DSD Business Systems

Sage 100 Enhancements

I161

Item Cost Change Utility

IM-1161

Version 7.10

Information in this document is subject to change without notice.

Item Cost Change Utility User's Manual
Version 7.10

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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*

1161 Item Cost Change Utility:

http://www.dsdinc.com/enh/pages/1161.htm

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 remotely or by some other to duplicate the system.

Item Cost Change Utility Features

This DSD Extended Solution to the Inventory Management module adds the Item Cost Change Utility for inventory items with a FIFO/LIFO/Lot/Serial number valuation method. This utility allows you to change cost

- by a percentage
- by a dollar amount
- by setting it to equal Std. Cost
- by setting it to a specific value
- by setting it to a specific dollar amount for each individual lot quantity.

Additional functionality is available if you have installed and enabled PO-1050: *User Defined Line Fields For Purchase Order*.

Section B: Getting Started

CAUTION

- 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	7.10

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.*

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.
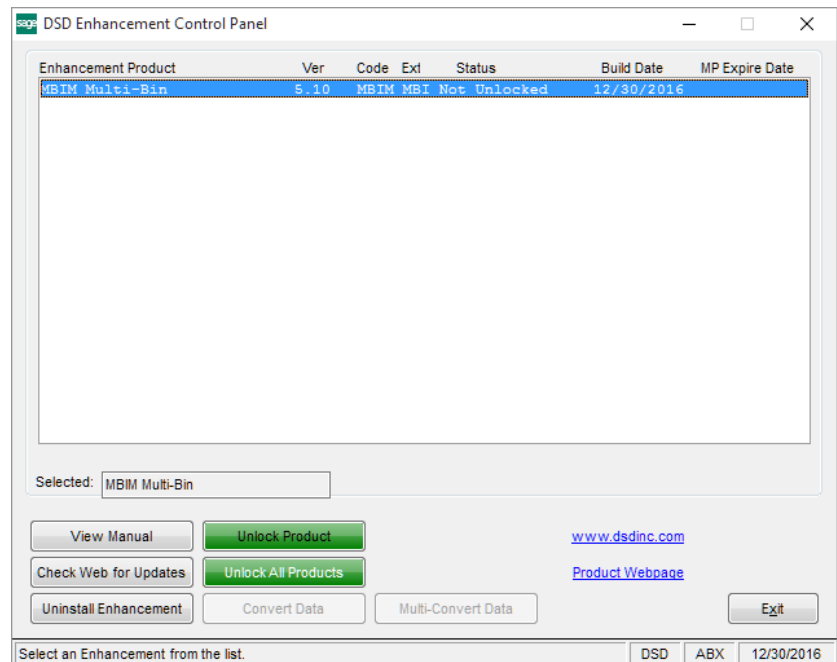
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*
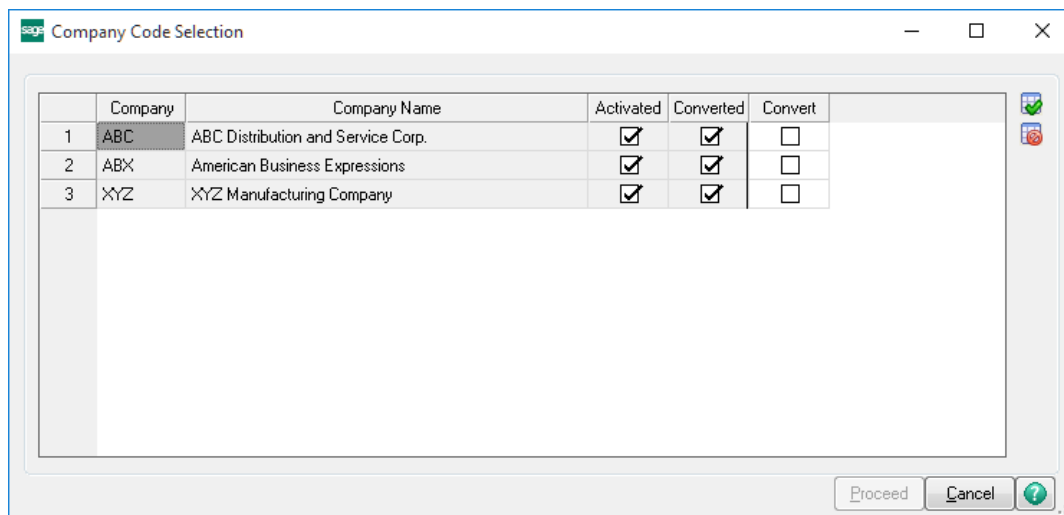
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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:

Record Cost Changes to the I/M Transaction File: Check this box to write to the I/M Transaction File using type 'IV' and recording cost change during the register update. See Operations for details.

Change Method Default: Select the default Change Method: 'Percentage,' 'Dollar,' 'Specific Value,' 'Set to Std Cost' or 'Lot Value'.

If you have selected 'Lot Value', then the user will be allowed to define for an entire Lot, an increase or decrease in cost, as opposed to 'Specific Value' which allows for a Unit increase or decrease in cost. *For example:Lot A of Item 123 in WHS 000 increased $152, rather than each item in the lot increased .11.*

Next Transaction Number: Enter the next transaction number.

If you have selected 'Set to Std. Cost' in the 'Change Method Default' question, then the following two Setup questions will be available if you have either the Bill of Materials or Work Order modules enabled:

Prompt After BOM Production Register: If you check this box, then once the Production Register has updated, you will be prompted to print the Cost Change Register.

Prompt After W/O Completion Transaction Register: If you check this box, then once the W/O Completion Transaction Register has updated, you will be prompted to print the Cost Change Register.

The following Prompt will only be available if Change Method Default is set to 'Specific Value':

Default Value For 'Update Last Cost': Set the default value for the selection screen's 'Update Last Cost' flag.

Default value for 'Update Master P/Os': Set the default value for the selection screen's 'Update Master P/Os' flag.

Make Adjustment Account Required: If this box is checked, a valid Adjustment G/L Account is required before the user may proceed with the Item Cost Change Utility. This box defaults to unchecked.

 The following prompt will only be available if you have PO-1050: *User Defined Line Fields For Purchase Order* installed and enabled:

PO-1050 UDF for updating Master P/O Unit Costs: Define one Y/N type UDF to determine if the line's Master P/O Unit Cost will be updated.

Role Maintenance

The following Tasks have been added to Inventory Management, Miscellaneous Tasks:

- Cost Change Utility

Please review your security setup in Role Maintenance and make appropriate changes.

Section D: System Operations

Cost Change Selections

Select the Item Cost Change Utility from the menu to access the selection screen.

Each cost change selection will have an auto incremented transaction number; that transaction number will display on this screen.

Cost Change Method:

- Percentage – select this to increase or decrease Unit Cost by a percentage
- Dollar - select this to increase or decrease the Unit Cost by a dollar amount
- Specific Value – select this to override the Unit Cost to be a new value
- Set to Std Cost - select this to set the Unit Cost to be the item's Std Cost in Inventory Maintenance
- Lot Value – only applicable to Items whose valuation method is 'Lot'. Allows the user to key in a fee which will then be applied to all of the Item's in the Lot(s) selected by dividing the fee by the total Qty on Hand in each Lot, then increasing the Unit Cost of each item in the Lot by the result.

Cost Change Rate/Value: Where you define the dollar value or percentage for the Change Method. Disabled if you select 'Set to Std Cost'.

Update Last Cost: This option is available only when the Change Method is 'Specific Value.' When this box is checked, the program will update Last Cost in Inventory Masterfile.

Item Type: FIFO, LIFO, Lot, Serial or All.   If you have selected a **Change Method** of 'Lot Value' this field will have 'lot' selected and will be disabled.

Description: A 30-character field is available for each cost change transaction.

Adjustment G/L account: Specify the G/L account to post the change in value or leave blank to use the Product Line Adjustment account.

Update Master P/O Unit Cost: Check this option to update the Item's Unit Cost on Master P/O lines. (Please refer to the Update Master P/O's Unit Cost section in the *Operations* section for more details.)

Then define ranges of Item Numbers, Warehouses, Transaction Dates and Product Lines.

If you select an item type of FIFO or LIFO, you will be prompted for a range of Receipt Numbers.

If you select item type Lot or Serial, you will be prompted for a range of Receipt Numbers and Lot/Serial Numbers.

If you select 'All' item types, FIFO, LIFO, Lot and Serial valued items will be selected and the Lot/Serial/Receipt number range entry fields will be disabled.

A Lookup has been added next to the Receipt Number field (it will only be available if you have defined a single Item Number). It will look up P/O Receipt History and will return P/O ROG information for that one item in an ALE with Receipt Number, Unit Cost and Qty Received as the columns):

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After you have made your selections, click the 'Select' button to begin the cost change selection. Once selection is complete, you will be prompted 'Do you want to print the Cost Change Register? Yes, No, Clear, Select'. 'Yes' will print the register. 'No' will save the cost change selection transactions for later update, and the next time you access the utility, you will be warned that a selection is in process. 'Clear' will delete all selection transactions, and 'Select' will return you to the parameters screen, with a new transaction number, to make another selection.

Cost Change Register Printing
The Cost Change Register will break and subtotal by Transaction Number and sort by Cost Change Method, Item Number, Warehouse, Item Type and Lot/Serial Number. The Register includes columns for Item Number, Item Description, Warehouse, Lot/Serial/Receipt Number, Unit of Measure, Quantity, Old Cost, New Cost and Cost Change. The Receipt Number will print right below the Lot/Serial Number for Lot/Serial items. Report totals for Quantity and Cost Change Amount will print at the bottom.

Item Cost Change Register
New Cost = Old Cost + 10%
Item Code Range: From : NEW3 To: NEW3
Warehouse Code: All
Receipt No: All
Transaction Date: All
Product Line: All

XYZ Manufacturing Company (XYZ)

Item Code/Description		Whse	Lot Serial No/ Receipt No	UOM	Quantity On Hand	Old Cost	New Cost	Cost Change
Transaction No: 00000005	Method: Percentage		Rate/Value:		10.000			
NEW3		000	1	EACH	25.00	150.000	165.000	375.00
New3			00000033					
NEW3		000	2	EACH	25.00	150.000	165.000	375.00
New3			00000033					
NEW3		000	3	EACH	25.00	150.000	165.000	375.00
New3			00000033					
NEW3		000	4	EACH	25.00	150.000	165.000	375.00
New3			00000033					
NEW3		000	5	EACH	10.00	150.000	165.000	150.00
New3			G095125					
NEW3		000	6	EACH	20.00	150.000	165.000	300.00
New3			G095126					
			Warehouse Code: 000 Total:		130.00	900.00	990.00	1,950.00
			Item Code: NEW3 Total:		130.00	900.00	990.00	1,950.00
			Transaction No: 00000005 Total:		130.00			1,950.00

Cost Change Register Printing with Paperless Office

With *Paperless Office*, the Item Cost Change Register can be set up to print in PDF format.

Cost Change Register Printing with Bill of Materials

If you checked the 'Prompt after BOM Production Register' option in Setup, then once the Production Register has updated the prompt 'Do you want to print the Cost Change Register?' will appear. If you say Yes, then the program will generate an IM-1161 Cost Change Utility transaction for each finished item number of a tier-type valuation on the BOM Production Register, and thus set the tier's cost to equal Std. Cost. The register will print, and you will be prompted to update it.

Cost Change Register Printing with Work Order

If you checked the 'Prompt after W/O Completion Transaction Register' option in Setup, then once the Transaction Register has updated, the prompt 'Do you want to print the Cost Change Register?' will appear. If you say 'Yes,' then the program will generate an IM-1161 Cost Change Utility transaction for each finished item number of a tier-type valuation on the W/O Completion Register, and thereby set the tier's cost to equal Std. Cost. The register will print and you will be prompted to update it.

If you elected not to print the Cost Change Register after either the BOM Production Register of the W/O Completion Transaction Register, you can still proceed to the Utility and perform the process via the utility's selection criteria.

In both cases, you will no longer be prompted to print the Daily Transaction Register from within BOM or W/O when you elect to print the Cost Change Register.

Cost Change Register Update

After printing the Cost Change Register the prompt 'Do You Want to Update the Cost Change Register?' will be presented. Click 'Yes' if you wish to update the Cost Change Register. Click 'No' if you do not wish to update the changes.

If the update is interrupted for any reason, the next time the utility is selected you will be presented with the message 'Update Interrupted. Do You Want To Restart?' No further cost change selections will be permitted until the update has been completed.

Please note that the Inventory module's Accounting Date will be used as the posting date for all Cost Change transactions.

Record Cost Changes to the I/M Transaction File

If you checked this option in Setup, then a record will be recorded in the I/M Transaction files (IM_ItemTransactionHistory & IM_LotSerialTransactionHistory) during the update of the register for each Cost Change. This record will be denoted as Transaction type 'IV.' It will record the following into IM_ItemTransactionHistory:
- Item Number
- Lot or Serial Number if applicable
- Date = Date of Cost Change Utility update
- Type = IV
- Reference = Transaction Number
- Quantity = quantity of this item changed
- Unit Cost = the dollar amount of the change per each
- Extension = Qty *Unit Cost

The I/M Detail Transaction Report and the I/M Transactions Tab will both reflect these entries.

Update Master P/O's Unit Cost

If you selected this option then the Unit Cost will be updated on any Master Purchase Order whose Vendor Number matches the Item's Primary Vendor Number when there is a non zero Balance Remaining Qty on the Master Purchase Order.

If you have PO-1050 installed and specified a line UDF in Setup, then in addition to the rules stated above, the Unit Cost will only be updated if that line's UDF is checked.

Posting To G/L

The posting comment will be the Transaction Number + "INVENTORY COST CHANGE UPDATE" + the first 30 characters of the comment. Adjustments will, by default, be credited to the Product Line Inventory account and debited to the Production Line Adjustment account. If multiple warehouses are in use and posting is being done by warehouse, then the Warehouse Inventory sub-account is credited and the Warehouse Adjustment sub-account is debited.

Backups

The following files will be backed up at the start of the utility update with an extension of .OLD:

CI_Item

IM_ItemCost

IM_ItemWarehouse

IM_ItemTransactionHistory

IM_LotSerialTransactionHistory

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.
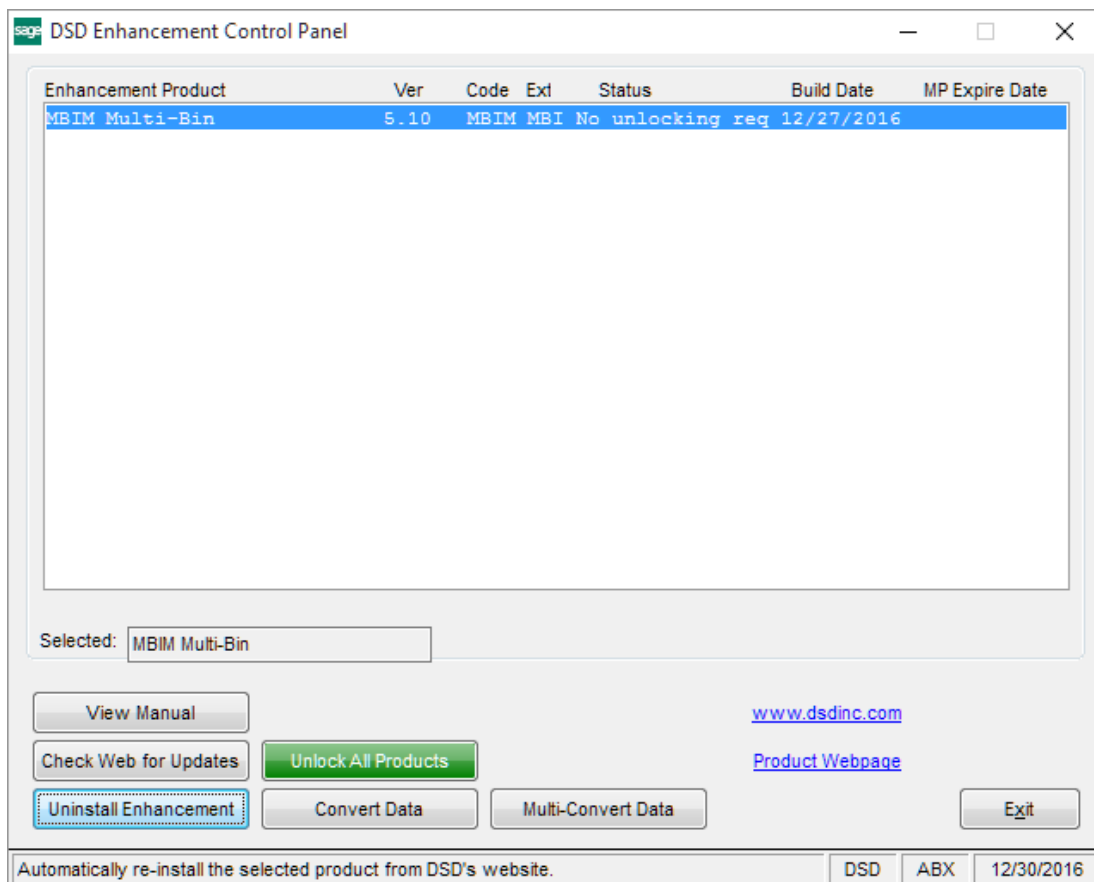

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
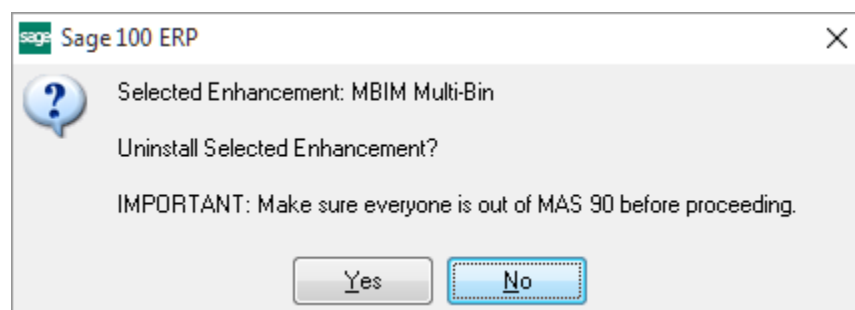
Select **No** to exit the Uninstall Process.

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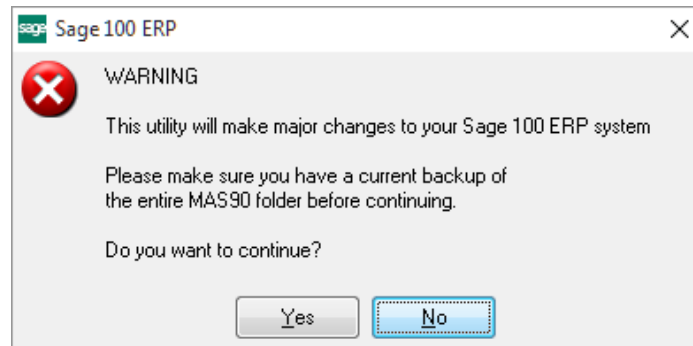
Select **No** to exit the Uninstall Process.
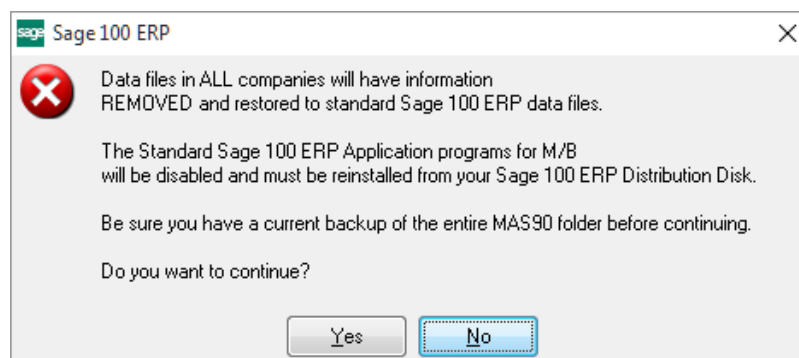Select **Yes** to continue with the Uninstall Process.

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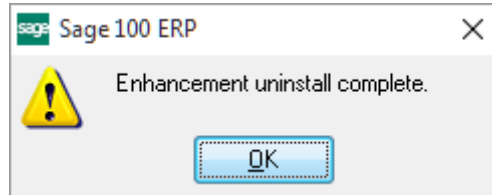
Now that the Uninstall process is completed, you must:

- 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).