



DSD Business Systems

Sage 100 Enhancements

S066

Subtotals/Running Totals on Sales Orders and Invoices

SO-1066

Version 7.40



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Subtotals/Running Totals on Sales Orders and Invoices User's Manual
Version 7.40

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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.dsdivc.com>

The Enhancement page contains:

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

EEEE Subtotals/Running Totals on Sales Orders and Invoices:

<http://www.dsdivc.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.

Subtotals/Running Totals on Sales Orders and Invoices Features

This DSD Extended Solution to the Sales Order module creates either Running Totals or Subtotals during Sales Order and Invoice Line Entry. A RUNNING TOTAL is defined as the total of all quantities or extended amounts from the top of the order/invoice up to the RUNTOT comment line. A SUBTOTAL is defined as all of the quantities and amounts between two SUBTOT comment lines. These totals can be any combination of the: Total Quantity Ordered, Total Quantity Shipped, Total Quantity Back Ordered or Total Order Extension. These totals will be displayed during comment entry.

NOTE: If you have Extended Solution SO-1017: *Sales Order Line Print Suppression* installed and enabled, there is an option to include or exclude line items in a SUBTOT and RUNTOT based on its 'Print Suppression' flag.

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	7.40

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.*

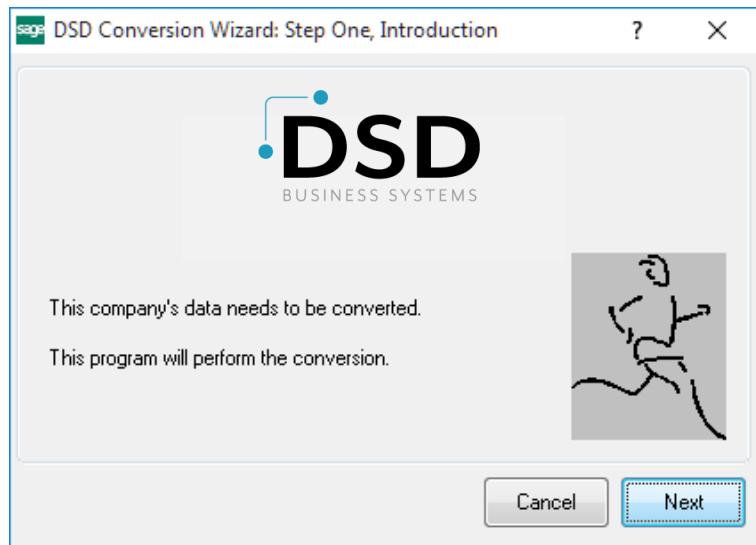
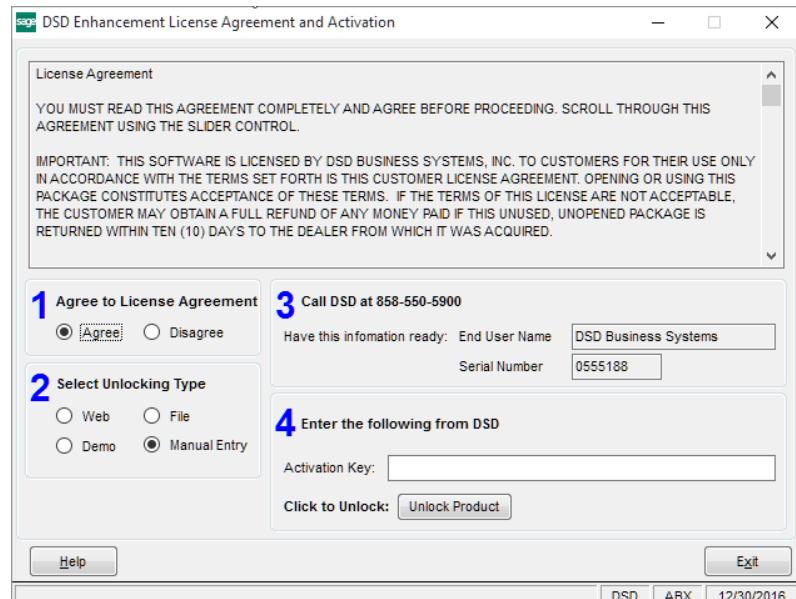
Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *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.

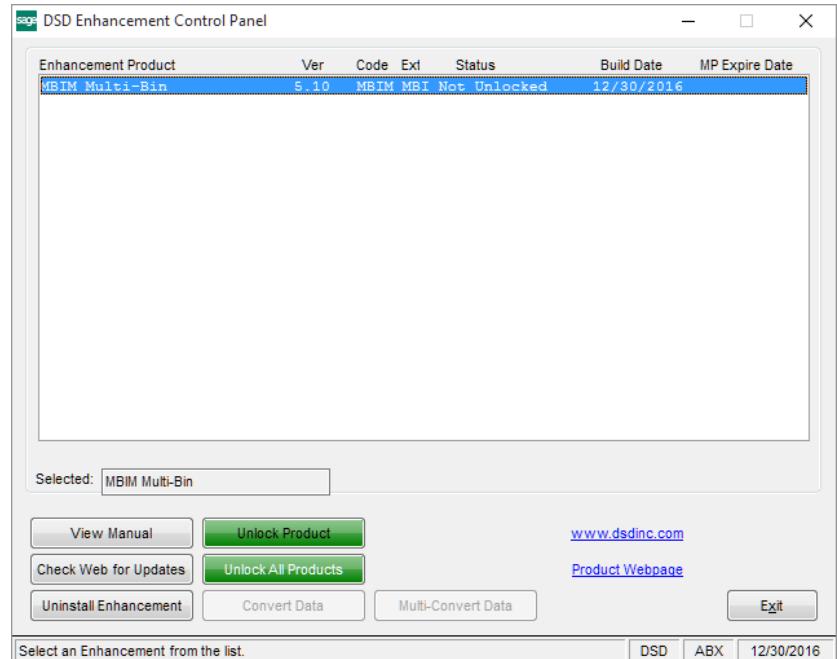
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

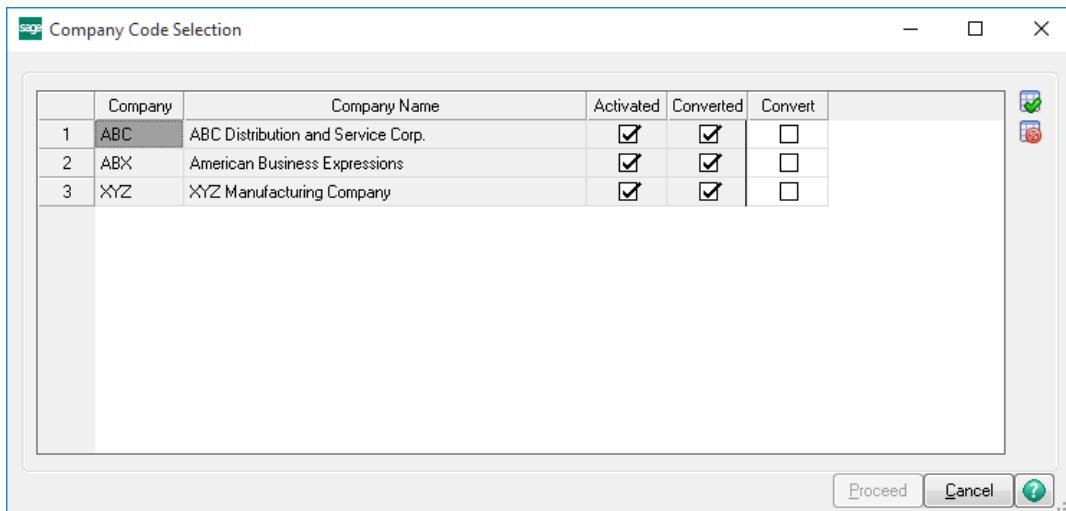
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.)

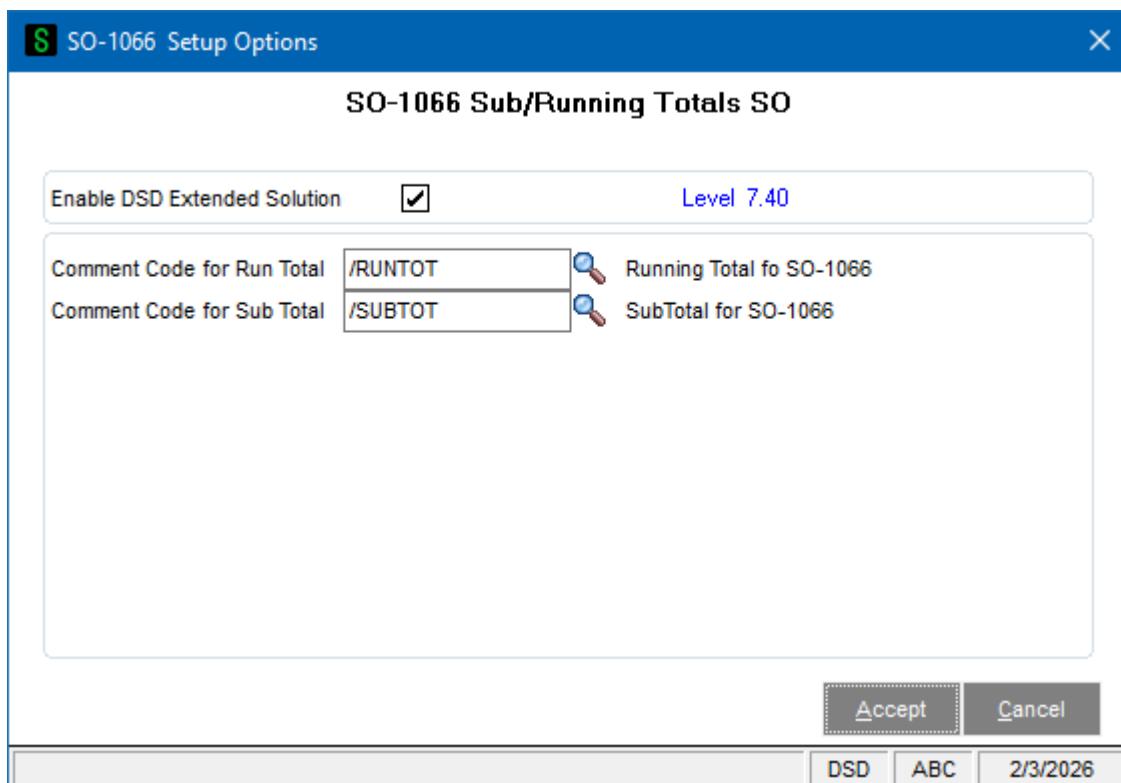


Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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 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:

Comment Code for Run Total: Specify the Comment type A/R Item Code which denotes a Running Total should be calculated here.

Comment Code for Sub Total: Specify the Comment type A/R Item Code which denotes a Sub Total should be calculated here.

If you have Sage Software Extended Solution SO-1017: *Sales Order Line Print Suppression* installed and enabled, this option will appear on the Setup screen:

SO-1017 INCLUDE 'PRINT SUPPRESSED' LINE AMOUNTS: YES/No/ONLY
See *Operations* for an explanation of this feature.

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

Comment Code Setup

Each of the comments noted in Setup will need to have wording in the Comment Text box which makes use of these tokens:

- Total Quantity Ordered <TOTQTYORD>
- Total Quantity Shipped <TOTQTYSHIP>
- Total Quantity Back Ordered <TOTQTYBO>
- Total Extension <TOT\$EXT>

For example, you can put the following text in the Comment Text box of the 'Sub Total' or 'Run Total' Comment Code:

SubTotals: Qty Ordered <TOTQTYORD> Qty Shipped <TOTQTYSHIP> Qty B/O <TOTQTYBO> Extension <TOT\$EXT>

Section D: System Operations

If a Sub Total or Running Total Comment Code is entered in Sales Order Entry or Sales Order Invoice Data Entry, the noted tokens will be replaced with totals for Quantity Ordered, Quantity Shipped, Quantity Back Ordered or Extended Amount for all line types. If it is a Sub Total then the values are calculated based on the lines between this Comment and the last comment noted as a Sub Total. If a Running Total was entered it will calculate based on all lines above it. These Comments will be populated when you enter the Comment Code, when you leave the lines tab or when you click on the 'Recalc Sub Totals' button. Note that this process will override any custom adjustments made to the Comment.

The screenshot shows the Sales Order Entry interface for order number 0000103. The 'Lines' tab is selected. The table contains the following data:

	Item Code	Ordered	Unit Price	Extension	Comment
1	6655	3.00	179.000	537.00	
2	ARS-9101	1.00	89.950	89.95	
3	/SUBTOT	.00	.000	.00	SubTotals: Total Quantity Ordered 4.00 Extension 626.95
4	8953	100.00	4.228	422.80	
5	GB-EL04MS-25	10.00	4.613	46.13	
6	/RUNTOT	.00	.000	.00	Totals: Total Quantity Ordered 114.00 Extension 1,095.88
7		.00	.000	.00	

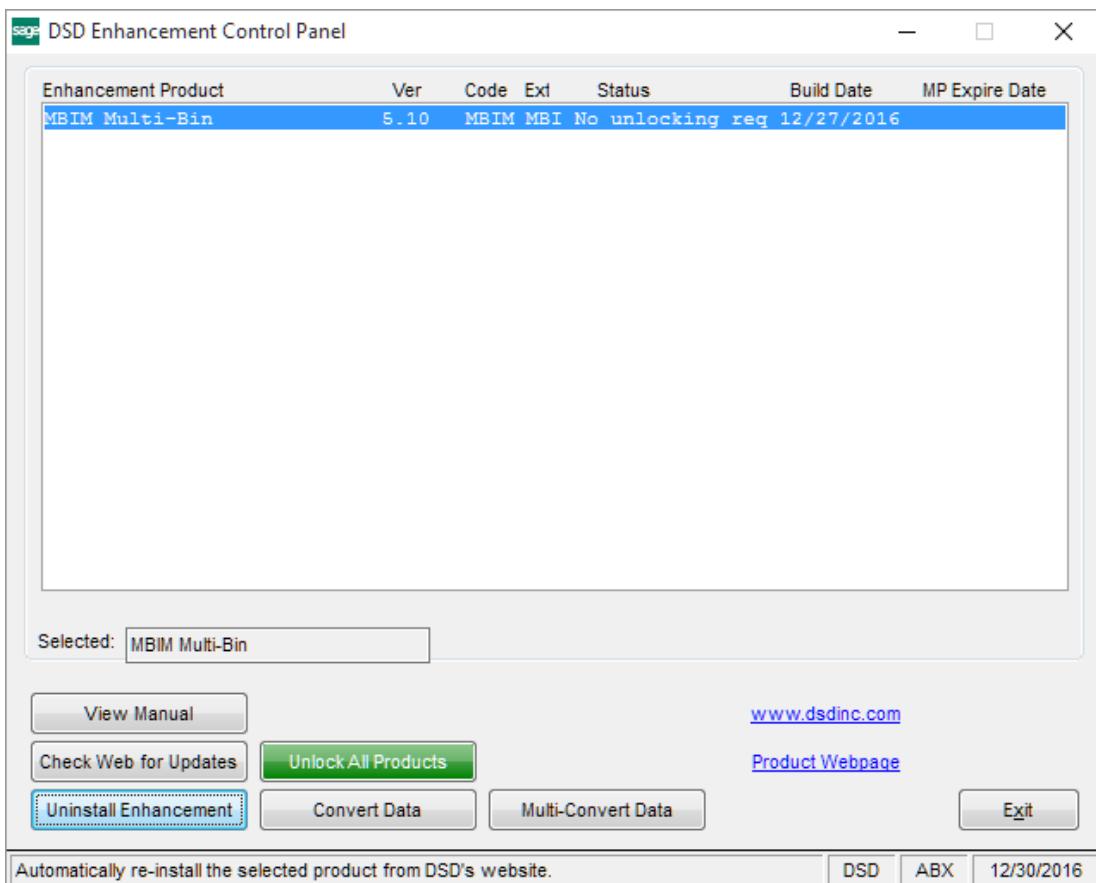
Below the table, there is a 'Recalc Sub-Totals' button. The 'Total Amount' is listed as 1,095.88. At the bottom, there are buttons for Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and Help.

Integration with SO-1017, Line Print Suppression

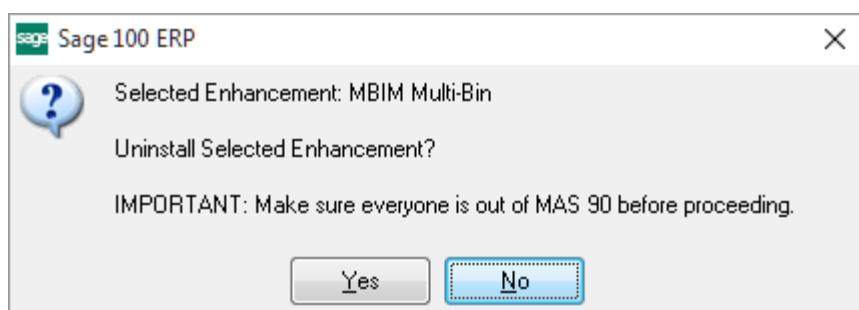
If you have SO-1017 installed and answered the Setup question 'SO-1017 Include "Print Suppressed" Line Amounts' as 'Yes,' all processing in SO-1066 will ignore the SO-1017 Print Suppression flags. If you answered the setup question as 'No,' then any line flagged as 'Print Suppressed' will be excluded from SO-1066 processing. If you answered the Setup question as 'Only,' then only lines which are flagged as 'Print Suppressed' will be included in SO-1066 processing.

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.



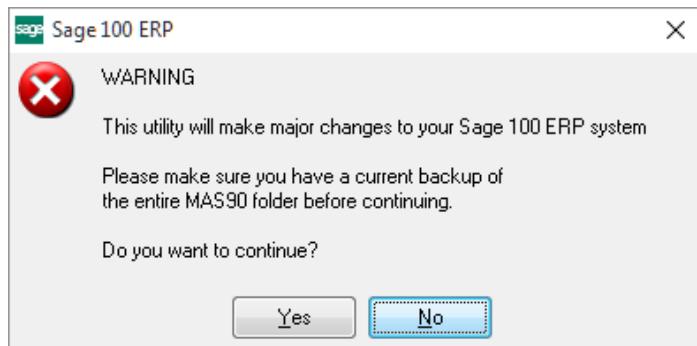
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

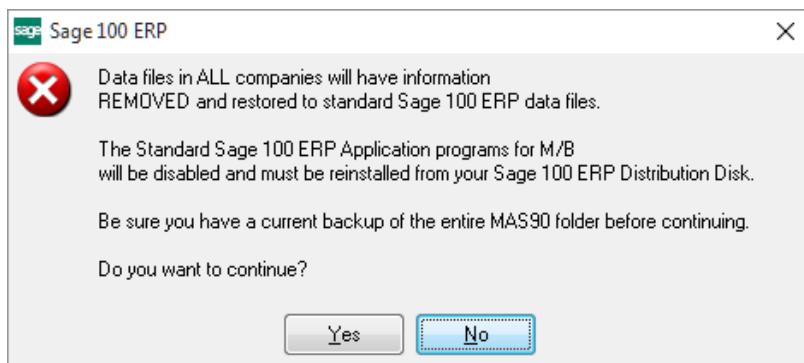
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

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).