



# **DSD Business Systems**

**Sage 100 Enhancements**

**J009**

**Full Item Descriptions**

**JC-1009**

**Version 7.00**



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Full Item Descriptions User's Manual  
Version 7.00

17 May, 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*

J009 Full Item Descriptions:

<https://development.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 remotely or by some other to duplicate the system.

### ***Full Item Descriptions Features***

This DSD Extended Solution to the Job Cost module allows the full description of inventory items to print on the Billing Selection Listing, 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               | 7.00           |
| I/M or P/O      | 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.

- 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.)*



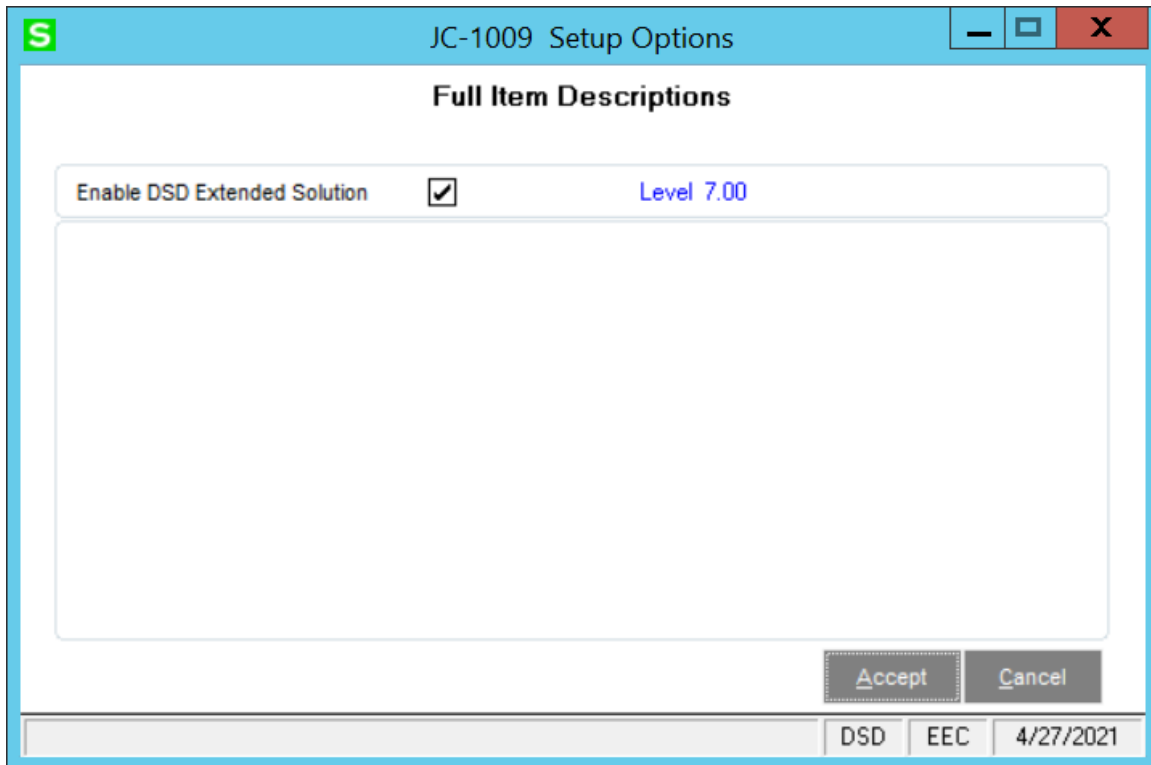
**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**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 Code description and PO Number will be recorded during Receipt of Goods/Invoice update, Return of Goods update and Material Requisition update. If IM-1090 is enabled, Item Code 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 Listing

The Job Billing Selection Listing will print the Item Code, and Item Code description where available. In the case of special and miscellaneous items which are received to a job from purchase order, the full Item Code description from the purchase order is used. If available, the Transaction Header Comment will be printed.

**Job Billing Selection Listing**

**Edwardson Electric Company (EEC)**

| Job No           | Description            | Customer             | Type              | Bill Date |
|------------------|------------------------|----------------------|-------------------|-----------|
| JCC1007          | JC-1007                | 01-A&H Adams & Hanks | 000               | 5/31/2020 |
| Manager:         | Bill Method: TIME      | Ret Rate: 1.00%      | Terms: 01         | SP: 0100  |
| Rev Cont: 0.00   | ACT %Cmplt: 0.00%      | Billable: 245.73     | INV No: 0002638   |           |
| Rev Est: 0.00    | CALC %Cmplt: 0.00%     | Sales Tax: 0.00      | BatchNo: 00001    |           |
| JTD Cost: 127.14 | Billed To Date: 253.60 | Retention: 2.45      | INV Total: 243.28 |           |

| Cost Code              | Type | Billed Vendor No | Description            | Bill Method | U/M  | Unbilled Unit | Unbilled Cost | Bill Rate | Unit Price | Bill Amount |
|------------------------|------|------------------|------------------------|-------------|------|---------------|---------------|-----------|------------|-------------|
| 100-010-000            | L    | Y                | REF: 0002036-          | TIME        | HOUR | 10.00         | 50.00         |           | 10.00      | 100.00      |
| 100-010-000            | B    | Y                | REF: 00000005-         | TIME        |      | 2.00          | 0.40          | 10.00%    |            | 0.44        |
| Item Code: #12 INDOOR  |      |                  | 12 GAUGE INDOOR WIRE   |             |      |               |               |           |            |             |
| 100-010-000            | B    | Y                | REF: 000010-G          | TIME        |      | 1.00          | 0.26          | 10.00%    |            | 0.29        |
| Item Code: #12 OUTDOOR |      |                  | 12 GAUGE EXTERIOR WIRE |             |      |               |               |           |            |             |
| 100-010-000            | E    | Y                | REF: 00000006-         | TIME        | HOUR | 2.00          | 1.80          |           | 5.00       | 10.00       |
| Item Code: 100-WT-WH   |      |                  | 100 WATT WHITE BULB    |             |      |               |               |           |            |             |
| 100-010-000            | E    | Y                | REF: 000009-G          | TIME        | HOUR | 1.00          | 0.28          |           | 5.00       | 5.00        |
| Item Code: #10 INDOOR  |      |                  | #10 INDOOR             |             |      |               |               |           |            |             |
| 100-010-000            | L    | Y                | REF: 0002036-          | TIME        | HOUR | 10.00         | 50.00         |           | 10.00      | 100.00      |
| 100-010-000            | L    | Y                | REF: 0000001-IN        | TIME        | HOUR | 1.00          | 0.28          |           | 10.00      | 10.00       |
| 100-010-000            | L    | Y                | REF: 0000001-IN        | TIME        | HOUR | 1.00          | 0.28          |           | 10.00      | 10.00       |
| 100-010-000            | L    | Y                | REF: 0000002-IN        | TIME        | HOUR | 1.00          | 0.28          |           | 10.00      | 10.00       |

Net Invoice: 245.73  
Report Total: 243.28

Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

### Job Transaction Detail Report

The Job Transaction Detail Report includes an option to print an enhanced reference comment by clicking the 'Ref Comment' button. This option will print the Item Code, and Item Code description where available. In the case of special and miscellaneous items which are received to a job from Purchase order, the full Item Code description from the purchase order is used. If available, the Transaction Header Comment will be printed.

The screenshot shows the 'Job Transaction Detail Report' window with various settings and a 'Reference Comment' sub-window open.

**Job Transaction Detail Report Window:**

- Report Setting:** STANDARD
- Description:** Job Transaction Detail Report
- Setting Options:**
  - Type: Public
  - Print Report Settings: ☐
  - Default Report: ☐
  - Three Hole Punch: ☐
- Sort Report By:** [Dropdown]
- Job Statuses to Print:** All Statuses ☒ Bid ☒ Complete ☒ Hold ☒ Late Charge ☒ Open ☒ Closed ☒
- Cost Types/Codes to Print:**
  - All Cost Types: ☒ [Text Box]
  - All Cost Codes: ☒ [Text Box]
  - Select Cost Type... [Button]
- Source Modules to Print:** All ☒ [Text Box]
- Options:**
  - Print Transaction Detail: ☒ Print Total Labor Units: ☐ Additional Information to Print: Estimate Detail
  - Print Jobs with No Activity: ☒ Page Break by Job: ☒
- Selections:**

| Select Field     | Operand    | Value |
|------------------|------------|-------|
| Job Number       | [Dropdown] |       |
| Job Type         | [Dropdown] |       |
| Transaction Date | [Dropdown] |       |
- Printer:** Brother HL-2170W series Printer
- Keep Window Open After:** Print ☐ Preview ☐
- Buttons:** Print, Preview, Setup

**Reference Comment Window:**

- Preferences:** Normal
- Buttons:** Accept, Cancel

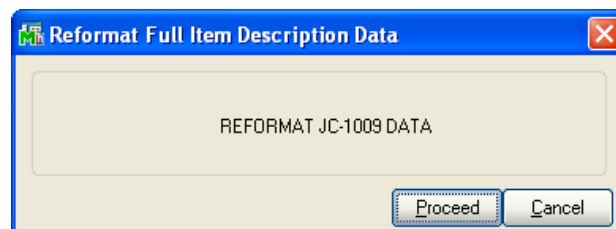
| Edwardson Electric Company     |            |                             |                              |                                                      |           |                          |         |                      |            |
|--------------------------------|------------|-----------------------------|------------------------------|------------------------------------------------------|-----------|--------------------------|---------|----------------------|------------|
| JOB TRANSACTION DETAIL REPORT  |            |                             |                              |                                                      |           |                          |         |                      |            |
| JOB NUMBER: EEC2140            |            | Saddleback-Hospital Remodel |                              | CUSTOMER NO: 01-SADDLE Saddleback Community Hospital |           | START DATE: 05/01/03     |         |                      |            |
| JOB TYPE: 001 Contract Billing |            | JOB STATUS: O OPEN          |                              | BILL METHOD: T TIME & MATR                           |           | ESTIMATOR: JACOBS        |         | COMPL DATE: 08/31/03 |            |
| CONTRACT NO: Z250-RTJ          |            | % COMPLETE: 60.00%          |                              | STATUS DATE: 05/31/03                                |           | MANAGER: ELLIOTT         |         | SQ FEET: 10,000      |            |
|                                |            |                             |                              | CONTR DATE: 04/25/03                                 |           | REV. CONTRACT: 36,450.00 |         | CALC% CMP: 57.39%    |            |
|                                |            |                             |                              | REPORTED DATE: 05/15/03                              |           | REV. ESTIMATE: 33,515.00 |         |                      |            |
| COST CODE/ TYPE                | TRANS DATE | SRC                         | REFERENCE/POSTING REMARKS    | BILLED?                                              | UNIT COST | UNITS                    | DOLLARS | REVISED ESTIMATE     | % OF ESTMT |
| 100-040-000                    |            |                             | Underground Work - Wire Pull |                                                      |           |                          |         |                      |            |
| M                              |            |                             | Material                     | U/M: Feet                                            | 0.9000    |                          |         | .00                  |            |
| 05/31/03                       | PO         |                             | 0000178 FLEX-1               | N                                                    | 1.8500    | 60.0000                  | 111.00  |                      | .0%        |
| 03/03/11                       | IM         |                             | REF: 00000002                | N                                                    | 0.2800    | 500.0000                 | 140.00  |                      | .0%        |
| ITEM: 100-WT-WH                |            |                             | 100 WATT WHITE BULB          | COMMENT: Additional supplies needed                  |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000002                | N                                                    | 0.2800    | 500.0000                 | 140.00  |                      | .0%        |
| ITEM: #10 OUTDOOR              |            |                             | 10 GAUGE EXTERIOR WIRE       | COMMENT: Original supply order                       |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000002                | N                                                    | 0.2000    | 600.0000                 | 120.00  |                      | .0%        |
| ITEM: #12 INDOOR               |            |                             | 12 GAUGE INDOOR WIRE         | COMMENT: Original supply order                       |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000002                | N                                                    | 0.2600    | 300.0000                 | 78.00   |                      | .0%        |
| ITEM: #12 OUTDOOR              |            |                             | 12 GAUGE EXTERIOR WIRE       | COMMENT: Original supply order                       |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000002                | N                                                    | 0.9000    | 150.0000                 | 135.00  |                      | .0%        |
| ITEM: 100-WT-WH                |            |                             | 100 WATT WHITE BULB          | COMMENT: Original supply order                       |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000003                | N                                                    | 0.2800    | 150.0000                 | 42.00   |                      | .0%        |
| ITEM: #10 INDOOR               |            |                             | 10 GAUGE INDOOR WIRE         | COMMENT: Additional supplies needed                  |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000003                | N                                                    | 0.2800    | 75.0000                  | 21.00   |                      | .0%        |
| ITEM: #10 OUTDOOR              |            |                             | 10 GAUGE EXTERIOR WIRE       | COMMENT: Additional supplies needed                  |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000003                | N                                                    | 0.2000    | 100.0000                 | 20.00   |                      | .0%        |
| ITEM: #12 INDOOR               |            |                             | 12 GAUGE INDOOR WIRE         | COMMENT: Additional supplies needed                  |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000003                | N                                                    | 0.2600    | 125.0000                 | 32.50   |                      | .0%        |
| ITEM: #12 OUTDOOR              |            |                             | 12 GAUGE EXTERIOR WIRE       | COMMENT: Additional supplies needed                  |           |                          |         |                      |            |
| 03/03/11                       | IM         |                             | REF: 00000003                | N                                                    | 0.9000    | 30.0000                  | 27.00   |                      | .0%        |
| ITEM: 100-WT-WH                |            |                             | 100 WATT WHITE BULB          | COMMENT: Additional supplies needed                  |           |                          |         |                      |            |
| COST TYPE M TOTAL:             |            |                             |                              |                                                      | 0.3346    | 2590.0000                | 866.50  | .00                  | .0%        |
| COST CODE 100-040-000 TOTAL:   |            |                             |                              |                                                      |           |                          | 866.50  | .00                  | .0%        |
| JOB EEC2140 TOTAL:             |            |                             |                              |                                                      |           |                          | 866.50  | .00                  | .0%        |

### Job Invoice Printing

Fields for Item Code, Item Code Description, PO Number, PO Purchase Name and IM Transaction comment are available to print.

### 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\_TransactionDetail file 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.

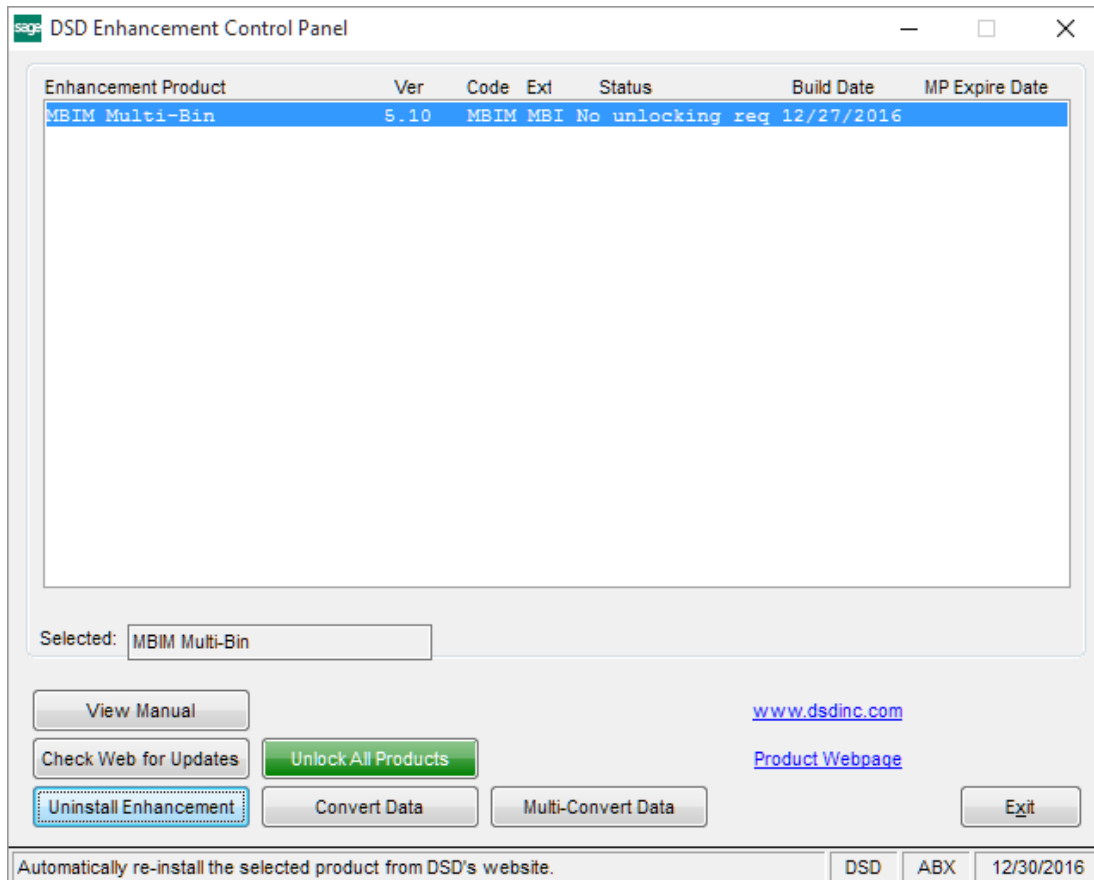
**Dictionary**

Fields; PurchaseOrderNo\_001, ItemCode\_001, ItemCodeDesc\_001 and Comment\_001 have been added to the following files:

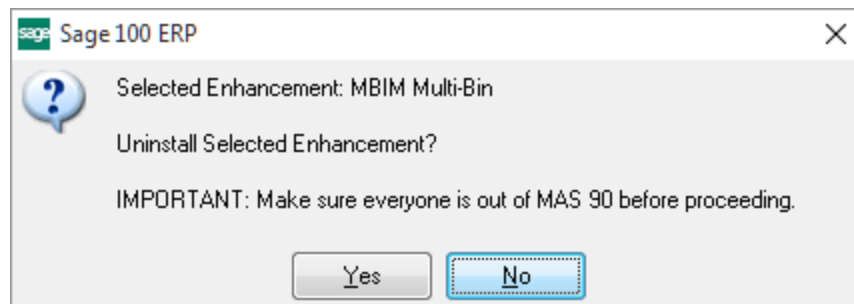
JC\_JobBillingDetail, JC\_JobBillingSelectWrk, JC\_JobTransactionDetail, and JC\_JobTransactionDetailWrk, In addition, JC\_InvoiceWrk adds a VendorName\_001 field.

## 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.

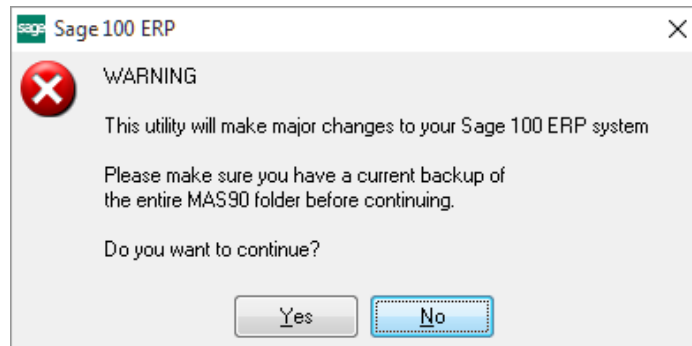


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



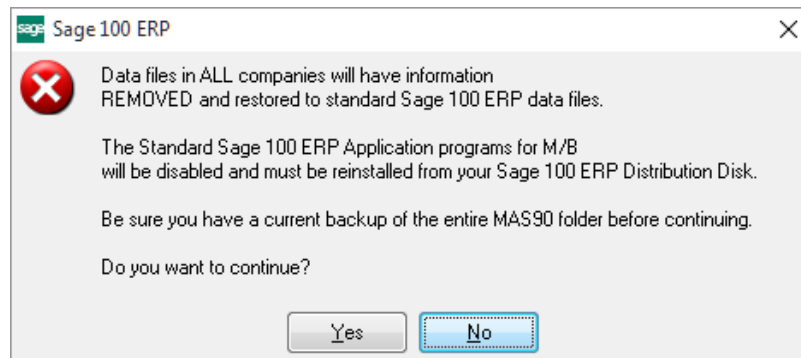
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

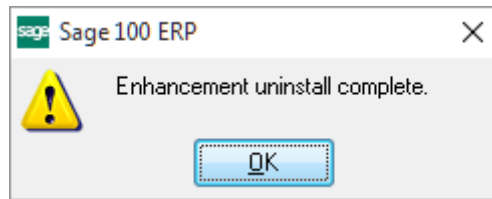
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).