



DSD
BUSINESS SYSTEMS

DSD Business Systems

MAS 90/200 Enhancements

S123

Import Utility for Sales Orders

SO-1123

Version 4.40



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Import Utility for Sales Orders User's Manual
Version 4.40

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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 MAS 90/200. For instructions on using MAS 90/200, refer to the appropriate MAS 90/200 manual, or call your MAS 90/200 reseller. DSD Business Systems offers excellent MAS 90/200 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*

S123 Import Utility for Sales Orders:

<http://www.dsdinc.com/enh/pages/S123.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 MAS 90/200 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.

Import Utility for Sales Orders Features

This Extended Solution to the standard MAS 90 MAS 200 Sales Order module adds a utility designed to import data into Sales Order entry from an ASCII file. Some formats require additional Extended Solutions or the Custom Office module in order to function. Some formats have additional functionality when other Extended Solutions are installed. Please refer to the *Operations* section below for more details.

Section B: Getting Started



- **If you reinstall or upgrade one of the MAS 90/200 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.**
- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

MAS 90/200 Module	Module Required	Required Level
S/O	Y	4.40

Installation

1. **Back-up:** Exit all MAS 90/200 sessions. Back-up existing MAS 90/200 data.
2. **Check Levels:** MAS 90/200 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 MAS 90/200 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 MAS 90/200:** MAS 90/200 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 MAS 90/ 200 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.*

DSD Enhancement License Agreement and Activation

License Agreement

YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL.

IMPORTANT: THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.

1 Agree to License Agreement
☒ Agree ☐ Disagree

2 Select Unlocking Type
☐ Web ☐ File
☐ Demo ☒ Manual Entry

3 Call DSD at 858-550-5900
 Have this information ready: End User Name:
 Serial Number:

4 Enter the following from DSD
 Activation Key:
 Click to Unlock:

ABC 4/28/2010

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 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 MAS 90/200 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

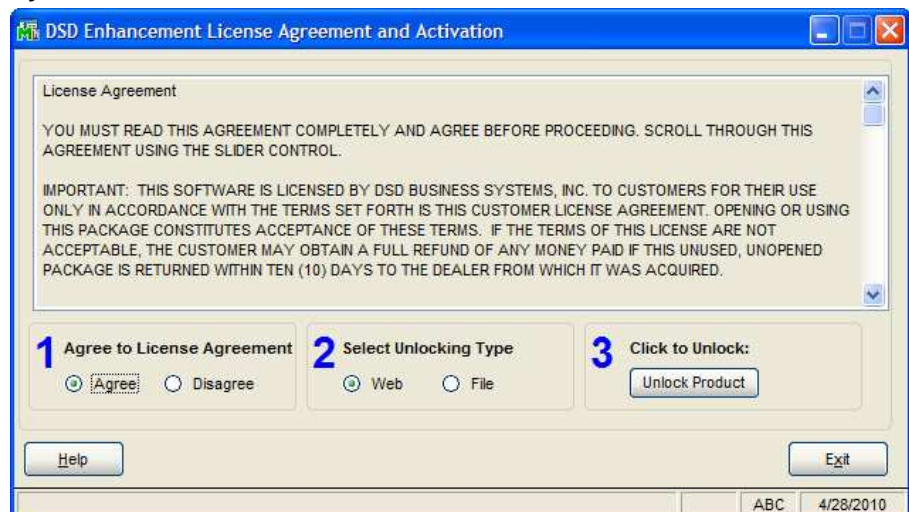
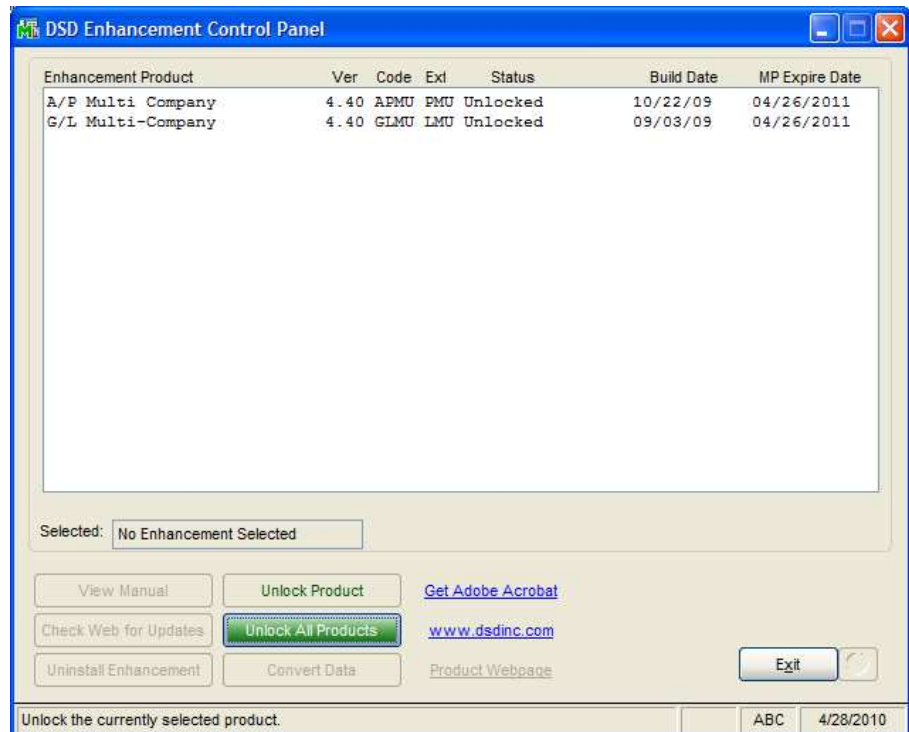
must be in the "MAS90/PDF" folder in the MAS 90/200 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

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 MAS 90/ 200 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 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.

SO-1123 Setup Options

SO-1123 Sales Order Import

Enable DSD Extended Solution ☒ Level 4.40

1. Setup 2. Additional 3. User Defined

Default Import Path

Default Import Filename

Delete Import File ☐

Rename File Extension

Import File Format

Creating Sales Orders from Import Records

Print the Sales Order Creation Report ☐

Combine Import by Customer/Ship-to Code ☐

Back Order Items with zero quantity on Hand ☐

Accept Cancel

Enter Path to Import Filename LB ABC 11/3/2010

Answer the following prompts on the Setup Tab:

Default Import Path: Specify the directory where the import files are located.

Default Import File Name: Specify the name of the import file.

Delete Import File: Check this box if you want to delete the file after import.

Rename File Extension: If the prior question is unchecked, you can specify an extension to be used to rename the file after import (for example: .old).

Import File Format: Select ASCII, Silvercote, Kenda, Hayes, or Hauser. See Appendix for file formats.

The following prompt is available only if you selected ASCII or Kenda:

Creating Sales Orders From Import Records: Choose one of these options

- Create a Sales Order for Each Import Record: create one Sales Order for each imported record.
- Combine by Imported Sales Order Number: creates a sales order for all records in the import file that reference the same Sales Order Number. Each record will be imported as a separate sales order line.

- **Combine by Customer P/O Number:** creates a sales order for all records in the import file that reference the same Customer Number, Ship to Code, and Customer P/O Number.
- **Use Import Format Default:**

Print the Sales Order Creation Report: Check this box if you wish to automatically print a listing of all Sales Orders created by the import. Leave unchecked to prevent this report from printing.

The following prompt is available only if you selected ASCII:

Combine Import by Customer/Ship-to Code: Check this box to combine all import records that reference the same Customer Number, Ship-To Code, Order Date and Ship-To Address Line 1.

Back Order Items with Zero Quantity On Hand: Check this box to set the quantity back ordered to the imported quantity ordered if the current quantity on hand is zero. This option is not available with Silvercote.

SO-1123 Setup Options

SO-1123 Sales Order Import

Enable DSD Extended Solution ☒ Level 4.40

1. Setup | 2. Additional | 3. User Defined

Create Orders for each Customer P/O Number ☐

Allow Blank Ship-to Code ☐

Import P/O Unit Cost as Unit Price ☐

Sales Order Header UDF for Import Date

Sales Order Header UDF for Batch Number

Starting Batch Number 0000000

Accept Cancel

LB ABC 11/3/2010

Answer the following prompts under the 'Additional' tab:

The following prompt is available only if you selected ASCII:

Create Orders for Each Customer P/O Number: Check this box to create a new Sales Order for each Customer P/O Number.

The following prompt is available only if you selected ASCII:

Allow Blank Ship-To Code: Check this box to allow the import of a blank Ship-To Code

The following prompt is available only if you selected Kenda:

Import P/O Unit Cost As Unit Price: Check this box to import the P/O unit cost as unit price.

The following prompts are available only if you have the Custom Office module activated:

Sales Order Header Import Date UDF: Specify the Date type UDF that will hold the date the order was imported.

Sales Order Header Batch Number UDF: Specify the seven character string uppercase UDF that holds the Batch Number.

Starting Batch Number: Enter the starting number you wish to use for the import batch. This number represents the 'next' batch number after you begin using the Extended Solution.

The screenshot shows a Windows-style dialog box titled "SO-1123 Setup Options" with a subtitle "SO-1123 Sales Order Import". At the top, there is a checkbox labeled "Enable DSD Extended Solution" which is checked, and a text field labeled "Level 4.40". Below this is a tabbed interface with three tabs: "1. Setup", "2. Additional", and "3. User Defined". The "3. User Defined" tab is active. It contains two labels on the left: "S/O Header UDF for Originating Customer Number" and "S/O Header UDF for Originating Customer Name". To the right of these labels is a list of ten empty text input fields. Each input field has a magnifying glass icon to its right, indicating a search or lookup function. At the bottom right of the dialog are "Accept" and "Cancel" buttons. At the bottom center, there is a status bar with the text "LB ABC 11/3/2010".

The following prompts appear under the 'User Defined' tab if you have selected Kenda:

S/O Header UDF for Originating Customer Number: Specify the String type UDF that holds the originating customer number. This must be at least nine characters.

S/O Header UDF for Originating Customer Name: Specify the String type UDF that holds the originating customer name. This must be at least 30 characters.

The screenshot shows a window titled "SO-1123 Setup Options" with a subtitle "SO-1123 Sales Order Import". At the top, there is a checkbox labeled "Enable DSD Extended Solution" which is checked, and a text field labeled "Level 4.40". Below this are three tabs: "1. Setup", "2. Additional", and "3. User Defined". The "3. User Defined" tab is selected. It contains a list of four prompts, each followed by a text input field and a magnifying glass icon:

- Sales Order Detail UDF for Customer P/O Number
- Sales Order Detail UDF to Default to Order Number
- Sales Order Detail UDF to Default to Order Date
- Sales Order Detail UDF to Default to Ship To Code

Below these are several empty text input fields. At the bottom right are "Accept" and "Cancel" buttons. At the bottom left are labels "LB", "ABC", and "11/3/2010".

The following prompts appear under the 'User Defined' tab if you have selected Hayes:

Sales Order Detail UDF for Customer P/O Number: Specify the String type UDF that holds the imported customer P/O Number.

Sales Order Detail UDF to Default To Order Number: Specify the String type UDF that holds the sales order number. This must be seven characters.

Sales Order Detail UDF to default To order Date: Specify the Date type UDF that holds the order date.

Sales Order Detail UDF to Default To Ship To Code: Specify the four-character String type UDF that holds the Ship To Code.

The following prompts appear under the 'User Defined' tab if you have selected Silvercote:

S/O Header UDF for Written BY: Specify the String type UDF that holds the Written By value. This can be any length.

S/O Header UDF for Job Number: Specify the String type UDF that holds the imported Job Number. This can be any length.

S/O Header UDF for New/Other: Specify the String type UDF that flags whether this is a new order or other type of order. This can be any length.

S/O Header UDF for Arrive Date: Specify the Date type UDF that holds the Arrive Date.

S/O Detail UDF for rolls: Specify the numeric type UDF that holds the number of rolls.

S/O Detail UDF for Inches: Specify the numeric type UDF that holds the roll measurement in inches.

S/O Detail UDF for Feet: Specify the numeric type UDF that holds the roll measurement in feet.

S/O Detail UDF for Building Number: Specify the String type UDF that holds the building number. This can be any length.

S/O Detail UDF for Miscellaneous: Specify the String type UDF that holds miscellaneous data. This can be any length.

S/O Header UDF for Note (1): Specify the String type UDF that holds note 1. This can be any length.

S/O Header UDF for Note (2): Specify the String type UDF that holds note 2. This can be any length.

S/O Header UDF for Note (3): Specify the String type UDF that holds note 3. This can be any length.

S/O Header UDF for Note (4): Specify the String type UDF that holds note 4. This can be any length.

Role Maintenance

The following Tasks have been added to Sales Order, Setup Options:

- ☐ Extended Solutions Setup
 - Import Utility for Sales Order

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events. Please review your security setup in Role Maintenance and make appropriate changes.

Section D: System Operations

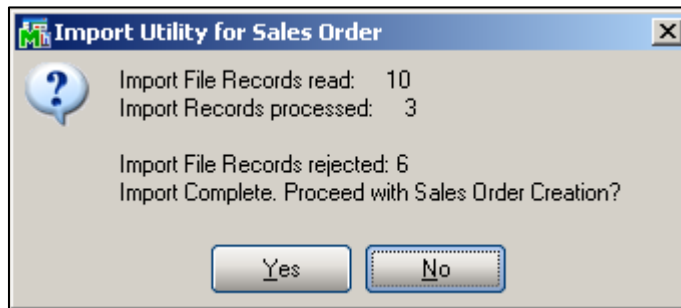
Import Utility for Sales Order

This option can be found on the Sales Order Main menu. The selector screen prompts you for an import file path and file name; they default from what was specified in Setup. You then have the option to 'Scan Import File Only.' If you check this box, the file will be scanned, but no import will take place. You may specify an 'Override Terms Code.' If an Override Terms Code is entered, all Sales Orders created by the import will use the specified Terms Code. If one is not entered, the Terms Code from the Customer Masterfile will be used.

A report will be produced detailing any physical or logical errors in the import file.

ABC Distribution and Service Corp.	
Import Utility for Sales Order	
Error Log	
Import Format:Hauser	
Record	Error Message
1	Field 3 "99302004" is not a valid date Field 4 "99292004" is not a valid date Customer Number "ABF" is missing from the Customer Masterfile Tax Schedule "CX" is missing from the Tax Schedule Masterfile Salesperson Number "0199" is missing from the Salesperson Masterfile Terms Code "99" is missing from the Terms Code Masterfile Sales Order "0000103" exists in the Sales Order Header file
6	Item Code "IC3R" is missing from the Item Code Masterfile
7	Item Code "IC3A" is missing from the Item Code Masterfile
8	Sales Order "A99" exists in the Sales Order Header file
9	No valid Header record found
10	No valid Header record found
Import File Records read: 10	
Import Records processed: 3	
Import File Records rejected: 6	

After clicking the Import button a synopsis of records read, processed and rejected will appear. Select Yes and the processed records will be imported into Sales Order Entry. Click No to abort the import.



If you checked the option the Print the Sales order Creation report, a log of sales orders created will print when the import is complete.

ABC Distribution and Service Corp.		
Import Utility for Sales Order		
Sales Order Creation Report Import Format:Hauser		
Sales Order	Customer Number	Name
0000284	00-HAUSER	Hauser Test Company

During the import, if an invalid Item Number is found, the record is rejected and none of the Items are imported.

A new Sales Order is created for each Customer Number, Ship-To Address Code and Order Date combination.

If the imported Item is an Inventory item and it is flagged for Backorder in the Inventory masterfile and the Quantity On Hand in that warehouse is less than the Quantity Ordered, then the difference between the two will appear in the Quantity Backordered field.

If a Sales Order UDF for Import Date was specified, the sales order accounting date at the time of import will be placed in this field.

If you specified a Sales Order UDF for the Batch Number, each import file processed will pull the next number from Setup and place that value in the UDF for all of the orders created from that batch.

ASCII TYPE FORMAT (see Appendix A)

This format may be used to create orders of any Type (e.g., Standard, Back, Quote, Master, Repeating) depending upon the value in the record's Order Type field.

An optional 'Order Number' field has been added. If the imported file contains data in field 23, the first seven characters will be imported as the Sales Order number. If the data is less than seven characters, then it will be imported as right-justified and zero-filled. If the imported order number already exists in Sales Order, the imported record generates an error and will not be imported.

If no Order Number is included in the import file, the import utility will assign the 'N'ext Order Number and will combine all records into a single order with the same Customer Number, Ship-To Code, and Customer PO # (if selected to do so in Setup) . When multiple item numbers are imported for the preceding combination, it is possible to import multiple values for certain S/O header fields (e.g., Ship Via). If this occurs, the last S/O Header field value processed by the import will be referenced on the order.

As the import encounters Bill of Material Kit Bill Items, they will be processed as if they were manually entered on the order and the question to 'Ship From Stock?' was answered 'No.'

If the item number being imported is not an on file Inventory Item, a '/' will be inserted in front of the imported number to see if the result is an on file Miscellaneous Charge/Item. If not, a '*' will be inserted in front of the imported item number and the line will be imported as a special item. This effectively means that no record will be rejected for having an invalid item number.

If no data is contained in fields for which there is a default value determined by Sales Order or Accounts Receivable, the default will be used (e.g., Terms Code, Ship Via).

If there is no value in the Unit Price field, the import will calculate the price using standard MAS 90 MAS 200 pricing. If the Unit Price field contains a zero, the Unit Price imported will be zero.

This import file format does not support Sage Software Extended Solutions that modify standard MAS 90 MAS 200 pricing.

An optional 'Salesperson Code' field has also been added. If the imported file contains data in field 24, the first 4 characters will be imported as the Salesperson Code. If the data is less than 4 characters, then it will be imported as left-justified and blank-filled. If the imported value does not produce an on-file Salesperson Code, then the imported value will be rejected and the Customer Masterfile default Salesperson will be used.

If you have Sales Order integrated with Job Cost and checked the option to 'Post Invoice Costs to Job Cost', this format will import three additional fields: Job Number, Cost Code, and Cost Type (validation rules apply). Note: the Job Number for the order will be set to the first valid Job Number imported for that order.

Silvercote Format (see Appendix B)

This format is designed to import a comma delimited file. A Sales Order will be created for each Batch number and Customer.

Kenda Format (See Appendix C)

This format was designed to import data created using PO-1128: *Purchase Order Export Utility*. If you elected to do so in Setup, the Unit Cost will be imported as Unit Price, and imported P/O Custom Office UDFs will default into Sales Order UDFs when the Sales Order UDF has the same name as the Purchase Order UDF.

Hayes Format (See Appendix D)

This format was designed to import a comma-delimited ASCII file. One Sales Order will be created for each Ticket Number. After importing, three setup specified S/O Detail UDFs will default their values from the Order Number, the Order Date and the Ship To Code.

Hauser Format (See Appendix E)

This format is designed to import a comma delimited file. The standard Accounts Receivable option for Accounts Receivable Divisions must be unchecked to use this format.

Each imported order will contain one Record type 'H' (Header) with a hard return followed by as many Type 'L' (Lines) and 'C' (Component) records, each with a hard return, as are applicable to the order. Each 'C' Record will be associated with the 'L' Record denoted as a Kit Item which immediately precedes it. These 'C' records may or may not be the Components as listed for the Kit Item in Inventory Kit Item Maintenance. The imported Components will not be compared to the listed Components in Kit Maintenance; only the imported values will be used.

A new order will begin with the next Record Type 'H'

If the Customer Number is defined and matches an on file customer number, the imported Header values which relate to the Customer's constant data will still be used.

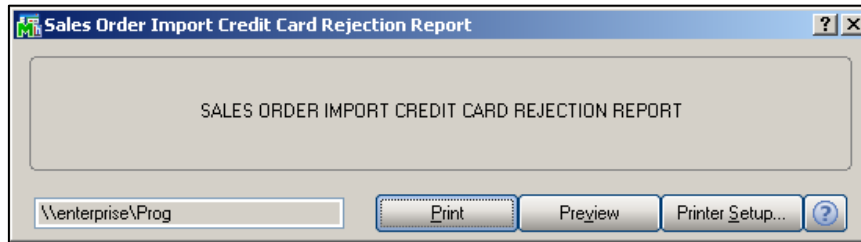
If the Customer Number is defined, but does not match an on file Customer Number, then the record will be rejected.

If the Customer Number is blank in the file and the user has specified a Next Automatic Customer Number in Accounts Receivable Setup, then a Customer Number will be assigned using the remainder of the imported Header record fields to complete the Customer Masterfile record. If 'Auto Increment Next Customer Number' is unchecked, the record will be rejected.

Credit Card Processing

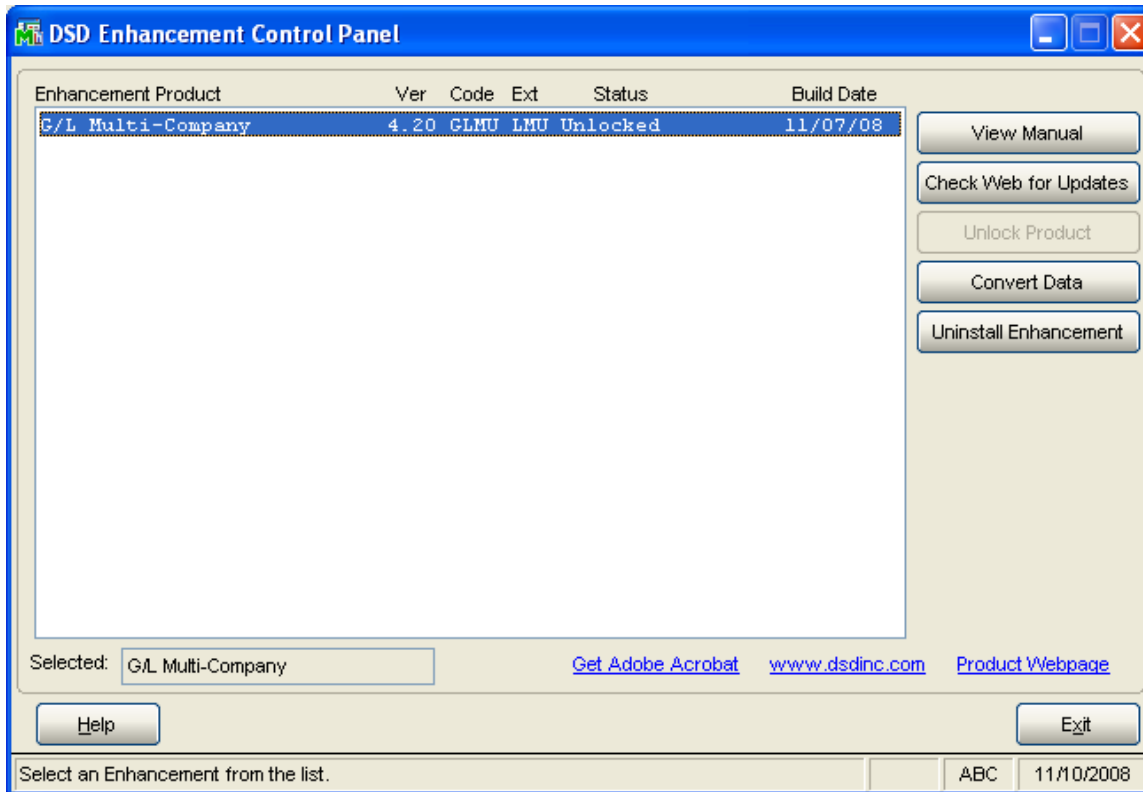
If the Credit Card Processing module is installed and a valid credit card number is included, then the credit card authorization process will occur for each order as it is created. If any orders receive a declined authorization, that fact will be captured and you will be prompted to print the rejection report. This report will list each order which failed to receive an authorization code.

Any order which did not receive an authorization code will have its Sales order header 'Print Sales Order' field set to unchecked.

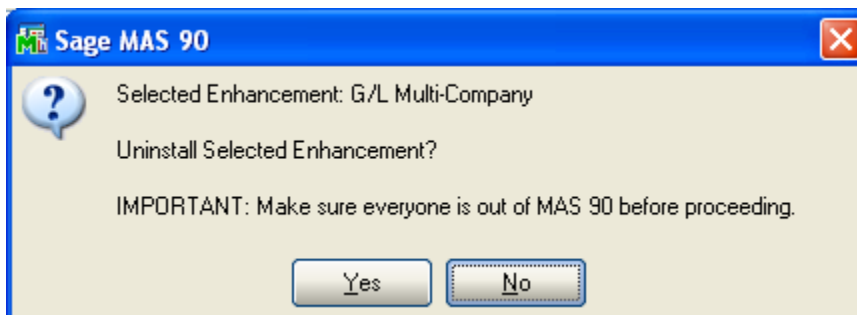


Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

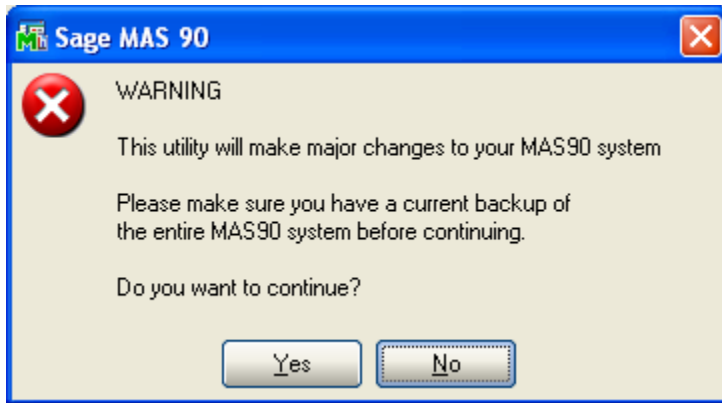


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

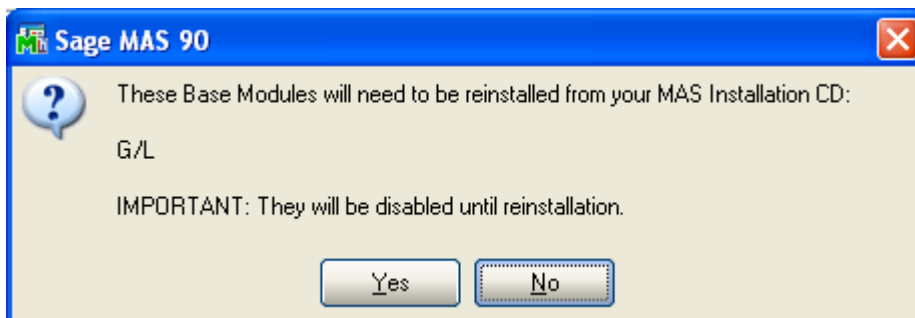


Select **No** to exit the Uninstall Process.

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

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific MAS 90/200 modules you must reinstall afterwards.



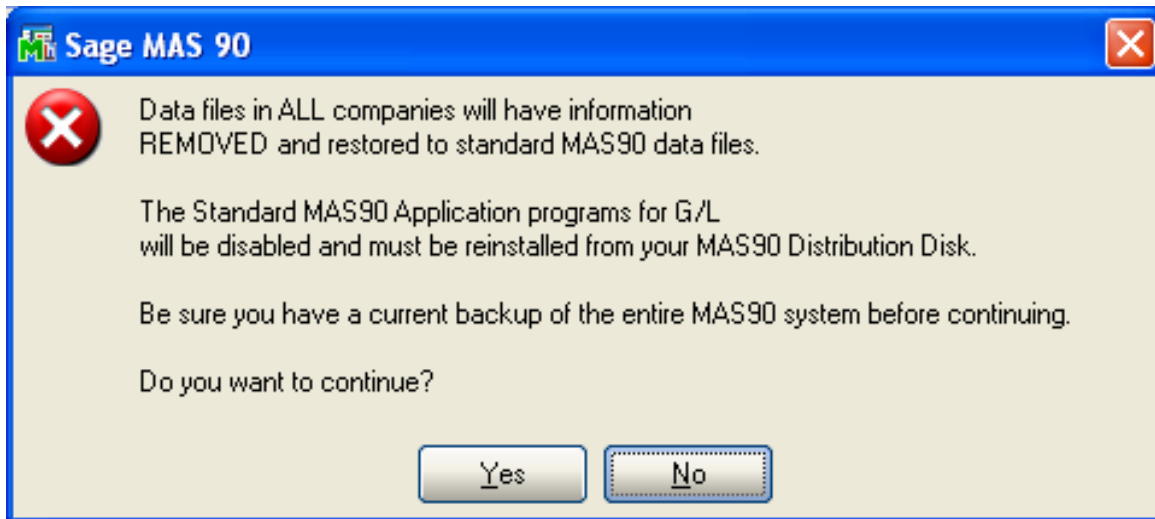
Select **No** to exit the Uninstall Process.

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

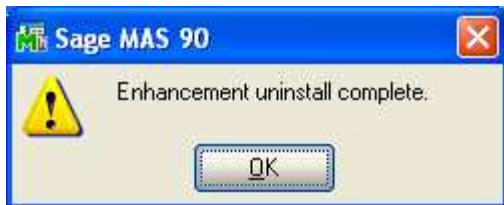
The following message box will appear, displaying the final warning message.

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 MAS 90/200 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 MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).

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