



Welcome to the software you've always wanted....

SAGE 100

SAGE 100 ENHANCED CUSTOMER DEPOSIT TRACKING OPERATING MANUAL

<http://fayebsg.com/sage-100-enhanced-customer-deposit-tracking>

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BENEFITS

- Streamline customer deposit processing and tracking process
- Apply cash receipt deposits to specific sales orders
- Provide visibility of deposits on sales orders
- Generate detailed customer deposit reports by customer and by sales order
- Eliminate manual customer deposit schedules
- Simplify customer deposit reconciliations

Overview

If your business receives a high volume of customer deposits against sales orders, this enhancement could be for you. Standard Sage 100 processing is typically a two step procedure for managing deposits against sales orders:

1. When you process the cash receipt, you either add it as a prepaid invoice (which records it as a negative AR entry) or as a GL posting straight to the Deposits Account. If you choose the latter option as most people do, there is no visibility of this deposit in your customer record. It only exists in the general ledger.
2. When you process the sales order, you then add the deposit amount to the Totals Screen (if you remember) so that it is applied against the invoice. When the order is invoiced, it will relieve the deposit in the GL Deposits Account.

This might work well if you receive just one deposit against a sales order and orders are converted to invoices fairly quickly. However, if you receive multiple deposits against sales orders or if you don't invoice an order until you've received deposits for the total amount of the order, then it becomes cumbersome to track.

This enhancement addresses this. It allows you to post all cash receipts entered to a specific sales order, and then have visibility of all those deposits from the sales order itself or via reporting. It automates the entry of the deposit on the sales order, so you don't have to remember to add it or worry that you're entering the wrong amount that doesn't tie back to the actual cash receipt. This eliminates double entry of the deposit (in cash receipts entry and in sales order entry), provides visibility on the sales order of deposits entered for the order entry person, and provides a Customer Deposit Reconciliation Report by customer by sales order that can tie out to the deposits account in the general ledger.

Associating a Sales Order With a Customer Deposit via Cash Receipts Entry

1. Launch Sage 100.
2. Select **Accounts Receivable** from the *Sage 100 Modules Menu*.
3. Select **Cash Receipts Entry** from the *Accounts Receivable Main Menu*.
4. Select / create a batch if required

	Total	Amount
1	Total Deposits	.00

5. Select or create a *Deposit Number* and populate with required fields as per normal.

Cash Deposit Amount	59.00
Credit Card Deposit Amount	.00
Deposit Balance	59.00

6. Populate the values on the Cash Receipts header screen as per normal.

Cash Receipts Entry (ABC) 3/15/2016

Customer No.

Name Invoice No.

Deposit Type Check No.

1. Header | 2. Lines | 3. Credit Card

Amount Received

Customer Balance	<input type="text" value="5,913.28"/>
Posting Balance	<input type="text" value="59.00"/>

Deposit Information

Deposit Number Batch

Description

Bank Code

Deposit Date

Cash Amount Remaining

Credit Card Amount Remaining

Deposit Remaining

- On the lines tab, indicate if the new Cash Receipt line is to be an Invoice Type or GL Account Type for the Line Type.

Cash Receipts Entry (ABC) 8/7/2017

Customer No. 01-ABF Name American Business Futures Invoice No. Deposit Type Cash Check No. CHECK2

1. Header 2. Lines 3. Credit Card

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

Line Type: Invoice
Discount Date: Invoice
GL Account: GL Account

Posting Balance: 59.00
Total Posted: .00

Accept Cancel Delete

8. If the Line Type selected in step #7 is GL Account, supply a GL (General Ledger) Account to apply.
Notes:
- You can browse and select from a list of GL Accounts by pressing the adjacent magnifying glass button.



Cash Receipts Entry (ABC) 8/7/2017

Customer No. 01-ABF
Name American Business Futures
Deposit Type Cash
Check No. CHECK2

1. Header | 2. Lines | 3. Credit Card

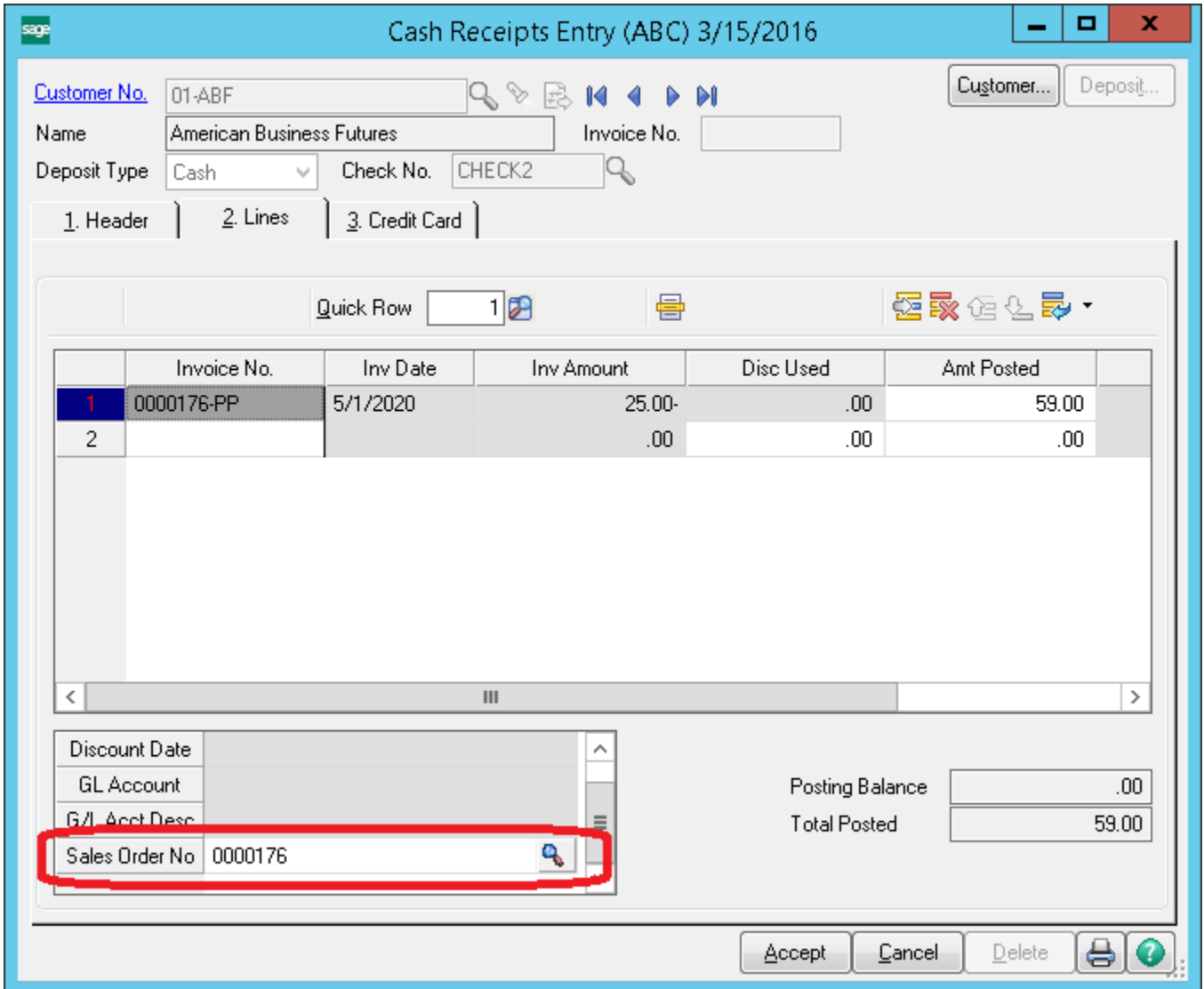
	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted
1			.00	.00	.00
2			.00	.00	.00

Posting Balance 59.00
Total Posted .00

Line Type GL Account
Discount Date
GL Account
G/L Acct Desc
Sales Order No.

Accept Cancel Delete

9. On the lines tab, locate the Sales Order No field and fill in with the Sales Order number to receive the deposit.
- The F2 key or magnifying glass can be used to browse for and select a Sales Order.
 - The Sales Order must have the same Customer No as the Cash Receipt.
 - Select yes if the message “Is this a prepayment?” appears.
 - The Invoice No field will be populated with the order number followed by PP for prepayment (if the Line Type provided in step #7 is Invoice Type)



The screenshot shows the 'Cash Receipts Entry (ABC) 3/15/2016' window. The 'Customer No.' is 01-ABF, Name is American Business Futures, and Deposit Type is Cash. The 'Check No.' is CHECK2. The 'Lines' tab is active, showing a table with the following data:

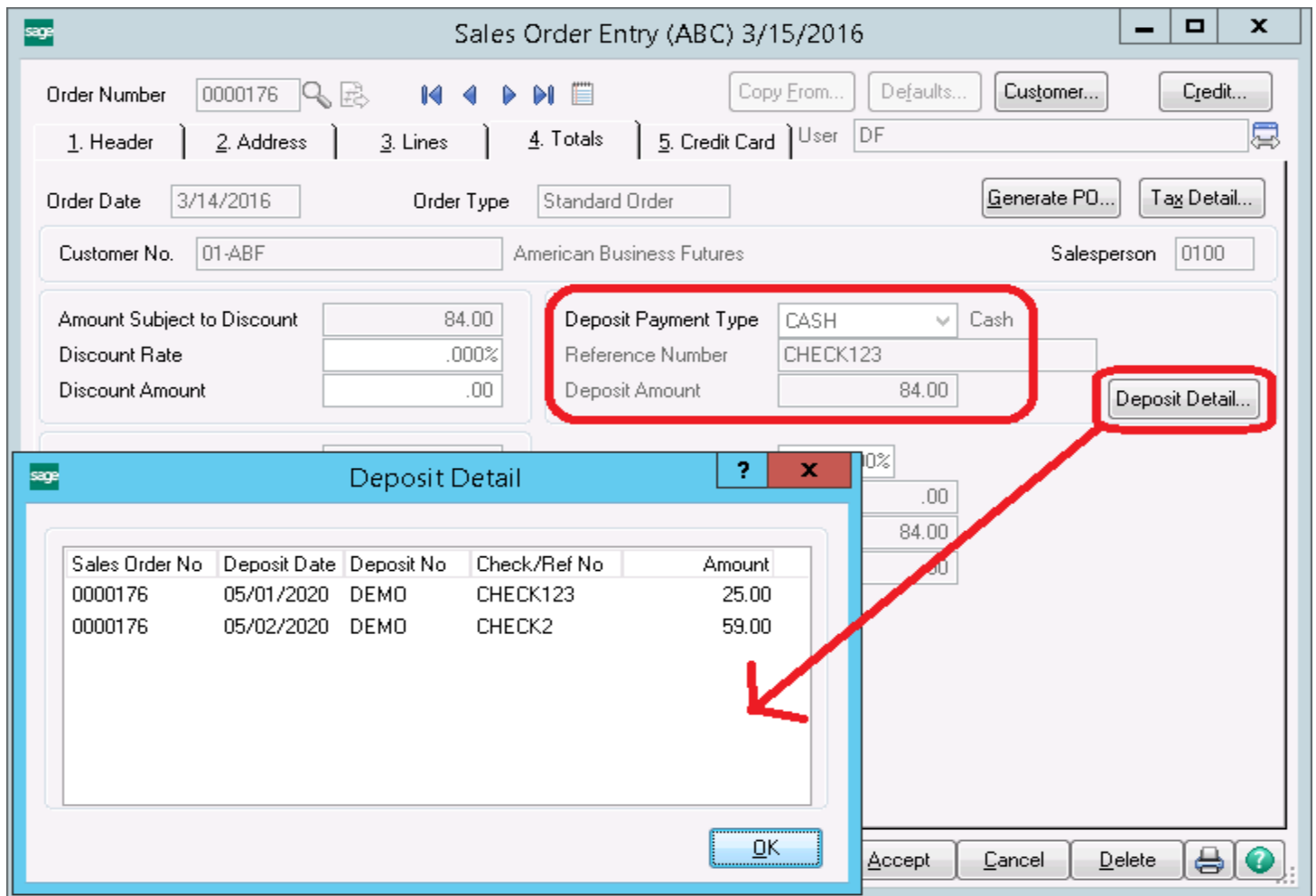
	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted
1	0000176-PP	5/1/2020	25.00-	.00	59.00
2			.00	.00	.00

At the bottom of the window, the 'Sales Order No' field is highlighted with a red box and contains the value 0000176. Other fields include 'Posting Balance' (.00) and 'Total Posted' (59.00).

10. Adjust the *Amount Posted* as required and then either go to a new line or press **Accept**. A warning will be displayed when attempting to save a prepayment line without a Sales Order Number.
11. Values from the Cash Receipt will be copied to the Sales Order when the Cash Receipts Journal is subsequently run for the Deposit in question.

Reviewing Customer Deposits Posted to a Sales Order From a Cash Receipt

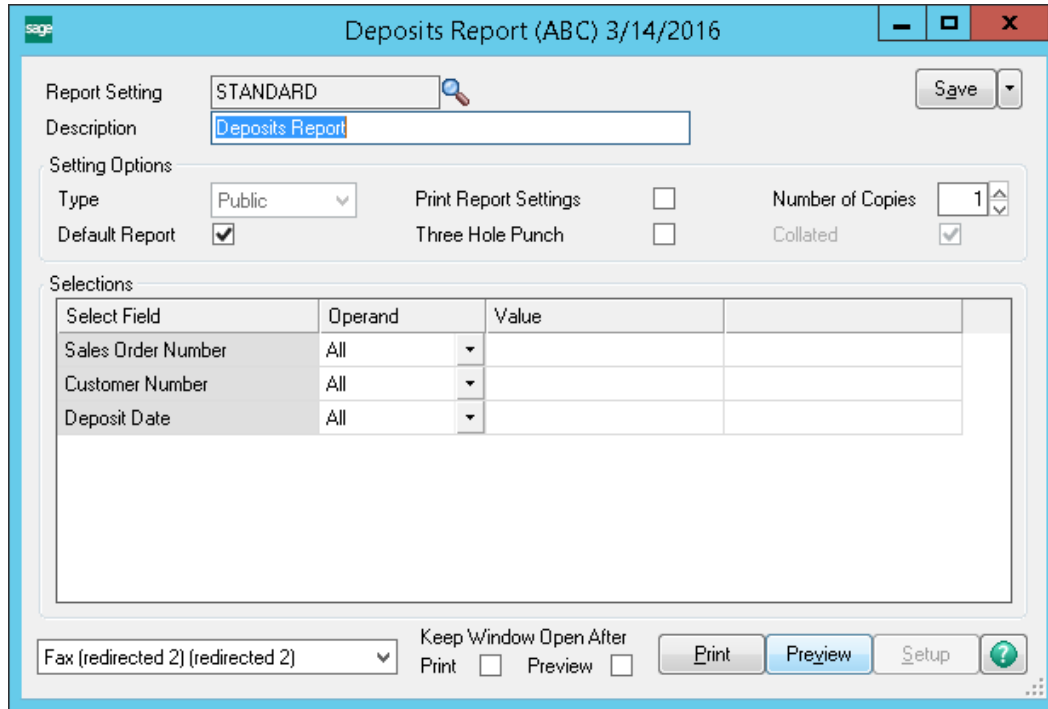
1. Launch Sage 100.
2. Select **Sales Order** from the *Sage 100 Modules Menu*.
3. Select **Sales Order Entry** or **Invoice Data Entry** from the *Sales Order Main Menu*.
4. Enter the **Order Number** to review.
5. On the *Totals* tab of the entry program the Payment Type and Deposit Amount should display the values from posted Cash Receipt (note that only the first reference number will be copied over). In addition the **Deposit Detail** button will to display a list of all Customer Deposits posted via Cash Receipt Entry that have been associated with that Sales Order.



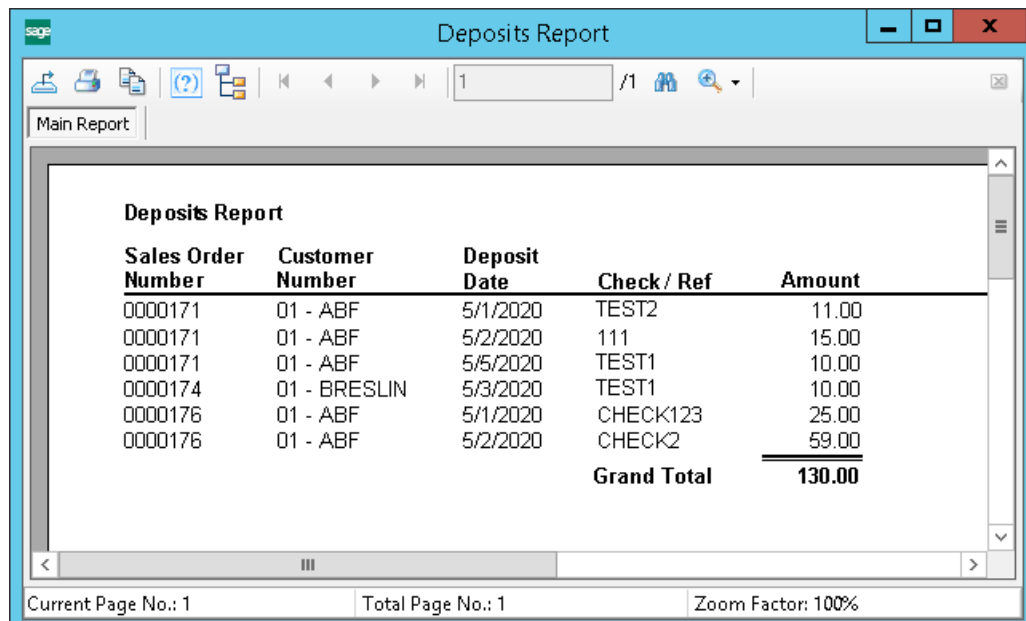
6. Press **OK** on the Deposit Detail window to close and return to the entry program.

Running the Deposits Report to View Customer Deposits

1. Launch Sage 100.
2. Select **Sales Order** from the *Sage 100 Modules Menu*.
3. Select **Deposits Report** from the *Sales Order Custom Reports Menu*.



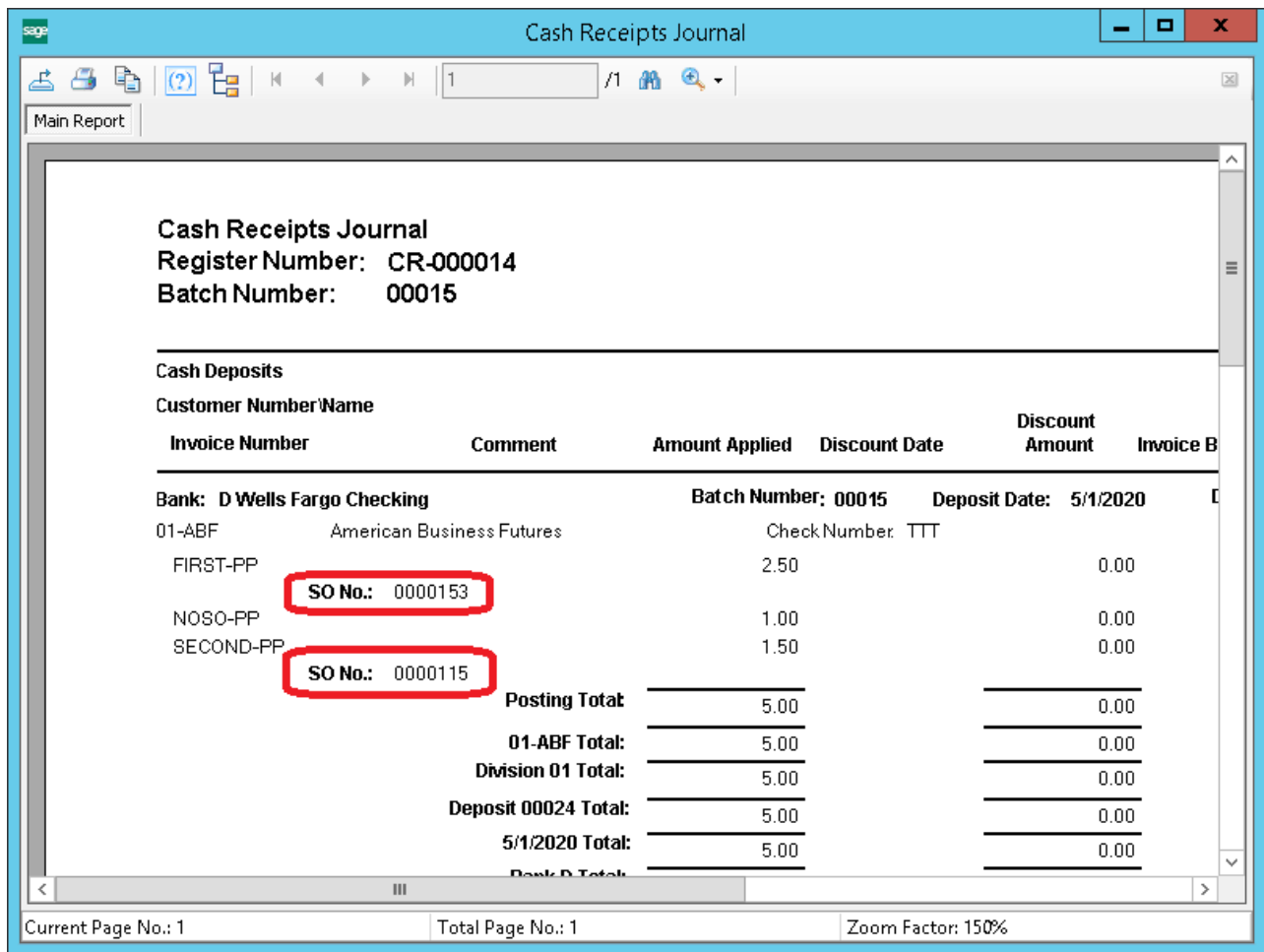
4. Modify the parameters as needed and then press **Print** or **Preview** to generate the report.



Sales Order Number	Customer Number	Deposit Date	Check / Ref	Amount
0000171	01 - ABF	5/1/2020	TEST2	11.00
0000171	01 - ABF	5/2/2020	111	15.00
0000171	01 - ABF	5/5/2020	TEST1	10.00
0000174	01 - BRESLIN	5/3/2020	TEST1	10.00
0000176	01 - ABF	5/1/2020	CHECK123	25.00
0000176	01 - ABF	5/2/2020	CHECK2	59.00
Grand Total				130.00

Display of Sales Order on Cash Receipts Journal

1. Launch Sage 100.
2. Select **Accounts Receivable** from the *Sage 100 Modules Menu*.
3. Select **Cash Receipts Journal** from the *Accounts Receivable Main Menu*.
4. Select the batch if required and then press **Print** or **Preview**.
5. Note that the Sales Order number assigned to Cash Receipts is displayed.



Cash Receipts Journal
Register Number: CR-000014
Batch Number: 00015

Cash Deposits

Customer Number/Name	Invoice Number	Comment	Amount Applied	Discount Date	Discount Amount	Invoice B
Bank: D Wells Fargo Checking			Batch Number: 00015		Deposit Date: 5/1/2020	
01-ABF		American Business Futures		Check Number: TTT		
	FIRST-PP		2.50		0.00	
	NOSO-PP		1.00		0.00	
	SECOND-PP		1.50		0.00	
		Posting Total:	5.00		0.00	
		01-ABF Total:	5.00		0.00	
		Division 01 Total:	5.00		0.00	
		Deposit 00024 Total:	5.00		0.00	
		5/1/2020 Total:	5.00		0.00	
		Bank D Total:				

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Technical Notes

1. Programs

* Enhancement Override Programs

AR0504574_CashReceipts_ui.pvc AR0504574_CashReceiptsJournal_upd.pvc
SO0504574_CommonEntry_ui.pvc

* Modified Screens and Reports

SO_Invoice.M4L
SO_SalesOrder.M4L AR_CashReceiptsJournal.rpt

* Deposits Report Program Files

SO0504574_DepositsReport.M4L SO0504574_DepositsReport_rpt.pvc
SO0504574_DepositsReport_ui.pvc SO0504574_DepositsReport.rpt

2. Databases

* SO0504574_CustomerDeposits (Customer Deposits Posted Record Database)

KEY: "SalesOrderNo:BankCode:DepositDate:DepositNo:DepositType:
ARDivisionNo:CustomerNo:CreditCardEntryNo:CheckNo"

FIELDS:

01 SalesOrderNo\$
02 BankCode\$
03 PostingDate\$
04 DepositDate\$
05 DepositNo\$
06 DepositType\$
07 ARDivisionNo\$
08 CustomerNo\$
09 CreditCardEntryNo\$
10 CheckNo\$
11 Amount

* SO0504574_CustomerDepositsWrk (Work File for Deposits Report)

KEY: "SortField\$"

FIELDS:

01 SortField\$
02 GroupField\$
03 – 13 Matching fields for 01 – 11 from SO0504574_CustomerDeposits database

* AR_CashReceiptsDetail, AR_CashReceiptsHistory,
AR_CashReceiptsJournalWrk, AR_CashReceiptsWrk

Above four are Standard Sage Files

FIELD ADDED: UDF_0504574_SalesOrderNo\$

Compatibility

The FayeBSG Sage 100 ERP – Enhanced Customer Deposit Tracking is compatible with MAS 90 v4.5 and above and Sage 100 ERP 2013 and above.

Inquiries

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