DSD Business Systems

Sage 100 Enhancements

S056

Segment Substitution on the Fly
SO-1056

Version 7.10

Information in this document is subject to change without notice.

Segment Substitution on the Fly User's Manual
Version 7.10

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Section A: Introduction

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

DSD web site: **http://www.dsdinc.com**

The Enhancement page contains:

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

S056 Segment Substitution on the Fly:

http://www.dsdinc.com/enh/pages/S056.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*

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.

Segment Substitution on the Fly Features

This DSD Extended Solution adds 'Segment Sub Account' fields to Sales Order and S/O Invoice entry. They can be substituted in the accounts associated with Sales Orders or Invoice lines, or the Sales Journal update process. Segment substitution can occur for the following accounts:

- Sales
- COGS
- Freight
- Accounts Receivable

This Extended Solution is not compatible with Shipping Data Entry.

Additional functionality is available if AR-1241: *Segment Substitution On The Fly for Cash Receipt* is also installed and enabled.

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**	7.10

Installation

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

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

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

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

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

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

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

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

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

*Note: You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.*

7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

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.)*

	Company	Company Name	Activated	Converted	Convert	
1	ABC	ABC Distribution and Service Corp.	☑	☑	☐	
2	ABX	American Business Expressions	☑	☑	☐	
3	XYZ	XYZ Manufacturing Company	☑	☑	☐	

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:

G/L Account Segment To Substitute: Select the G/L Account Segment you wish to use for to substitute.

G/L Account Segment (Additional): Select a second GL segment for segment substitution. Selecting this segment is optional.

If 'G/L Account Segment to Substitute' or 'G/L Account Segment (Additional)' is changed and there are sub account values in existing orders and invoices, you will be prompted to clear those values. If segment substitution is required, you will need to re-enter the substitution values. Answering No will reset the options to their original values.

Because the sub account values must be reset, all involved Sales Orders and Invoices must be accessible (i.e. no one is maintaining them at the time). In the event a Sales Order or Invoice is found inaccessible, a prompt will appear to notify you of the issue along with a recommendation to exit those Sales Orders or Invoices. Ideally, having all users exit Sales Order Entry and Sales Order Invoice Data Entry will ensure greater likelihood of this condition being met. Once resolved, press the Ok button and try again.
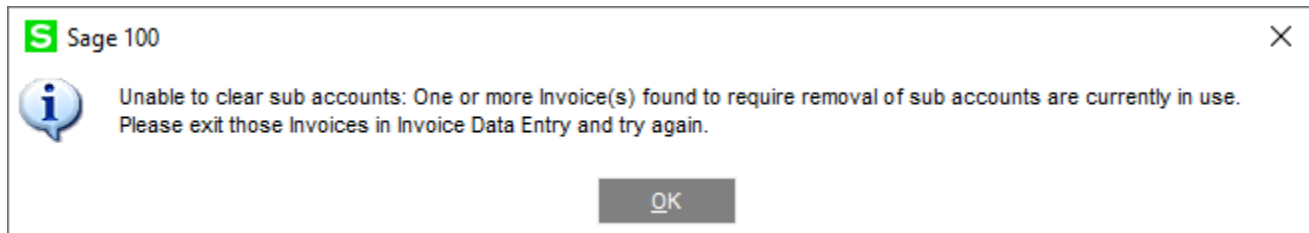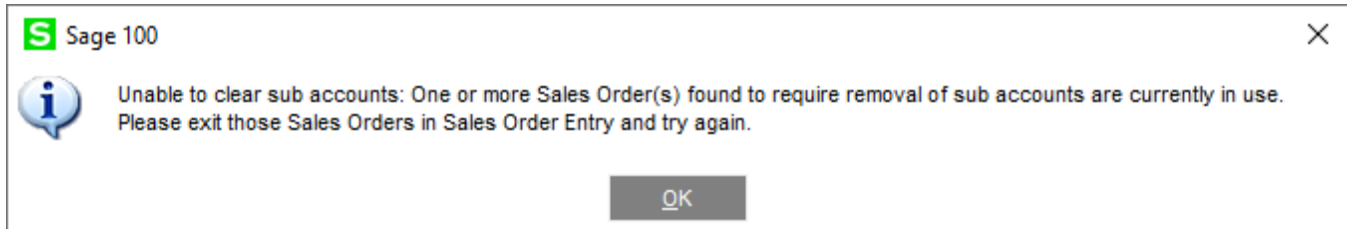
Default First Segment Value: Select 'None', 'Division No', or 'Division Post To'. The 'Division Post To' option is available when A/R Setup option 'G/L Segment to Post A/R Sales' is not 'None'.
Substitute Segment in Sales Account: Check this box to substitute the segment(s) in the Sales account.

Substitute Segment in G/L COGS account: Check this box to substitute the segment(s) in the COGS account.
Substitute Segment in Freight Account: Check this box to substitute the segment(s) in the Freight account during Sales Journal update.
Substitute Segment In Accounts Receivable Account: Check this box to substitute the segment(s) in the Accounts Receivable account during Sales Journal update.
If this option is selected, you will need to purchase AR-1241: *Segment Substitution On The Fly for Cash Receipt.* This Extended Solution will perform the same segment substitution logic on the Accounts Receivable GL account during Cash Receipts processing as was used when the invoice was updated using this feature.
Segment Substitution Required: Check this box to require segment substitution.
Auto Pop Up Sub Account Entry Window: Check this box to have the sub account data entry screen automatically pop up when you leave the header tab in a new order and invoice. If this option is unchecked and segment substitution is required and one or both sub accounts are blank, the data entry window will pop up.
Exclude Non-Inventory Items: Check this box to have Segment Substitution occur only for Inventory Items.

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

Section D: System Operations

Sales Order and Invoice Entry
A 'Substitute' button has been added to Sales Order Entry and Sales Order Invoice Entry. Clicking that button will present you with Sales Order Sub Account Entry.

A valid segment value may be entered or selected using the Lookup function. The value of the first segment will default to Customer Division or Customer Division's Post To if selected in setup, but it can be overridden.

If you elected to substitute in the Sales and or COGS accounts, then as lines are added to the Sales Order or Invoice the segments noted in the Sales Order Sub Account Entry window will be substituted into those accounts. If you left the segment field(s) blank then no substitution will be made. If the substitution causes the creation of an invalid G/L Account Number, then no substitution will occur. The G/L Account Numbers may be overwritten.

If the segment values are changed on an existing order, all items added *after* the change will substitute the new values.

If 'Segment Substitution Required' is checked, then you must specify segment values in the Sales Order Sub Account Entry window in order to exit. If unchecked, then defining either segment is optional.

Sales Journal Update

During Sales Journal Update if you checked the 'Substitute Segment In Freight Account' option, the posting of the S/O invoice's Freight will be to the account which results when applying the sub account values entered on the invoice header to the Freight account.

If you checked the 'Substitute Segment In Accounts Receivable Account' option, the posting of the S/O invoice's Accounts Receivable will be to the account which results when applying the sub account values entered on the invoice header to the A/R account.

In both instances this substitution will take place *after* any division substitution.   If the substitution causes the creation of an invalid G/L Account Number, then no substitution will occur.

ODBC Dictionary

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

| *Modified Tables:*	*New Fields:*
SO_SalesOrderHeader.M4T	SegNo_001
	SubAcct_001
	SegNoAddl_001
	SubAcctAddl_001
SO_InvoiceHeader.M4T	SegNo_001
	SubAcct_001
	SegNoAddl_001
	SubAcctAddl_001
AR_InvoiceHistoryHeader.M4T	SegNo_001
	SubAcct_001
	SegNoAddl_001
	SubAcctAddl_001

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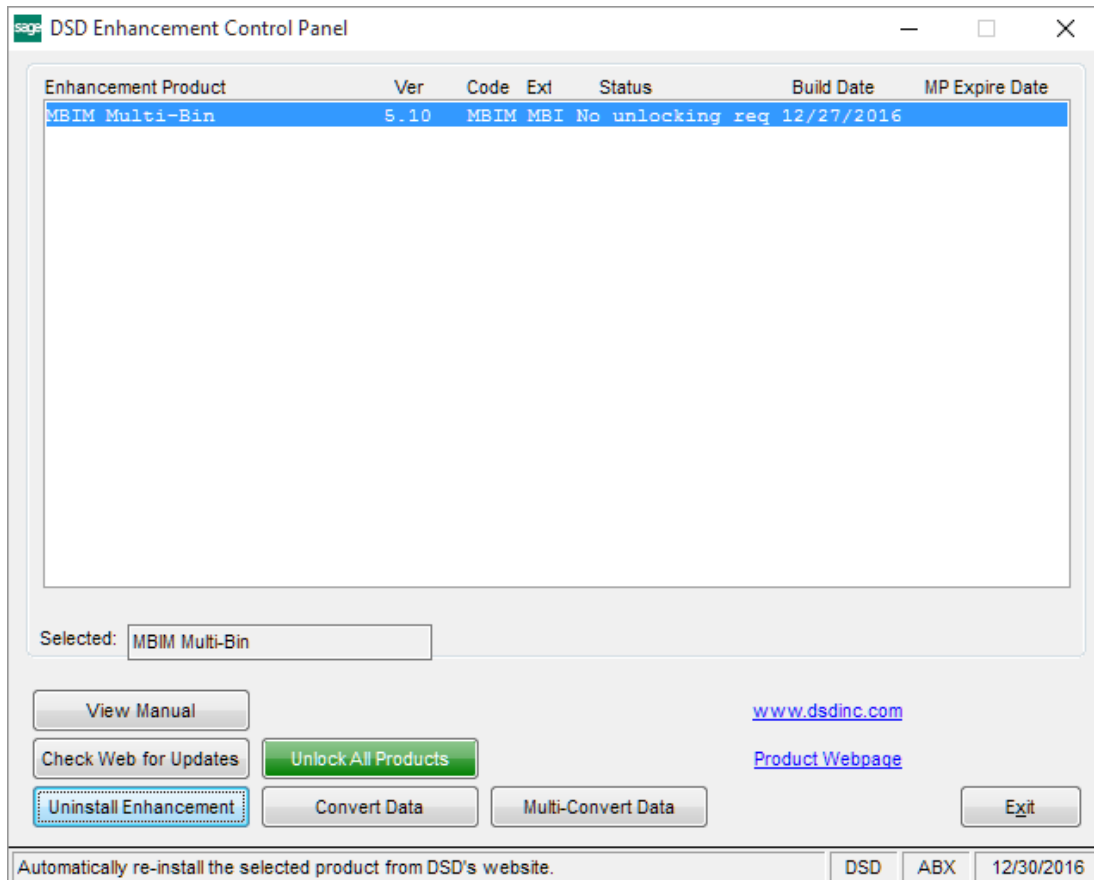
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
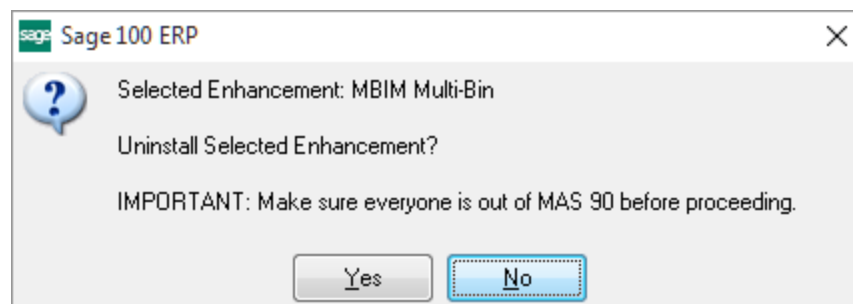
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.
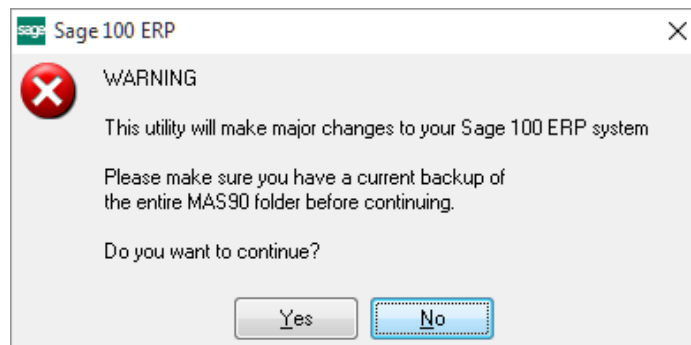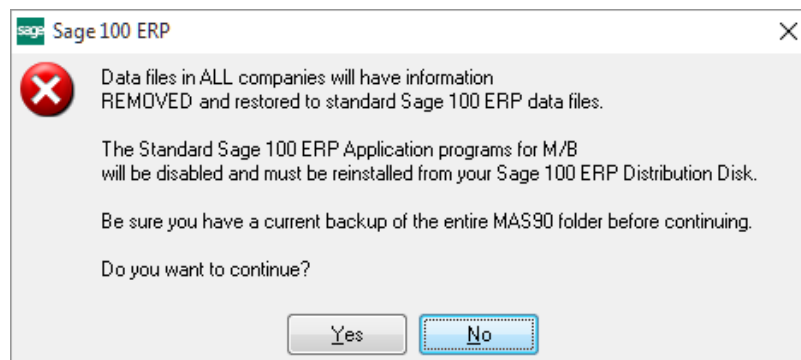
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

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

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

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

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.

Sage 100 ERP

Enhancement uninstall complete.

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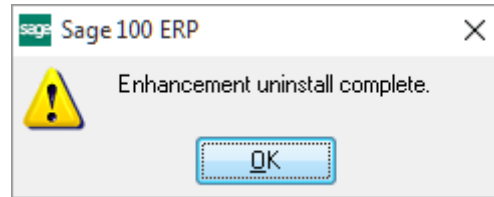
Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).