DSD Business Systems

Sage 100 Enhancements

I153

Reorder Information Recalculation Utility

IM-1153

Version 6.20

Information in this document is subject to change without notice.

Reorder Information Recalculation Utility User's Manual
Version 6.20

14 October, 2020

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

Trademarks

ProvideX® is a Trademark of Sage Software.

Windows is a trademark of Microsoft Corporation.

Sage 100 ® is a registered trademark of Sage Software.

PXPlus ® is a registered trademark of PVX Plus technologies

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

Table of Contents

Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: **http://www.dsdinc.com**

The Enhancement page contains:

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

I153 Reorder Information Recalculation Utility:

http://www.dsdinc.com/enhancement/reorder-information-recalculation-utility-2

The product web page contains:

> *Product Description*
> *Web Links*
> *Current Product Version Table*
> *Product Installation File Download*
> *Product Manual in .pdf Format*
> *Revision History*
> *FAQ*

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

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

> *Error number.*
> *Program name.*
> *Line number.*
> *Program version.*
> *Exact sequence that caused the error, including menus and menu selections.*

Other pertinent information.

If leaving a message or faxing, please include:

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

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

Reorder Information Recalculation Utility Features

This DSD Extended Solution to the Inventory Management module adds a utility for recalculating the Minimum Order Quantity, Reorder Point and the Maximum On Hand Quantity for each item based on the item's Average Monthly Usage. The Average Monthly Usage (AMU) is calculated as Sales (including returns), Inventory Issues, Bill of Material Issues, Work Order Issues and Transfers of an Item within a warehouse over a specified period. Any item which had reorder information changed as a result of the recalculation process will have its reorder information written to the log file.

The Custom Office module must be installed and enabled in order for this Extended Solution to function.

Additional functionality is available if you have Sage Software Extended Solution SO-1259: *Lost Opportunity Tracking* installed and enabled.

Section B: Getting Started

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

Required Levels

Sage 100 Module	Module Required	Required Level
I/M	Y	6.20

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. *Run Enhancement Setup Program:* Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. *Send your Sage Serial Number to your DSD Representative:* Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. *Unlock the Enhancement:* DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

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

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

   File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

   Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web

Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to your DSD Enhancements sales representative.*

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

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

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

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

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

DSD Enhancement Control Panel

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

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.
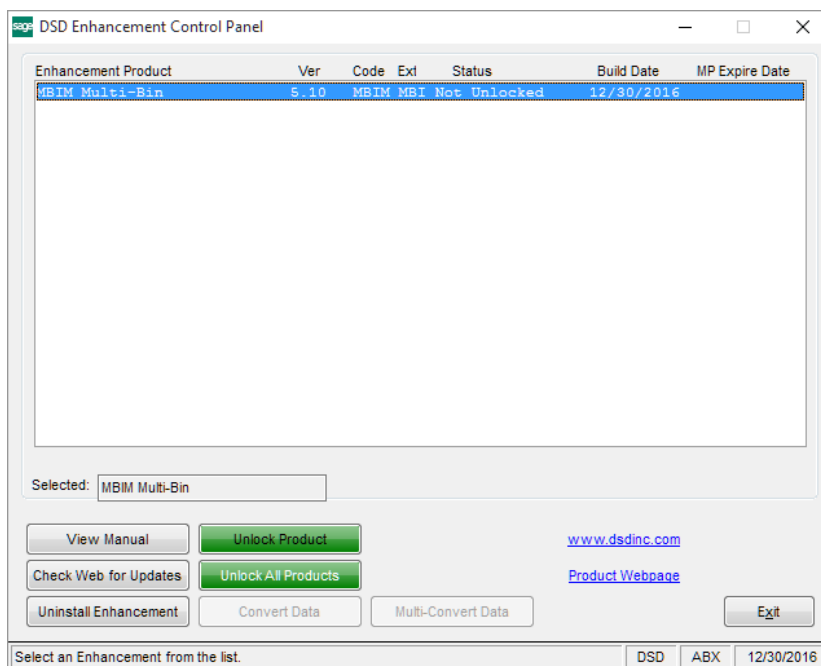
Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*
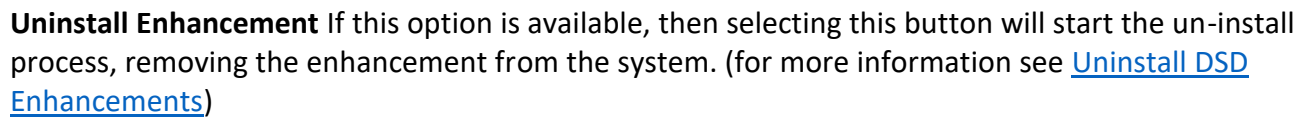
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

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

Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)

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

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

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see Uninstall DSD Enhancements)

Section C: Setup

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

Answer the following prompts for Tab 1:

Value to Use for Maximum On Hand Calculation: Enter the value you wish to use for the Maximum On Hand (MOH) Calculation. Please refer to the description of this calculation in the Operation section of this manual.

Value to Use for Reorder Point Calculation: Enter the value you wish to use for the Reorder Point Calculation (RP). Please refer to the description of this calculation in the Operation section of this manual.

Number of Months to Use in 'AMU' Calculation: Enter the number of months you wish to use in the Average Monthly Usage calculation.

Include Sales In 'AMU' Calculation: Check this box if you wish to include Sales Order Sales in the Average Monthly Usage calculation. 'Retain Sales History' must be checked to include Sales Order Sales in Average Monthly Usage calculation. Leave it blank to exclude Sales from this calculation.

Include Inventory Issues In 'AMU' Calculation: Check this box if you wish to include Inventory Issues in the Average Monthly Usage calculation. Leave it blank to exclude Inventory Issues from this calculation.

Include Bill of Material Issues In 'AMU' Calculation: Check this box if you wish to include Bill of Material Issues in the Average Monthly Usage calculation. Leave it blank to exclude Bill of Material Issues from this calculation.

Include Work Order Issues In 'AMU' Calculation: Check this box if you wish to include Work Order Issues in the Average Monthly Usage calculation. Leave it blank to exclude Work Order Issues from this calculation.

Include Transfers In 'AMU' Calculation: Check this box if you wish to include Inventory Transfers in the Average Monthly Usage calculation. Leave it blank to exclude Inventory Transfers from this calculation.

To include issues and transfers in these calculations the Inventory Setup options 'Retain Transaction History' must be set to Yes.

Round Calculated Quantity Up to Next Whole Number: Check this box to round up Minimum Order Quantity, Reorder Point, and Maximum On Hand Quantity to the next whole number.

Answer the following prompts for Tab 2:

UDF For 'Safety Time': Enter the Custom Office CI Item Master Numeric UDF designated for 'Safety Time.'

UDF For' MOH Divisor': Enter the Custom Office CI Item Master Numeric UDF designated for Maximum On Hand Divisor.

UDF for 'Approved for Reorder Point Recalculation': Enter a CI Item Master checkbox type UDF. Only items with this UDF checked in Inventory Maintenance will have their reorder point recalculated. Leave this option blank to recalculate reorder point for all items.

Role Maintenance

The following Task has been added to Inventory Management, Miscellaneous Tasks:

- Reorder Recalculation Utility

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

Section D: System Operations

Reorder Information Recalculation Utility and Log Report

This utility located on the Period End menu, is used to recalculate the Minimum Order Quantity, Reorder Point and the Maximum On Hand quantity for each item by warehouse based on Average Monthly Usage. Average Monthly Usage (AMU) is calculated as Sales (including returns), Inventory Issues, Bill of Material Issues, Work Order Issues and Transfers of an item within a warehouse over a period of months. The Average Monthly Usage is a display-only field on the Quantity tab in Inventory Maintenance and Inquiry. The recalculation utility selection screen allows selection by a range of Item Numbers, Product Lines and Warehouses, and provides a selection by Product Types.

Number Of Months To Analyze: Enter the number of months you wish to analyze. The number of months defaults to the value entered in Setup but may be overridden at this prompt. The number of months you enter here will appear as the default number of months the next time you run this utility. Only transactions that fall within the date range indicated by 'Number of Months to Analyze' will be included in the calculations. For example, if the number of months to analyze is six, any transaction posted up to six months prior to the current period ending date will be included. The high and low value months are disregarded and the balance is divided by the number of months remaining. The number of months is always calculated back from the current period, and includes the current period.

Note: If the Inventory Management Setup option to 'Base Inventory Periods On' is set to 'Fiscal Period,' this Extended Solution will use the fiscal and period information from General Ledger options, not Inventory Management options.

The following options will all default to 'checked':

Recalculate Minimum Order Quantity: The Minimum Order Quantity will be recalculated in the following manner:

Minimum Order Quantity = AMU (Average Monthly Usage. AMU is the Total Usage divided by the Number of Months).

Recalculate Reorder Point: The Reorder Point will be recalculated in the following manner:

Reorder Point = (AMU/x) * (Primary Vendor Std. Lead Time + Safety Time)
where 'x' is the value entered at the prompt 'Value to Use for Reorder Point Calculation' in Setup, 'Primary Vendor Std. Lead Time' is a value from the item record (set up in I/M Item Maintenance), and 'Safety Time' is stored in the Safety Time UDF specified in Setup.

If a UDF is specified for 'Approved for Reorder Point Recalculation' in Setup, the Reorder Point will be 0 for items which are not approved for recalculation and the Reorder Point will not update to the Item Warehouse Detail file.

Recalculate Maximum On Hand Quantity: Maximum on Hand Quantity will be recalculated in the following manner:

Maximum On Hand = [(AMU*x)/MOH Divisor]+ RP
where 'x' is the value entered at the prompt 'Value to Use for Maximum On Hand Calculation' in Setup, the 'MOH Divisor' is the UDF specified in Setup, and 'RP' is the newly calculated Reorder Point value.

Include Current Period: Uncheck this box if you wish to exclude the current I/M period in the calculations.

Include Highest and Lowest Periods: Uncheck this box if you wish to exclude the period with the highest values and the period with the lowest values from the calculations.

Update Average Monthly Usage: Check this box to update Average Monthly Usage (AMU) in the Item Warehouse Detail file.

The calculations will only include transaction types (Sales, Issues, Transfers) specified in Setup. Sales (including returns) are read from the Whse Item Sales History (IM9). Issues and Transfers (transaction codes II, BI, WI, and IT) are read from the Transaction Detail file (IM5). Only outbound Transfers (Transfers with negative quantities) are included. The absolute values of Issues and Transfers are added to usage (thus increasing Average Monthly Usage).

If SO-1259: *Lost Opportunity Tracking* is installed and enabled, the Average Monthly Usage calculation will also include the 'Lost Qty per Item' from the SO-1259 file SO_LT.

In order to be considered for recalculation, there must be values in the 'Safety Time' and 'MOH Divisor' UDFs.

When the values to calculate come up with no changes to the standard data, the message 'No Data Selected for Printing' will be displayed.

<h3 style="background:#333;color:#fff;padding:4px;">*The Log Report*</h3>

All items selected for recalculation will be written to the log file and will be printed when the report is generated. The sort option determines the order in which the data will appear on the Log Report. The AMU will always be recalculated and printed. The other values will be recalculated if specified but will only be printed if they have changed. The report uses a Quantity mask of ###,###– instead of the standard Inventory Quantity mask.

You will be prompted to clear the file after the report is printed. If you run the utility and a Log Report file already exists, you will be prompted to either clear or print the file.
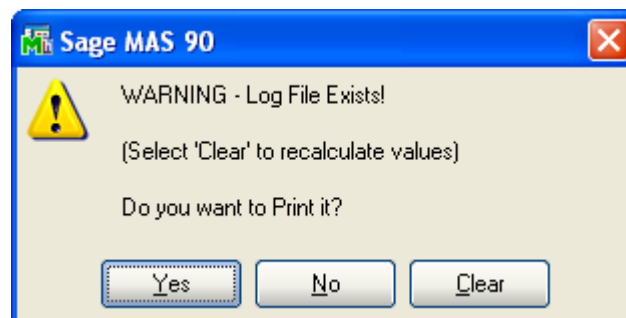
You may reprint the report in various sort orders without recalculating the values. New values cannot be calculated until the old log file is cleared. Below are examples of the log report sorted by Item Number, Product Line, Product Type, and Warehouse Code respectively.

ABC Distribution and Service Corp.

REORDER INFORMATION RECALCULATION UTILITY

RECALCULATED FROM 2009/12/01 THROUGH 2010/05/31 AND SORTED BY ITEM NUMBER

ITEM NUMBER	DESCRIPTION	WHSE	AMU	MIN ORD QTY OLD VALUE	MIN ORD QTY NEW VALUE	REORDER PT OLD VALUE	REORDER PT NEW VALUE	MAX ON HAND OLD VALUE	MAX ON HAND NEW VALUE
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	000	327	40	327	40	182	300	215
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	001	11	5	11	5	7	20	9
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	002	15	10	15	10	9	50	11
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	000	24	30	24	30	2	200	124
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	001	16	5	16	5	1	20	81
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	002	9	5	9	5	1	20	47
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	000	48	60	48	50	5	300	326
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	001	42	10	42	10	5	50	282
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	002	9	5	9	5	1	20	60
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	000	24	20	24	20	2	100	242
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	001	10	5	10	5	1	20	101
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	002	10	5	10	5	1	20	101
2480-8-50	DESK FILE 8" CAP 50	000	193	400	193	0	0	2,000	17
2480-8-50	DESK FILE 8" CAP 50	001	105	200	105	0	0	800	9
2480-8-50	DESK FILE 8" CAP 50	002	119	300	119	0	0	1,000	10

ABC Distribution and Service Corp.

REORDER INFORMATION RECALCULATION UTILITY

RECALCULATED FROM 2009/12/01 THROUGH 2010/05/31 AND SORTED BY PRODUCT LINE

ITEM NUMBER	DESCRIPTION	WHSE	AMU	MIN ORD QTY OLD VALUE	MIN ORD QTY NEW VALUE	REORDER PT OLD VALUE	REORDER PT NEW VALUE	MAX ON HAND OLD VALUE	MAX ON HAND NEW VALUE
PRODUCT LINE FD&A FLEXIBLE DISKS & ACCESS.									
2480-8-50	DESK FILE 8" CAP 50	000	193	400	193	0	0	2,000	17
2480-8-50	DESK FILE 8" CAP 50	001	105	200	105	0	0	800	9
2480-8-50	DESK FILE 8" CAP 50	002	119	300	119	0	0	1,000	10
PRODUCT LINE WF&A WORKSTATION FURN & ACCESS									
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	000	327	40	327	40	182	300	215
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	001	11	5	11	5	7	20	9
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	002	15	10	15	10	9	50	11
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	000	24	30	24	30	2	200	124
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	001	16	5	16	5	1	20	81
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	002	9	5	9	5	1	20	47
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	000	48	60	48	50	5	300	326
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	001	42	10	42	10	5	50	282
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	002	9	5	9	5	1	20	60
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	000	24	20	24	20	2	100	242
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	001	10	5	10	5	1	20	101
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	002	10	5	10	5	1	20	101

ABC Distribution and Service Corp.

REORDER INFORMATION RECALCULATION UTILITY

RECALCULATED FROM 2009/12/01 THROUGH 2010/05/31 AND SORTED BY PRODUCT TYPE

ITEM NUMBER	DESCRIPTION	WHSE	AMU	MIN ORD QTY OLD VALUE	MIN ORD QTY NEW VALUE	REORDER PT OLD VALUE	REORDER PT NEW VALUE	MAX ON HAND OLD VALUE	MAX ON HAND NEW VALUE
PRODUCT TYPE: FINISHED GOOD									
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	000	327	40	327	40	182	300	215
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	001	11	5	11	5	7	20	9
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	002	15	10	15	10	9	50	11
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	000	24	30	24	30	2	200	124
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	001	16	5	16	5	1	20	81
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	002	9	5	9	5	1	20	47
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	000	48	60	48	50	5	300	326
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	001	42	10	42	10	5	50	282
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	002	9	5	9	5	1	20	60
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	000	24	20	24	20	2	100	242
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	001	10	5	10	5	1	20	101
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	002	10	5	10	5	1	20	101
2480-8-50	DESK FILE 8" CAP 50	000	193	400	193	0	0	2,000	17
2480-8-50	DESK FILE 8" CAP 50	001	105	200	105	0	0	800	9
2480-8-50	DESK FILE 8" CAP 50	002	119	300	119	0	0	1,000	10

Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

New File: *Field:*
IM.ItemWarehouse   AVG_MTHLY_USE
IM.RIRLOG   All Fields

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

File: *Field:*
IM_ItemWarehouse   AvgMthlyUse
IM_LR   Reorder Info Recalc Log   All fields

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.
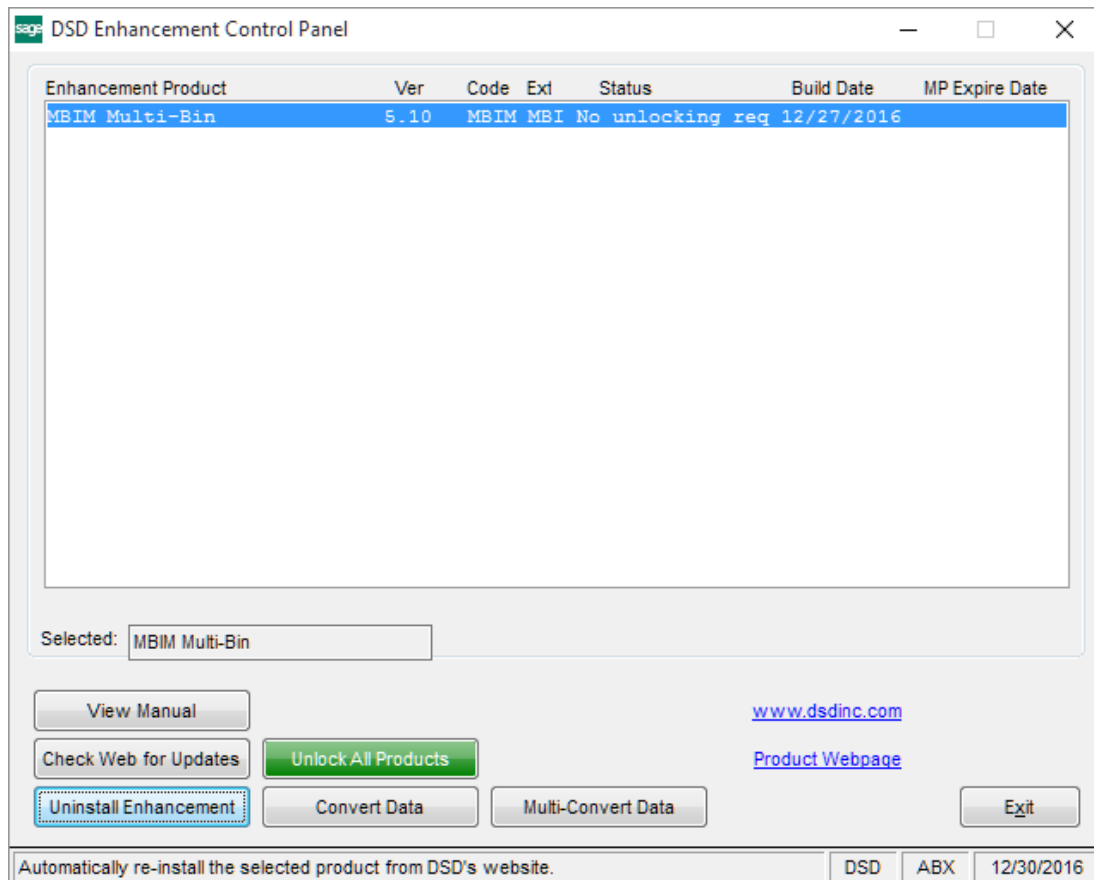

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
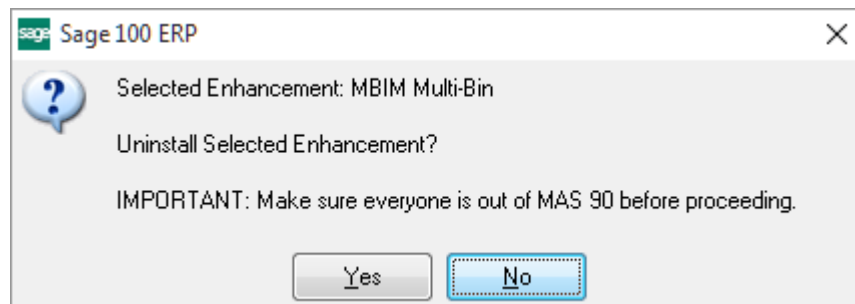
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.
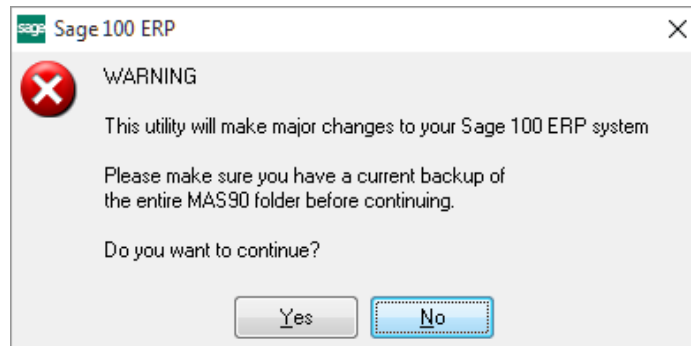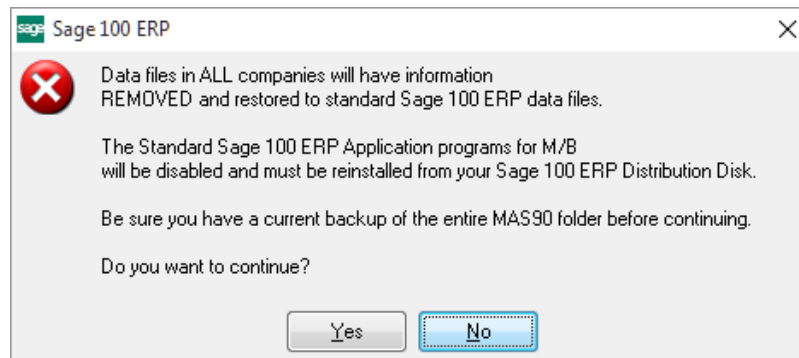
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

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

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

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

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

Sage 100 ERP ×

Enhancement uninstall complete.

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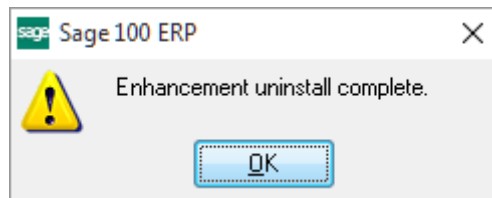
Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).