



DSD
BUSINESS SYSTEMS

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MAS 90/200 Enhancements

J022

J/C Enhanced Change Order

JC-1022

Version 4.30



**Sage Software
Development Partner
GOLD**

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J/C Enhanced Change Order User's Manual
Version 4.30

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Table of Contents

SECTION A: INTRODUCTION	5
WEB RESOURCES	5
SUPPORT	5
J/C ENHANCED CHANGE ORDER FEATURES	6
SECTION B: GETTING STARTED	7
REQUIRED LEVELS	7
INSTALLATION	7
DSD ENHANCEMENT CONTROL PANEL	9
SECTION C: SETUP	10
SECTION D: SYSTEM OPERATIONS	11
SECTION E: UNINSTALL DSD ENHANCEMENTS	13
LICENSE AGREEMENT	16
FAX TRANSMITTAL FORM	18

Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90/200. For instructions on using MAS 90/200, refer to the appropriate MAS 90/200 manual, or call your MAS 90/200 reseller. DSD Business Systems offers excellent MAS 90/200 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

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

J022 J/C Enhanced Change Order: <http://www.dsdinc.com/enh/pages/J022.htm>

The product web page contains:

- Product Description*
- Adobe Acrobat Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in Word 97 and Adobe Acrobat Formats*
- Revision History*
- FAQ*

Support

DSD provides product support through MAS 90/200 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

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

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.*

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

J/C Enhanced Change Order Features

This Extended Solution to the Job Cost module modifies Change Order entry in Job Maintenance to support allocation of the change order to multiple Cost Code/Cost Type combinations. If desired a Revised Cost Estimate and Revised Unit Estimate fields.

Additionally a Percent Complete field has been added to the Change Order record for separate tracking from the Job's Contract.

Section B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the MAS 90/200 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**
- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

MAS 90/200 Module	Module Required	Required Level
J/C	Y	4.30

Installation

The following instructions are for installing to Windows. For UNIX instructions see the "INSTALL.HTM" HTML file on the CD-ROM (you can use a Windows machine to view it.) It will guide you in mounting the CD-ROM on the UNIX file system and running a UNIX installation script.

1. **Back-up:** Exit all MAS 90/200 sessions. Back-up existing MAS 90/200 data.
2. **Check Levels:** MAS 90/200 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the MAS 90/200 server. Launch the program from Windows Explorer or by selecting Start/Run, then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Re-Start MAS 90/200:** MAS 90/200 will be updated.
5. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are Normal, Demo and Web.

Normal Unlock: You will need to unlock the Enhancement by calling DSD during business hours (8am to 5pm PST) at **858-550-5900**.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, you can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.*
- *The MAS 90/ 200 system that is being used must have web access for this option to be available.*
- *You can get a WebUnlock Code from your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web access and/or a WebUnlock code. Later, you can unlock the product fully, during business hours.*

Note: You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

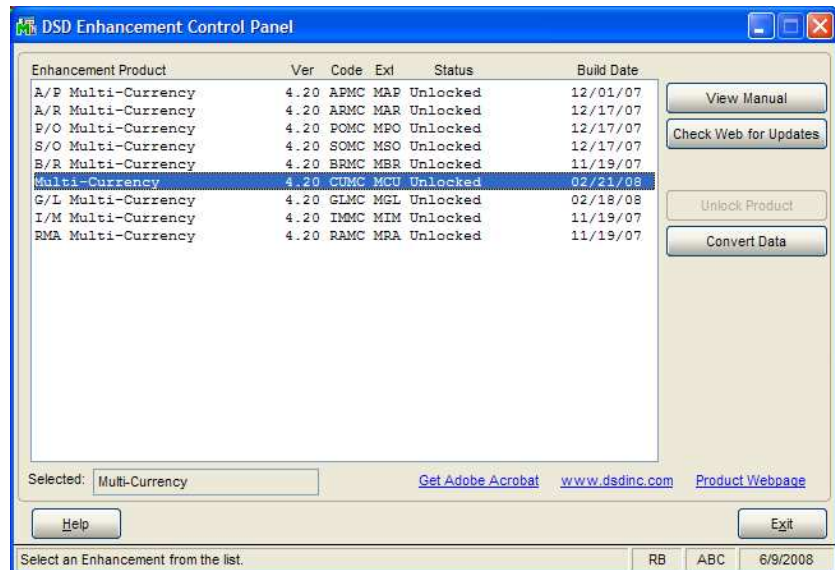
- Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu.**

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90/200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the MAS 90/200 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.



Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an ftp web connection on the MAS 90/ 200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Convert Data: After verification, the selected Enhancements data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.

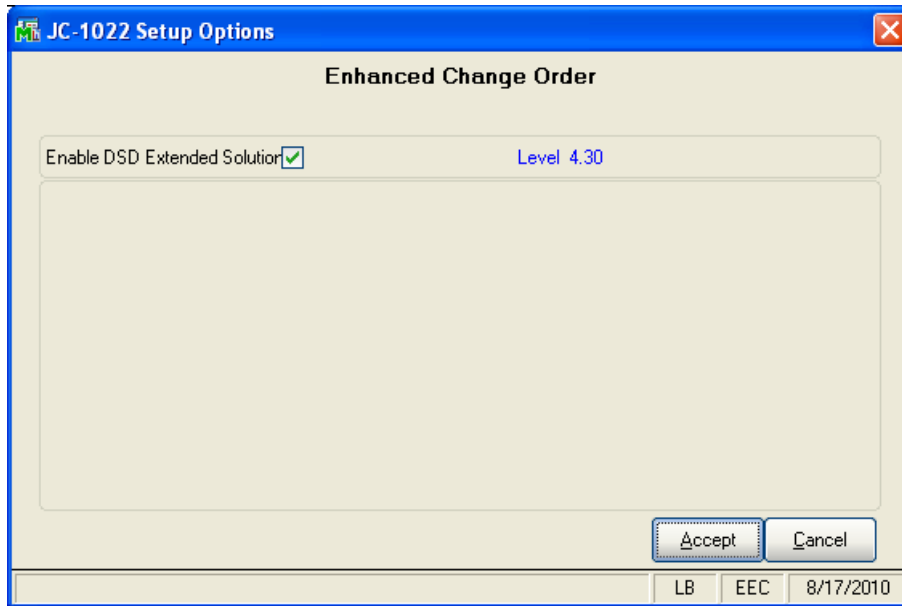
Help: The Help button, located at the bottom left of the window, opens an HTML help file .

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

There are also links to the DSD website and the Enhancement page on that site.

Section C: Setup

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



Section D: System Operations

The Job Masterfile Change Orders tab has been modified with a 'More' button. When accessed, you can apply the Change Order to up to 999 combinations of Cost Codes and Cost Types. If the Cost Type is 'Subcontract,' you will have access to a Vendor Number.

The screenshot shows the 'Job Masterfile Maintenance' window with the 'Change Orders' tab selected. The Job No. is EEC2140 and the Description is Saddleback-Hospital Remodel. The window displays a table of change orders with columns for Date, Seq, Comment, and Contract Amount. A 'More...' button is visible below the table, and the Revised Contract amount is 36,450.00.

Date	Seq	Comment	Contract Amount
05/15/2003	00	Upgrade of standard fixtures to class 2	450.00
05/15/03	00	Upgrade of standard fixtures to class 2	450.00
05/20/03	00	Smoke detector installation	1,000.00
05/31/03	00	Additional upgrades at customer request	5,000.00

The screenshot shows the 'Enhanced Change Orders' window. It includes a 'Percent Complete' field set to 11.00%. Below this, there are fields for Cost Code, Cost Type (set to Subcontract), and Vendor Number. A table at the bottom lists cost codes, types, vendor numbers, descriptions, revised costs, and revised units.

Cost Code	Cost Type	Vendor No	Description	Revised Cost	Revised Units
100-010-000	Labor		Additional Labor cost	50.00	2.00
100-010-000	Subcontract	01-COCHRAN	Build Out	150.00	3.00

The Percent Complete field has been added to the Enhanced Change Orders screen for the change order completion percentage.

If you enter the Revised Estimate and the Revised Unit values for that Cost Code/Cost Type, then value entered here will increment (or decrement) the Job's Cost Code Detail 'Revised Estimate Dollars' and 'Revised Estimate Units' fields.

Cost Code Detail

Job No. Saddleback-Hospital Remodel

Cost Code Description

Cost Type Days to Start Days Required

Vendor No.

Unit of Measure Amount Workers' Comp

Bill Method Unit Cost Lien Amount

Completion Method Actual % Complete Release Date

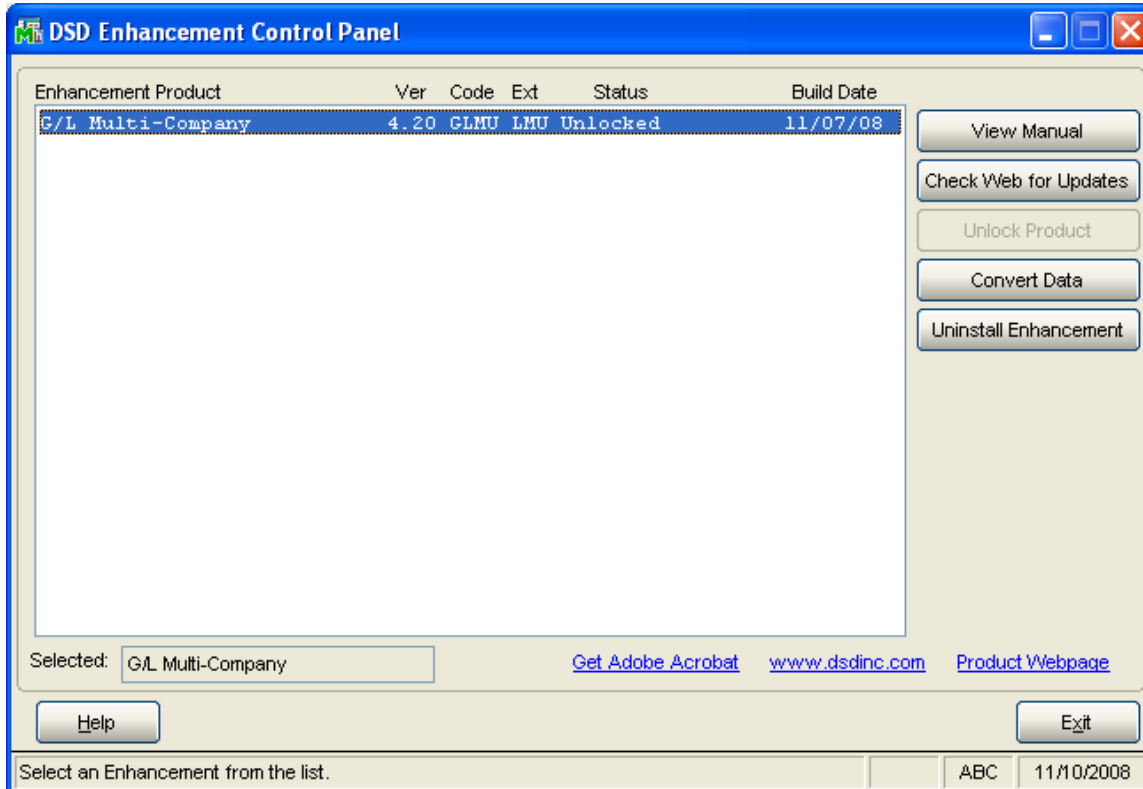
Date Reported Retention Rate

Period	5	Dollars	% Estimate	Units	% Estimate
Original Estimate		<input type="text" value=".00"/>		<input type="text" value="0.0000"/>	
Revised Estimate		<input type="text" value="50.00"/>		<input type="text" value="2.0000"/>	
Period to Date		<input type="text" value=".00"/>	<input type="text" value=".00%"/>	<input type="text" value="0.0000"/>	<input type="text" value=".00%"/>
Year to Date		<input type="text" value=".00"/>	<input type="text" value=".00%"/>	<input type="text" value="0.0000"/>	<input type="text" value=".00%"/>
Job to Date		<input type="text" value=".00"/>	<input type="text" value=".00%"/>	<input type="text" value="0.0000"/>	<input type="text" value=".00%"/>
Unbilled Cost (WIP)		<input type="text" value=".00"/>	<input type="text" value=".00%"/>	<input type="text" value="0.0000"/>	<input type="text" value=".00%"/>

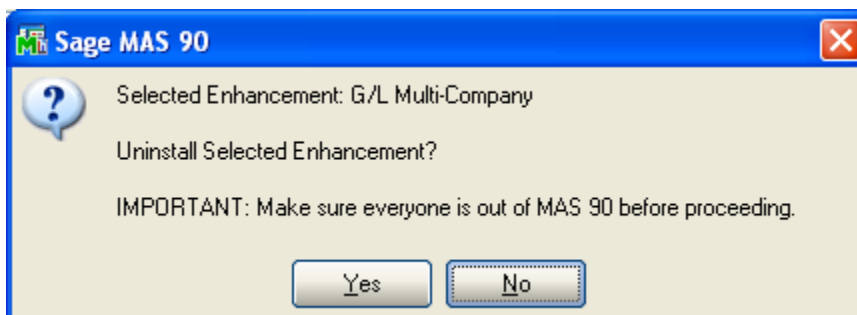
Buttons: Change Ord..., Trans Detail..., Summary..., Future..., Accept, Cancel, Delete

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

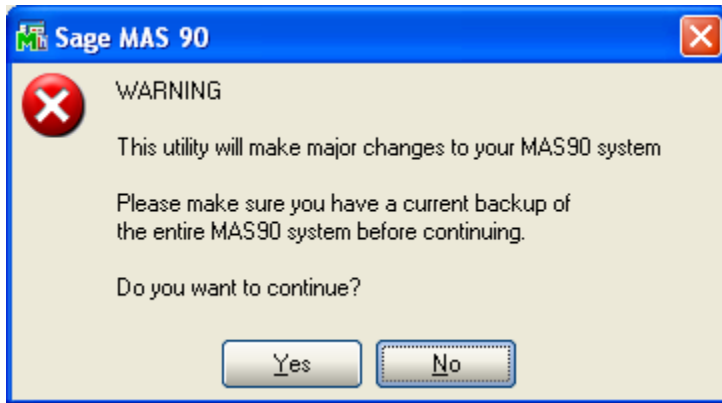


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

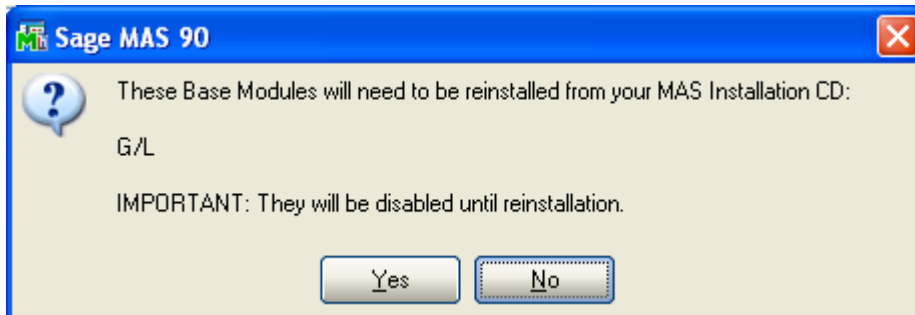
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific MAS 90/200 modules you must reinstall afterwards.

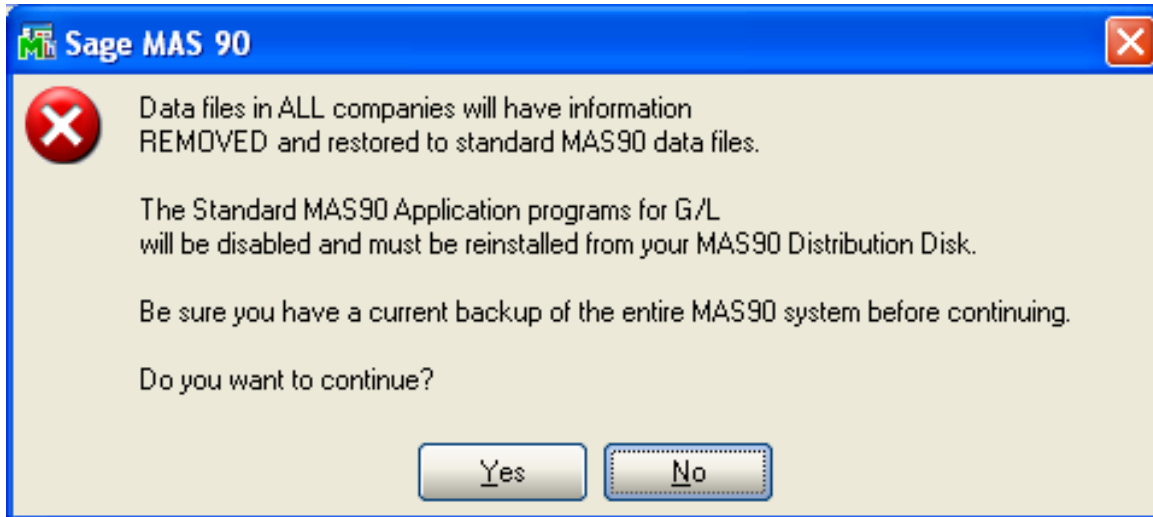


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

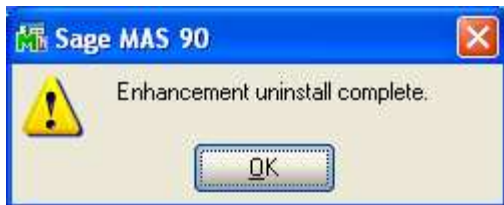
The following message box will appear, displaying the final warning message.

Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the MAS 90/200 system.



After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).

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Fax Transmittal Form

To: <i>DSD Business Systems Customer Service</i>	Fax <i>858/550-4900</i>
From Name	Phone
Company	Fax
Date: / /	# Pgs Including this Page
Subject: Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions	
Product: <i>J022 J/C Enhanced Change Order</i>	Version <i>4.30</i>

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