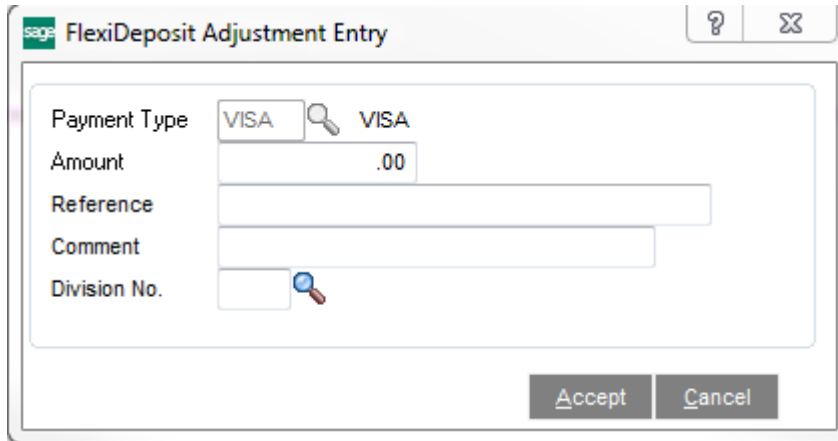
**Total Cleared:** This is the total of deposits checked in the settlement before adjustments.

**Adjustments:** This is the total of the adjustments entered.

**Net Total Deposits:** This is the total net deposit that will post to Bank Reconciliation.

**Deposit Record Count:** Total records entered. Before entering adjustments should match the number of transaction records from the settlement report.

Entering an adjustment payment type will open the Adjustment Entry dialog:



The image shows a software dialog box titled "FlexiDeposit Adjustment Entry". It contains several input fields: "Payment Type" with a dropdown menu showing "VISA", "Amount" with a text box containing ".00", "Reference" with a text box, "Comment" with a text box, and "Division No." with a dropdown menu and a magnifying glass icon. At the bottom right, there are two buttons: "Accept" and "Cancel".

**Amount:** Amount of the adjustment. This is entered as a positive amount unless the card processor is crediting you (which rarely happens).

**Reference:** Reference note for you.

**Comment:** Your note.

**Division:** Since you can post your payments by division, you must enter the division for this adjustment to post to.

**Accept:** Posts the entered transaction to the Clearing Lines Grid.

**Cancel:** Discards the entry and exits this dialog.



## Clearing Lines:

Clearing Lines													
	Pay Type	Src	Document	Date Proc	Type	Reference	Approval Code	Transaction Amt	Clrd	SO No.	Inv No.	Customer No.	Customer Name
1	VISA	A	ADJUST		CCard	Per Settlement Report	Demo Example	.03	<input checked="" type="checkbox"/>			00-CASH	CASH CUSTOMER
2	VISA	D	0100057		CCard	V4619-4619	121626138-06961B	.02	<input checked="" type="checkbox"/>	DP00009	0100057-IN	01-BURT	JEREMY BURT
3	VISA	D	0100058		CCard	V4619-4619	768604096-07535B	.04	<input checked="" type="checkbox"/>	0000192	0100058-IN	01-BURT	JEREMY BURT
4	VISA	D	0100059		CCard	V4619-4619	760606505-09713B	.01	<input checked="" type="checkbox"/>	0000198	0100059-IN	01-BURT	JEREMY BURT
5	VISA	D	0100059		CCard	V4619-4619	68717840-03269B	.02	<input checked="" type="checkbox"/>	0000198	0100059-IN	01-BURT	JEREMY BURT
6	VISA	D	0100059		CCard	V4619-4619	4566456-123456456	.02	<input checked="" type="checkbox"/>	DP00010	0100059-IN	01-BURT	JEREMY BURT
7	VISA	S	0000199		CCard	V4619-4619	661548616-02704B	.01	<input checked="" type="checkbox"/>	0000199		01-BURT	JEREMY BURT
8	VISA	S	0000200		CCard	V4619-4619	-	.01	<input checked="" type="checkbox"/>	0000200		01-BURT	JEREMY BURT

**Pay Type:** Payment Type.

**Src:** Source of the record. A=Adjustment, D=Deposit History, P=Credit Card Payment records, S=Sales Order Deposit (Cash/Check/Other).

**Document:** ADJUST for adjustment records, Invoice Number for deposit history records, and Sales Order number for sales order deposits.

**Date Proc:** Actual date processed to match the settlement. Adjustment records do not need a processing date.

**Type:** CCard for credit cards, Cash, Check, Other

**Reference:** Card ID and last four digits of the card. Cash/Other – will print SO # if Other Reference field is blank. Check will print Check Number

**Approval:** Credit Card Transaction ID plus the Credit Card Authorization Number. Cash, Check, Other indicates “approved”

**Amount:** Transaction Amount.

**Clrd:** If checked is included in the deposit. Uncheck to exclude from the deposit.

**SO No.:** Sales Order Number

**Inv No.:** Invoice Number and Type.

**Customer:** Customer Number

**Name:** Customer Name.

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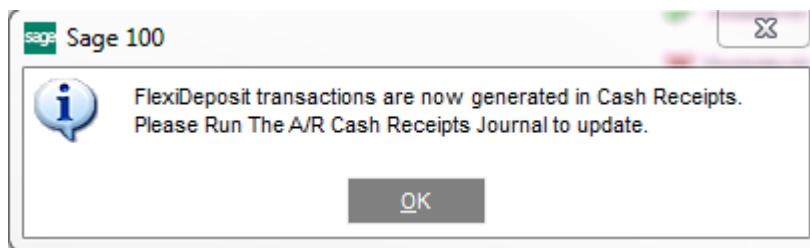
*Proceed/Close:*



**Proceed:** Generates the Cash Receipts Journal.

**Close:** Exits the program. Note that the transactions will remain unless cleared or updated.

Once Proceed is pushed, the program will generate the journal and display this message:



Click OK and the program will exit. Note that a flag is set on the selected records (except for the Adjustment records) that indicates that the transaction is in a Cash Receipts batch. Should you delete the Cash Receipts batch, the flag is removed and these transactions are available again to reselect. Once the batch is updated these records are flagged as cleared.

#### Posting Notes

- If a deposit is adjusted after the deposit has been posted through the FlexiDeposit – the difference (either positive/negative) will be created and pulled for posting through FlexiDeposit
- If a Sales Order is deleted after the initial deposit was posted through FlexiDeposit then the posting will pull through and post an offsetting deposit to clear the original deposit posting.





## Cash Receipts Journal:

sage Print A/R Cash Receipts Entry Batch

	Batch	Print	Status	User ID	Private	Comment	Entries	Total
1	00057	<input checked="" type="checkbox"/>	Available	RAM	<input type="checkbox"/>	FlexiDeposit Deposit	1	358.00

The FlexiDeposit entries will always be a separate batch. Select to print and Proceed.

sage Cash Receipts Journal (XXX) 2/10/2017

ACCOUNTS RECEIVABLE CASH RECEIPTS JOURNAL

Print Full Comments ☐

Perform Credit Card Processing ☒

RAM HP 200 COLOR

Print Preview Setup ?

Cash Receipts Journal  
Register Number: CR-000043  
Batch Number: 00057

PROCHARGE TEST (XXX)

Cash Deposits							
Customer NumberName							
Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount	Invoice Balance	Credit A/R	Credit Misc Account
Bank: A Security Pacific Checking		Batch Number: 00057	Deposit Date: 5/1/2020		Deposit Number: 00063	Deposit Amount:	358.00
01-ABF	American Business Futures	Check Number: S0000236					
GL: 201-00-00		358.00					358.00
	CASH deposit on order 0000236						
	Posting Total:	358.00		0.00		0.00	358.00
	01-ABF Total:	358.00		0.00		0.00	358.00
	Division 01 Total:	358.00		0.00		0.00	358.00
	Deposit 00063 Total:	358.00		0.00		0.00	358.00
	5/1/2020 Total:	358.00		0.00		0.00	358.00
	Bank A Total:	358.00		0.00		0.00	358.00
	Cash Deposits Total:	358.00		0.00		0.00	358.00
	Report Total:	358.00		0.00		0.00	358.00



Accounts Receivable Recap By Division  
 Register Number: CR-000043  
 Batch Number: 00057

PROCHARGE TEST (XXX)

Division Number: 01 EAST SALES OFFICE

G/L Account	Description	Debit	Credit
101-01-00	Cash in bank - Reg. checking	358.00	
201-00-00	Customer Deposits		358.00
Division 01 Total:		358.00	358.00

- Postings to move from the ASSET account to the Cash Account

Daily Transaction Register

PROCHARGE TEST (XXX)

Postings For: 5/1/2020

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CR-000043	101-01-00	Cash in bank - Reg. checking	358.00	
	201-00-00	American Business CHK: S0000236 BATCH:00057 Customer Deposits American Business Futures REF:S0000236		358.00
Journal 000043 Totals:			358.00	358.00
Source CR Totals:			358.00	358.00
5/1/2020 Totals:			358.00	358.00
Report Totals:			358.00	358.00

And the net posting to the bank:

sgs Check, Deposit and Adjustment Entry (XXX) 2/10/2017

Bank Code: A Security Pacific Checking

Description: 1. Checks 2. Dep/Adjust




	Document Date	Entry No.	Adjustment Type	Reference	Amount	Cleared	Cleared Date	Module	Select For G/L Posting	Distribution Account No.	Comment
1	5/1/2020	000001	Deposit	DEPOSIT	9.00-	<input type="checkbox"/>		A/R	<input type="checkbox"/>		Flex/Deposit Posting
2	5/1/2020	000002	Deposit	DEPOSIT	358.00	<input type="checkbox"/>		A/R	<input type="checkbox"/>		Flex/Deposit Posting
3					.00	<input type="checkbox"/>			<input type="checkbox"/>		

Examples of GL Flow:





- Cash Deposit going to Customer Deposits (No Asset Account in Payment Type)

Default General Ledger Accounts

Customer Deposits 201-00-00 Customer Deposits

Bank Code	A		
Description	Security Pacific Checking		
Cash Account Number	101-01-00		Cash in bank - Reg. checking

Payment Type	CASH		
Description	Cash		FlexiDeposit Bank Code A 
Payment Method	Cash On Delivery	Internet Enabled <input checked="" type="checkbox"/>	
Default Transaction	Deposit/Sale		
Asset Account			Cash in bank - Reg. checking

- Blank Asset Account

### Sales Order Deposit – posting through Daily Sales Journal

#### Daily Transaction Register

PROCHARGE TEST (XXX)

Postings For: 5/31/2020

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
SO-000017	115-00-01	Inventory - East Warehouse American Business REF: 0100072		81.25
	201-00-00	Customer Deposits 0100072 CASH test1	179.00	
	400-01-00	Distribution sales (history) American Business REF: 0100072		179.00
	450-01-00	Purchases American Business REF: 0100072	81.25	
Journal 000017 Totals:			260.25	260.25
Source SO Totals:			260.25	260.25
5/31/2020 Totals:			260.25	260.25
Report Totals:			260.25	260.25

#### Daily Transaction Register

PROCHARGE TEST (XXX)

Postings For: 5/1/2020

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CR-000011	101-01-00	Cash in bank - Reg. checking American Business CHK: D0100072 BATCH:00014	179.00	
	201-00-00	Customer Deposits American Business Futures REF: D0100072		179.00
Journal 000011 Totals:			179.00	179.00
Source CR Totals:			179.00	179.00
5/1/2020 Totals:			179.00	179.00
Report Totals:			179.00	179.00

- Credit Card Deposit

Payment Type	VISA	Bank Rec Bridge Bank Code	C
Description	VISA		
Payment Method	Credit Card	Internet Enabled	<input type="checkbox"/>
Default Transaction	Deposit/Sale		
Asset Account	111-00-00	Other Receivables	
Credit Card			
Accrual Account	990-00-00	Provision for income taxes	

### SO CC deposit – posted through to Invoice

#### Daily Transaction Register

PROCHARGE TEST (XXX)

Postings For: 5/31/2020

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
SO-000018	111-00-00	Other Receivables	0.02	
		0100073 VISA		
	155-00-00	Buildings		0.01
		JEREMY BURT REF: 0100073		
	400-01-00	Distribution sales (history)		0.02
		JEREMY BURT REF: 0100073		
	450-01-00	Purchases	0.01	
		JEREMY BURT REF: 0100073		
Journal 000018 Totals:			0.03	0.03
Source SO Totals:			0.03	0.03
5/31/2020 Totals:			0.03	0.03
Report Totals:			0.03	0.03

### Daily Transaction Register – shows the Accrual Acct posting to the BR Account

#### Daily Transaction Register

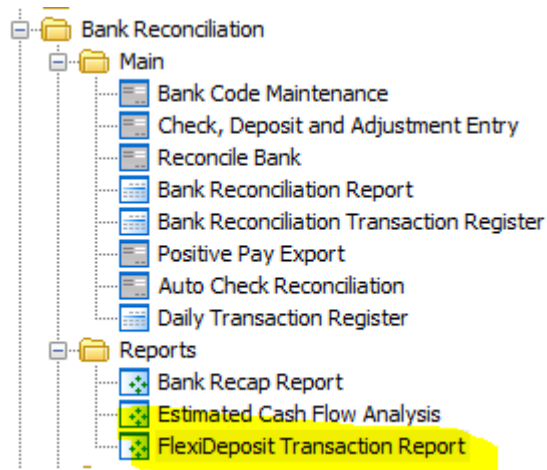
PROCHARGE TEST (XXX)

Postings For: 5/1/2020

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CR-000012	101-03-00	Cash in bank - savings	0.02	
		JEREMY BURT CHK: D0100073 BATCH:00015		
	111-00-00	Other Receivables		0.02
		JEREMY BURT REF: D0100073		
Journal 000012 Totals:			0.02	0.02
Source CR Totals:			0.02	0.02
5/1/2020 Totals:			0.02	0.02
Report Totals:			0.02	0.02

## FlexiDeposit Transaction Report

- Bank Reconciliation Report Menu



### FlexiDeposit Transaction Report

PROCHARGE TEST (XXX)

Invoice Number	Transaction	Date	Invoice	Customer Number	Name	S/O Number/ A/R Deposit	Credit Card/ Reference/Check Number	Expiration Date	Approval Number	Transaction Amount
Payment Type: CASH CASH										
0100080	5/31/2020	2/10/2017	01-ABF	American Business Futures	0000232	cash at counter2				179.00
0100077	5/31/2020	2/10/2017	01-ABF	American Business Futures	0000229	cash at counter				179.00
0000229	2/10/2017	2/10/2017	01-ABF	American Business Futures	0000229	cash at counter				179.00
0000232	2/10/2017	2/10/2017	01-ABF	American Business Futures	0000232	cash at counter2				179.00
0000236	2/10/2017	2/10/2017	01-ABF	American Business Futures	0000236	cash at counter				358.00
Type CASH Totals:										358.00
Payment Type: CHECK CHECK										
0100081	5/31/2020	2/10/2017	01-ABF	American Business Futures	0000233	0000001452				84.00
0100078	5/31/2020	2/10/2017	01-AVNET	Aynet Processing Corp	0000230	0000008752				85.59
0000228	2/10/2017	2/9/2017	00-RAI	Rebecca Mergner	0000228	0000228				-9.00
0000230	2/10/2017	2/10/2017	01-AVNET	Aynet Processing Corp	0000230	0000230				85.59
0000233	2/10/2017	2/10/2017	01-ABF	American Business Futures	0000233	0000233				84.00
Type CHECK Totals:										85.59
Payment Type: VISA VISA										
0000234	2/10/2017	2/10/2017	01-BURT	JEREMY BURT	0000234	*8009		04/2020	07357B	0.01
0000231	2/10/2017	2/10/2017	01-BURT	JEREMY BURT	0000231	*8009		04/2020	05099B	0.01
Type VISA Totals:										0.01
Report Totals:										358.00

## Files – Fields

Table Name	
AR_DepositHistory	
AR_InvoiceHistoryPayment	
AR_PaymentType	
SO_517MGK_BankRecAdjWork	
SO_517MGK_BankRecWork	
SO_517MGK_BankSortWork	
SO_517MGK_BankSummaryWork	
SO_InvoicePayment	
SO_SalesOrderHistoryPayment	
SO_SalesOrderPayment	
AR_PaymentTypeWrk	
SO_InvoiceHeader	
SO_SalesOrderHeader	
AR_CashReceiptsDetail	
AR_517MGK_DepositHistoryWrk	
AR_517MGK_DepositHistory	



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## APPENDIX A

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### SAGE 100 ISM Coverage Information (Please read carefully)

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#### *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 SUBSCRIPTION PROGRAM*

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



If subscription is not renewed prior to the expiration date a system message will be generated indicating the subscription 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 subscription is processed a new registration, key will be provided



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which will deactivate this message.

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

Subscription does not cover upgrading to Object Oriented modules - in those cases where the modules are being converted to Object Oriented - the subscription 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 subscription.

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

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





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## APPENDIX B

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

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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).

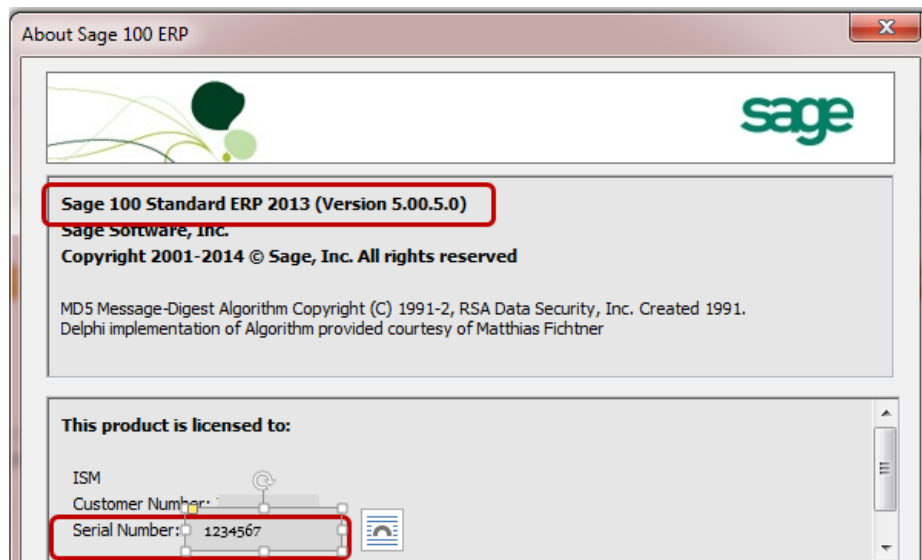
Review information for before/after installation:

- 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 Subscription 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)



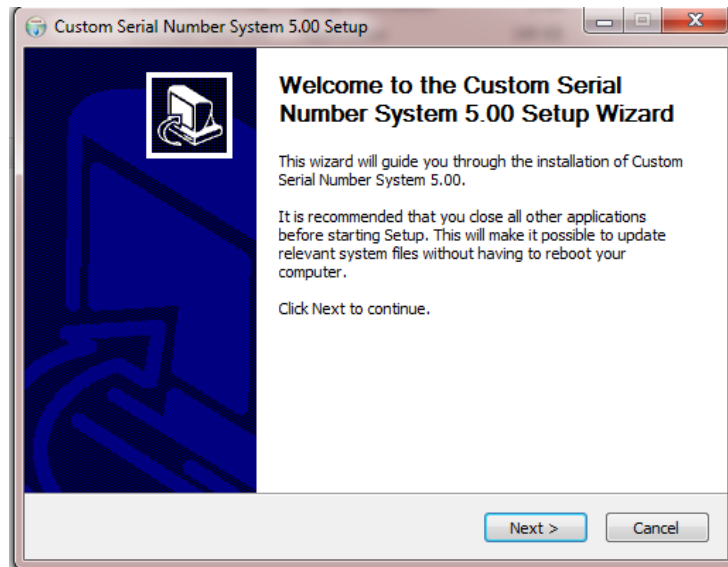
## Step 1

- 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-YOR
        - ##### = 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)

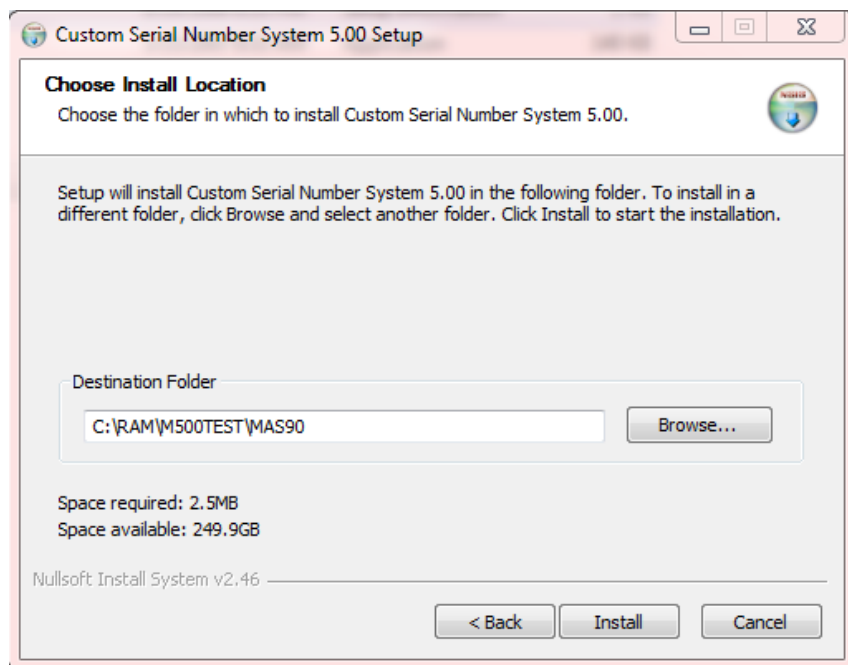
## Step 2

Installation:

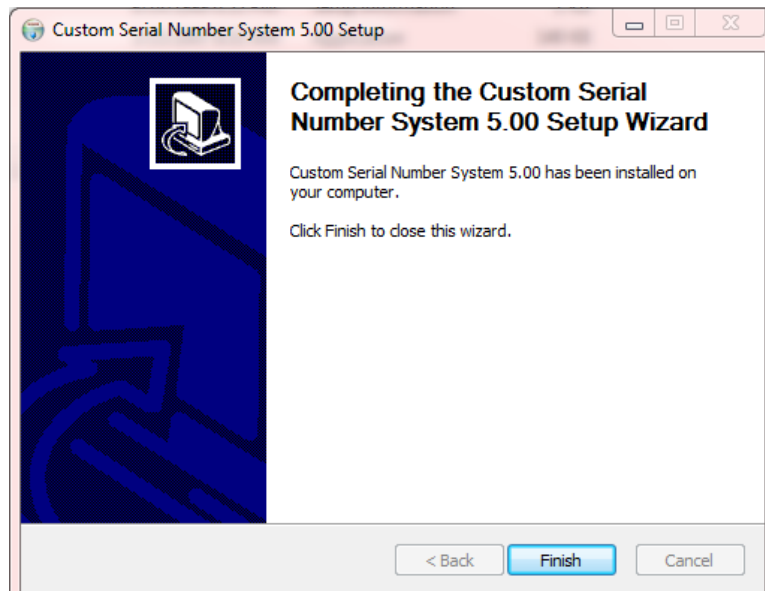
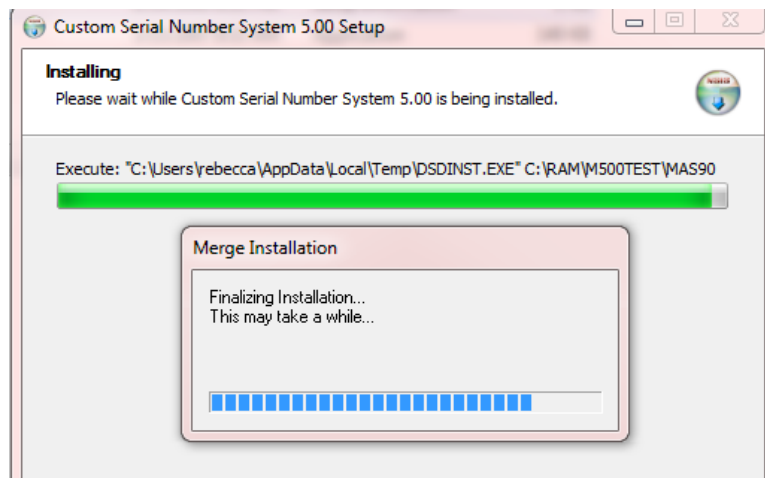
- Double Click on the installation .EXE (screen example below)
- If you have verified serial number & version and users are out of the system, then click NEXT



- 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 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.