DSD Business Systems

Sage 100 Enhancements

J009

Full Item Descriptions

JC-1009

Version 5.40

Information in this document is subject to change without notice.

Full Item Descriptions User's Manual
Version 5.40

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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

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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

J009 Full Item Descriptions:

http://www.dsdinc.com/enhancement/full-item-descriptions-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.

This Extended Solution to the Job Cost module allows the full description of inventory items to print on the Billing Selection Register, Job Transaction Detail Report and Job Invoices. The full descriptions are issued to a job from Inventory or received to a job from Purchase Order. In addition, depending upon your configuration, you may print the Purchase Order and Vendor Names for P/O transactions and the transaction header Comment for I/M transactions. A Reformat Full Item Description Data Utility has also been added.

DSD Extended Solutions IM-1090: *Extended Item Information Posting to Job Cost* and/or PO-1044: *Custom Comment Post to Job Cost* must be installed and enabled in order for this Extended Solution to function depending on whether Job Cost Posting is being performed from Purchase Order or Inventory Transaction Entry.

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
J/C	Y	5.40
I/M or P/O	Y	5.40

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.)*
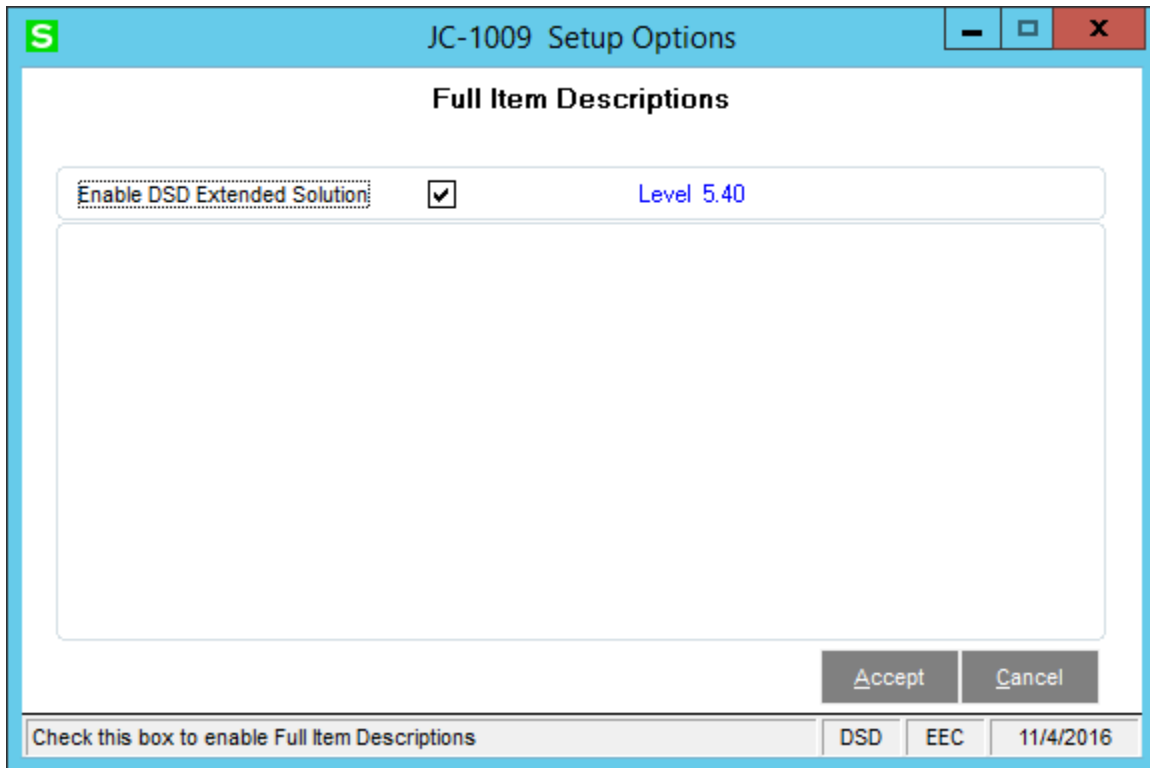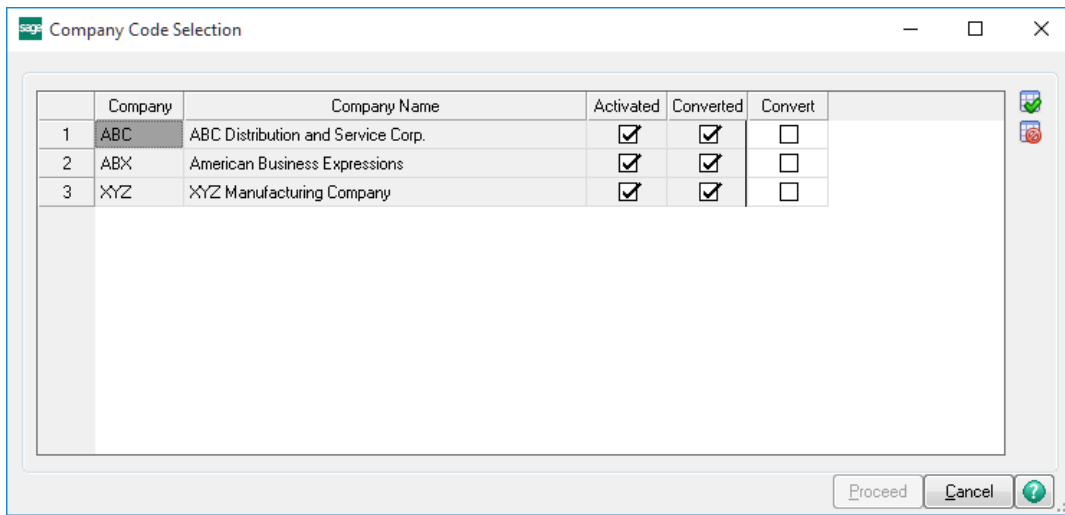

Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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 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.

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

If the Reformat Full Item Description Data Utility has not previously been added to a menu, a pop-up screen will be presented allowing you to automatically add this Extended Solution to the selected menu. Answer 'No' if you want to use standard Sage 100 Menu Maintenance to add the program to a different menu of your choice.

Section D: System Operations

Update Process

If PO-1044 is enabled, the Job Transaction Posting Comment will be changed (per PO-1044 Setup) and the Item Number, Description, PO Number and Vendor Name will be recorded during Receipt of Goods/Invoice update, Return of Goods update and Material Requisition update. If IM-1090 is enabled, Item Number, description and Transaction Header Comment will be recorded during Transaction Register update. Upon completion of their respective updates, this Extended Posting Information becomes available to the following Job Cost Reports and Job Invoice Printing.

Job Billing Selection Register

The Job Billing Selection Register will print the full item description instead of just the item number where available. In the case of special and miscellaneous items which are received to a job from purchase order, the full description from the purchase order is used. If available, the Extended Posting Information will be printed.

```
                                                                      Edwardson Electric Company
JOB BILLING SELECTION REGISTER


JOB NO.     DESCRIPTION

EEC2140 —Saddleback-Hospital Remodel     CUSTOMER: 01 —SADDLE Saddleback Community Hospital              TYPE:  001     BILL DATE: 03/15/11
       MNGR: ELLIOTT          BILL MTHD: TIME     RET RATE:    20.00%   TERMS: 01   SP:  0200      COMM RATE: 2.50%   INV DATE:  03/15/11
       REV CONT:     36,450.00          ACT % CMPLT:    60.00%              NET INV:     3,909.00         INV NO: 0002540 —IN
       REV EST:      33,515.00          CALC % CMPLT:   57.39%              SALES TAX:    233.10
       JTD COST:     19,233.05   BILLED TO DATE:        18,570.00          RETENTION:     781.80          INV TOTAL:   3,360.30

    COST CODE    TYP BIL    VENDOR NO.  DESCRIPTION                 BILL MTHD   U/M      UNITS       COST     BILL RATE   BILL AMOUNT

    100-040-000    M    Y        000178  FLEX-1                     UNIT PRC    Feet    60.0000     111.00     1.5000         90.00
    100-040-000    M    Y        #10 INDOOR    10 GUAGE INDOOR WI   UNIT PRC    Feet   500.0000     140.00     1.5000        750.00
    ITEM:  100-WT-WH      100 WATT WHITE BULB         COMMENT:  Additional supplies needed
    100-040-000    M    Y        #10 OUTDOOR   10 GUAGE EXTERIOR    UNIT PRC    Feet   500.0000     140.00     1.5000        750.00
    ITEM:  #10 OUTDOOR    10 GUAGE EXTERIOR WIRE      COMMENT:  Original supply order
    100-040-000    M    Y        #12 INDOOR    12 GAUGE INDOOR WI   UNIT PRC    Feet   600.0000     120.00     1.5000        900.00
    ITEM:  #12 INDOOR     12 GAUGE INDOOR WIRE        COMMENT:  Original supply order
    100-040-000    M    Y        #12 OUTDOOR   12 GAUGE EXTERIOR    UNIT PRC    Feet   300.0000      78.00     1.5000        450.00
    ITEM:  #12 OUTDOOR    12 GAUGE EXTERIOR WIRE      COMMENT:  Original supply order
    100-040-000    M    Y        100-WT-WH     100 WATT WHITE BUL   UNIT PRC    Feet   150.0000     135.00     1.5000        225.00
    ITEM:  100-WT-WH      100 WATT WHITE BULB         COMMENT:  Original supply order
    100-040-000    M    Y        #10 INDOOR    10 GUAGE INDOOR WI   UNIT PRC    Feet   150.0000      42.00     1.5000        225.00
    ITEM:  #10 INDOOR     10 GUAGE INDOOR WIRE        COMMENT:  Additional supplies needed
    100-040-000    M    Y        #10 OUTDOOR   10 GUAGE EXTERIOR    UNIT PRC    Feet    75.0000      21.00     1.5000        112.50
    ITEM:  #10 OUTDOOR    10 GUAGE EXTERIOR WIRE      COMMENT:  Additional supplies needed
    100-040-000    M    Y        #12 INDOOR    12 GAUGE INDOOR WI   UNIT PRC    Feet   100.0000      20.00     1.5000        150.00
    ITEM:  #12 INDOOR     12 GAUGE INDOOR WIRE        COMMENT:  Additional supplies needed
    100-040-000    M    Y        #12 OUTDOOR   12 GAUGE EXTERIOR    UNIT PRC    Feet   125.0000      32.50     1.5000        187.50
    ITEM:  #12 OUTDOOR    12 GAUGE EXTERIOR WIRE      COMMENT:  Additional supplies needed
    100-040-000    M    Y        100-WT-WH     100 WATT WHITE BUL   UNIT PRC    Feet    30.0000      27.00     1.5000         45.00
    ITEM:  100-WT-WH      100 WATT WHITE BULB         COMMENT:  Additional supplies needed
    500-099-001    O    Y        Safety Systems - Overhead          % MARKUP                         20.00    20.00%         24.00

                                                                                       NET INVOICE:    3,909.00

                                                                                       REPORT TOTAL:   3,360.30
```

Job Transaction Detail Report

The Job Transaction Detail Report includes an option to print an enhanced reference comment by clicking the 'More...' button. If selected, the report will print the full item description instead of just the item number where available. In the case of special and miscellaneous items which are received to a job from purchase order, the full description from the purchase order is used. If available, the Extended Posting Information will be printed.

Job Invoice Printing

The Fields PO Number, PO Vendor Name and IM Transaction comment will be printed only when the Extended Posting Information is available and consistent with the source code (PO or IM) of the Job Cost Transaction Type. If the Extended Posting Information is available during Invoice printing, the Item Description printed will be the description of that Item Number during the update. Below is an example of descriptions available **without and with** the extended comment posting information.

```
                        ** INVOICE DETAIL **                    PAGE:  1

     JOB DESC:  Saddleback-Hospital Remodel      INVOICE NUMBER:  0002547-IN
                                                   INVOICE DATE:  02/28/11
                                                    JOB NUMBER:   EEC2140

     -------------------------------------------------------------------------
     COST CODE    TYPE  DESCRIPTION                           TRAN DATE
                        BILL METHD  TC  U/M     UNITS     BILL RATE   BILL AMOUNT
     -------------------------------------------------------------------------
     100-040-000  M                                        05/31/03
                        % MARKUP        Feet    60.0000                  277.50
     100-040-000  M                                        02/18/11
                        % MARKUP        Feet   200.0000                  140.00
     100-040-000  M                                        02/18/11
                        % MARKUP        Feet   250.0000                  175.00
     100-040-000  M                                        02/18/11
                        % MARKUP        Feet   150.0000                   75.00
     100-040-000  M                                        02/18/11
                        % MARKUP        Feet   300.0000                  195.00
     100-040-000  M                                        02/18/11
                        % MARKUP
     100-040-000  M
                        % MARKUP
     200-000-000  M
                        UNIT PRC
     200-000-000  M
                        UNIT PRC
```

```
                        ** INVOICE DETAIL **                    PAGE:  1

     JOB DESC:  Saddleback-Hospital Remodel      INVOICE NUMBER:  0002540-IN
                                                   INVOICE DATE:  03/15/11
                                                    JOB NUMBER:   EEC2140

     -------------------------------------------------------------------------
     COST CODE    TYPE  DESCRIPTION                           TRAN DATE
                        BILL METHD  TC  U/M     UNITS     BILL RATE   BILL AMOUNT
     -------------------------------------------------------------------------
     100-040-000  M                                        05/31/03
                        UNIT PRC        Feet    60.0000    1.5000        90.00
       000178    FLEX-1

     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet   500.0000    1.5000       750.00
       100 WATT WHITE BULB           BULB
                        Additional supplies needed
     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet   500.0000    1.5000       750.00
       10 GUAGE EXTERIOR WIRE        OR WIRE
                        Original supply order
     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet   600.0000    1.5000       900.00
       12 GAUGE INDOOR WIRE          WIRE
                        Original supply order
     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet   300.0000    1.5000       450.00
       12 GAUGE EXTERIOR WIRE        OR WIRE
                        Original supply order
     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet   150.0000    1.5000       225.00
       100 WATT WHITE BULB           BULB
                        Original supply order
     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet   150.0000    1.5000       225.00
       10 GUAGE INDOOR WIRE          WIRE
                        Additional supplies needed
     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet    75.0000    1.5000       112.50
       10 GUAGE EXTERIOR WIRE        OR WIRE
                        Additional supplies needed
     100-040-000  M                                        03/03/11
                        UNIT PRC        Feet   100.0000    1.5000       150.00
       12 GAUGE INDOOR WIRE          WIRE
                        Additional supplies needed
```

Reformat Full Item Description Data Utility

A utility has been added to the JC Setup menu to reformat the data entered prior to the installation of this Extended Solution.
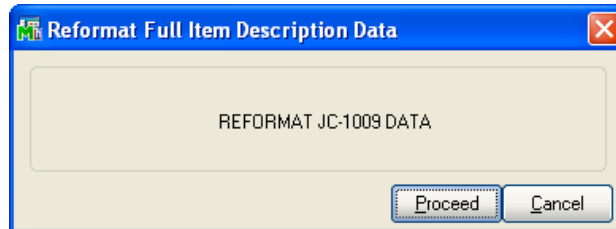
This utility will only run with PO-1044: *Custom Comment Post to Job Cost* if you are using comment format 'Vendor No + Invoice No + Item Description.'

It will reformat the JC3 Transaction Comment for 'PO' records and will reformat the JC_A3 data for 'IM' and 'PO' records. It will obtain the PO Item Description by looking at the first PO History detail line it can find for that Item Number. It will obtain the IM Item Description by reading the current Inventory Masterfile Item Description. It cannot obtain the I/M Transaction Header Comment.

Helpful Hints

- Full Item Information and Extended Posting Information, for either PO or IM, is recorded during updates. Job Cost transactions updated before either PO-1044 or IM-1090 were enabled will not contain these descriptions.

- For Transactions coming from Purchase Order, what prints in the Job Cost Transaction Posting Comment depends upon the setup of PO-1044. Where an Item Number description is printed, this will be the description of the Item Number at the time the report is run. If that Item Number is no longer on file, no description will print.

- The format that Extended Posting Information prints in will depend upon the source (i.e., P/O number will not print for Inventory postings).

- When printing the Job Cost Transaction Comment formatted by PO-1044 on the Billing Selection Register or the Transaction Detail Report, full item descriptions will only print the number of characters that there is room for. If there is not enough room for the full description, the description will be abbreviated.

- In order to have full item descriptions on invoices, you must use Form maintenance. For more information on Form maintenance, see FORMs below.

Forms

Non-Graphical Forms

You can maintain the new form fields for this Extended Solution by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain. Select this Extended Solution to display the Form Maintenance screen.

The new fields that you activate with this Extended Solution will print in addition to any other fields that have been activated in standard Sage 100 or other Sage Extended Solution FORM maintenance.

Graphical Forms

The following fields have been added to the following Crystal Work Table files:

JC_21CrystalJobBilling Line   JC1009_ItemNumber
                                               JC1009_ItemDesc
                                               JC1009_PONumber
                                               JC1009_POVendorName
                                               JC1009_IMTransComment)

There may be additional fields available for graphical forms printing that are defined to non-Work Table files. Please refer to the Crystal Reports section below.

Visual Integrator

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

New File: *Field:*
JC.TRAN_2   ITEM_NUMBER
                ITEM_DESC
                PO_NUMBER
                PO_VENDOR_NO
                TRANS_COMMENT
JC.TRANDET   JC_TRAN_2_LINK

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


Crystal Reports and the ODBC Dictionary

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

File: *Description*   *Field:*
JC_A3   Transaction Detail File 2   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.
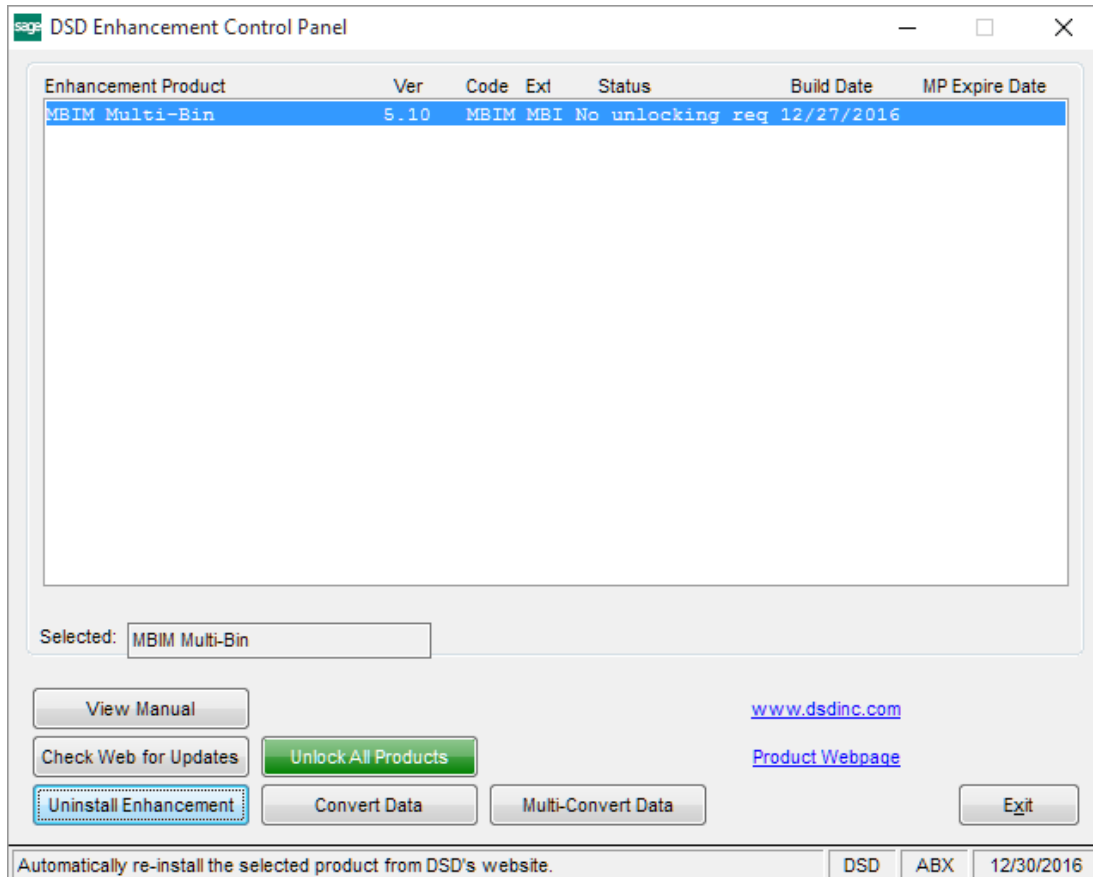

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
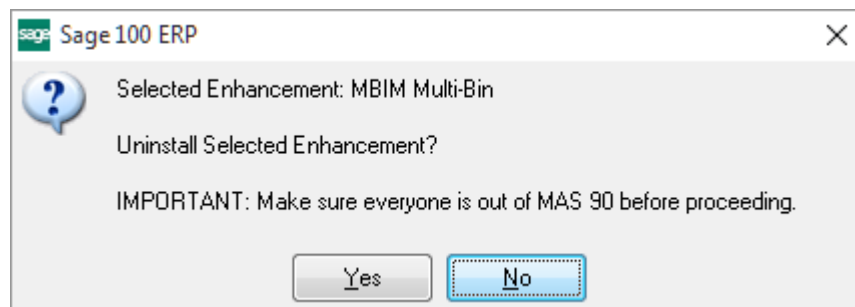
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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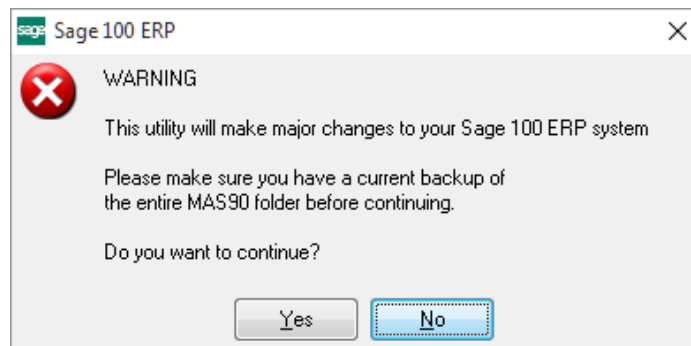
Select **No** to exit the Uninstall Process.
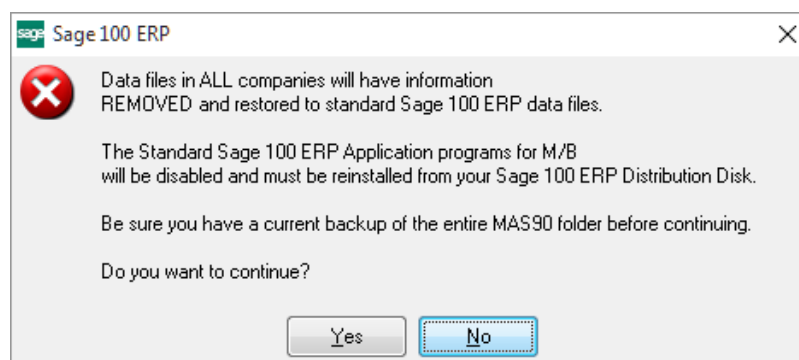Select **Yes** to continue with the Uninstall Process.

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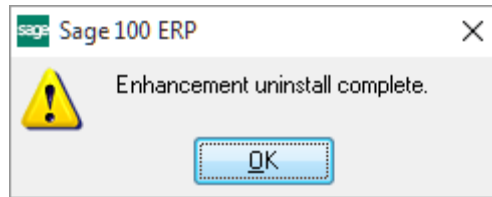
Now that the Uninstall process is completed, you must:

- 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).