

DSD Business Systems

Sage 100 Enhancements

P129

Purchase Order Default Control

PO-1129

Version 6.20



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Purchase Order Default Control User's Manual
Version 6.20

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DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

P129 Purchase Order Default Control:

<http://www.dsdinc.com/enhancement/purchase-order-default-control-2>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*
- Exact sequence that caused the error, including menus and menu selections.*

Other pertinent information.

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Purchase Order Default Control Features

This DSD Extended Solution to the standard Sage 100 Purchase Order module adds several default control features to the Purchase Order module. Please see Setup for the specifics.

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	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.

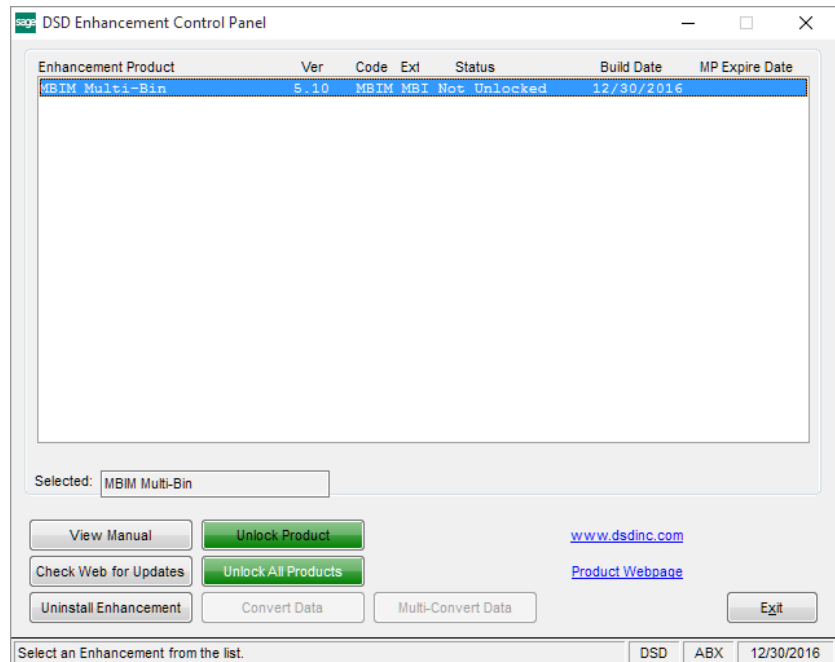
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

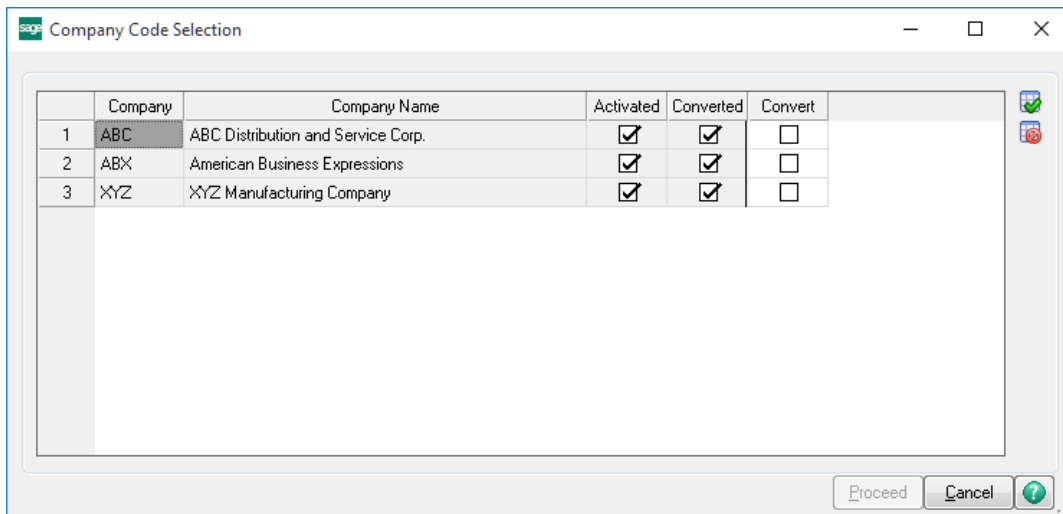
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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 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 For Setup 1:

Append User ID to 'Next' Order Number: Check this box to append the Sage 100 User ID to the 'Next' Order Number (see Operations below).

Default Warehouse to Item's Warehouse: Check box to default the Warehouse to the Item's Warehouse.

Display Retail Price: Check this box to display Retail Price at the bottom of the screen when your cursor is in the Unit Cost Field during Receipt of Invoice and Receipt of Goods entry.

Unit Cost Default: You can elect to default Unit Cost to one of the following:

- I/M Standard Cost
- Last Cost — does *not* include Allocated Cost
- Total Last Cost — includes Allocated Cost
- Vendor Last Cost – defaults from Last Purchase Cost in Item Vendor file
- None — select for no default
- IM-1077 — If Sage Software Extended Solution IM-1077: *Inventory Masterfile UDF* is installed and enabled, then this option will be available to you. You can enter the number of a numeric Inventory Masterfile UDF to use for the Unit Cost Default. If a valid UDF is selected, then Unit Cost will default to the value contained in that UDF.

Unit of Measure for Unit Cost Times 1000: Specify the Unit of Measure that will cause the prompt line in P/O Data Entry to display the Unit Cost multiplied by 1000.

The Sage 100 Inventory Management module must be installed for you to be prompted to enter 'Foreign Division' and 'Unit Cost.'

Foreign Division: Enter the A/P division code you wish to use to specify as a Foreign Division. An 'F2 List' option is available. Unit Cost Default must be set to 'None' to use this feature.

Unit Cost Category Code: Enter a Category Code from the I/M Inventory Master File to store the default Unit Cost for the Foreign Division. Unit Cost Default must be set to 'None' to use this feature.

IM-1077 UDF: This option is only available if Extended Solution IM-1077 installed and enabled. For more information see IM-1077 under the Operations header.

Display Conversion Factor During U/M Entry: Check this box if you wish to display the UOM conversion factor on the bottom of the Purchase Order Entry screen. Leave it blank if you do not wish to use this option.

Suppress 'New Unit Cost' from ROG Reg.: If you check this box, the line that prints New Unit Cost will not print on the Receipt of Goods Register.

Use PO Header W/H Code During Line Population From: If you select 'Master,' 'Repeating,' or 'Both,' in Purchase Order Entry, any Master Order or Repeating Order lines that auto-populate the lines section will do so referencing the Warehouse Code held in the current entry's Header Tab.

Default Required Date to Blank: Check this box to default the Required Date to blank (Purchase Order Entry only).

Default 'On Hold' Field Value: Check this box to default the 'On Hold' box to be checked.

The screenshot shows a software dialog box titled "PO-1129 Setup Options" with a close button (X) in the top right corner. The main heading is "Purchase Order Default Control". Below the heading, there is a section for "Enable DSD Extended Solution" which is checked and shows "Level 6.20". There are two tabs: "Setup 1" and "Setup 2", with "Setup 2" being the active tab. The "Setup 2" tab contains two options: "Password to Protect 'On Hold' Checkbox" with an empty text input field, and "Disallow Printing if 'On Hold'" with an unchecked checkbox. At the bottom right of the dialog are "Accept" and "Cancel" buttons. A status bar at the very bottom shows "DSD", "ABC", and "6/3/2020".

Answer the following prompts For Setup 2:

Password Protect to Change 'On Hold': User will define a password. If you leave this option blank a password will not be required to change the 'On Hold' status.

Disallow Printing if 'On Hold': When this box is checked, any Purchase Order with its Hold flag checked will not be selected for Printing, nor can it be Quick Printed. This is only available in graphical Purchase Order printing.

Section D: System Operations

User ID & 'Next' Order

During Purchase Order Entry, if 'Append User ID to "Next" Order' is checked in Setup, when the '#' button is used to assign the next P/O Number, the program will assign the next number from Setup, and then strip the first two digits. The first two characters of the Sage 100 User ID will be appended as the last two characters of the P/O Number. For example, if the next number assigned would be 0001024 and the User ID is TBA, then the Sales Order Number created will be 01024TB.

Unit Cost Default

An Inventory Item's Unit Cost will default depending on the answer to the Unit Cost Default Setup option. This feature overrides the cost determined by the Item's Valuation Method. Additionally, this default setting extends into Purchase Order Automatic Reorder Selection and is active when creating a Drop Ship P/O or a P/O from a Master/Repeating Order.

Warehouse Defaults

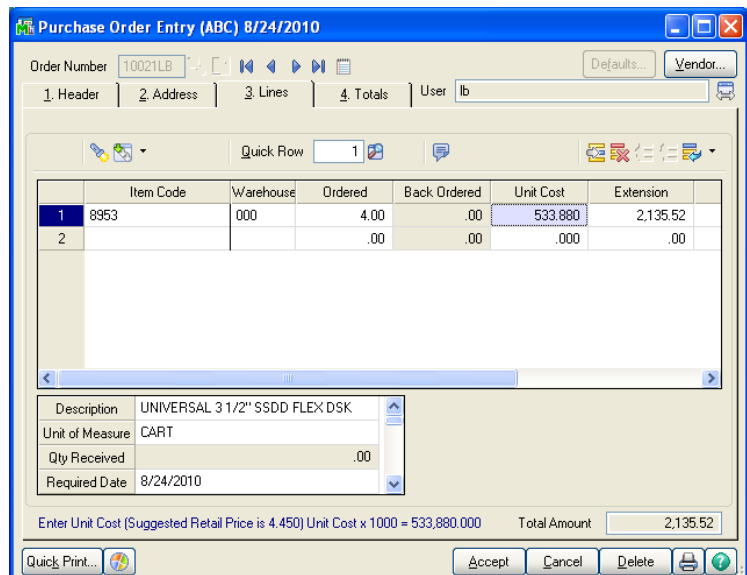
The Warehouse code referenced for each Inventory line item may be set to default to the Item's Warehouse Code.

Master/Repeating Warehouse Defaults

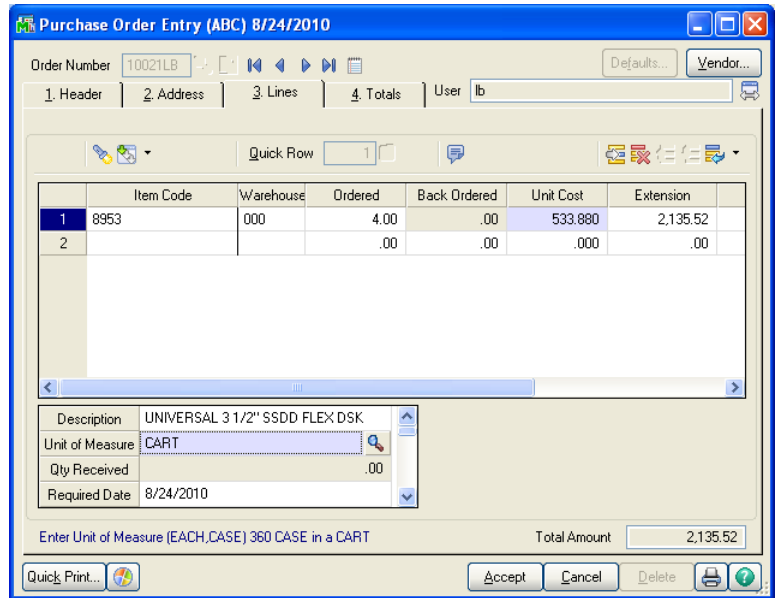
If you selected 'Master,' 'Repeating,' or 'Both' for the 'Use PO Header W/H Code During Line Population From' option in Setup, in Purchase Order Entry, any Master Order or Repeating Order lines that auto-populate the lines section will do so referencing the Warehouse Code held in the current entry's Header Tab.

UOM Default Prompts

If you entered a Unit of Measure at the prompt 'Unit of Measure For Unit Cost Times 1,000,' the Unit Cost of any line that contains that Unit of Measure will be displayed multiplied by 1,000 at the prompt line at the bottom of the screen when the cursor is present in the Unit Cost field. No change is made to the actual Unit Cost field; this value is for display only.



If you checked the 'Display Conversion Factor During U/M Entry,' the UOM conversion factor will display on the prompt line during Purchase Order Entry if the Unit of Measure entered is not equal to the Item's Purchase Unit of Measure. This display is active only for Inventory Item lines. For example, if an item line referenced the UOM 'DOZ' and the item's Purchase UOM was 'CASE,' then the prompt line would display something like '2 DOZ IN A CASE.'



On Hold Options

If you defined a password to change the On Hold flag, you will be prompted to enter a password anytime the On Hold value is changed in Purchase Order entry.

If you checked the 'Disallow Printing if On Hold' option in Setup, Purchase Orders with their On Hold flag checked will be skipped from P/O printing. If you elect to Quick Print a Purchase Order with its On Hold flag checked, the following message will be displayed.



Foreign Division Options

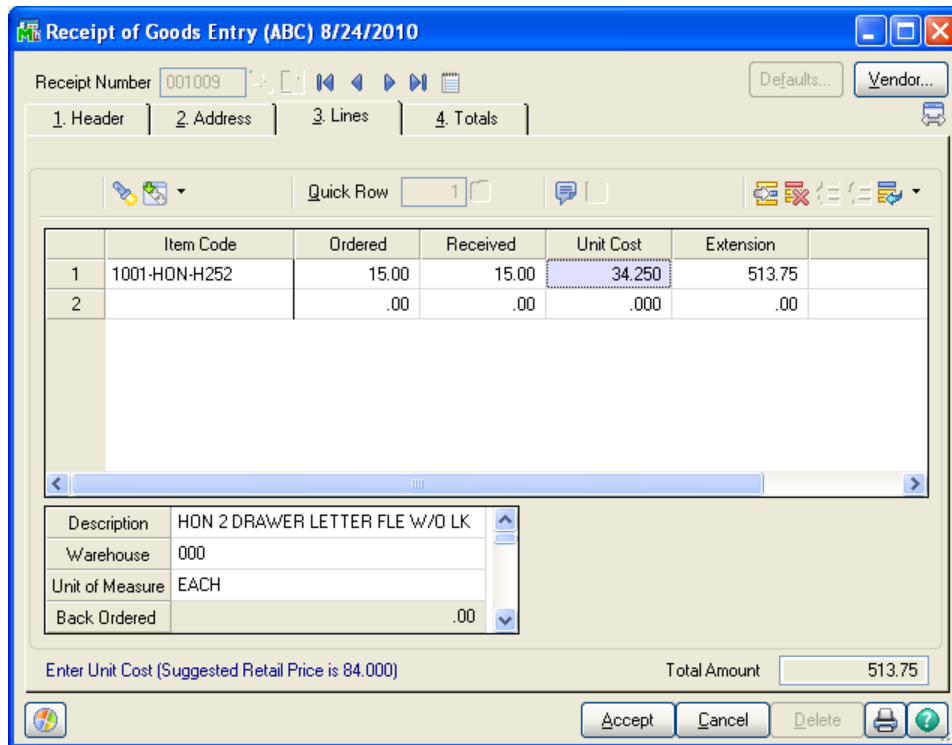
If the Inventory Management module is installed, on the Setup screen you may specify one division code to be designated a 'Foreign Division' and one I/M Inventory Master File category code to hold the 'Unit Cost.' If no Foreign Division is entered, you will be unable to enter the Category Code.

During Purchase Order entry, P/O Automatic Reorder Selection and P/O Auto Generate Orders Selection, if a 'Foreign Division' is specified on the Setup screen, and the vendor being utilized is in a division that matches the 'Foreign Division,' the Unit Cost for each item on the P/O will default from the I/M Inventory Master File category code specified on the Setup screen as the 'Unit Cost Category Code.' This Unit Cost will override all other costing determinations. If no cost is referenced in the category code, the default Unit Cost will be zero.

Display Retail Price

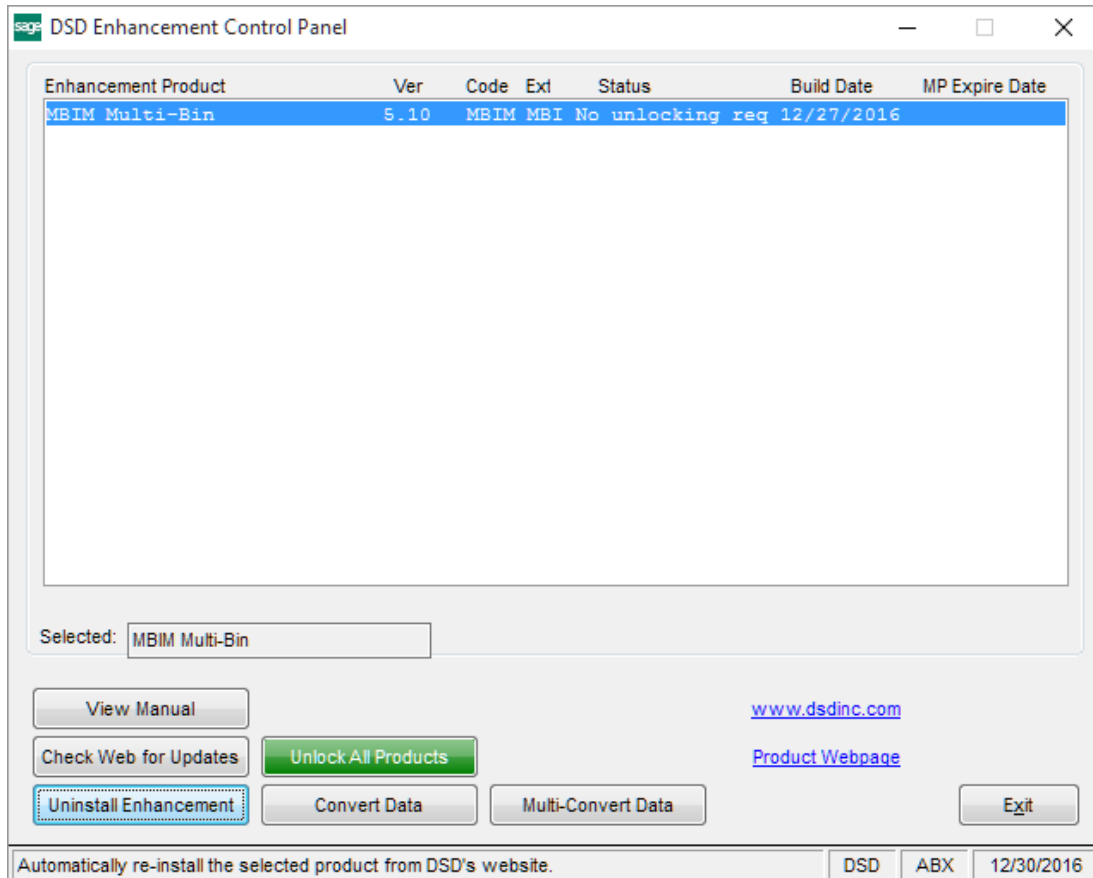
If you checked the box 'Display Retail Price' in Setup, the Retail Price will be displayed at the bottom of the screen when your cursor is in the Unit Cost Field during Receipt of Invoice and Receipt of Goods entry.

The display is activated once you hit the enter key, at which time the cursor will move immediately to the next field. Therefore, you must place the cursor back in the U/M to view the display.

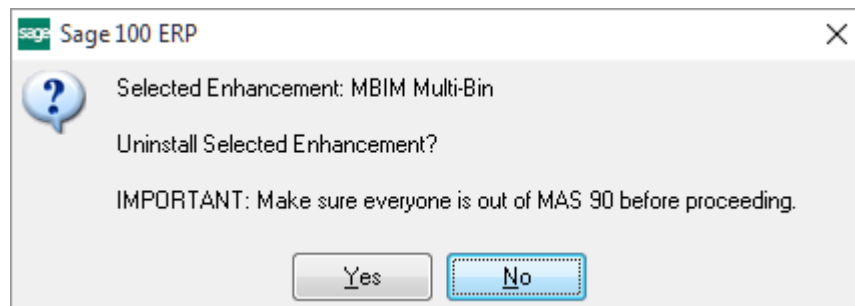


Section E: Uninstall DSD Enhancements

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.

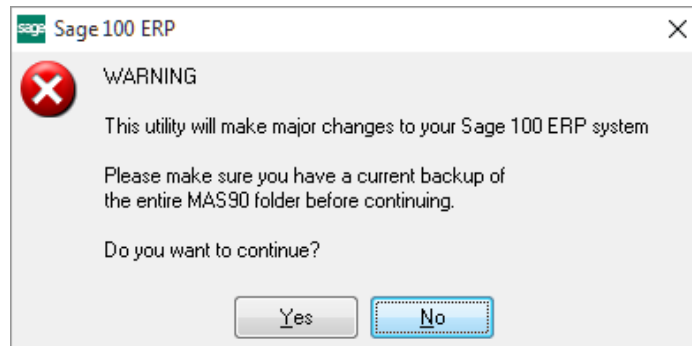


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



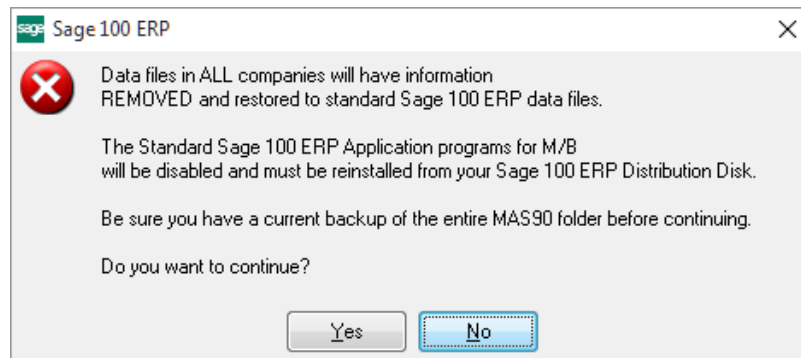
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

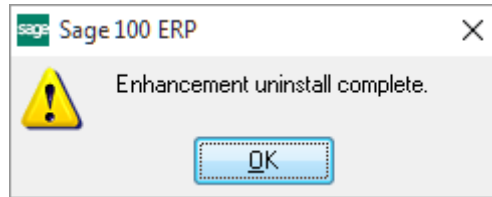
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).