DSD Business Systems

Sage 100 Enhancements

P034

Receipt of Goods Import Utility
PO-1034

Version 7.10

Information in this document is subject to change without notice.

Receipt of Goods Import Utility User's Manual
Version 7.10

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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*

P034 Receipt of Goods Import Utility:

http://www.dsdinc.com/enh/pages/P034.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.

Receipt of Goods Import Utility Features

This DSD Extended Solution utility imports data from a file into the Purchase Order Receipt of Goods file. Multiple import formats are supported; please refer the appendices at the end of this document for format specifications.

Additional functionality exists if the Custom Office module is activated or if Extended Solution CM-1003: *User Defined Fields for Lot/Serial Numbers* is installed.

In order to use the Excel format, Microsoft Excel must be installed on the workstation running the import.

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
P/O	**Y**	7.10

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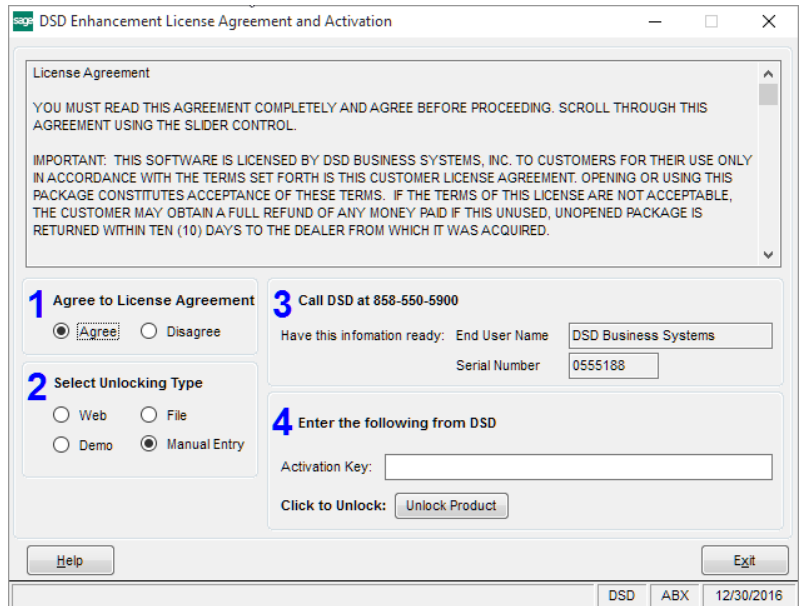
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

*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.*
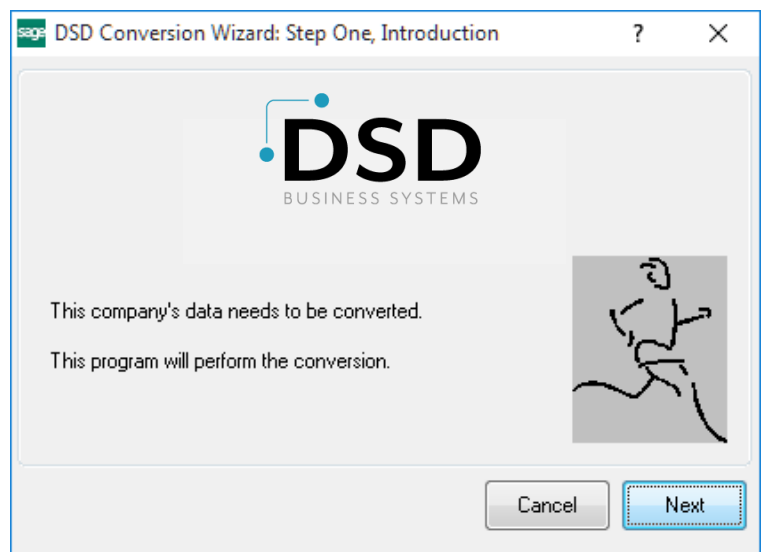
DSD Enhancement Control Panel

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.
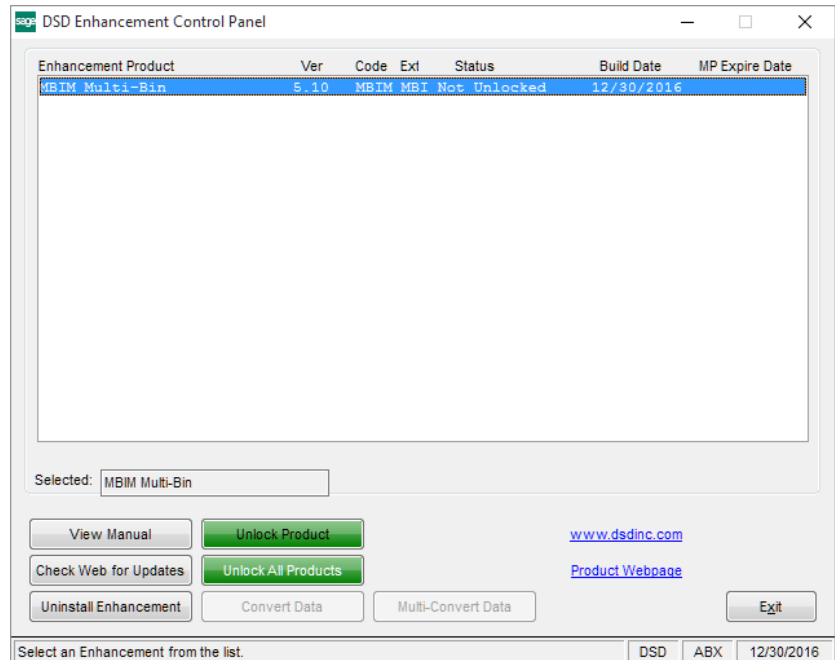
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)
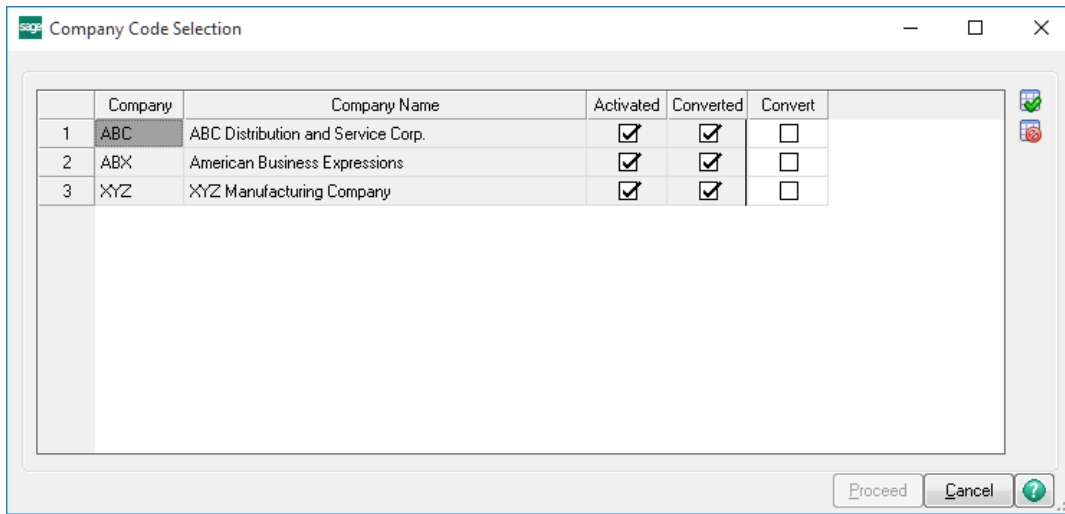
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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 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 on the Setup tab:

Import File Format: Select Standard, Hilo, Invoice, Excel, Agenet or Bar Code.

Default Import Path: Enter the default import file path.

Default Import Filename: Enter the default file name.

Delete File After Import: Check this box if you wish to delete the import file after the import takes place. Leave it blank if you wish to retain the import file after the import.

Rename File Extension: If you retain old import files, enter a new extension for the file.

Purchase Order Barcode Printing Form Code: Enter a Form Code if you wish to add 'Bar Code receiver Form Printing' to the main menu.

Private Batch: Select this checkbox to make the Receipt Batch private to the user running the import.

The following option is available only if you are using the Standard format.

Use The Alternate Eprom Format: Check this box to use the alternate EPROM format. This format starts the Serial Number field at position 56. This prompt defaults to 'N' which sets the Serial Number field at position 59.

The following options are available only if you are using the Invoice format.

Import P/O Header Custom Office UDFs: Check this box to Import P/O Header Custom Office UDFs.

Purchase Order Header UDF for 'Ship Via': Specify the 15 character string P/O Header UDF that will receive a ship via data from the import file.

The following options are available only if you are using the AgeNet format.

P/O ROG Line UDF for 'Imported Unit Cost': Specify the 10 character maximum length numeric P/O ROG Line UDF that will receive the Unit Cost field from the import file.

Miscellaneous Charge for Imported Tax: Enter a P/O Miscellaneous Charge code that will be added to the Receipt having the value of the import file's Tax Field. NOTE: The selected Miscellaneous Charge must be set to "Allow Use in Purchase Order" (on Main tab of Miscellaneous Item Maintenance) and be assigned a valid Purchases Account (on Accounts tab in Miscellaneous Item Maintenance). Otherwise, the Tax will not import.

Answer the following prompts on the Additional tab if you have selected the 'Excel' format:

Please specify the name of each of the Excel pages associated with the Excel import filename. Next to each, select the Format Code (please refer to the Appendix for more information):

 WORKSHEET NAME: 10 characters   **FORMAT CODE:** (A,B,C,D,E)
 WORKSHEET NAME: 10 characters   **FORMAT CODE:** (A,B,C,D,E)
 WORKSHEET NAME: 10 characters   **FORMAT CODE:** (A,B,C,D,E)
 WORKSHEET NAME: 10 characters   **FORMAT CODE:** (A,B,C,D,E)
 WORKSHEET NAME: 10 characters   **FORMAT CODE:** (A,B,C,D,E)

If you have Extended Solution CM-1003 installed, and you selected the 'Standard' or 'Excel' format you will have access to the User Defined tab. All of the following prompts are for P/O Receipt type Lot/Serial UDFs.

If you have selected the 'Standard' format you will have access to this option, it is not required:

Lot/Serial UDF For 'Standard' Format: Specify the 6 character string or numeric UDF which will be included in the import file.

If you have selected the Excel format, then specify all of the remaining UDFs (see the Appendix for information on types and lengths)

Roles Maintenance

The following Task has been added to Purchase Order, Setup Task:

        • Receipt of Goods Import Utility

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

Section D: System Operations

The Purchase Order ROG Import Utility can be found on the Setup menu. When accessed, you will be prompted for the Import Path and Filename. These default from what was specified in Setup but can be overridden.
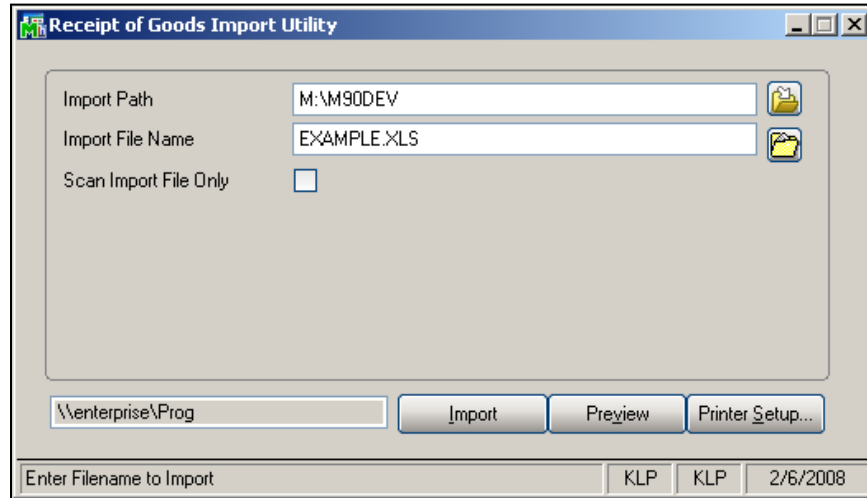
An additional option is provided to Scan the Import file without performing the actual import process. This will allow the user to view an error report of all invalid records before importing the file. The errors that are reported relate to fields within the import record which are unrecognizable, invalid or improper. This error report is generated during the import process as well.

Click the Import button to transfer all validated records to the P/O Receipt of Goods data file.

This utility does not support multiple lines with the same item; it will receive only against the first line it encounters. Be sure that the P/O does not list an item more than once.

Hilo Format

In this format, a Receipt Number will be imported. If the Receipt Number already exists in the data entry batch, then the imported lines will be appended to it. A record will not be imported if:

- A Receipt Number and Vendor Number combination already exists in the P/O Receipt of Goods History file
- A Receipt Number exists in the data entry batch.

Prepaid freight will be imported if the Invoice Number being imported does not already exist in the A/P open invoice file for this vendor.

See the Appendix for the file layout.

Excel Format

The described feature was developed for a specific client to its specifications and may not conform to generally accepted Sage 100 standards and procedures. These features may or may not benefit you in your application of Sage 100.

All worksheets are considered one import file. The same Purchase Order Number can be referenced on multiple worksheets; therefore, one Receipt of Goods transaction per Purchase Order Number will be created and referenced across all worksheets. For all worksheets, the data will always begin in Column A and on Row 3. Data in rows one and two will be ignored. The Quantity Received will be the sum of all rows in which the 'Part Number'/'Ref #' combination are the same. All items to be imported are of a Serialized Valuation method.

If the valid I/M Item Number Serial valuation doesn't exist on the Purchase Order, it will be added as a new line to the Receipt of Goods. All rules of consolidation outlined above (the Quantity Received will be the sum of all rows in which the 'Part Number'/'Ref #' combination are the same) still apply.

See the Appendix for the file layout and Format Codes.

Invoice Format

This format is designed to be used in conjunction with Extended Solution SO-1327, *Sales Order Invoice Export Utility*. If you checked the 'Import P/O Header Custom Office UDFs' option in Setup, and there are additional fields at the end of the import file, these fields will be imported into P/O Header UDFs.

Graphical Forms

No changes have been made to Graphical Forms printing.

Appendix

Standard format:

P/O Receipt Of Goods	Start	Length	Comment
Receipt Type	1	1	Hard code – 'G'
Receipt Date	2	6	YYMMDD format
Purchase Order Number	8	7	
Invoice Number	15	10	Optional
Invoice Date	25	6	YYMMDD format or blank if no Invoice Number)
Item Number	31	30	
Receipt Quantity	61	10	#####.0000
Lot/Serial Number	74 (71)	15	If applicable: see Setup for alt. start position
Lot/Serial UDF Value	89	6	

Notes:
   1) Record should be terminated with LF, CR or LF/CR combination.
   2) Lot/Serial Number field is optional for non-Lot/Serial Number items.

Hilo Format
The file is comma delimited:

Field	Length	Comment
Receipt Number	6	a prefix of 'G' will be added
Receipt Date	6	MMDDYY
Purchase Order Number	7	
Invoice Number	10	blank if not applicable
Invoice Date	6	MMDDYY - blank if not applicable
Item Number	15	
Quantity Received	13	quantity associated with the lot
Lot Number	15	
Prepaid Freight	8.2 maximum	Numeric

All fields not specified, e.g., Freight, Tax, etc., will be defaulted as if the receipt were entered manually.

Invoice Format
This is a fixed position file:

Field	Start	Length	Comment
Vendor Number	1	9	Division + Vendor
Invoice Number	10	7	
PO Number	17	7	
Unused Date	24	8	
Invoice Date	32	8	YYYYMMDD
Item Number	40	30	
Quantity Received/Invoiced	70	13	
Lot/Serial Number	83	15	
Ship Via	127	15	specified PO Header UDF

Additionally if there are P/O Header UDF named the same as S/O Invoice Header UDFs and the S/O Invoice UDF data was included on the export from SO-1327, the data will be imported into the corresponding P/O Header UDF.

Excel Format
The following is a list of data elements, which can be found on any of the pages, and how they are to be processed during import. The order in which they appear for each Format is specified under 'Format Codes' below.

Code	Title	MAS90 Offset
01	Date Received	Receipt Date (formatted as mm/dd/yyyy)
02	Lease,Move#	<ignore>
03	City, State	<ignore>
04	Leasee	PO Header Comment
05	Mfg	CM-1003 UDF 13, type String/ length 5
06	Model	<ignore>
07	Part Number	I/M Item Number
08	CPU	CM-1003 UDF 1, type String/ length 5
09	RAM	CM-1003 UDF 2, type String/ length 4
10	HD	CM-1003 UDF 3, type String/ length 5
11	SND	CM-1003 UDF 4, type String/ length 1
12	MDM	CM-1003 UDF 5, type String/ length 1
13	NIC	CM-1003 UDF 7, type String/ length 1
14	CD	CM-1003 UDF 6, type String/ length 1
15	A:	CM-1003 UDF 9, type String/ length 1
16	AC	CM-1003 UDF 10, type String/ length 1
17	Batt	CM-1003 UDF 11, type String/ length 1
18	LCD	CM-1003 UDF 12, type String/ length 4
19	Serial Number	Serial Number
20	CND	CM-1003 UDF 14, type String/ length 1
21	Comments	CM-1003 UDF 16, type String/length 20
22	Ref #	Purchase Order Number

23	SKID	CM-1003 UDF 24
24	Tech Init	CM-1003 UDF 25, type String/ length 3
25	FMV	<ignore>
26	NET	Unit Cost
27	Description	<ignore>
28	Qty	<ignore>
29	TON	<ignore>
30	PAGE	CM-1003 UDF 21, type String/ length 7
31	Location	CM-1003 UDF 18, type String/length 6
32	D/T	CM-1003 UDF 8, type String/length 1
33	Repairs	<ignore>
34	Size	CM-1003 UDF 19, type String/length 3
35	Date Code	CM-1003 UDF 20, type String/length 2
36	WHS	WHS Code Line

Format Codes
Format A: 01-22, 31, 24, 25, 26, 33, 36
Format B: 01-10, 32, 11, 12, 14, 13, 19, 20, 21, 22, 31, 24, 25, 26, 33, 36
Format C: 01-07, 09, 29, 13, 30, 19, 20, 21, 22, 31, 24, 25, 26, 36
Format D: 01-07, 27, 28, 19, 22, 24, 25, 26, 33, 36
Format E: 01-07, 34, 19, 35, 20, 21, 22, 31, 24, 25, 26, 33, 36

AGENET

Field	Start	Length	Comment
Receipt Type	1	1	Hard code – 'G'
Receipt Date	2	6	YYMMDD format
P/O Number	8	7	
Invoice Number	15	10	Optional
Invoice Date	25	6	Optional: YYMMDD format
Freight	31	10	This field will be imported only if the ROG created is assigned an Invoice Number.
Spaces	41	4	blanks
Tax	45	10	Will be assigned to setup specified Miscellaneous Charge Code, it will not be used as the ROG Tax amount
Item Number	55	30	
Receipt Quantity	85	10	#####.0000
Unit Cost	95	10	If the setup option P/O ROG LINE UDF FOR 'IMPORTED UNIT COST' is specified this value will be assigned to the UDF, otherwise it will be used as the ROG line Item Unit cost.
Lot/Serial Number	105	6	(if applicable)

'Freight' and 'Tax' values used for each Receipt will be the first record's value for this Purchase Order Number.

The end of a record will be marked with a carriage return/line feed.

The Miscellaneous Charge Code used for Tax must be set to be allowed for use in Purchase Orders (check "Allow Use in Purchase Order" in Miscellaneous Item Maintenance) and have a defined Purchases Account (Purchases Account in Miscellaneous Item Maintenance).

Bar Code format:

| P/O Receipt Of Goods	Start	Length	Comment
Receipt Type	1	1	Hard code – 'G'
Receipt Date	2	6	YYMMDD format
Purchase Order Number	8	7	
Invoice Number	15	10	Optional
Invoice Date	25	6	YYMMDD format or blank if no Invoice Number)
Item Number	31	30	
Receipt Quantity	61	10	#####.0000
Lot/Serial Number	71	15	If applicable
PO Line Number	86	6	

Notes:
   1) Record should be terminated with LF, CR or LF/CR combination.
   2) Lot/Serial Number field is optional for non-Lot/Serial Number items.

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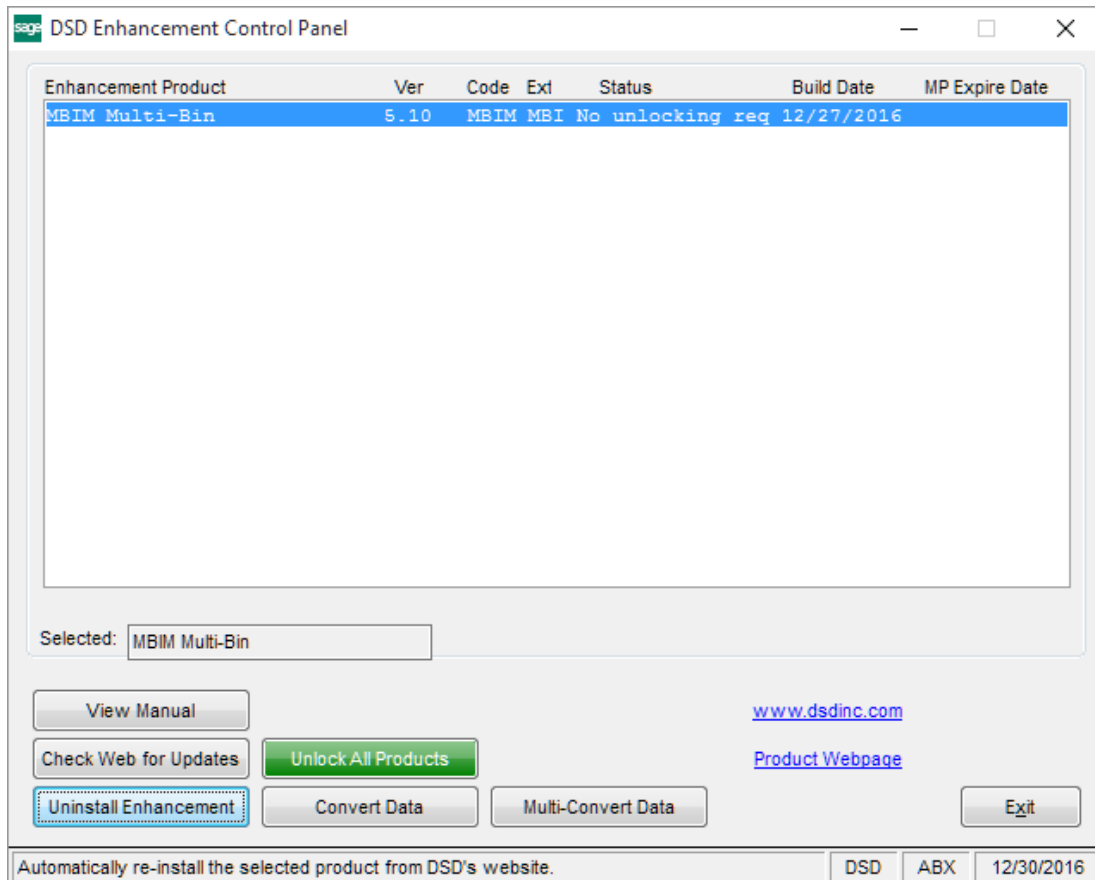
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
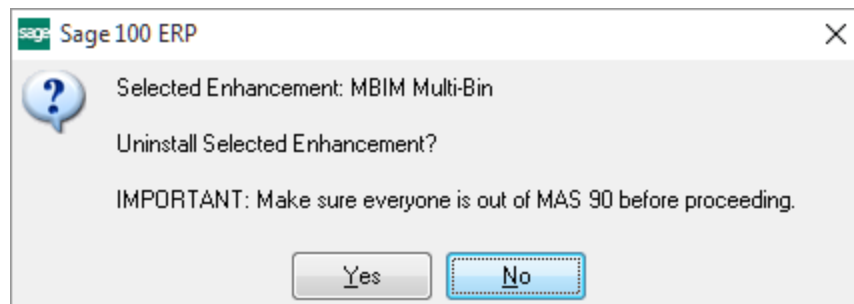
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
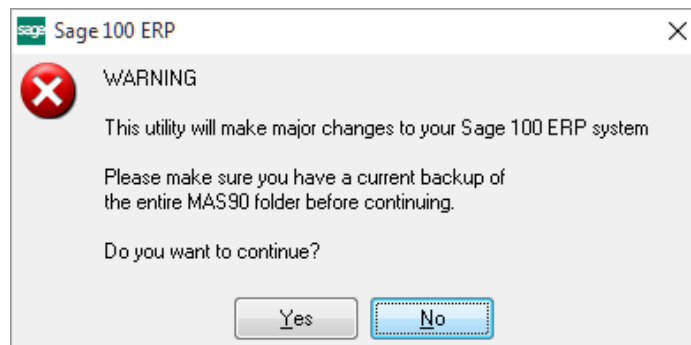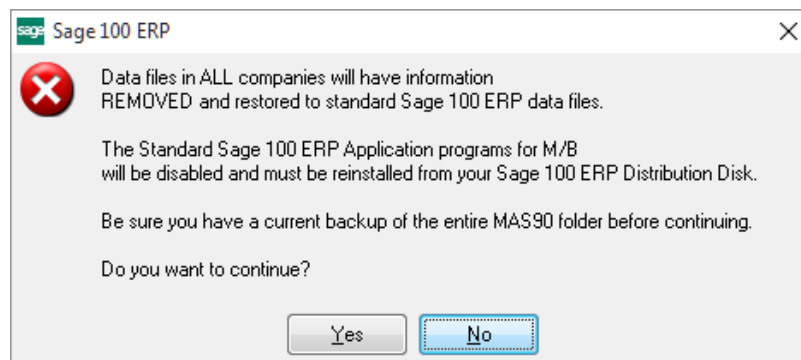

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

Sage 100 ERP ☒

⚠ Enhancement uninstall complete.

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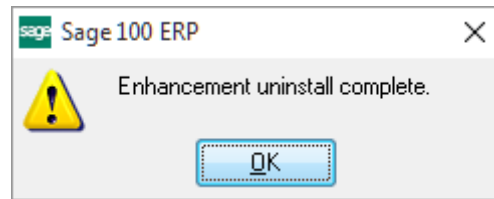
Now that the Uninstall process is completed, you must:

- 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).