



DSD Business Systems

Sage 100 Enhancements

J012

Enhanced Burden and Overhead Allocation

JC-1012

Version 6.20



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Enhanced Burden and Overhead Allocation User's Manual
Version 6.20

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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*

Enhanced Burden and Overhead Allocation:

<http://www.dsdinc.com/enh/pages/J012.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.

Enhanced Burden and Overhead Allocation Features

This is a DSD Extended Solution to the way standard Sage 100 handles the posting of burden and overhead. Standard Sage 100 posts burden and overhead at the rates specified by job type/cost type. With this Extended Solution, burden and overhead can be posted to the accounts at the rate specified for a particular **cost code/cost type** and overhead can further be posted according to a 'Schedule.' When posting by schedule, many options have been added: selective posting by job, support for two types of overhead with different rates, rate overrides by job, G/L Account setup by job, and the ability to allocate a portion of one job's overhead to other jobs and multiple schedules per job.

This Extended Solution is *not* integrated with the Inventory module.

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
J/C	Y	6.20

Installation

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

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

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

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

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file*.

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

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

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

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

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

- 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.

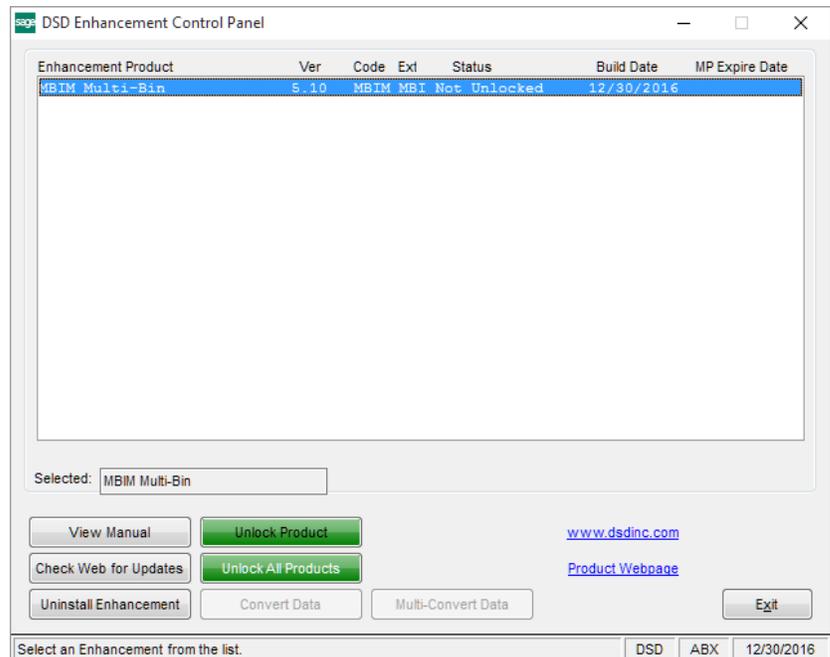
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

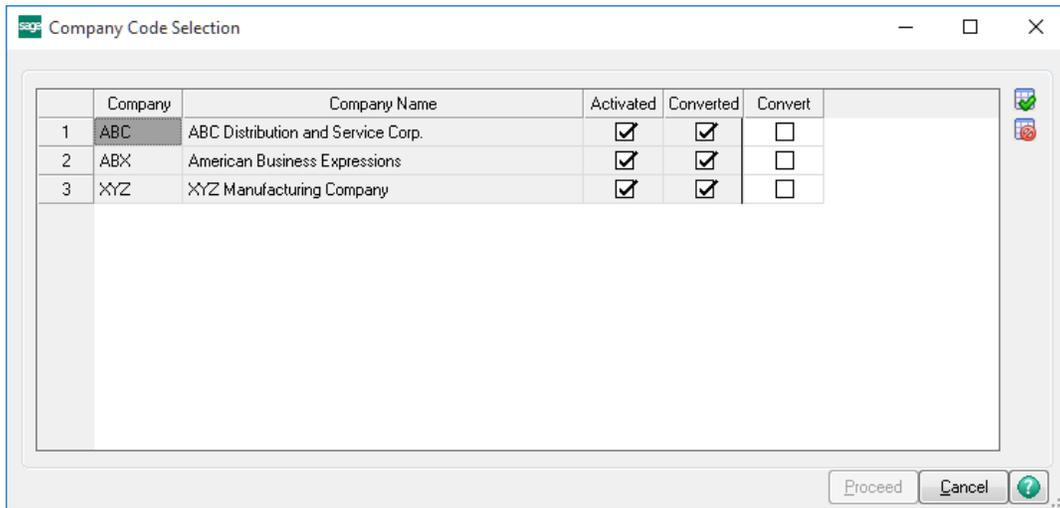
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.

Answer the following prompts:

Burden Application Method: You can elect to post by Job Type (standard Sage 100) or by Cost Code/Cost Type.

Overhead Application Method: You can elect to post by Job Type/Cost Type (standard Sage 100), Cost Code/Cost Type, or by Schedule which is only available if 'Apply Overhead' is set to 'Monthly' in Job Options (see Helpful Hints for a full explanation of posting by schedule). If Overhead Application Method is set to 'Schedule,' then the following prompts will appear:

Title of Overhead Type 1: Enter the title for overhead type 1. If you will be using only one type of overhead, simply enter 'OVERHEAD.' You must enter a title for Type 1.

Title of Overhead Type 2: Enter the title for overhead type 2. If you will not be using a second type of overhead, leave this field blank.

Default Schedule Code: This is the schedule code that will be used if you choose not to control overhead application by job or if you do but a job does not have a schedule code entered.

Control Overhead Application by Job: If you check this box, then during Job Maintenance you will be able to 'turn on' and 'turn off' overhead allocation for each job. In addition, you will be prompted to enter for each job: a schedule code, an override Debit and Credit G/L Account number, an overhead allocation rate for Type 1 and Type 2, and the allocation to other jobs information. *If you control overhead application by job, you must go to Job Masterfile Maintenance and check the 'Apply Overhead' box before that job will have overhead applied to it. Further, the rate(s) used will be the rate entered for that job; the rate(s) in the Schedule Masterfile will not be used.*

Multiple Schedules per Job: Check this box to allow multiple schedules per job. This prompt can be accessed only if the Overhead Application Method is set to 'Schedule' and the 'Control Overhead Application by Job' box is checked.

If you are using multiple schedules per job, then you will not be able to split expenses to other jobs.

Burden Application by Cost Code

If you elected to post Burden by Cost Code/Cost Type, you will need to go to the Burden Rate Maintenance screen on the Setup menu and set up the cost codes that should have burden. Essentially, the process for burden rate maintenance is the same regardless of whether you are posting by cost code or by job type. Refer to your Job Cost Manual for a full explanation.

S Burden Rate Maintenance By Cost Code (EEC) 11/22/2019

Cost Code: 100-010-000 *Underground Work - Digging*

Overhead Cost Code: 200-000-000

Overhead Cost Type: Burden

Calculation Method: Percentage Rate

Overhead Rate: 5.0000%

Overhead Debit Account: 120-00-00 *Prepaid Insurance*

Overhead Credit Account: 125-00-00 *Prepaid Advertising*

Navigation: [Back] [Forward] [Home] [End]

Buttons: [Accept] [Cancel] [Delete]

Overhead Application by Cost Code/Cost Type

If you elected to post Overhead by Cost Code/Cost Type, you will need to go to the Overhead Rate Maintenance screen on the Setup menu and set up the cost code/cost type combinations that should have overhead. Essentially, the process for overhead rate maintenance is the same regardless of whether you are posting by cost code/cost type or by job type/cost type. See your Job Cost Manual for a full explanation.

S Overhead Rate Maintenance By Cost Code / Cost Type (E...

Cost Code: 100-010-000 *Underground Work - Digging*

Cost Type: Labor

Overhead Cost Code: 200-000-000

Overhead Cost Type: Labor

Overhead Rate: 5.0000%

Overhead Debit Account: 101-00-00 *Cash in Bank - Checking*

Overhead Credit Account: 102-00-00 *Cash in Bank - Payroll*

Navigation: [Back] [Forward] [Home] [End]

Buttons: [Accept] [Cancel] [Delete]

Overhead Application by Schedule

If you elected to post Overhead by Schedule, you will need to do two things to complete the Setup process: set up the schedule codes in the Overhead Rate Maintenance screen on the Setup menu and then go to Job Masterfile Maintenance and set up each job that will have overhead.

Overhead Schedule Code Maintenance (EEC) 11/22/2019

Schedule Code: 1
 Description: Test

1st Rate

Overhead Cost Code: 100-010-000
 Overhead Cost Type: Overhead
 Overhead Debit Account: 101-00-00
 Overhead Credit Account: 102-00-00
 Overhead Rate: 5.0000%

2nd Rate

Overhead Cost Code: 100-020-000
 Overhead Cost Type: Labor
 Overhead Debit Account: 120-00-00
 Overhead Credit Account: 125-00-00
 Overhead Rate: 2.0000%

	Cost Type	Ending Cost Code	Starting Cost Code
1	Labor	400-010-000	100-010-000
2			

Buttons: Accept, Cancel, Delete

Schedule Code Maintenance

A schedule consists of a set of general information (e.g. rates and G/L Accounts) and a list of cost type/cost code ranges that define which costs should have overhead applied to them. This list constitutes the allocation base for this schedule. Essentially, the process for entering the general information is the same regardless of whether you are posting by Schedule or by job type/cost type. This Extended Solution allows a-z and 0-9 as valid schedule codes. Please refer to your Job Cost Manual for a full explanation of this portion.

Job Masterfile Maintenance

A new button has been added to the Main tab of Job Masterfile Maintenance. Click the 'Overhead' button, and the following prompts will be presented:

The screenshot displays the 'Job Maintenance (EEC) 11/22/2019' application window. The interface includes a top navigation bar with tabs for '1. Main', '2. Status', '3. Change Orders', and '4. Billing History'. The 'Main' tab is active, showing a form for job details. Key fields include Job No. (EEC2140), Description (Saddleback-Hospital Remodel), Customer No. (01-SADDLE), Job Address (1234 Olive Heights Rd., Orange, CA), Job Status (Open), Job Type (001 Contract Billing), and Total SQ FEET (10,000). A new 'Overhead' button is highlighted with a dashed border at the bottom of the window, next to 'Accept', 'Cancel', and 'Delete' buttons.

Apply Overhead: You must check this box, or no overhead will be applied to this job.

Schedule Code: This is the schedule code to be used for posting overhead to the job; if left blank, the default schedule code from Setup will be used. If you are using multiple schedules, the 'List Entries' button is available to list all the schedules that have been set up for the job. The 'Browse' buttons are available to read the next schedule on file.

Apply Type 1/Type 2: For each overhead type you have enabled in Setup, you will be prompted to 'Apply' that type to this job. You can apply just one type or both types.

Overhead Debit/Credit Accounts: These are the G/L Accounts you want to use for posting overhead; if left blank, the values from the Schedule Masterfile will be used.

Note: If JC-1042: *Revenue & Expense Posting by Job* is installed and enabled, the debit account will be defaulted from the G/L Expense Account for the job.

Overhead Rate: This is the overhead rate that will be used when calculating overhead for this job. This field initially will default to the value in the Schedule Masterfile and can be changed; it is the rate entered here and NOT the rate in the Schedule Masterfile that will be used.

If you are **not** using multiple schedules, you will see the following prompt:

Split with Job: If you want to allocate a percentage of the overhead expense applied to this job to another job, enter that job number here and the percentage to be applied in the percentage field beside it. You can split the expenses for a job to up to two other jobs. The total allocation cannot exceed 100%. For a complete discussion of split-expense posting, see Helpful Hints below. You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Section D: System Operations

Once the setup is complete, the only changes that will be noticed are in the appearance of the Overhead Allocation and Time Track Burden Allocation registers. The Time Track Burden Allocation Register, when posting by Cost Code, will be titled 'Time Track Burden Allocation by Cost Code Register'; all columns will be unchanged from the standard register. Below is a sample of the Daily Overhead Allocation Register when posting by Cost Code/Cost Type; and underneath it is a sample of the Daily Overhead Allocation Register when posting by Schedule. Notice how the split job information is presented.

Daily Overhead Allocation Register
Register Number: OA-000006
Edwardson Electric Company (EEC)
Postings For: 5/31/2020

Job Source Number	Overhead Cost Code	Overhead Cost Type	Applied From Cost Type	Applied From Cost Amount	Overhead Rate by Cost Code/Cost Type	Overhead Amount	Debit Account	Credit Account
AP	J012MS	JC-1012 Multiple Schedule						
		100-010-000 L	L Labor	1.00	5.0000%	0.05	180-00-00	185-00-00
			Job J012MSTotal:	1.00		0.05		
			Source AP Total:	1.00		0.05		
			5/31/2020 Total:	1.00		0.05		
			Report Total:	1.00		0.05		

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

Daily Overhead Allocation Register
Register Number: OA-000005
Edwardson Electric Company (EEC)
Postings For: 5/31/2020

Job Source Number	Overhead Cost Code	Overhead Cost Type	Applied From Cost Type / Distribution Job No	Applied From Cost Amount	Overhead Rate / Job Distribution Percent	Overhead Amount	Debit Account	Credit Account
PR	J012MS	JC-1012 Multiple Schedule						
		100-010-000 L	L Labor	50.00	5.0000%	2.50	101-00-00	101-00-00
			Job: EEC2140		25.0000%	0.63	101-00-00	
			Job: EEC3350		25.0000%	0.63	101-00-00	
		200-000-000 O	L Labor	50.00	10.0000%	5.00	180-00-00	185-00-00
			Job: EEC4220		25.0000%	1.25	180-00-00	
			Job: EEC4575		25.0000%	1.25	180-00-00	
			Job J012MSTotal:	300.00		11.26		
			Source PR Total:	300.00		11.26		
			5/31/2020 Total:	300.00		11.26		
			Report Total:	300.00		11.26		

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

Helpful Hints

- During Job Masterfile Maintenance, the value in the Rate 1 Split field will default to 100% for jobs currently being maintained unless values are entered for rate fields 2 and 3.
- The G/L accounts for Type 1 and Type 2 for the originator job will be used no matter which jobs Type 1 and Type 2 are split to, but the expense side will post the split job number(s).
- Enhanced overhead allocation methods are supported only for postings from Payroll, TimeCard, Accounts Payable, Purchase Order, Sales Order and Job Cost; postings from Inventory will not receive overhead allocations (at this time).
- If you have JC-1042: *Revenue & Expense Posting by Job*, be aware that it is not active for expense postings for Burden and Overhead.
- The Cost Amount Total in the Monthly/Daily Overhead Allocation Report can be meaningless if you use multiple schedules per job or apply more than one type of overhead to a job: the Cost Amount will be printed more than once on the report, causing the total to be multiplied.
- If you are posting by Schedule and are using two types of overhead, be aware that you cannot use the same combination of overhead cost code/cost type for both types on a single schedule. If you attempt to set up a schedule in this fashion, you will be warned and forced to change one of the entries.

Overhead Allocation by Schedule

Overhead Allocation by Schedule (OAS) is a variation on the concept of overhead allocation by cost code/cost type. When OAS is in effect, all overhead postings are controlled by the schedule (and by the Job Masterfile settings if Setup enables 'Control by Job'). The schedule determines the rate, the cost code and type used to post the overhead, the credit and debit G/L accounts used for posting and the allocation base. The allocation base is the set of cost codes and cost types that the overhead rate is applied to. Each entry in the set is comprised of a cost type and a beginning and ending cost code. There can be an unlimited number of entries in the allocation base for a single schedule. Up to 62 (A–Z+a–z+0–9) schedules can be entered and maintained. All jobs can use the same schedule, or the schedule can be assigned on a job-by-job basis. Only Monthly Allocations are supported by the schedule method, and the 'Post to G/L for Work in Progress' option must be set to 'N.'

Split Overhead Expense Postings

If you are posting overhead by schedule and you have elected to control overhead posting by job (via Setup), then you can set up split overhead postings. The overhead expense that would normally post to a job can be split by percentage and posted to one or two other jobs. This split occurs when the Monthly Allocation Register is printed and updated. The overhead amount is calculated using the rate of the 'Master' job and is posted using the overhead cost code/cost type of the master job as well as the credit G/L account of the master job. The debit posting is made using the debit account of the split job. If no debit account was entered for the split job or if the split job is not set up in Job Masterfile Maintenance for that type of overhead allocation, then the debit account for the Schedule (not the Master Job) is used.

Burden and Overhead Rate Precision

The burden and overhead rate can be entered with up to 5 decimal places of precision if you are using one of the ‘enhanced’ posting methods (Method ‘C’ for Burden, and methods ‘C’ or ‘S’ for Overhead). When using the standard methods (‘J’), only 4 decimal places are available. Also, if you override the Burden rate using the Labor Code option in payroll, the burden rate is also restricted to 4 decimal places (as with standard Sage 100).

Visual Integrator

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

New File:

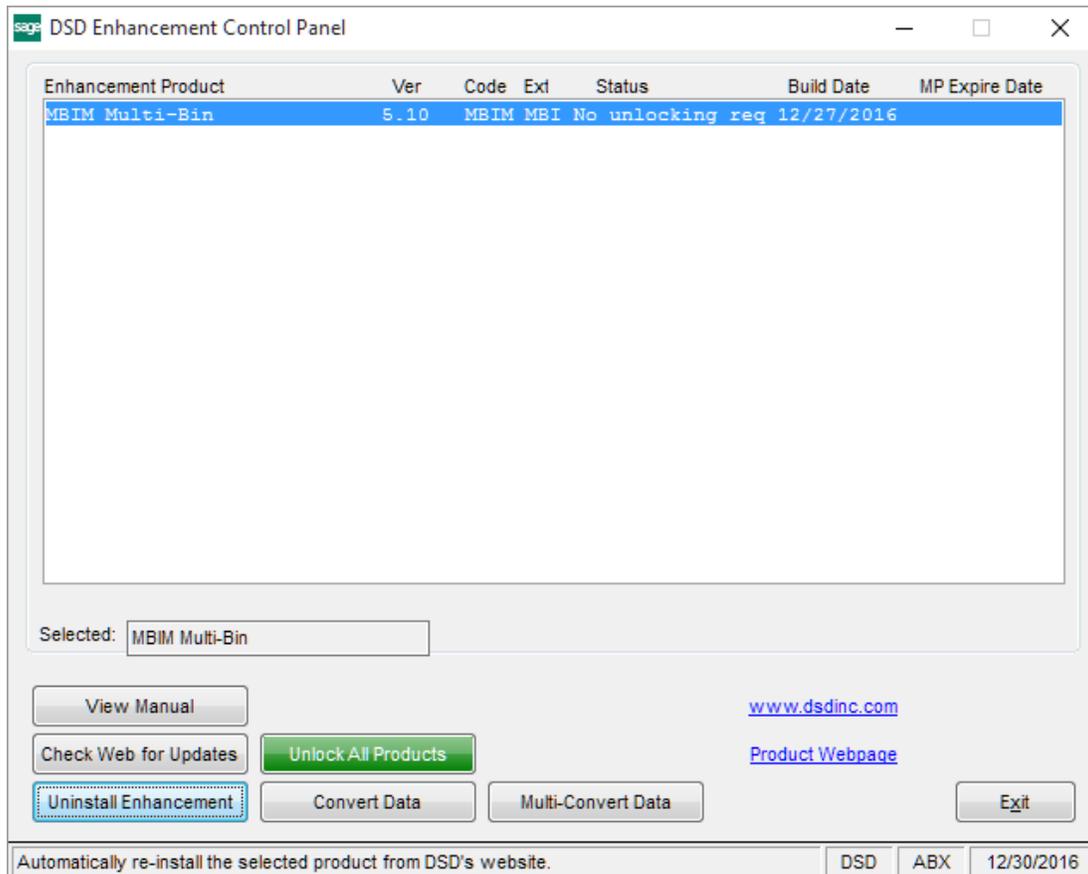
	<i>Field:</i>
JC_RateByCostCodeCostType_234	All Fields
JC_ScheduleCode_234	All Fields
JC_ScheduleCodeDetail_234	All Fields
JC_JobMultipleSchedules_234	All Fields

Existing File:

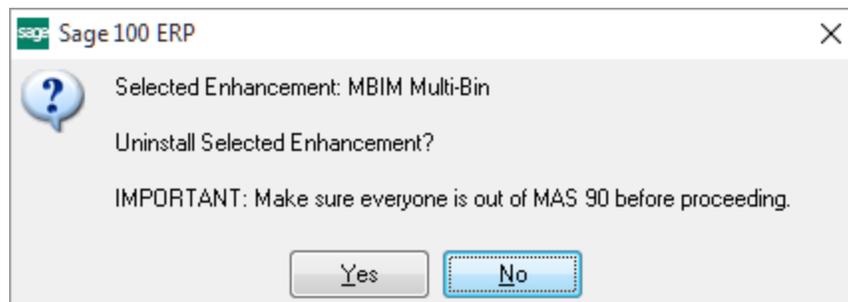
JC_Job	ScheduleCode_234, ApplyFirstRate_234, FirstDebitAcctKey_234, FirstCreditAcctKey_234, FirstSplitJobNoOne_234, FirstSplitJobNoTwo_234, ApplySecondRate_234, SecondDebitAcctKey_234, SecondCreditAcctKey_234, SecondSplitJobNoOne_234, SecondSplitJobNoTwo_234, FirstJobNoRate_234, FirstSplitJobNoPctOne_234, FirstSplitJobNoPctTwo_234, SecondJobNoRate_234, SecondSplitJobNoPctOne_234, SecondSplitJobNoPctTwo_234, ApplyOverhead_234, FirstRate_234, SecondRate_234
JC_OverheadAllocation	ScheduleCode_234, ScheduleType_234, ScheduleCostCode_234
JC_OverheadAllocationRegisterWrk	SplitJob_234

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.

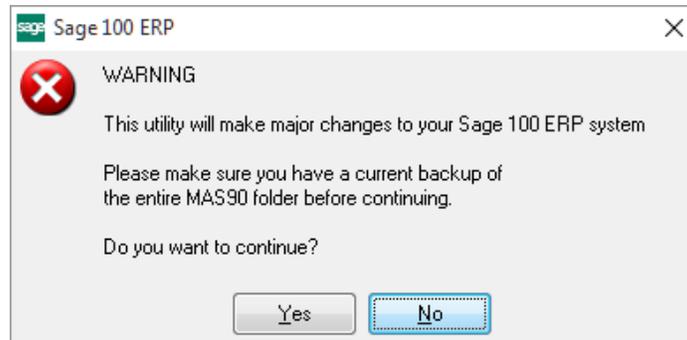


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



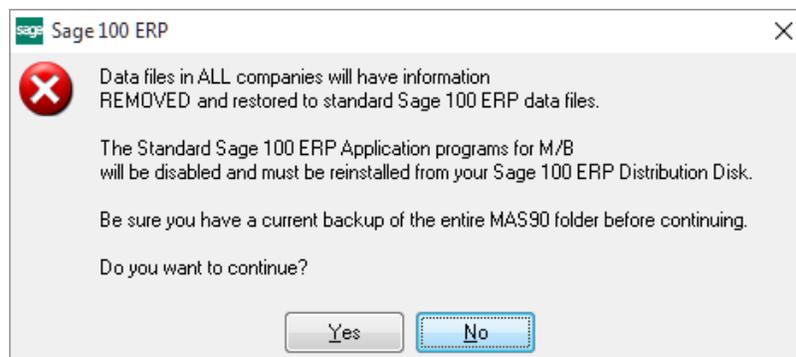
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

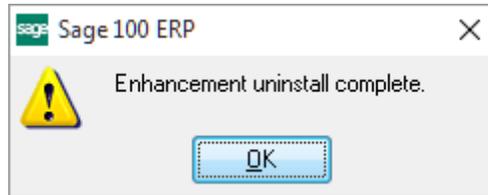
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).