



DSD Business Systems

Sage 100 Enhancements

P196

Freight Posting to Job Cost

PO-1196

Version 6.00



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Freight Posting to Job Cost User's Manual
Version 6.00

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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*

EEEE Freight Posting to Job Cost:

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

Freight Posting to Job Cost Features

This DSD Extended Solution to the Purchase Order module allows you to distribute freight charges among jobs during Receipt of Invoice Entry. All freight charges will post to the Cost Code and Cost Type defined in Setup during the Job Transaction Register Update.

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	6.00

Installation

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

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

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

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

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

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

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

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

The screenshot shows the 'DSD Enhancement License Agreement and Activation' window. It features a scrollable text area for the license agreement, followed by four numbered steps: 1. Agree to License Agreement (with 'Agree' and 'Disagree' radio buttons), 2. Select Unlocking Type (with 'Web', 'File', 'Demo', and 'Manual Entry' radio buttons), 3. Call DSD at 858-550-5900 (with input fields for 'End User Name' and 'Serial Number'), and 4. Enter the following from DSD (with an 'Activation Key' input field). A 'Click to Unlock' button labeled 'Unlock Product' is at the bottom right. The window title bar shows 'DSD ABX 12/30/2016'.

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.*

The screenshot shows the 'DSD Conversion Wizard: Step One, Introduction' window. It features the DSD Business Systems logo at the top. Below the logo, there is a message: 'This company's data needs to be converted. This program will perform the conversion.' To the right of the text is a small icon of a person running. At the bottom right, there are 'Cancel' and 'Next' buttons.

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.

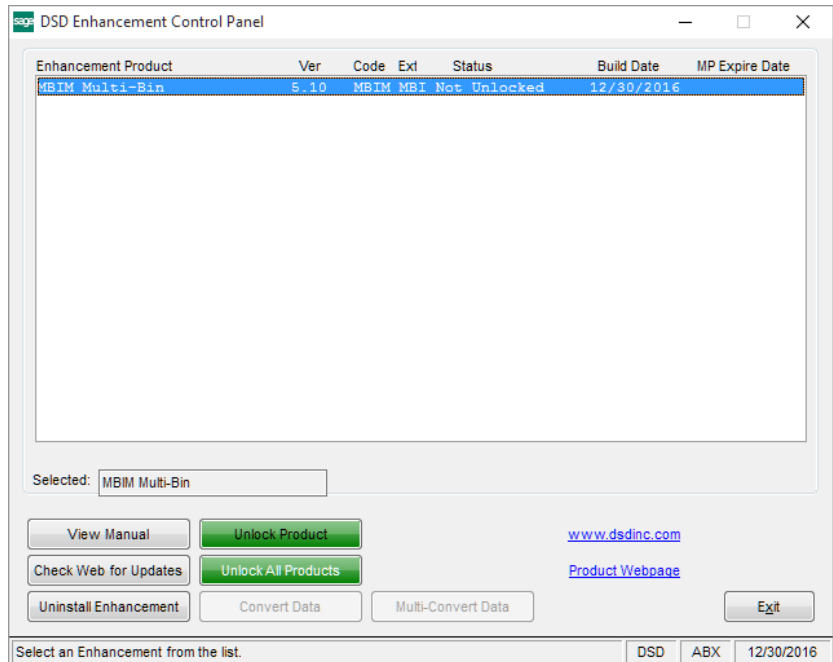
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

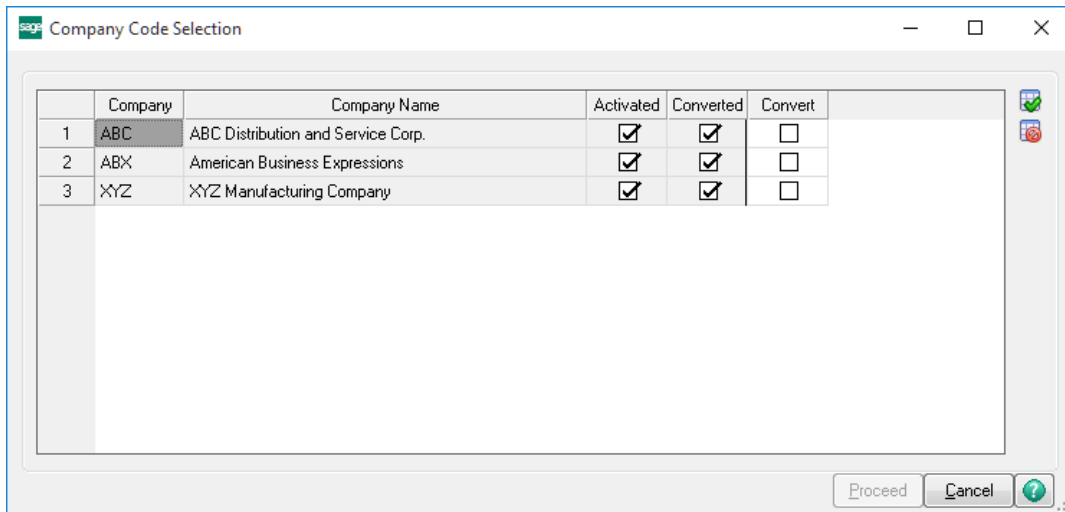
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.

PO-1196 Setup Options

PO-1196 Freight Posting To J/C

Enable DSD Extended Solution Level 6.00

Cost Code for Freight Charge 100-020-000 Underground Work - Concrete

Cost Type for Freight Charge Material

Accept Cancel

DSD EEC 12/18/2018

Answer the following prompts:

Cost Code for Freight Charge: Enter the multi-segment numeric cost code that you want freight charges posted to.

Cost Type for Freight Charge: Select the cost type that you want freight charges posted to.

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

Section D: System Operations

Receipt of Invoice Entry

As the user selects the Accept button or answers YES to 'Do you want to save changes' when saving a P/O Receipt of Invoice record, this enhancement will check to see if the following condition exists: there is a value greater than zero in the Freight field and there is a Job Number any line.

Receipt of Invoice Entry (EEC) 12/18/2018

Receipt Number: 000001

Purchase Order Number: 0000179

Vendor No.: 01-COCHRAN
Name: Cochrane's Concrete Coring

Invoice Number: 100001

Taxable Purchases	.00	COD Number	
Nontaxable Purchases	500.00	Less COD Amount	.00
Freight Amount	.00	COD Check Number	
Sales Tax Amount	.00	Bank Code	A MAIN BANK ACCOUNT
Invoice Total	500.00	Invoice Balance	500.00
Prepayment Available	.00	Invoice Due Date	1/17/2019
Prepayment Applied	.00	Discount Date	
Prepaid Check Number		Discount Amount	.00
		Prepaid Freight	.00

Buttons: Freight, Accept, Cancel, Delete

When there is an amount in the Freight field and only one Job number exists, that full amount will be posted to that Job Number.

When there is an amount in the Freight field and more than one Job Number exists, the Job Freight Distribution window will be automatically presented. This window will list all jobs included in the Receipt of Invoice record with a corresponding Freight Amount field. It is not necessary for each job to receive a portion of the Freight Amount. You will be able to accept the Freight Distribution when 100% of the Freight Amount has been distributed.

Line	Job Number	Freight Amt
1	EEC2140	75.00
2	EEC3550	25.00

Freight Amount: 100.00

OK

A 'Freight' button has also been added to Receipt of Invoice Entry. You can click the 'Freight' button at any time to view the Job Freight Distribution window.

P/O Daily Job Transaction Register

The Daily Job Transaction Register Update will be modified as follows:

- One Daily Transaction record (JC_JobDailyTransactions) will be created for each receipt which has a Freight Amount and only one Job Number referenced on the Receipt of Invoice record.
- One J/C Daily Transaction record will be created for each Job and corresponding Freight Amount entered in the Freight Distribution window when multiple Jobs are included in the Receipt of Invoice record.
- All J/C Daily Transaction records will post to the Cost Code and Cost Type defined in Setup.
- The J/C Daily Transaction posting comment will be: Receipt No + Purchase Order No. + "FREIGHT"
- The Freight Amount will not post to the G/L account defined in A/P Division Maintenance. It will post to either:
 - The G/L account associated with the WIP accounts for the Job or
 - If not posting to work in process, to the G/L account associated with the Cost Code/Cost Type combination specified during Setup.

Edwardson Electric Company

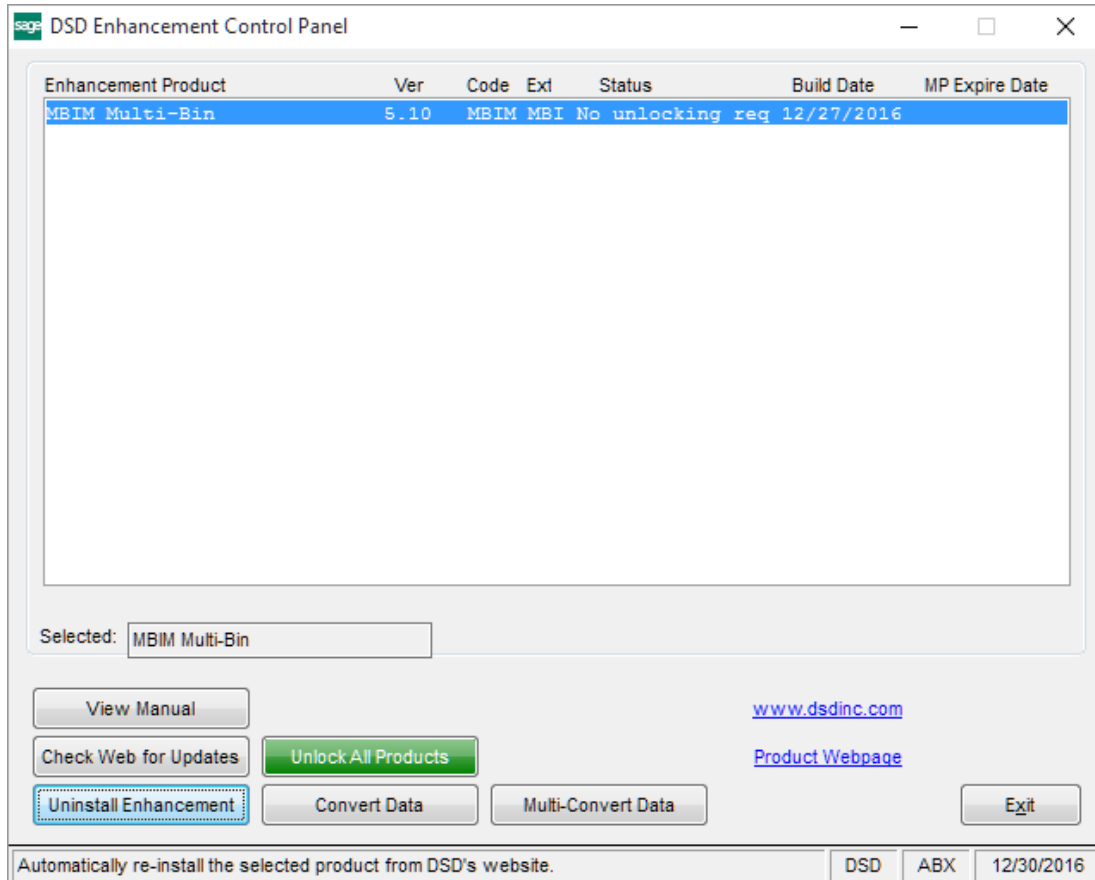
DAILY JOB TRANSACTION REGISTER

POSTINGS FOR: 07/10/11

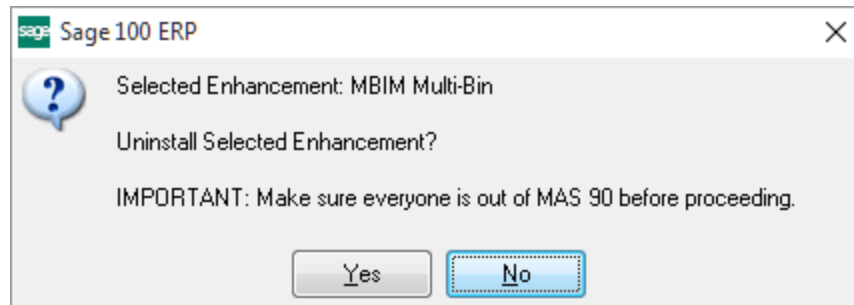
SOURCE	JOB NUMBER	COST CODE	COST TYPE	VENDOR NUMBER	REFERENCE/POSTING REMARKS	UNIT COST	UNITS	DOLLARS
PO	EEC2140	Saddleback-Hospital Remodel 400-090-000	B		I000001 0000180 FREIGHT	75.0000	1.0000	75.00
								75.00
JOB EEC2140 TOTAL:								75.00
EEC3350		Nexus-17th Floor Buildout 400-090-000	B		I000002 0000181 FREIGHT	55.0000	1.0000	55.00
								55.00
JOB EEC3350 TOTAL:								55.00
EEC3550		Koll-Savi Ranch Project 400-090-000	B		I000001 0000180 FREIGHT I000002 0000181 FREIGHT	25.0000 45.0000	1.0000 1.0000	25.00 45.00
								70.00
COST TYPE B TOTAL:							2.0000	70.00
JOB EEC3550 TOTAL:								70.00
EEC4575		Coldwell-Tenant Improvement 400-090-000	B		I000003 0000182 FREIGHT	20.0000	1.0000	20.00
								20.00
JOB EEC4575 TOTAL:								20.00
SRV5000		Far West Savings-Lobby Remodel 400-090-000	B		I000003 0000182 FREIGHT	30.0000	1.0000	30.00
								30.00
JOB SRV5000 TOTAL:								30.00
SOURCE PO TOTAL:								250.00
07/10/11 TOTAL:								250.00
REPORT TOTAL:								250.00

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.

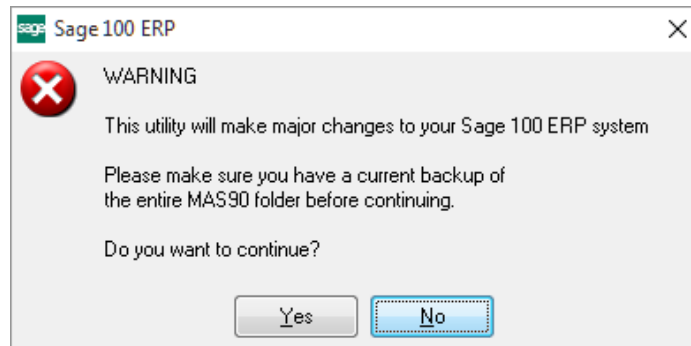


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



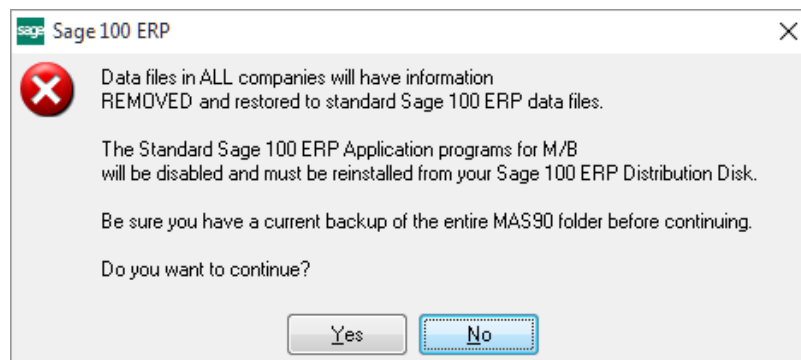
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

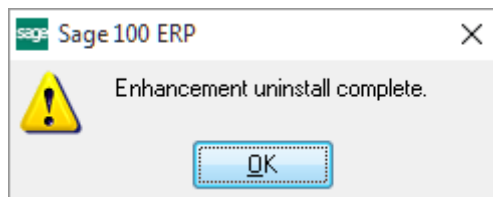
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).