DSD Business Systems

Sage 100 Enhancements

P033

P/O Alternate Unit of Measure

PO-1033

Version 5.40

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P/O Alternate Unit of Measure User's Manual
Version 5.40

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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

P033 P/O Alternate Unit of Measure:

http://www.dsdinc.com/enhancement/po-1033

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.

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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.

P/O Alternate Unit of Measure Features

This Extended Solution to the standard MAS 90 MAS 200 Purchase Order module adds two new fields, Cost per Alternate Unit of Measurement (CAUM) and Quantity per Alternate Unit of Measure (QAUM), to the Purchase Order Line Entry screen. These two new fields will only be present if the Alternate Unit of Measure Factor (AUMF) for the Inventory Item does not equal zero. The QAUM and CAUM fields may be entered, and whenever they are changed, the respective Quantity fields, Unit Cost and Extension fields may be back-calculated using the AUMF.

The Purchase Order Form layout has been modified to include new fields for Quantity per Alternate Unit of Measure, Cost per Alternate Unit of Measure, Alternate Unit of Measure, Alternate Unit of Measure Factor and a second Alternate Unit of Measure field.

An option is available allowing you to replace Inventory Item's Standard Cost with the Average Cost during Receipt of Goods update.

A custom Receipt History report is provided by this Extended Solution.

NOTE: IM-1038: *Alternate Unit of Measure* must be installed and enabled in order for this Extended Solution to function.

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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
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.

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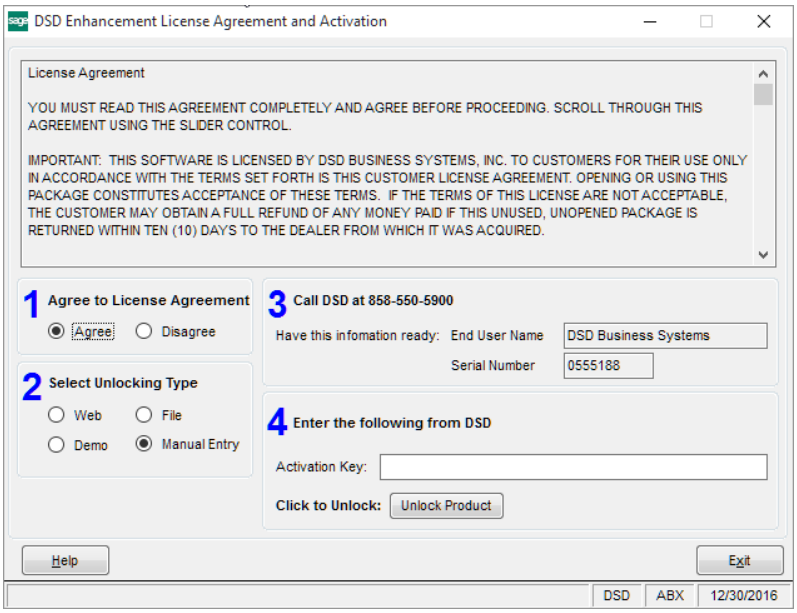
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from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

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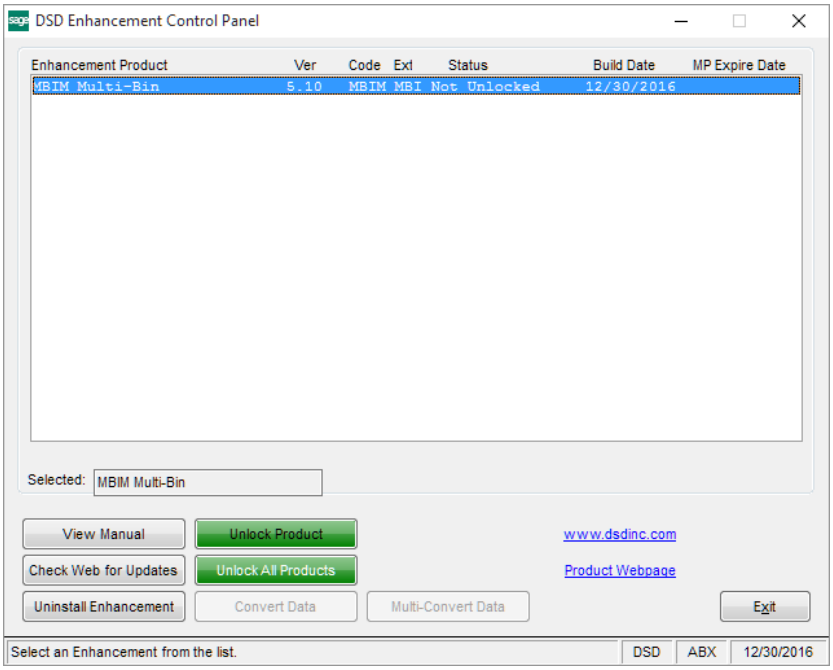
DSD Enhancement Control Panel

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.

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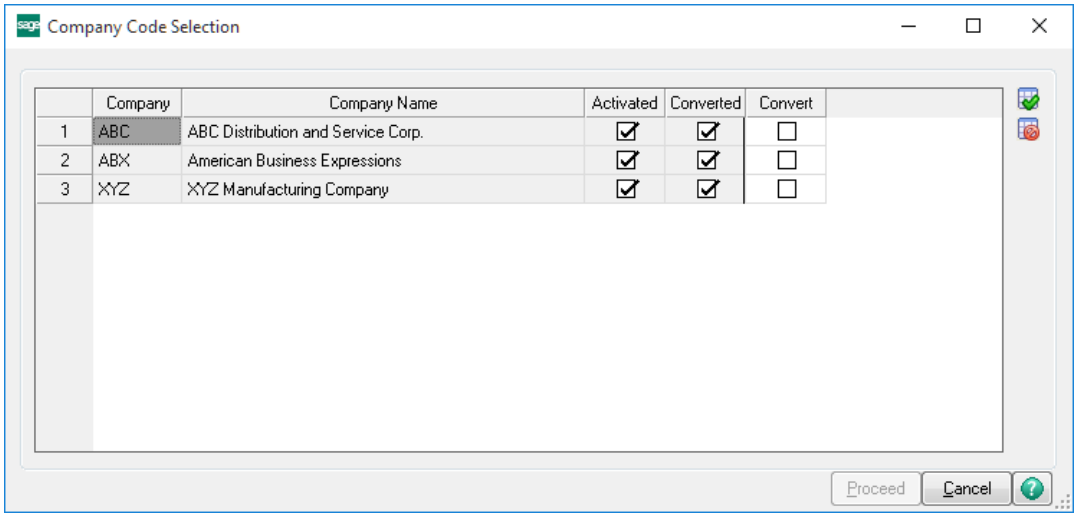
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



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)

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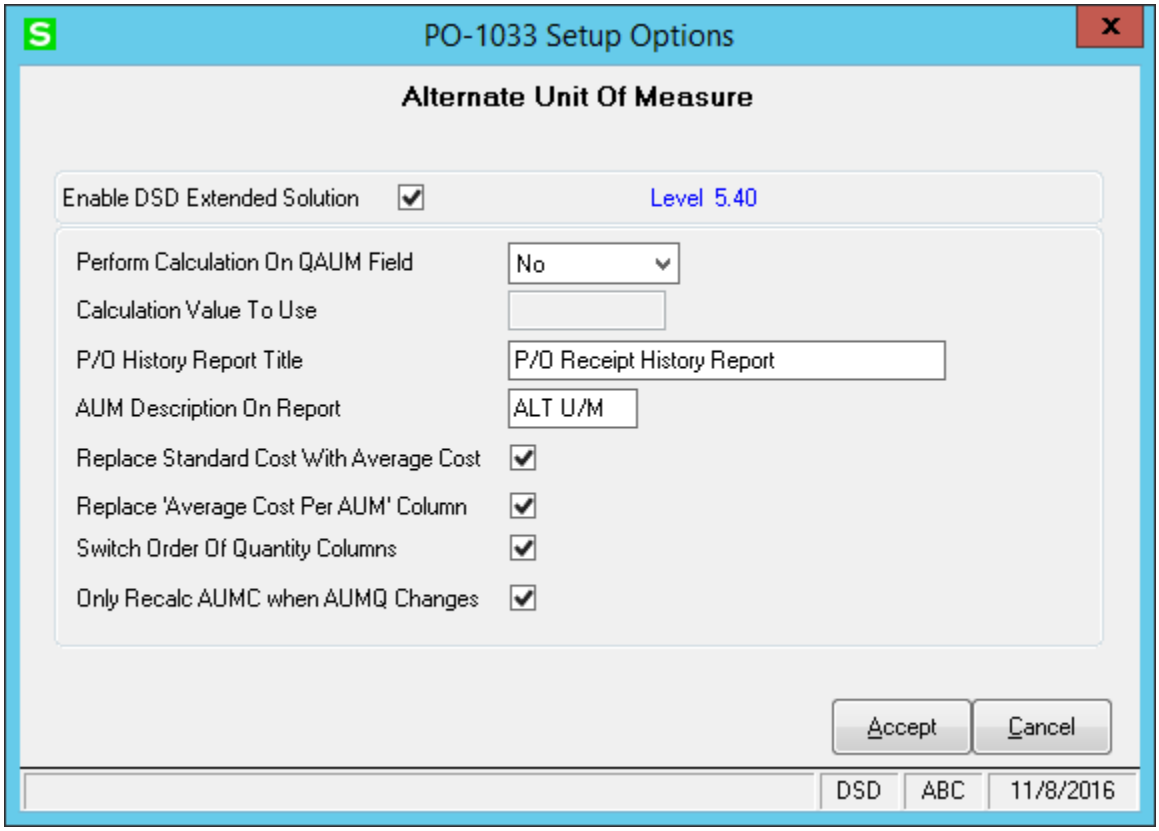
Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Purchase Order 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:

PERFORM CALCULATION ON QAUM FIELD: If you select Add, Subtract, Multiply, or Divide, the prompt 'Calculation Value To Use' will be accessible:

CALCULATION VALUE TO USE: The value you enter as the calculation value will be added to, subtracted from, used to multiply by, or to divide the QAUM Qty Ordered prior to applying the AUM Factor.

P/O HISTORY REPORT TITLE: Enter the report title you wish to use for the P/O Receipt History Report.

AUM DESCRIPTION ON REPORT: Enter the description you wish to appear for 'AUM' on the P/O Receipt History Report. You may enter up to eight characters for this description.

REPLACE STANDARD COST WITH AVERAGE COST: Check this box to replace Standard Cost with Average Cost during Receipt of Goods update. Leave it blank if you wish to use Standard Cost.

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REPLACE 'AVERAGE COST PER AUM' COLUMN: Check this box if you wish to replace the 'Average Price per Alt AUM' column on the P/O Receipt History Report with the 'Average Cost per Std UOM' column.

SWITCH ORDER OF QUANTITY COLUMNS: Check this box to switch the order of the quantity columns on the P/O Receipt History Report.

ONLY RECALC AUMC WHEN AUMQ CHANGES: If you check this box, then as changes are made to the AUM Qty field in PO Entry and ROG Entry, only the AUM cost will be recalculated. When checked there will be no changes to the standard Qty Ordered, Qty Received, Unit Cost or the line's Extended Cost.

In addition, the IM-1038 options 'Track Alternate U/M Qty on Hand by Warehouse' and 'Reflect AUM Quantity Changes In The Price Field Only?' will have an effect on how PO-1033 functions. Please refer to the IM-1038 manual regarding these options.

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

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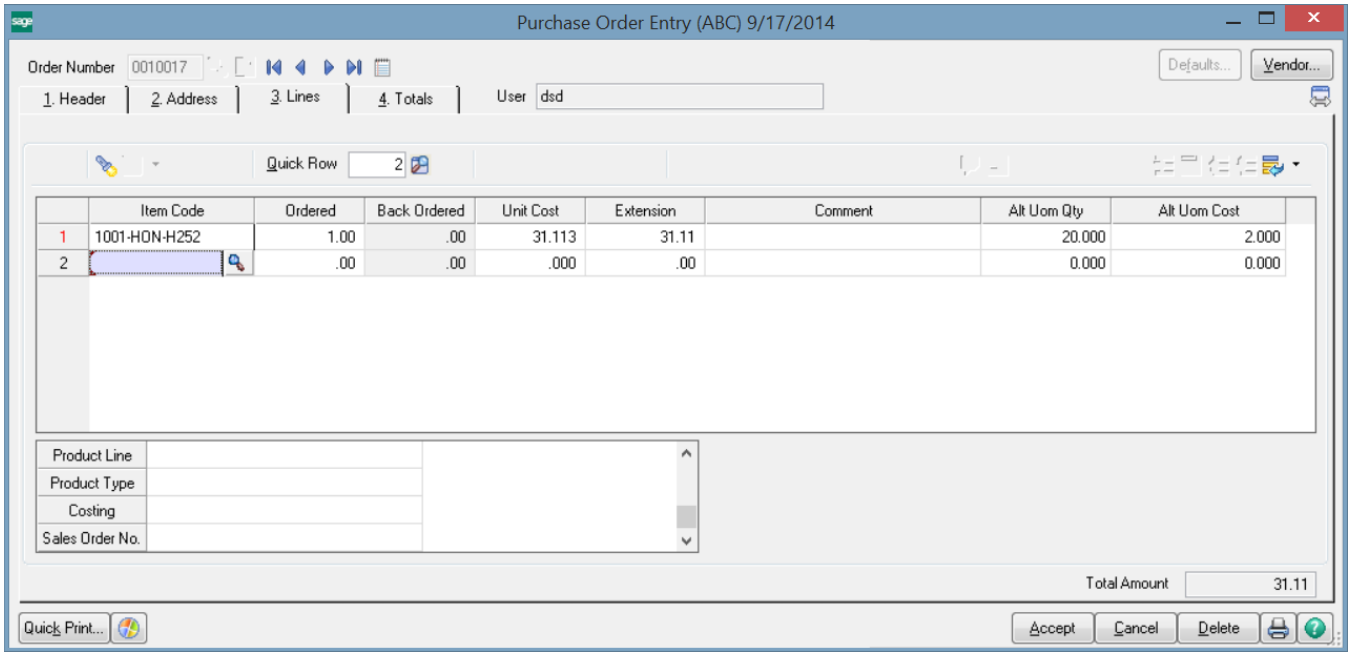
Section D: System Operations

Purchase Order Entry, Receipt Of Goods Entry, Return of Goods Entry

Two new fields have been added to the Lines Main Grid in the P/O Data Entry panels:



Alternate Uom Qty: Enter the Alternate Unit of Measure Quantity for this line.

Alternate Uom Cost: Enter the Alternate Unit of Measure Cost for this line.

The appropriate Quantity, Unit Cost and extension fields will be recalculated to reflect the changes made to these fields.

If you checked the 'Only Recalc AUMC when AUMQ Changes' option in Setup, then when changes are made to the AUM qty field in PO Entry and ROG Entry, only the AUM cost will be recalculated. Changes to the AUMC or AUMQ will not result in changes to the Qty Ordered, Qty Received, Unit Cost or the line's Extended Cost.

P/O Receipt History Report

The P/O Receipt History Report may be selected by a range of Receipt Dates, Vendor Numbers, Product Lines and Item Numbers (Figure 4). If you checked the 'Replace 'Average Cost Per Alt AUM' Column' box in Setup, the 'Average Cost per Alt AUM' column will be replaced with the 'Average Cost per Std UOM' column. The 'Average Cost per Std UOM' column is calculated by dividing the dollars received by the quantity received in the item's standard unit of measure. If you check the 'Use Billions' box, the Dollars Received and Quantity columns will support figures to nine billion,

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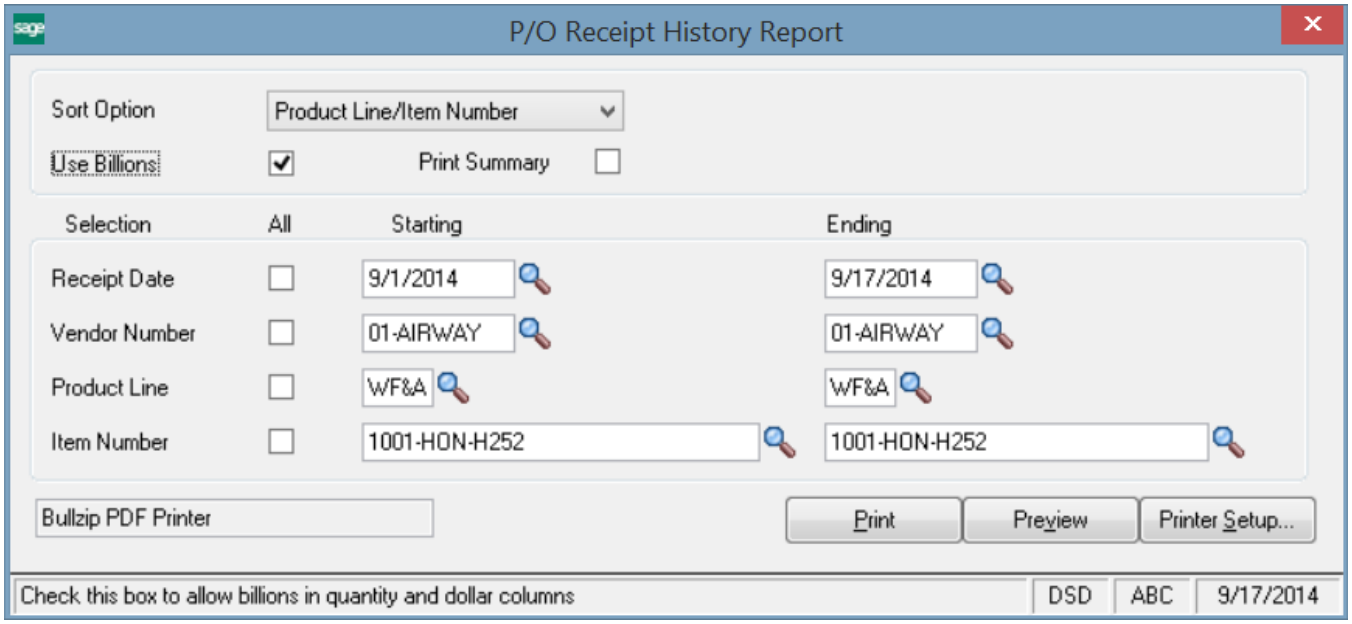
including commas. The report may be sorted by Product Line/Item Number or Vendor/Item Number. The data will be identical; merely the sort order will be changed. A detailed report may be run (for Product Line/Item Number, or for Vendor/Item Number), or a summary option is available (for Product Line/Item Number or for Vendor/Item Number). The report's header will print the date range selected. The order of the Quantity columns depends on how you answered 'Switch Order Of Quantity Columns' in Setup.

- If you choose to 'Use Billions,' you must have a printer capable of printing 148 characters per line.



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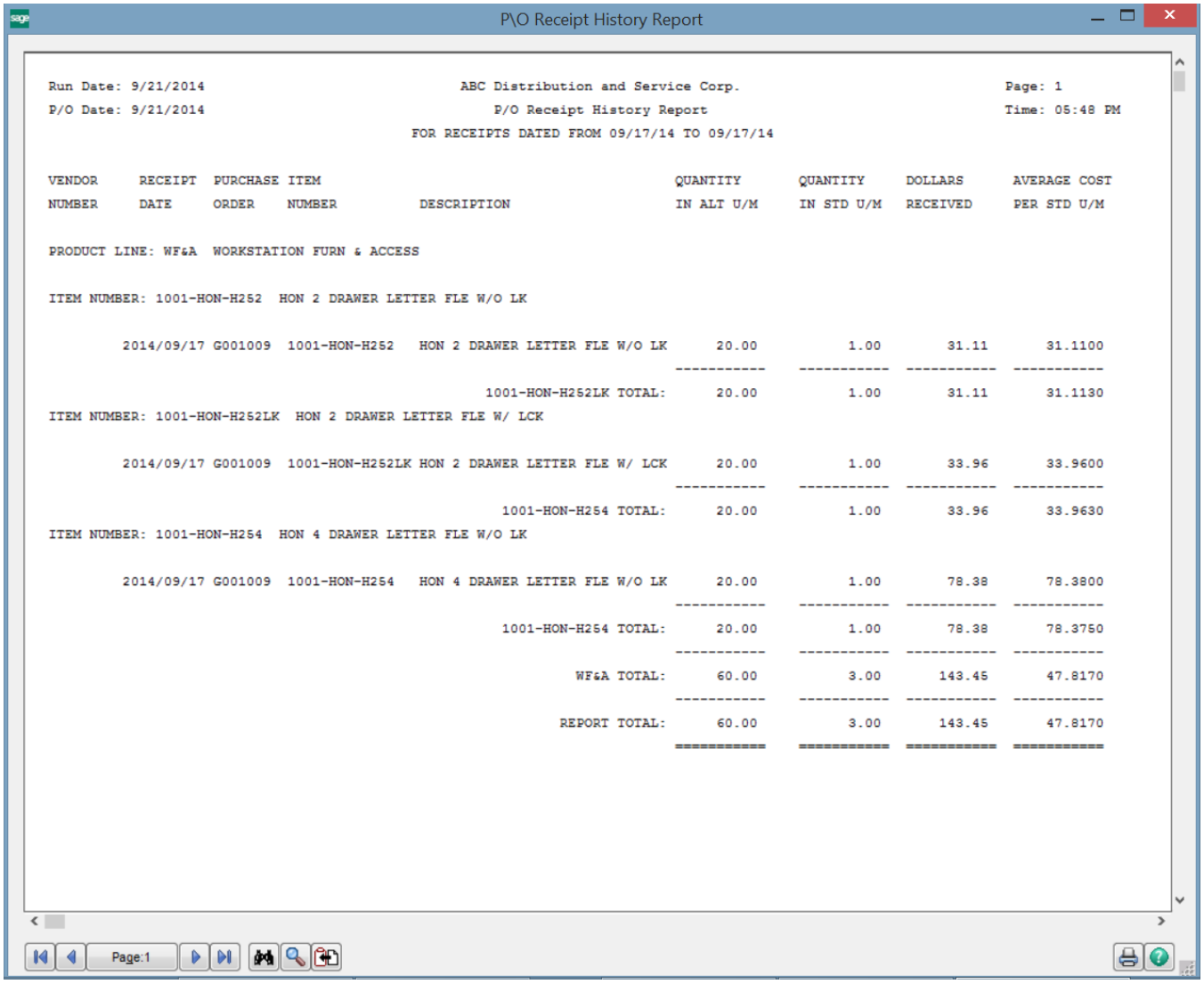

Run Date: 9/21/2014 ABC Distribution and Service Corp. Page: 1
P/O Date: 9/21/2014 P/O Receipt History Report Time: 05:48 PM
FOR RECEIPTS DATED FROM 09/17/14 TO 09/17/14

VENDOR NUMBER	RECEIPT DATE	PURCHASE ORDER	ITEM NUMBER	DESCRIPTION	QUANTITY IN ALT U/M	QUANTITY IN STD U/M	DOLLARS RECEIVED	AVERAGE COST PER STD U/M
PRODUCT LINE: WF&A WORKSTATION FURN & ACCESS								
ITEM NUMBER: 1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK								
	2014/09/17	G001009	1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	20.00	1.00	31.11	31.1100
				1001-HON-H252LK TOTAL:	20.00	1.00	31.11	31.1130
ITEM NUMBER: 1001-HON-H252LK HON 2 DRAWER LETTER FLE W/ LCK								
	2014/09/17	G001009	1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	20.00	1.00	33.96	33.9600
				1001-HON-H254 TOTAL:	20.00	1.00	33.96	33.9630
ITEM NUMBER: 1001-HON-H254 HON 4 DRAWER LETTER FLE W/O LK								
	2014/09/17	G001009	1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	20.00	1.00	78.38	78.3800
				1001-HON-H254 TOTAL:	20.00	1.00	78.38	78.3750
				WF&A TOTAL:	60.00	3.00	143.45	47.8170
				REPORT TOTAL:	60.00	3.00	143.45	47.8170

Receipt Of Goods and Returns

If the IM-1038 Setup prompt 'Track Alternate U/M Qty on Hand by Warehouse' is set to Y, then Purchase Order Receipt of Goods and Return to Vendor will update this field.

Helpful Hints

- The Alternate U/M works opposite from the Sales U/M and Purchase U/M with respect to the Standard U/M, in that the smallest unit of measure is the Alternate U/M, not the Standard U/M.
- The Quantity and Cost are stored on the Purchase Order, ROG/ROI, and Return of Goods Item Lines.

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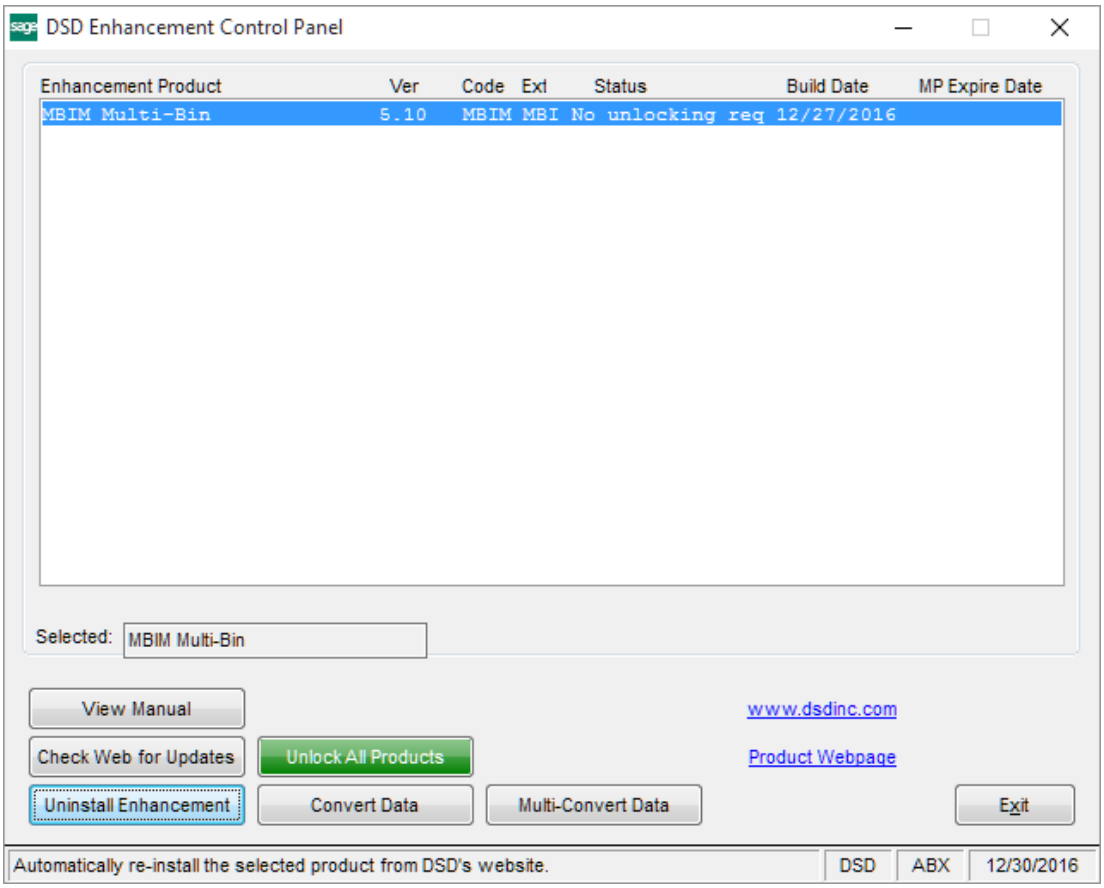
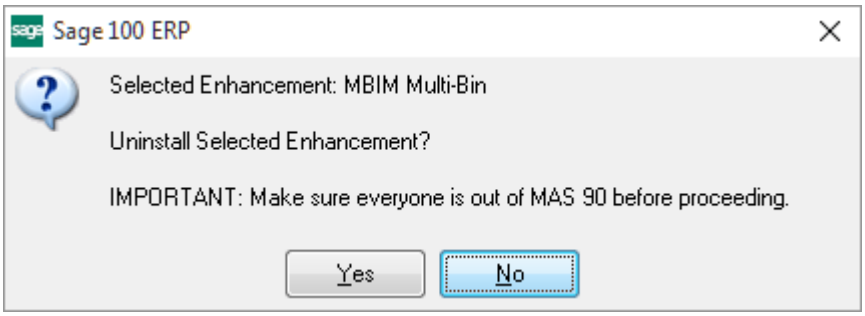
Section E: Uninstall DSD Enhancements

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.

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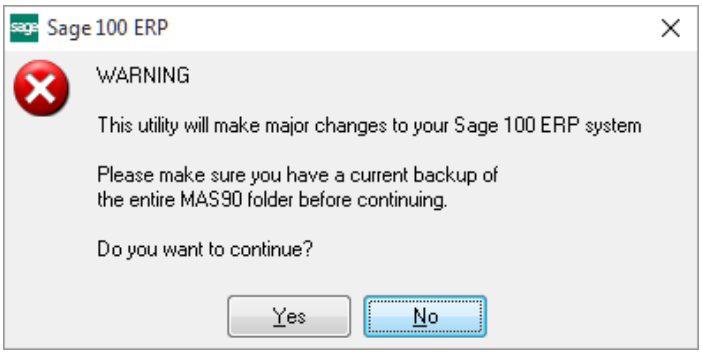
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



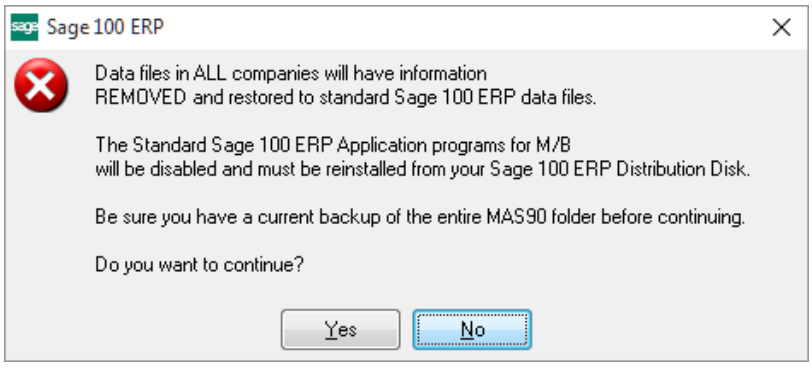
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

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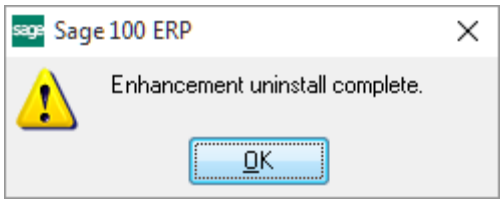
After completion of the Uninstall, the following message box will appear. Select OK to continue.



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).

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