



# **DSD Business Systems**

**Sage 100 Enhancements**

**I263**

**Vendor Quote Maintenance**

**IM-1263**

**Version 7.00**



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Vendor Quote Maintenance User's Manual  
Version 7.00

10 June, 2021

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## Section A: Introduction

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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*

1263 Vendor Quote Maintenance:

<http://www.dsdinc.com/enh/pages/1263.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.

### ***Vendor Quote Maintenance Features***

This DSD Extended Solution creates a single screen view of various Inventory Item related data currently found in I/M Maintenance, P/O Receipt History and A/R Invoice History. It also adds a place to record and maintain Vendor quotes.

Additional functionality exists if SO-1489, *Auto Generate Purchase Orders from S/O Entry* is 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               | 7.00           |

### 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 License Agreement and Activation**

**License Agreement**

YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL.

**IMPORTANT:** THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.

**1 Agree to License Agreement**  
☒ Agree ☐ Disagree

**2 Select Unlocking Type**  
☐ Web ☐ File  
☐ Demo ☒ Manual Entry

**3 Call DSD at 858-550-5900**  
 Have this information ready: End User Name: DSD Business Systems  
 Serial Number: 0555188

**4 Enter the following from DSD**  
 Activation Key:   
 Click to Unlock:

DSD ABX 12/30/2016

**DSD Conversion Wizard: Step One, Introduction**

**DSD BUSINESS SYSTEMS**

This company's data needs to be converted.

This program will perform the conversion.

### 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.

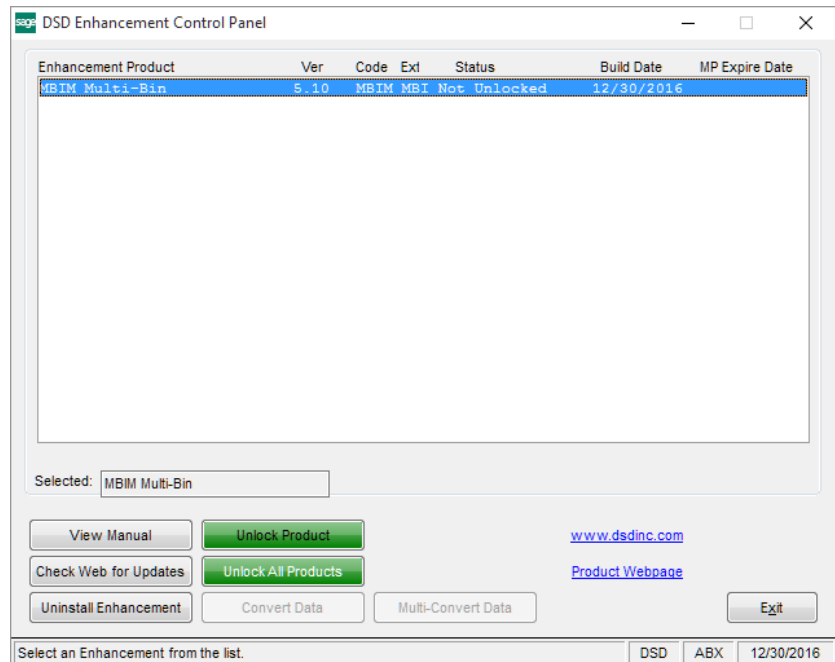
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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.*

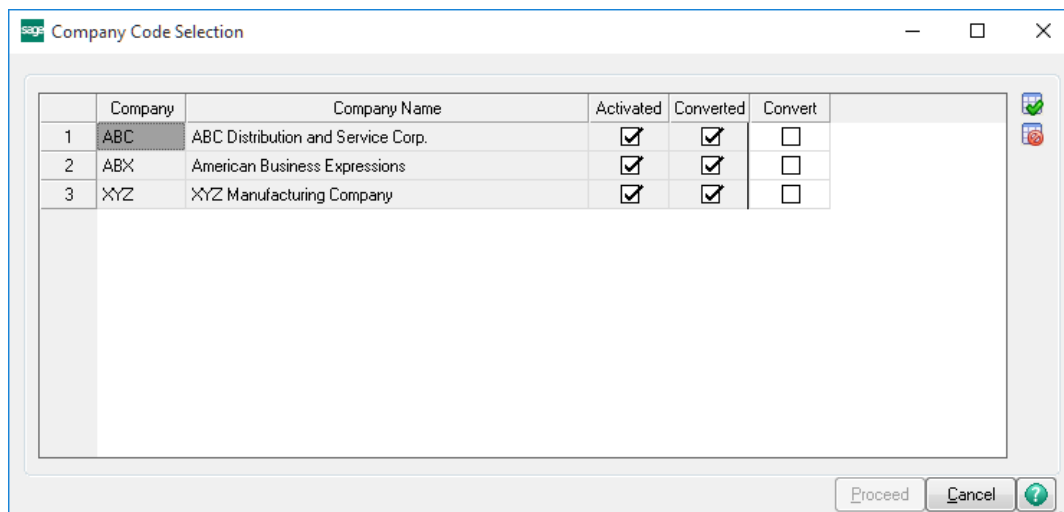
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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.

IM-1263 Setup Options

IM-1263 Vendor Quote Maint

Enable DSD Extended Solution ☒ Level 7.00

'Comment' Column Label

Vendor Item Number Column

Accept Cancel

DSD ABC 6/8/2021

Answer the following prompts

**'Comment' Column Label:** Specify the name of the column that holds the user defined comment; defaults to 'Comment'.

**Vendor Item Number Column:** Select either 'I/M Vendor Item Number' or 'User Defined Vendor Part Number' to be displayed in Vendor Quote Maintenance (See **Operation** below).

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

### **Role Maintenance**

The following Task has been added to Inventory Management, Maintenance/Data Entry:

- Vendor Quote Maintenance

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

## Section D: System Operations

### Vendor Quote Maintenance

Vendor Quote Maintenance has been added to the Main menu in Inventory; when accessed you will be prompted for an Inventory Item Number. There can be only one record per item/date/vendor.

**Vendor Quote Maintenance**

Item No: 1001-HON-H252    HON 2 DRAWER LETTER FLE W/O LK    Weight: 35

Primary Vendor: 01-CONT    Container Corporation Of Usa    Total Qty On Hand: 5,287.00

Notes: THIS ITEM WILL BE INCLUDED IN THIS YEAR'S FALL SALES PROMOTION. THIS YEAR THE DISCOUNT WILL BE A FLAT 25% ACROSS THE BOARD. WE FEEL THAT THIS IS A SIGNIFICANT INCENTIVE AND IT IS FAR LESS CONFUSING THAN PREVIOUSLY IMPLEMENTED TIERED-DISCOUNT SCHEMES.

**Vendor Quote Entry**

| Vendor No. | Name                         | Date       | Unit Cost | U/M  | Comment | Vendor Item Number |
|------------|------------------------------|------------|-----------|------|---------|--------------------|
| 01-AIRWAY  | Airway Property              | 12/19/2011 | 70.000    | EACH |         |                    |
| 01-CONT    | Container Corporation Of Usa | 12/19/2011 | 72.000    | EACH |         | 99999-100252       |
|            |                              | 12/19/2011 | .000      | EACH |         |                    |

**P/O Receipt History**

| Vendor No. | Name                         | Receipt Date | Qty Received | Unit Cost | U/M  | Vendor Item No. |
|------------|------------------------------|--------------|--------------|-----------|------|-----------------|
| 01-CONT    | Container Corporation Of Usa | 12/15/2011   | 100.00       | 29.475    | EACH | 99999-100252    |
| 01-STEV    | STEVENS SUPPLY               | 05/31/2010   | 10.00        | 34.250    | EACH | 1001-HON-H252   |

**Customer Sales History**

| Customer No. | Name                      | Invoice Date | Qty Shipped | Unit Price | U/M  | Invoice No. | Comment |
|--------------|---------------------------|--------------|-------------|------------|------|-------------|---------|
| 02-GREALAR   | Greater Alarm Company     | 05/31/2010   | 10.00       | 78.120     | EACH | 0100046-IN  |         |
| 01-ABF       | American Business Futures | 05/15/2010   | 4.00        | 79.800     | EACH | 0100034-IN  |         |
| 01-ABF       | American Business Futures | 05/10/2010   | 1.00        | 81.480     | EACH | 0100055-CM  |         |
| 01-ABF       | American Business Futures | 03/01/2010   | 5.00        | 81.480     | EACH | 0100054-IN  |         |

Accept Cancel Exit

DSD ABC 12/19/2011

Once the Item number is defined, the screen populates with the following information:

#### Item Inquiry data (display only)

- Item Description
- Primary Vendor Number and Vendor Name
- Weight (from Inventory Masterfile)
- Total Quantity on Hand (across all warehouses)
- Text of first Item Memo

#### Vendor Quote entry

- Vendor Number
- Vendor Name (display only)
- Date (defaults to workstation date)
- Unit Cost
- UOM
- Comment (50 characters)
- Vendor Item Number or Vendor Part Number\*
- User Code (populated with the user making the entry)

\*If you selected 'I/M Vendor Item Number' in Setup, the column label will be 'Vendor Item Number' it will display the Vendor Item Number from Inventory. You will not be allowed to edit information in this column.

**Vendor Quote Maintenance**

Item No: 1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK Weight: 35  
 Primary Vendor: 01-CONT Container Corporation Of Usa Total Qty On Hand: 5,287.00  
 Notes: THIS ITEM WILL BE INCLUDED IN THIS YEAR'S FALL SALES PROMOTION. THIS YEAR THE DISCOUNT WILL BE A FLAT 25% ACROSS THE BOARD. WE FEEL THAT THIS IS A SIGNIFICANT INCENTIVE AND IT IS FAR LESS CONFUSING THAN PREVIOUSLY IMPLEMENTED TIERED-DISCOUNT SCHEMES.

**Vendor Quote Entry**

| Vendor No. | Name                         | Date       | Unit Cost | U/M  | Comment | Vendor Item Number |
|------------|------------------------------|------------|-----------|------|---------|--------------------|
| 01-CONT    | Container Corporation Of Usa | 12/01/2011 | 35.600    | EACH |         | 99999-100252       |
| 01-AIRWAY  | Airway Property              | 12/05/2011 | 33.500    | EACH |         | LETTER DRWR NO LK  |
| 01-STEV    | Stevens Supply               | 12/19/2011 | 33.000    | EACH |         | HON- 2 DRAW' WOLK  |

**P/O Receipt History**

| Vendor No. | Name                         | Receipt Date | Qty Received | Unit Cost | U/M  | Vendor Item No.   |
|------------|------------------------------|--------------|--------------|-----------|------|-------------------|
| 01-CONT    | Container Corporation Of Usa | 12/15/2011   | 100.00       | 29.475    | EACH | 99999-100252      |
| 01-STEV    | STEVENS SUPPLY               | 05/31/2010   | 10.00        | 34.250    | EACH | HON- 2 DRAW' WOLK |

**Customer Sales History**

| Customer No. | Name                      | Invoice Date | Qty Shipped | Unit Price | U/M  | Invoice No. | Comment |
|--------------|---------------------------|--------------|-------------|------------|------|-------------|---------|
| 02-GREALAR   | Greater Alarm Company     | 05/31/2010   | 10.00       | 78.120     | EACH | 0100046-IN  |         |
| 01-ABF       | American Business Futures | 05/15/2010   | 4.00        | 79.800     | EACH | 0100034-IN  |         |
| 01-ABF       | American Business Futures | 05/10/2010   | 1.00        | 81.480     | EACH | 0100055-CM  |         |
| 01-ABF       | American Business Futures | 03/01/2010   | 5.00        | 81.480     | EACH | 0100054-IN  |         |

Accept Cancel Exit  
 DSD ABC 12/19/2011

\*If you selected 'User Defined Vendor Part Number', the column label will be 'Vendor Part Number'. This column will be a 20-character editable field that will write to the Vendor Quote file. There is no default value.

**Vendor Quote Maintenance**

Item No: 1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK Weight: 35  
 Primary Vendor: 01-CONT Container Corporation Of Usa Total Qty On Hand: 5,287.00  
 Notes: THIS ITEM WILL BE INCLUDED IN THIS YEAR'S FALL SALES PROMOTION. THIS YEAR THE DISCOUNT WILL BE A FLAT 25% ACROSS THE BOARD. WE FEEL THAT THIS IS A SIGNIFICANT INCENTIVE AND IT IS FAR LESS CONFUSING THAN PREVIOUSLY IMPLEMENTED TIERED-DISCOUNT SCHEMES.

**Vendor Quote Entry**

| Vendor No. | Name                         | Date       | Unit Cost | U/M  | Comment | Vendor Part Number |
|------------|------------------------------|------------|-----------|------|---------|--------------------|
| 01-CONT    | Container Corporation Of Usa | 12/01/2011 | 35.600    | EACH |         | Vendor #20001      |
| 01-AIRWAY  | Airway Property              | 12/05/2011 | 33.500    | EACH |         |                    |
| 01-STEV    | Stevens Supply               | 12/19/2011 | 33.000    | EACH |         |                    |

**P/O Receipt History**

| Vendor No. | Name                         | Receipt Date | Qty Received | Unit Cost | U/M  | Vendor Item No.   |
|------------|------------------------------|--------------|--------------|-----------|------|-------------------|
| 01-CONT    | Container Corporation Of Usa | 12/15/2011   | 100.00       | 29.475    | EACH | 99999-100252      |
| 01-STEV    | STEVENS SUPPLY               | 05/31/2010   | 10.00        | 34.250    | EACH | HON- 2 DRAW' WOLK |

**Customer Sales History**

| Customer No. | Name                      | Invoice Date | Qty Shipped | Unit Price | U/M  | Invoice No. | Comment |
|--------------|---------------------------|--------------|-------------|------------|------|-------------|---------|
| 02-GREALAR   | Greater Alarm Company     | 05/31/2010   | 10.00       | 78.120     | EACH | 0100046-IN  |         |
| 01-ABF       | American Business Futures | 05/15/2010   | 4.00        | 79.800     | EACH | 0100034-IN  |         |
| 01-ABF       | American Business Futures | 05/10/2010   | 1.00        | 81.480     | EACH | 0100055-CM  |         |
| 01-ABF       | American Business Futures | 03/01/2010   | 5.00        | 81.480     | EACH | 0100054-IN  |         |

Accept Cancel Exit  
 DSD ABC 12/19/2011

**P/O Receipt History (display only, in reverse receipt date order)**

Vendor Number  
Vendor Name  
Receipt Date  
Qty Received  
Unit Cost  
UOM  
Vendor Item Number (from Item Vendor File)

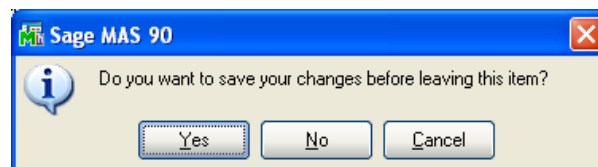
This will list records for all Vendors with whom you have made purchases for this product in reverse date order based on available P/O Receipt History.

**Customer Sales History (display only, in reverse invoice date order)**

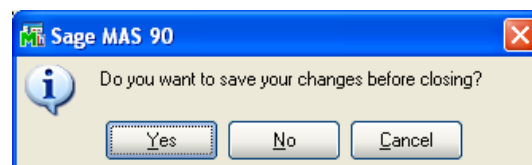
Customer Number  
Customer Name  
Invoice Date  
Qty Shipped  
Unit Price  
UOM  
Invoice Number  
Invoice Header Comment

This will list records for all Customers who have made purchases for this product in reverse Invoice date order based on available A/R Invoice History.

When you make changes to an item, you must click Accept before moving to another item (either by selecting a new item or using the browse arrows). If you do not click Accept first, a window will pop up asking if you want to save your changes.



If you have made changes, you must click Accept before you click Exit. If you do not click Accept first, a window will pop up asking if you want to save your changes.



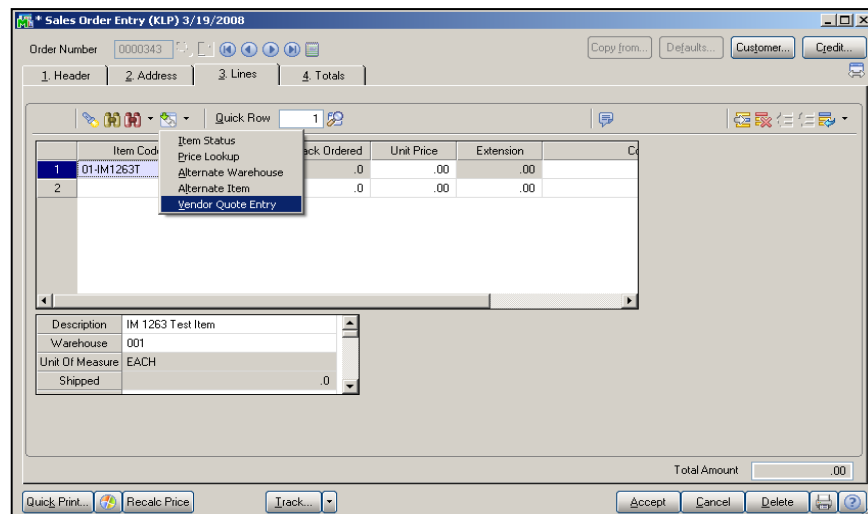
**If you click Cancel, anything added or changed will be lost and the screen will be cleared.**

### Custom Office

The Vendor Quote Maintenance form can be modified via Customizer Selection: Im\_1263, DMAIN. Custom Office C/I Item Master UDFs can be added to the Vendor Quote Maintenance screen via Customizer Selection.

### With SO-1489, Auto Generate Purchase Orders from S/O Entry

Sales Order Line entry of a Quote Type Order has been modified with an additional option for Vendor Quote Entry on the Item Inquiry drop list button.



Highlight an Inventory line and click this button to access Vendor Quote Maintenance.

As you key in an Inventory Item Number, the Item/Vendors Quote file will be queried. If any vendor quotes exist for this item, Vendor Quote Maintenance will pop up automatically.

You can edit existing vendor quotes or create new ones. There will be an extra 'Select' column. Check this box to select a quote for inclusion on a Purchase Order. Multiple vendors may be chosen, however only one quote per vendor is allowed. (See SO-1489 documentation for information on the Purchase Order creation process.) You may browse to other items and make changes to them from this screen but the 'Select' checkbox will be available only for the line item currently being processed on the Sales Order. If you attempt to Exit or move to another item without clicking the Accept button you will be prompted to save your change. Changes for all items will be committed when the Sales Order is accepted. Vendor Quote Entry will no longer be available from the drop list when the sales order Quote is converted to a Standard sales order.

Any vendor quote record selected on a sales order quote line will add a lock to the vendor number and the date fields in the Vendor Quote Maintenance file. You cannot change the vendor number or date, nor delete that entry while Select is checked on a Sales Order.

**ODBC Dictionary**

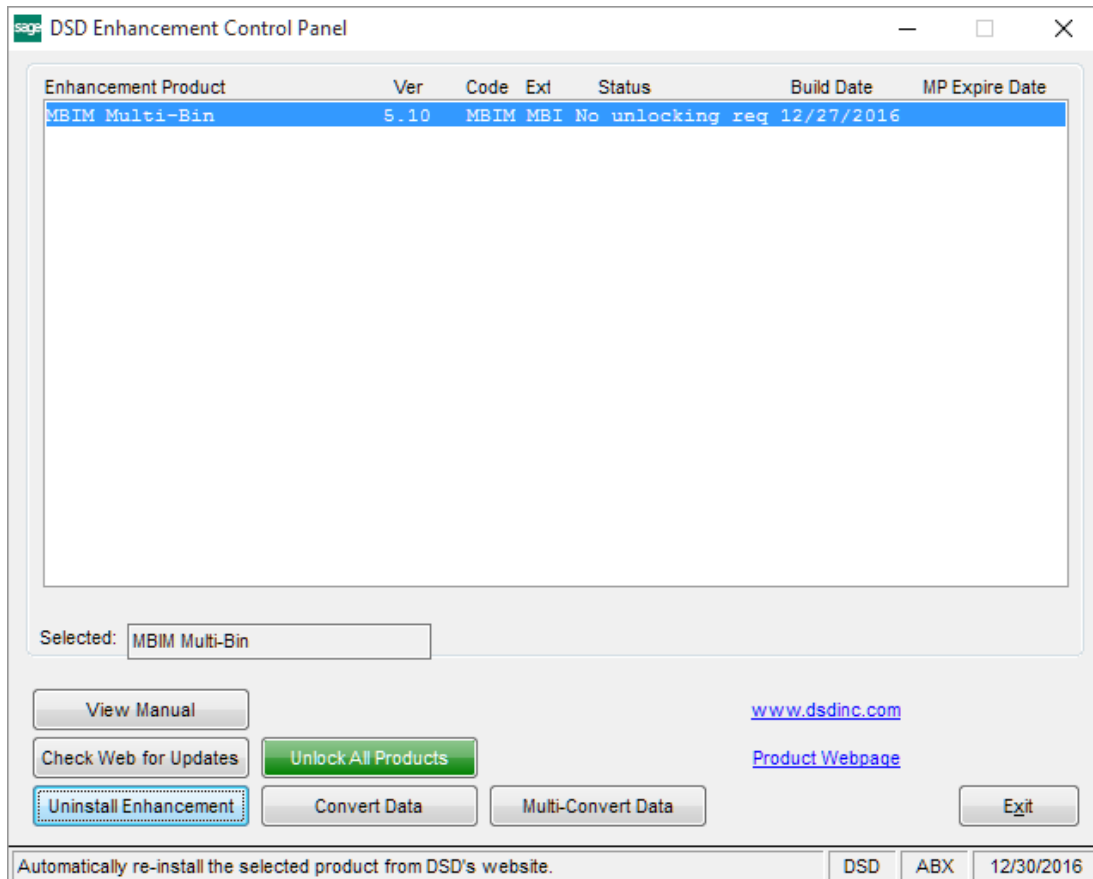
The files listed below have been added, or changed, in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

| <i>File</i>              | <i>Fields</i> |
|--------------------------|---------------|
| IM_VendorQuote_234       | All Fields    |
| SO_VendorQuoteSelect_001 | All Fields    |

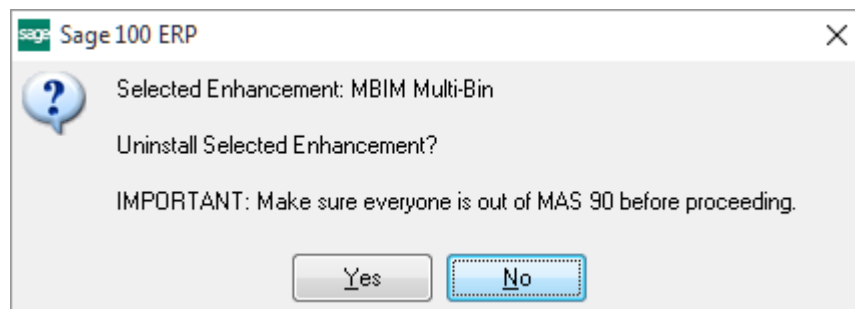
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## 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.

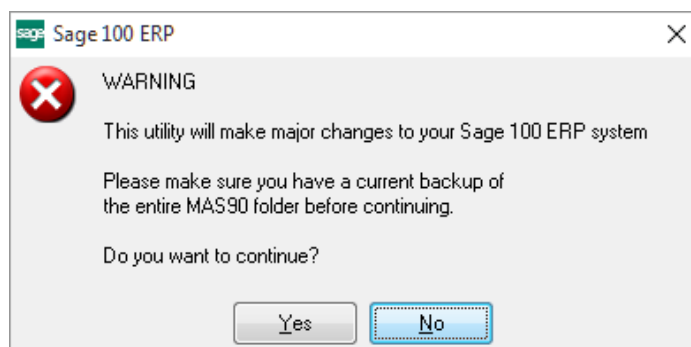


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



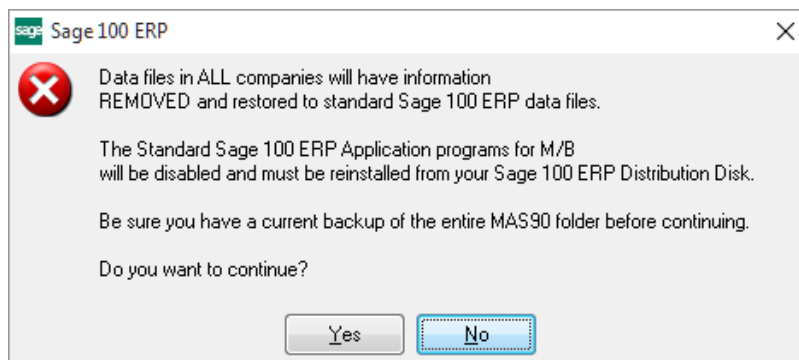
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

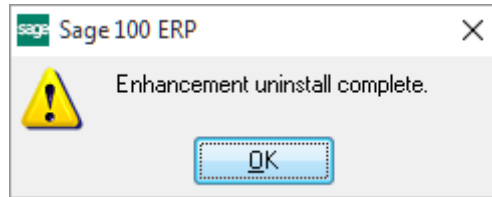
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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.



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).