# DSD Business Systems

**Sage 100 Enhancements**

# S052

# Automatic Addition of Miscellaneous Item
## SO-1052

**Version 7.20**

Information in this document is subject to change without notice.

Automatic Addition of Miscellaneous Item User's Manual
Version 7.20

20 February, 2024

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

**Trademarks**

**ProvideX®** is a Trademark of Sage Software.

**Windows** is a trademark of Microsoft Corporation.

**Sage 100** ® is a registered trademark of Sage Software.

**PXPlus** ® is a registered trademark of PVX Plus technologies

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

This documentation and the software described herein, is prepared and published under license. Sage Software has not tested or verified either the software or any representation in this documentation regarding the software. Sage Software does not make any warranty with respect to either this documentation or the software described herein, and specifically disclaims any warranty, express or implied, with respect hereto, including the warranties of fitness for a particular purpose and merchantability.

# Table of Contents

# 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*

S052 Automatic Addition of Miscellaneous Item:

**http://www.dsdinc.com/enhancement/automatic-addition-of-miscellaneous-item**

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.

### *Automatic Addition of Miscellaneous Item Features*

This DSD Extended Solution to the Sales Order module allows for a Miscellaneous Item Code to be automatically added to Orders and/or Invoices when you exit the Lines Tab. This additional fee could be:

- A flat fee
- With Custom Office installed and enabled, the result of a calculation of I/M item Quantities multiplied by a value in a CI_Item UDF, then summed for the Order or Invoice.
- The result of a calculation of CI_Item 'Retail Price' multiplied by a percentage specified in Setup, and then multiplied by the Qty Ordered/Shipped and summed for the Order or Invoice.
- Based on the presence of a specified Customer UDF it is then calculated as either a percentage of the Order's Total amount or the result of the Order's Total Quantity multiplied by a rate.

# 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 |
|:---:|:---:|:---:|
| S/O | **Y** | 7.20 |

*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.*

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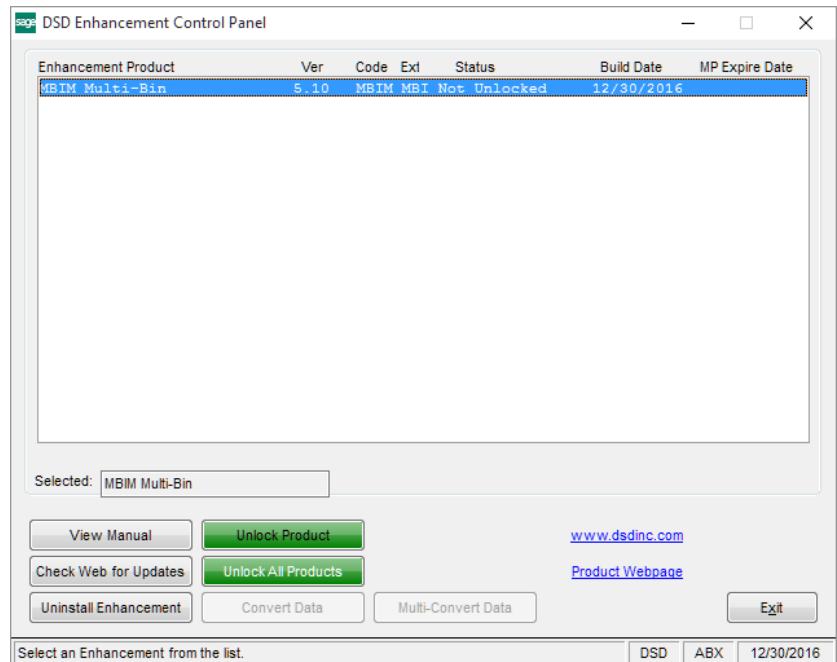
**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*
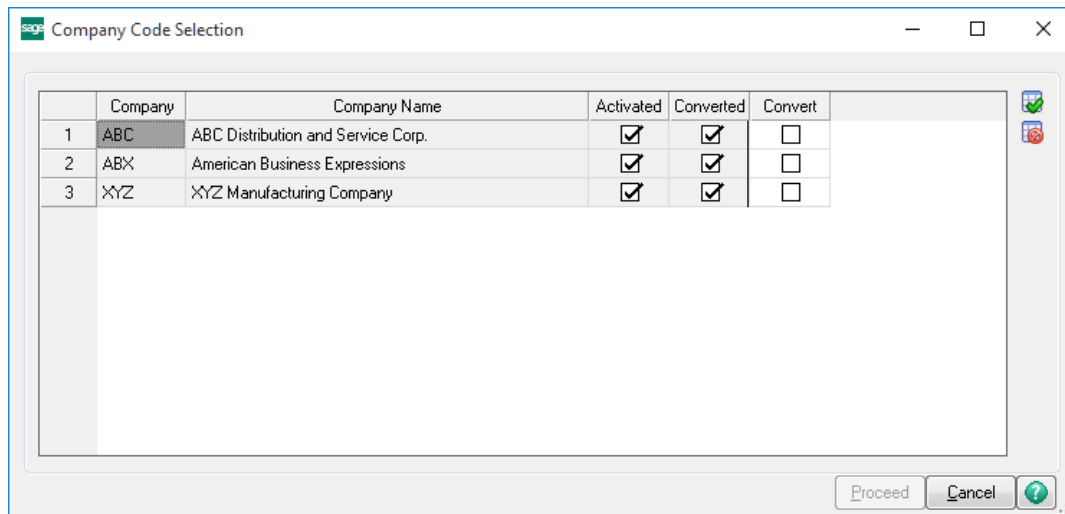


**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**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 Sales 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:

**Create During:** Select 'Orders' to add the charge line to Sales Orders. Select 'Invoice' to add the charge line to Invoices. Select 'Both' to allow addition of the charge line in Sales Orders and Invoice entry.

**Charge Code Creation Method:** Select 'Standard,' 'A/R Customer UDF,' or 'Percentage of Retail Price' method (see each section below for descriptions of each method).

## *'Standard' Creation Method*

If you have selected 'Standard' the following prompts will be available:

**Auto Addition Charge Code:** Specify the Sales Order enabled Miscellaneous Item Code which will be added.

**Redemption / Tax Value UDF:** Enter the CI_Item Numeric type UDF to be used to calculate the Misc. Charge Amount.

**Ship-To State Only:** If you selected a **Cash Redemption Value UDF**, you can enter a Ship To State that will ONLY have a CRV amount applied. If this is left blank, then any order or invoice can have the Redemption / Tax Value amount line created.

**A/R Customer Inclusion UDF:** Select an optional AR_Customer checkbox type UDF to choose which customers will have the Misc line added. When the UDF is assigned in options, any customer with this UDF set to "Y" will have the Misc line added to the order/invoice. If this is left blank, then any order or invoice can have the Misc line created. Additionally, if the same UDF is created on the SO_ShipToAddress table, customer/shipto address records can be set to be enabled/disabled. If the no UDF is created on the SO_ShipToAddress table, inclusion will be maintained at the customer level only.

## *'A/R Customer UDF' Creation Method*

If you selected 'A/R Customer UDF' Creation Method, you will be prompted for the following:



**Deactivated for Division:** If you wish to disable SO-1052 for customers in a specific division, note that division here.

The following five sets of prompts will be available. Define as many as needed.

**A/R Customer UDF:** Enter a Numeric Type UDF.

**Calc Type:** This option defines how the value of the A/R Customer UDF will be used to calculate the Misc Charge Amount:

- Select '*Percentage of Total Amount'* to calculate the amount of the charge based upon a percentage of the Order's Total amount.

- Select '*Rate\* Total Quantity'* to calculate the amount of the charge based upon Order's Total Quantity multiplied by a rate.

**Charge Code:** Specify the Sales Order enabled Miscellaneous Item Code which will be added.

## *Colorado Delivery Fee*

Effective July 1, 2022, the Colorado Delivery Fee went into effect for businesses that ship to Colorado. Retailers must collect the $0.27 fee every time they deliver taxable goods to a Colorado address. The $0.27 fee applies to retailers selling taxable tangible goods for delivery by motor vehicle to Colorado consumers, no matter who owns or operates the vehicle used to make the delivery, and whether the delivery originates in Colorado or another state. Retailers must separately state the retail delivery fee on all customer invoices and receipts. Note: the fee is levied on all qualifying deliveries, even when shipping is free.

**Exceptions:** The fee doesn't apply when otherwise taxable goods are delivered to a purchaser that is exempt from the state sales tax, such as government or charitable organization.  Likewise, the fee doesn't apply to deliveries of nontaxable goods, including wholesale sales, so long as the property delivered is exempt from the state sales tax.  If a delivery includes both taxable and exempt goods, the delivery fee will apply.

To setup SO-1052 to accommodate this fee, you must create a non-taxable Miscellaneous Charge in Miscellaneous Item Maintenance for this fee, and set the SO-1052 options per the screenshot below.

The Miscellaneous Charge should be set to $.27 in Miscellaneous Item Maintenance.

### *AvaTax and Colorado Deliver Fee*

If you have AvaTax installed, then you must setup the Miscellaneous Charge for the Colorado Delivery fee as follows:

- Set the Miscellaneous Charge Amount to $0 instead of $.27. AvaTax will add the $.27 fee to the State Sales Tax, rather than handling it as a $.27 line item.
- Set the Tax Code to OF400000 on the Miscellaneous Charge by selecting the More Button.



## *'Percentage of Retail Price' Creation Method*

If you have selected 'Percentage of Retail Price' the following prompts will be available:



**Auto Addition Charge Code:** Specify the Sales Order enabled Miscellaneous Item Code which will be added.

**Percentage:**  Enter the percentage you wish to use with the 'Percentage of Retail Price' calculation method.

**Minimum Charge:**  Enter a minimum charge here. If the value in the Minimum Charge is greater than zero, then during Charge Code calculation, the program will compare the result to this minimum and use whichever is greater.

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

### *Role Maintenance*

The following Task has been added to Sales Order, Setup Options:

         ▢     Extended Solutions Setup

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

# Section D: System Operations

## Standard Charge Code Creation Method

### Sales Order Entry
If you selected 'Order' or 'Both' for the 'Create During' Setup option, the first time you exit the Lines tab of a newly-created Sales Order, the specified Miscellaneous Item Code is added. This functionality will not take place on Master or Repeating type Orders. The default Unit Price value from Miscellaneous Item Maintenance will be used. If it is an Item type code the Qty Ordered will be set to '1'.

If you entered an CI_ITEM UDF for the Redemption/Tax Value, an option will appear as you exit Sales Order lines allowing you to 'Recalculate Redemption / Tax Value?' . If you select Yes, the specified Miscellaneous Item Code will be calculated by multiplying the value of the Item UDF by the Quantity Ordered per line then summing them for all lines.

### Invoice Data Entry/Auto Creation
If you selected 'Invoice' or 'Both' for the 'Create During' Setup option, the first time you exit the lines tab of an Invoice that does not reference a Sales Order number, the specified Miscellaneous Item Code is added. The default Unit Price from Miscellaneous Item Maintenance will be used. If it is an Item type code the Qty Ordered will be set to '1'.

If you are using the 'Both' option, no Item Code will be added when you create an Invoice from a Sales Order.

If you entered an CI_ITEM UDF for the Cash Redemption / Tax Value, an option will appear as you exit Sales Order Invoice lines allowing you to 'Recalculate CRV Value?' . If you select Yes, the specified Miscellaneous Item Code will be calculated by multiplying the value of the Item UDF by the Quantity Shipped per line then summing them for all lines.

## Colorado Delivery Fee

The Miscellaneous Charge setup for the Colorado Delivery Fee will be automatically **added** to the lines if:
1. The Ship-To State is set to 'CO' on the order/invoice, and
2. There is at least one line item that has a Tax Class = 'TX'.

If the Ship-To State is changed on the order/invoice, or if there Taxable/NonTaxable amounts change, then the user will be prompted to recalculate the Colorado Delivery Fee.
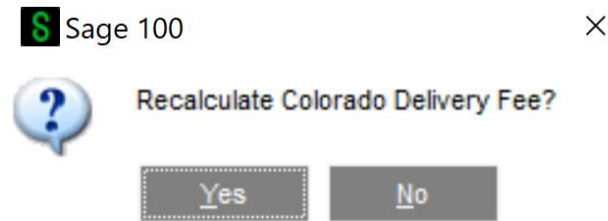
If the recalculation of the Colorado Delivery Fee recognizes that (a) the Ship-To State is not "CO" or (b) there are no line items that have a Tax Class of "TX", then the Miscellaneous Charge for the Colorado Delivery Fee will be automatically **deleted** from the order/invoice.

### A/R Customer UDF Charge Code Creation Method

### Sales Order Entry

If you selected 'Order' or 'Both' for the 'Create During' Setup option, the first time you exit the Lines tab of a newly-created Sales Order, the specified Miscellaneous Item Code(s) will be added if the specified Customer UDF has a value greater than zero and the result of the calculation is greater than zero. This functionality will not take place on Master or Repeating type Orders.  If the Miscellaneous Item Code is an Item type, the Unit Price will be set to the result of the calculation specified for the UDF in Setup and the Qty Ordered will be set to '1'. If it is a Charge type code then the extension will be set to the calculation result.

When modifying an existing order, an option will appear as you exit Sales Order lines allowing you to 'Recalculate A/R Customer UDF Charge Value?'.  Select Yes, the Miscellaneous Item Codes will be recalculated based upon the Order's current Total Quantity and Amount.

If you specified a Deactivated Division in Setup, no Auto Charge Code processing will be performed for any customers belonging to that division.

### Invoice Data Entry/Auto Creation

If you selected 'Invoice' or 'Both' for the Setup option 'Create During' Setup option, the first time you exit the lines section of an Invoice that does not reference a Sales Order Number, the Miscellaneous Item Code(s) from Setup will be added in the same manner noted in Order Entry, only the Qty Shipped will also be set to '1' if it is an Item type Code.

When modifying an existing Invoice, an option will appear as you exit Invoice lines allowing you to 'Recalculate A/R Customer UDF Charge Values?'. If you enter Yes, the Miscellaneous Item Code(s) will be recalculated based upon the Invoice's current Total Quantity and Amount.

If you specified a Deactivated Division in Setup, no Auto Charge Code processing will be performed for any customers belonging to that division.

### Percentage of Retail Price Creation Method

If you selected 'Order' or 'Both' for the 'Create During' Setup option, the first time you exit the Lines tab of a newly-created Sales Order, the specified Miscellaneous Item Code is added. This functionality will not take place on Master or Repeating type Orders.

If you elected to calculate in Order Entry, the Miscellaneous Item Code that is added upon exit of the Lines Tab will be the result of:
(IM1 Retail Price * Qty Ordered) * Percentage from Setup for each line, then sum all of the results from each line.

If you elected to calculate in Invoice Entry, the Miscellaneous Item Code that is added upon exit of the Lines Tab will be the result of:
(IM1 Retail Price * Qty Shipped) * Percentage from Setup for each line, then sum all of the results from each line.

If you elected to calculate in Both, orders being invoiced will have their Miscellaneous Item Code recalculated based on Qty Shipped.  This will occur upon exit of the Lines Tab in Invoice Entry.

If the value in the 'Minimum Charge' field on the Setup screen is greater than zero, the program will compare the calculated result to this minimum and use which ever is greater.

If changes are made to an Order or Invoice, you will be asked if you want to recalculate the percentage value as you exit the Lines Tab.

### All Creation Methods

**Shipping Date Entry**
If you selected 'Both' for the Created During option, and you use Shipping Data Entry, the Miscellaneous Item Code will be recalculated in the same manner as described for Invoice Entry.

**Sales Order Journal Update**
If a Back Order is created during Sales Journal update, Miscellaneous Item Code processing will occur as if the order was entered manually per its creation method's specifications.

**Helpful Hint**
 • In all instances, the auto added Item Codes may be deleted or overridden by the user.

# 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.
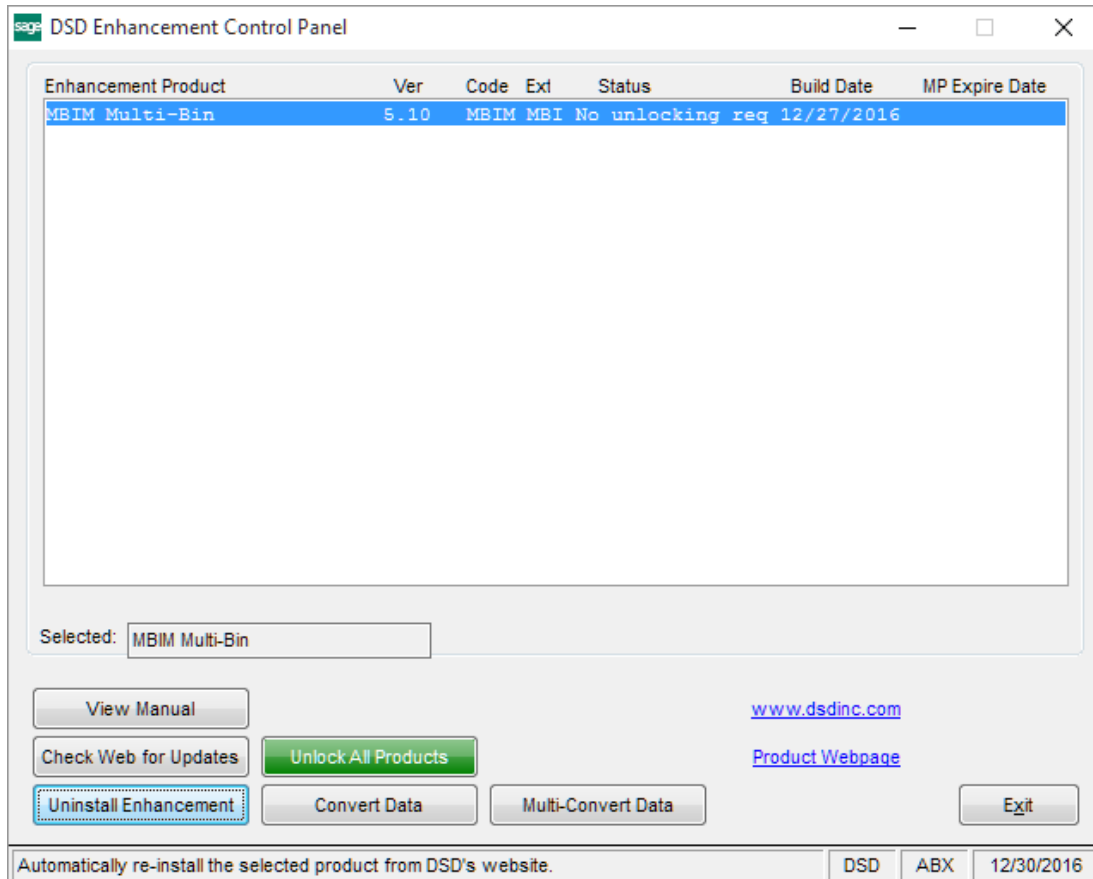


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall,
and then select the **Uninstall Enhancement** button.  The following message box will appear:
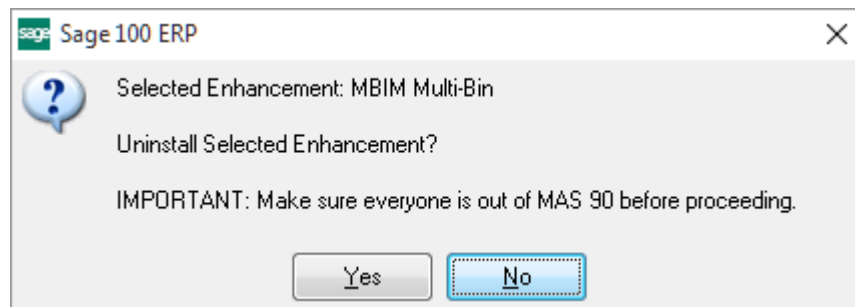


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
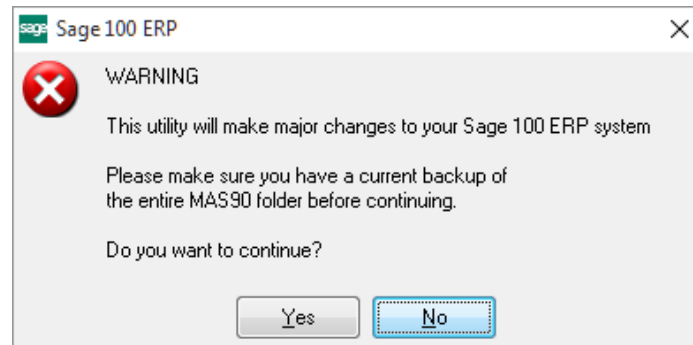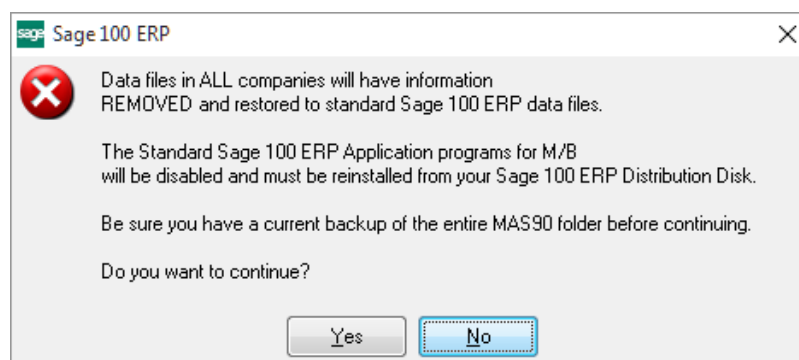


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

**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.
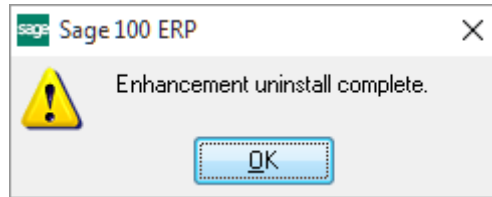


Now that the Uninstall process is completed, you must:

- 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).