



DSD Business Systems

Sage 100 Enhancements

Q019

Location Processing

PR-1019

Version 5.30



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Location Processing User's Manual
Version 5.30

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DSD Business Systems
5120 Shoreham Place
Suite 280
San Diego, CA 92122
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*

Q019 Location Processing:

<http://www.dsdinc.com/enh/pages/Q019.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 with Symantec PCAnywhere or by some other means access or duplicate the system.

Location Processing Features

This DSD Extended Solution to the Payroll module adds the ability to assign an employee a 2-character 'Location' code as an additional method of categorization. Checks and Direct Deposit stubs can be printed in location code order; reports can be run and summarized by location code. Wage, tax expense, tax liabilities and deductions can be posted to different General Ledger account numbers based on this location code.

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/R	Y	5.30

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 registration, the Data Conversion window 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.

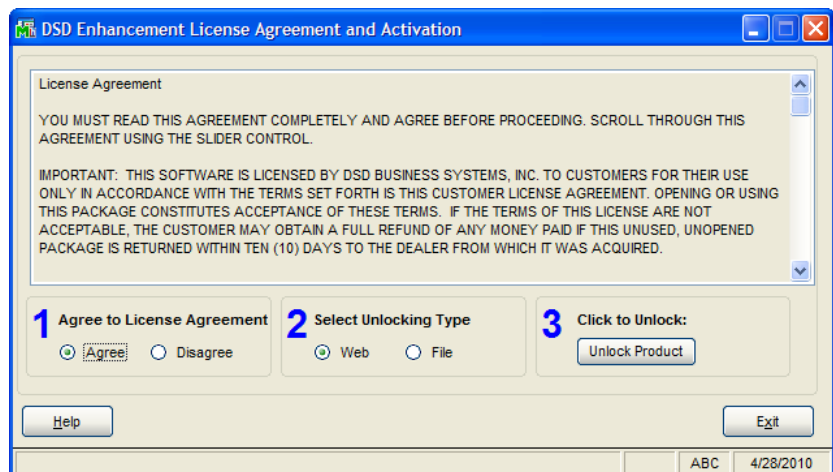
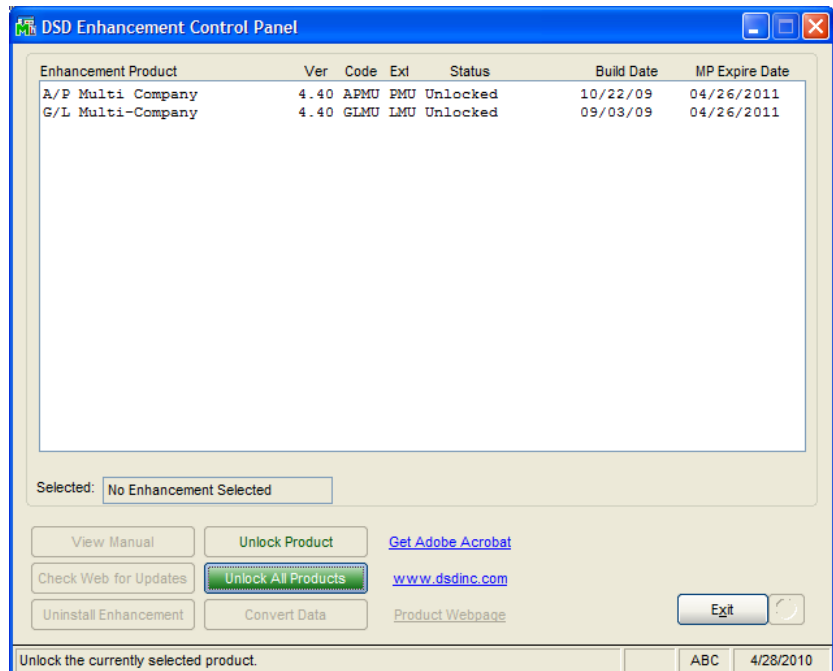
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired 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 FTP web 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.*

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 Enhancements 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.

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.

There are also links to the DSD website and the Enhancement page on that site.

Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Payroll 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.

PR-1019 Setup Options

Location Processing

Enable DSD Extended ☒ Level 5.30

Starting Position in G/L Account Number for Location

Starting Position in G/L Account Number for Department

Post Tax Expense By Location/Department ☒

Process Location By Line ☒

Substitution

Size of Specific Value Field

Sort Graphical Checks in Location Order ☐

Post Tax Accrual by Location ☒

Post Deductions by Location ☒

Accept Cancel

Check this box to enable Location Processing ☐ DSD EEC 5/13/2016

Answer the following prompts:

Starting Position in G/L Account Number for Location: Enter the starting position in the G/L Account Number for Location.

Be certain that you have created a GL Account to match your location/department codes.

Starting Position in G/L Account Number for Department: Enter the starting position in the G/L Account Number for Department.

Post Tax Expense by Location/Department: Check this box to enable account substitution for tax expense accounts.

Process Location by Line: If this box is checked, then the program will use the line for wage expense posting. If it is unchecked, the header will be used.

Substitution: This will default to 'Location Code.' Select 'Location Code' or 'Specific Value.' If you select Specific Value, the next prompt will be available:

Size Of Specific Value Field: Enter a single character to designate the size of the Specific Value field that will be added to Location Maintenance.

The following option will only be available if you have specified that you use graphical Checks on the Forms tab in P/R Setup:

Sort Graphical Checks In Location Order: Check this box to sort Payroll checks by Default Location.

Post Tax Accrual By Location: Check this box to enable account substitution for tax accrual accounts.

Post Deductions By Location: Check this box to enable account substitution for deductions.

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

Role Maintenance

The following Task has been added to Payroll, Setup Options:

- Extended Solutions Setup

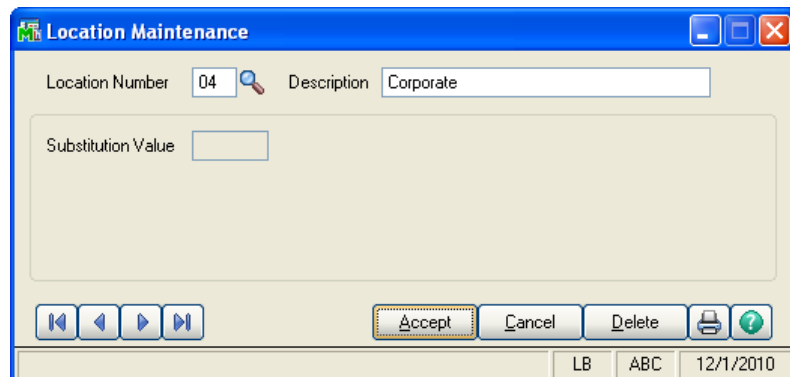
Please review your security setup in Role Maintenance and make appropriate changes.

Section D: System Operations

Location Processing

Choose 'Location Processing' from the Payroll Setup menu to set up locations.

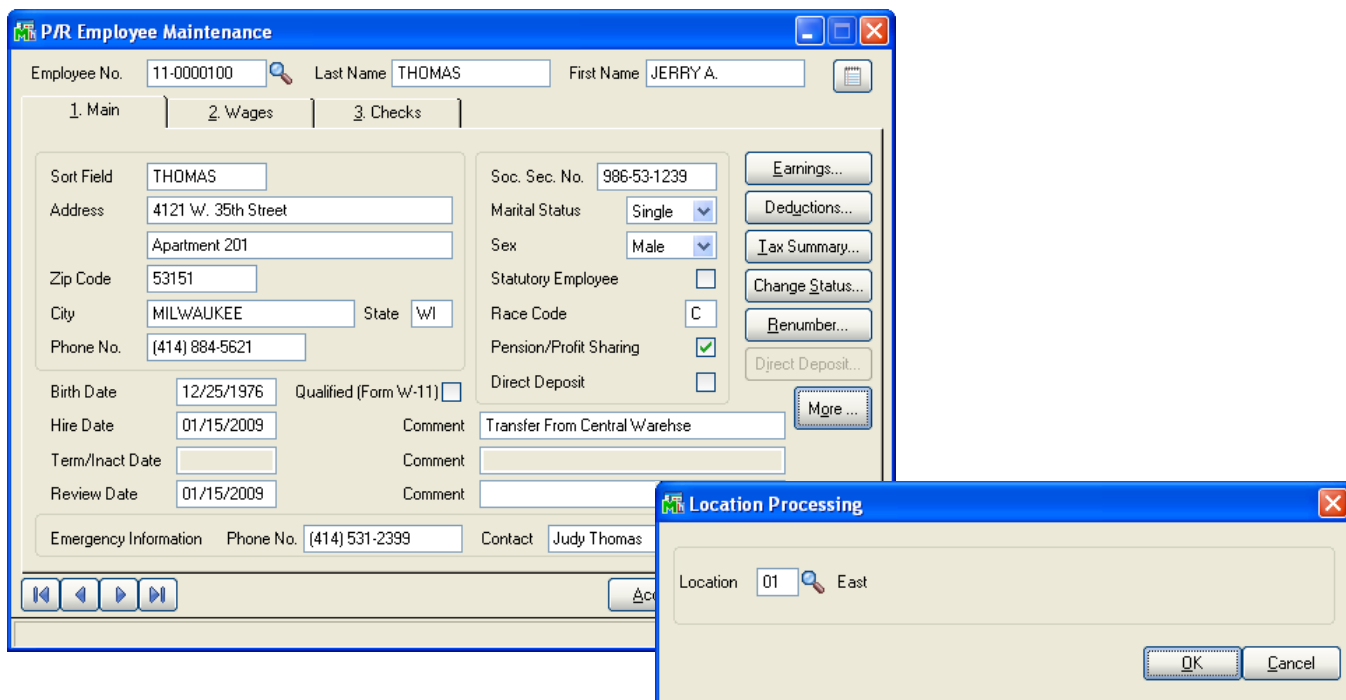
If you selected 'Specific Value' for the 'Substitution' option in Setup, Location Maintenance will be modified with a new 'Substitution Value' field of the length specified in the 'Size of Specific Value' field. Input the value you wish to have substituted in General Ledger Accounts.



The 'Location Maintenance' dialog box has a title bar with standard window controls. It contains two input fields: 'Location Number' with the value '04' and a magnifying glass icon, and 'Description' with the value 'Corporate'. Below these is a 'Substitution Value' field. At the bottom, there are navigation buttons (back, forward, etc.), an 'Accept' button, and 'Cancel', 'Delete', and a help icon. A status bar at the very bottom shows 'LB', 'ABC', and '12/1/2010'.

Employee Maintenance

A new field, accessible via the 'More' button, on the Employee Address and Constant Information screen stores the default location code for each employee. It may be changed at any time.



The 'P/R Employee Maintenance' dialog box is the primary form. It has tabs for '1. Main', '2. Wages', and '3. Checks'. The 'Main' tab is active. It contains fields for 'Employee No.' (11-0000100), 'Last Name' (THOMAS), and 'First Name' (JERRY A.). Below these are address fields: 'Sort Field' (THOMAS), 'Address' (4121 W. 35th Street, Apartment 201), 'Zip Code' (53151), 'City' (MILWAUKEE), 'State' (WI), and 'Phone No.' ((414) 884-5621). Other fields include 'Birth Date' (12/25/1976), 'Hire Date' (01/15/2009), 'Term/Inact Date', 'Review Date' (01/15/2009), 'Soc. Sec. No.' (986-53-1239), 'Marital Status' (Single), 'Sex' (Male), 'Statutory Employee' (checkbox), 'Race Code' (C), 'Pension/Profit Sharing' (checked), 'Direct Deposit' (checkbox), and 'Qualified (Form W-11)' (checkbox). There are also buttons for 'Earnings...', 'Deductions...', 'Tax Summary...', 'Change Status...', 'Renumber...', 'Direct Deposit...', and a 'More ...' button. A 'Comment' field contains 'Transfer From Central Warehse'. At the bottom, there is 'Emergency Information' with 'Phone No.' ((414) 531-2399) and 'Contact' (Judy Thomas). A 'Location Processing' dialog box is overlaid on top of the main form, showing 'Location' (01) and 'East' with 'OK' and 'Cancel' buttons.

Payroll Data Entry

Payroll data entry and auto-pay operations are performed normally. The employee default location code is added as a new field in the check header section. It is accessible via the 'More' button. It can be changed on each check as required. The location code has no other affect on data entry. The Check History Inquiry screen displays the location code used on each check.

The screenshot shows the 'Payroll Data Entry' window for Employee No. 11-0000100, THOMAS, JERRY A. The window has tabs for '1. Header' and '2. Lines'. The 'Header' tab is active, showing fields for Entry No. (1), Soc. Sec. No. (986-53-1239), Pay Cycle (Weekly), and Pay Method (Hourly). Below these are fields for Days Worked (5), Weeks Worked (1), Print Check (Yes), Auto Ded (checked), Manual Tax (unchecked), Dir Deposit (unchecked), Bank (empty), Check No. (empty), Check Date (empty), and Check Amount (empty). A 'More...' button is next to the Bank field. At the bottom, the 'Pay Check Totals' section shows Hours (40.00), Earnings (554.00), Vol Deduct (.00), Taxes (.00), and Dir Depo (empty). A 'Location Entry' dialog box is open over the 'More...' button, showing 'Location 01' and 'East' with 'OK' and 'Cancel' buttons.

The screenshot shows the 'P/R Employee Maintenance' window for Employee No. 11-0000100, THOMAS, JERRY A. The window has tabs for '1. Main', '2. Wages', and '3. Checks'. The 'Checks' tab is active, displaying a table of payroll checks. Below the table are 'Employee Totals' and navigation buttons.

Check Date	Check Number	Gross Wages	Federal W/H	FICA W/H	Other Tax	Other Deducts	Loc	Check Amount
12/01/10	004043	616.33	11.05	44.79	29.25	190.82	01	340.42
12/02/10	004047	554.00	5.13	40.26	24.63	187.70	04	296.28

Employee Totals: 1,170.33, 16.18, 85.05, 53.88, 378.52, 636.70

The two-digit Location Code field has been added to Line Entry, which is accessible via the 'More' button if you checked 'Process Location by Line' in Setup.

The screenshot shows the 'Payroll Data Entry' window. At the top, the Employee No. is 11-0000100 and the Employee Name is THOMAS, JERRY A. The Entry No. is 1. The Soc. Sec. No. is 986-53-1239, the Pay Cycle is Weekly, and the Pay Method is Hourly. The window is divided into two tabs: '1. Header' and '2. Lines'. The '2. Lines' tab is active. Below the tabs, there are fields for Type (Deduction), Code, State, Local, Dept, Labor Code, and W/C Code. The Rate is .000, Hours is .00, and Amount is .00. Below these fields is a table with columns: Line, E/D, Cd, ST, Loc, Dept, Labor Description, W/C Code, Rate, Hours, and Amount. The table contains three lines: Line 1 (Regular, Warehouseperson, Rate 13.850, Hours 40.00, Amount 554.00), Line 2 (Overtime, Warehouseperson, Rate 20.775, Hours 3.00, Amount 62.33), and Line 3 (Health Insur, Rate .00, Hours .00, Amount 60.00). Below the table are buttons for Ins, Del, and More. At the bottom, there are summary fields: Hours (43.00), Earnings (616.33), Vol Deduct (190.82), Taxes (.00), Dir Deposit (.00), and Net Amount (425.51). The bottom of the window has navigation buttons (Back, Forward, etc.), a 'Deductions' button, a 'Pay Cycle...' button, a 'Taxes...' button, and 'Accept', 'Cancel', and 'Delete' buttons. The status bar at the bottom right shows 'LB ABC 12/1/2010'.

The header Location Code will default into this field, but it can be overridden. During Wage Expense Posting, the program will look to this Location Code on the line to determine where to post.

All other processing (e.g., Tax Expense Posting, Accrual Posting, Check Printing, Check History and Deduction Posting) will use the Location Code on the check header.

Reports

The following reports have been modified to add an additional sort and selection options as indicated. Additional subtotals by location have been added where appropriate.

Report Name	Sorted by	Select Range of Locations
Payroll Data Entry Audit Report	Check Loc/Emp #	Yes
Earnings Register	Check Loc/Emp #	Yes
Employer's Expense Summary	Check Loc/Dept #	Yes
Pre-Check Register	Check Loc/Emp #	No
Check Printing	Check Loc/Emp #	No
Direct Deposit Stub Printing	Check Loc/Emp#	No
Employee Listing	Location Number/Emp Name	Yes
Employee Mailing Labels	Location Number/Emp Name	Yes
W-2s	Location Number/Emp Name	Yes
Benefit Accrual Report	Location Number/Emp #	Yes

In addition to the report changes detailed above, the following changes have been made:

Employee Listing:	The employee default location code is printed as part of the 'Constant Data' section.
Check Printing:	The check location code has been added as a FORM item.
Direct Deposit Stub Printing:	The check location code has been added as a FORM item.
Check History Report:	The actual location code used on each check is printed following the check number. Year-to-date totals for each employee have been added under the quarter-to-date totals.
Quarterly Tax Report:	The employee default location is printed next to the social security number.

Processing

During the Check Register Update processing, the location code is added to the Check History file. The location code can also be used to affect the posting of wage and tax expenses (see Wage and Tax Expense Posting below). During Payroll Tax Calculation, a new sort file is generated by check location/employee number and check location/department number to be used by the various reports. The sort file for default location/employee number and default location/employee name is generated on-the-fly by the appropriate reports.

If you specified a 'Substitution Value' for the Location Code, that value will be placed into the specified portion of a General Ledger Account Number. If no Substitution Value was specified, the Location Code will be used.

Tax Expense Postings by Location/Department

During the Check Register Update processing, as each payroll tax expense is posting to G/L, if the box in Setup to post tax expense by location/department has been checked, then the default G/L Account Number for that department is modified by substituting the location specified in the check header at the designated position in the G/L Account.

Post Tax Accrual by Location

If you have checked the box in Setup to post tax accrual by location, then the Check Register Update will be modified to substitute the location specified in the check header (or its segment value) at the designated position in the G/L Account Number associated with each of the federal and state tax accrual accounts.

Wage Expense Postings By Location/Department

Earnings Code Setup

Two new options are available on the Earnings Code Maintenance screen, accessible via the 'More' button: 'Location Segment Substitution' (LSS) and 'Department Segment Substitution' (DSS).

The screenshot shows two overlapping windows from a software application. The background window is titled "Earnings Code Maintenance" and contains the following fields and options:

- Earnings Code:** 01
- Description:** Regular
- Type of Earnings:** Regular
- Method of Entry:** Standard
- Employee Pay Rate:** Use Pay Rate 1
- Fixed Amount:** .000
- Pay Rate Multiplier:** 1.000
- Subject to 'Workers' Comp.:** ☒
- Post Exp. by Dept.:** ☒
- Expense Account:** (empty)
- Benefit Types to Accrue:**
 - ☒ All Benefit Types
 - ☒ Vacation
 - ☒ Sick Leave
 - ☒ Personal
- Subject to Federal Tax:**
 - Withholding:** Yes
 - ☒ Employee FICA
 - ☒ Employer FICA
 - ☒ Employee Medicare
 - ☒ Employer Medicare
 - ☒ Unemployment Tax
- Subject to State Tax:**
 - Withholding:** Yes
 - ☒ Employee SDI
 - ☒ Employee SUI
 - ☒ Unemployment Tax

At the bottom of the "Earnings Code Maintenance" window are buttons: "More...", "Accept", "Cancel", "Delete", and a printer icon. The status bar at the bottom shows "LB ABC 12/1/2010".

The foreground window is titled "Location Substitution" and contains the following options:

- Location Segment Substitution:** ☒
- Department Segment Substitution:** ☐

At the bottom of the "Location Substitution" window are buttons: "OK" and "Cancel".

The segment substitution options are active regardless of the answer to the 'Post Earnings Expenses by Dept' (EBD) question. If EBD is 'No,' then a G/L account number is prompted for (as usual). This account number is the full account number size. The appropriate substitutions will take place during update processing as indicated below. If EBD is 'Yes,' then the G/L account number used during the substitutions will be the number specified in Department Setup for that department.

Processing

When the wage expense postings are made during check register update processing, the selected G/L account number (pulled from either the department setup or the earnings code maintenance, depending upon the answer to EBD) is modified according to the LSS and DSS flags. First, Payroll Setup is accessed to determine the location and department segments. Then the substitutions take place using the location from the check header or line, depending on Setup, and the department from the payroll line-item (not the employee default department or location). If the resulting G/L account number is not valid then the G/L account number that would have defaulted in standard Sage 100 will be used. The resulting G/L account number is posted to the General Ledger.

Reporting

The Earnings Code Listing includes the LSS and DSS flags.

Post Deductions by Location

When this setup option is checked, the location on the Check Header will be used as the segment substitution value for all Standard Type Deduction Code's Accrual Account.

Non-Graphical Forms

You can maintain the new form fields for this Extended Solution by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain. Select this Extended Solution to display the Form Maintenance screen.

Form Maintenance

Form Name

1. STANDARD CHECK FORM
2. PR-1019: LOCATION PROCESSING FORM

Forms Customization

Forms Code: A

1. Header | 2. Detail

Description of field

Data: ☐ Print Line ☐ Tab ☐ Misc Flag ☐

Description: ☐ Print Line ☐ Tab ☐ Description

Field Description

Field Description	Print?	Line	Tab	Print?	Line	Tab	Description	Misc
LOCATION TITLE				Y	001	024	LOC	
LOCATION NUMBER	Y	002	024	N				

Accept Cancel Delete Print ?

LB ABC 12/2/2010

The new fields that you activate with this Extended Solution will print in addition to any other fields that have been activated in standard Sage 100 or other Sage Software Extended Solution FORM maintenance.

Graphical Forms

The following fields have been added to the following Crystal Work Table files:

File	Description	Fields
PR_31	Crystal Check Header file	DefaultLocation

There may be additional fields available for graphical forms printing that are defined to non-Work Table files. Please refer to the Crystal Reports section below.

Visual Integrator

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

<i>File:</i>	<i>Field Added:</i>	
PR.CHKS_II	LOCATION	(PR_A5)
PR.DA_II	LOCATION	(PR_A6)
PR.EARN_II	LOC_SEG_SUB?	(PR_AD)
	DEPT_SEG_SUB?	
PR.EMPL_II	DEFAULT_LOC	(PR_A1)
PR.LOC	All Fields	(PR_LA)

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

ODBC Dictionary

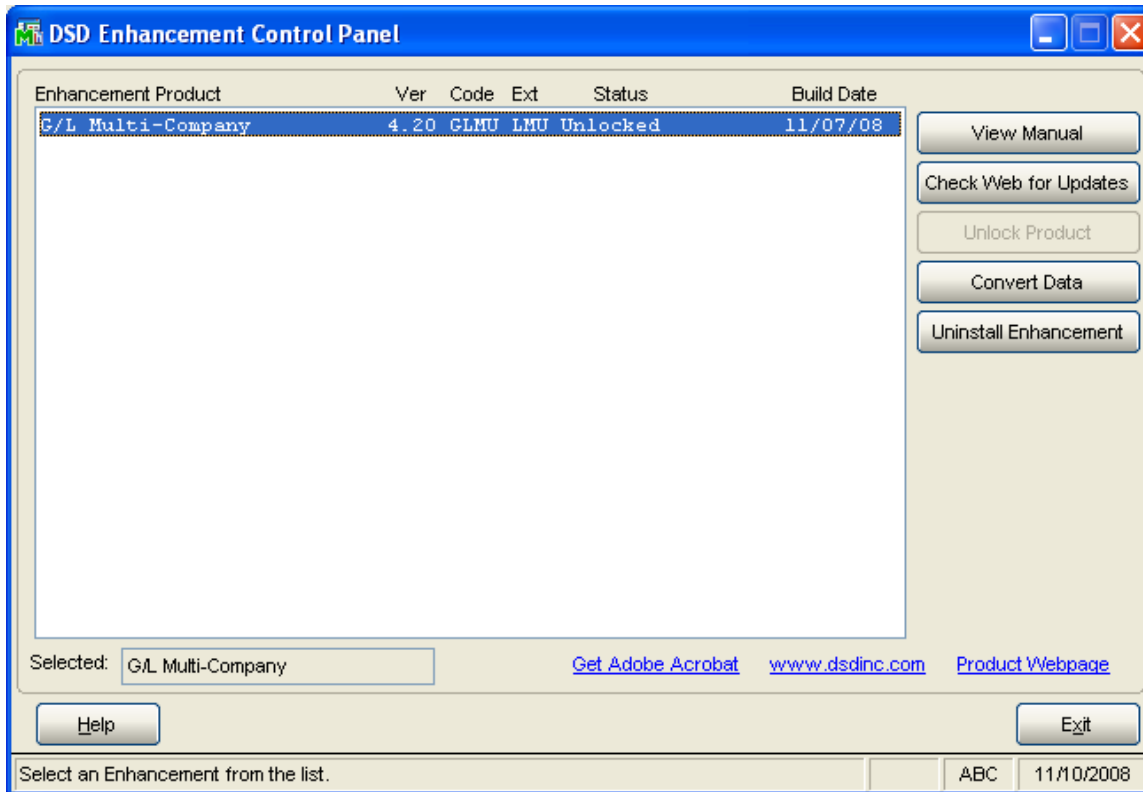
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
PR_A1	Employee Masterfile 2	Department EmployeeNumber DefaultLocation
PR_A5	Check History II	All Fields
PR_A6	Data Entry II	All Fields
PR_AD	Earn Deduct File 2	RecordType(E/D) Earnings/DeductionCode LocSegSubstitute? DeptSegSubstitute?
PR_LA	Location Masterfile	All Fields
PR7	Payroll Data Entry Line	Location_Code
PR_23	Perpt History Detail	LocationCode

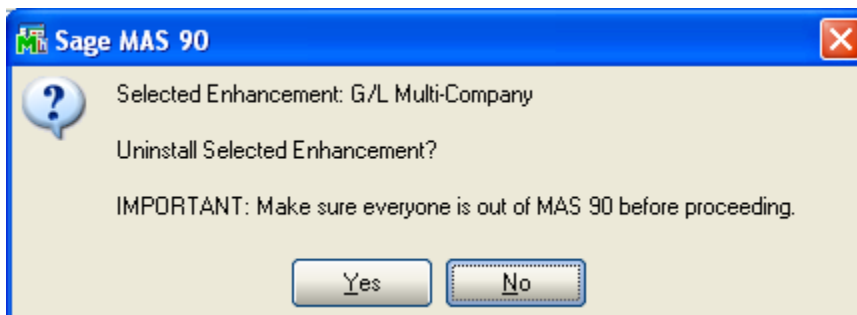
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

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.

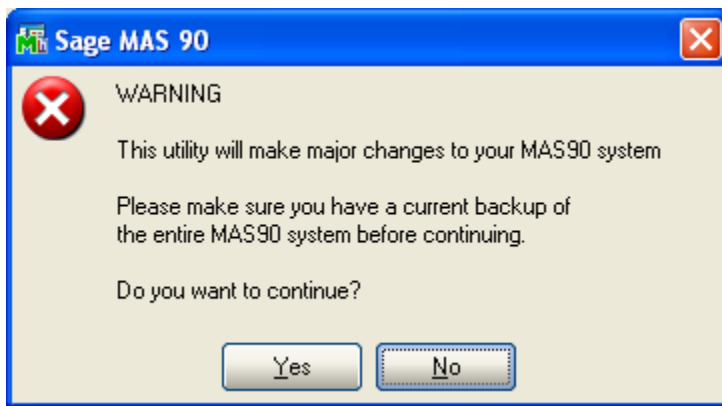


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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 MAS90 system should be completed prior to uninstalling a DSD product.

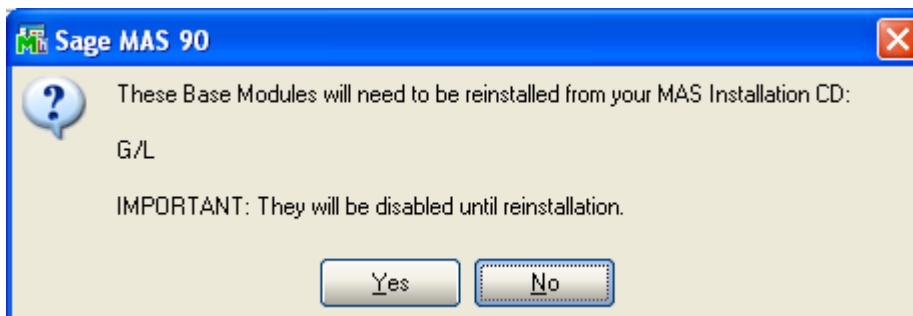


Select **No** to exit the Uninstall Process.

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 MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.



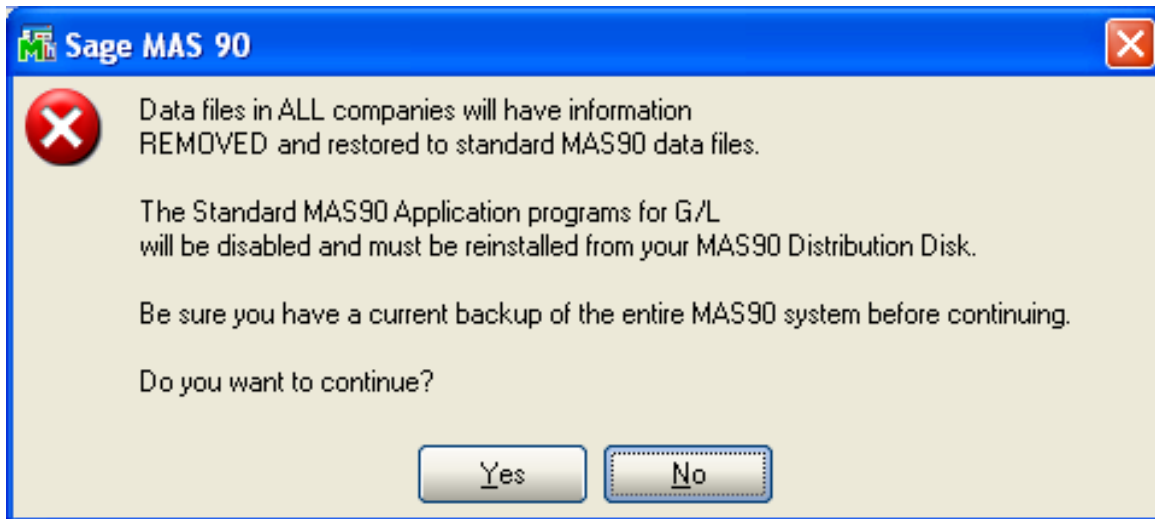
Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

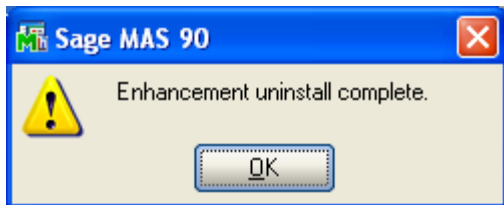
The following message box will appear, displaying the final warning message.

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).

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