

The screenshot shows the Sage 100 Information Center website. The left sidebar contains a navigation menu with categories like 'My Home', 'General Information', 'Support', 'Training', 'Pricing', 'Partners', 'Sage 100 Marketplace', and 'Share your ideas'. The main content area features the 'Sage 100 Information Center' header, a sub-header 'Sage 100 2023.0 is now available', and a section titled 'Integrated products' with links to Sage City, Sage Knowledgebase, Sage University, Customer Portal, Sage 100 Marketplace, and Share your ideas. An 'Avast Configuration Options' dialog box is open in the foreground, displaying settings for 'Edwardson Electric Company'. The dialog includes fields for Company Code, Account Number, License Key, URL, Tax Schedule, and Freight Code. It also has checkboxes for 'Enable Address in UPC/Barcode', 'Enable Tax Calculations for Vendors', 'Enable Ship-To by Sales Order Detail', 'Enable A/R Ship-To Addresses', and 'Enable Tax Code Assignments by Item'. The 'Download Use Codes' button is visible at the bottom right of the dialog.



S/O TRACK PRINTED DOCUMENTS

S/O Track Printed Documents

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TABLE OF CONTENTS

Section A: Introduction	4
Section B: Getting Started.....	5
Updated Modules	5
Installation	6
DSD Enhancement Control Panel	6
Section C: Setup	10
Section D: System Operations	11
Sales Order Entry	11
ODBC Dictionary.....	13
Section E: Uninstall DSD Enhancements.....	14
Section F: Resources and Support	16
Web Resources.....	16
Support.....	16

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.

S/O Track Printed Documents

S619 adds a table to store printed Picking Sheet tracking information and updates User Defined Fields in Sales Order Entry with the last 3 documents printed.

Section B: Getting Started



Important – Read this section prior to installing this enhancement.

Updated Modules

This enhancement modifies several Sage 100 modules. If you reinstall one of the Sage 100 modules listed in the following table, you must also reinstall this enhancement. **Enhancements from different Sage Tech Partners may not be designed to work together.**

Module	S619
Sales Order	✓

If you are upgrading Sage 100 with a Product Update, check the DSD website for compatibility before upgrading. A new version of the enhancement may be required.

If you are upgrading Sage 100 to a new version (e.g., 2021 to 2024), you must obtain the latest compatible release from the DSD website prior to installing and converting.

Ensure the compatibility of all enhancements with the version being upgraded to prior to starting the installation process. Work with your reseller to ensure that enhancements are compatible with each other and note the proper order in which they should be installed.

Installation

Back-up: Exit all Sage 100 sessions. Back-up existing Sage 100 data.

Check Levels: Sage 100 module levels must match those listed above.

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.

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.

Re-Start Sage 100: Sage 100 will be updated.

Update Security: After installation, you may not see the modules you installed on the Launcher menu. You will need to update all your security Roles to include access to the newly installed modules. Make sure your user has sufficient rights to modify Role Maintenance and add access to the new DSD enhancements to the appropriate Roles.



If this is your first DSD enhancement, make sure to add the DSD Enhancement Control Panel in the Library Master module to an appropriate Role.

Run the DSD Enhancement Control Panel: Run the DSD Enhancement Control Panel from the Library Master module under the Utilities menu.

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.

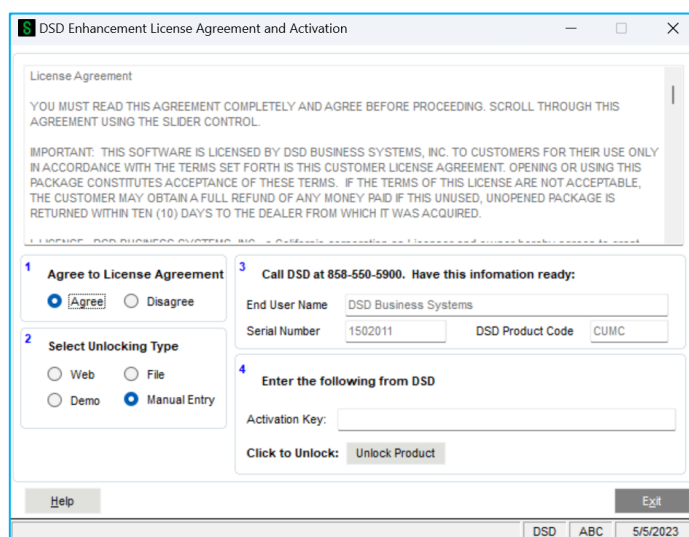
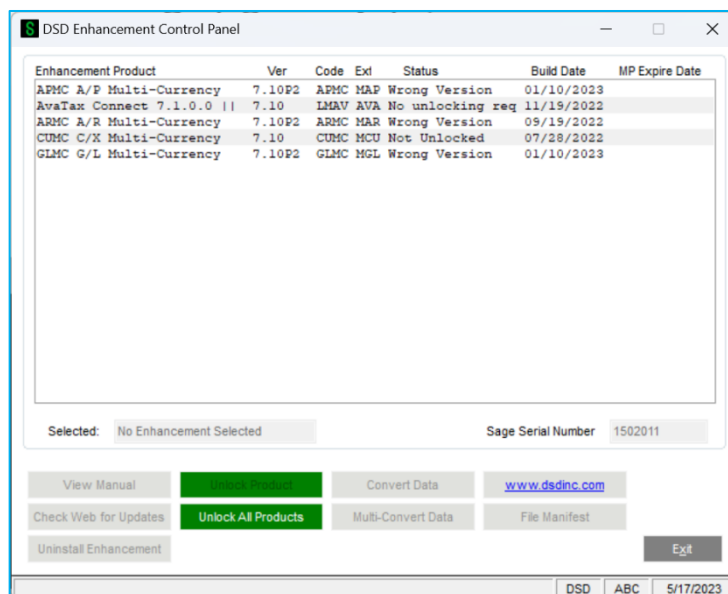
Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

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

Agree to the License Agreement: On the DSD Enhancement License Agreement and Activation window, click on the Agree button to accept the DSD License Agreement. 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 licensing program will attempt to download encrypted serial number key file from DSD **and then proceed to unlock all enhancements contained in the file.**

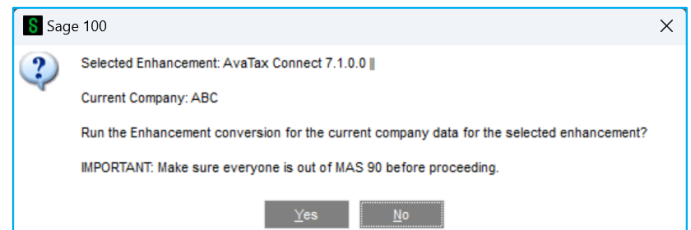
Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

 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.

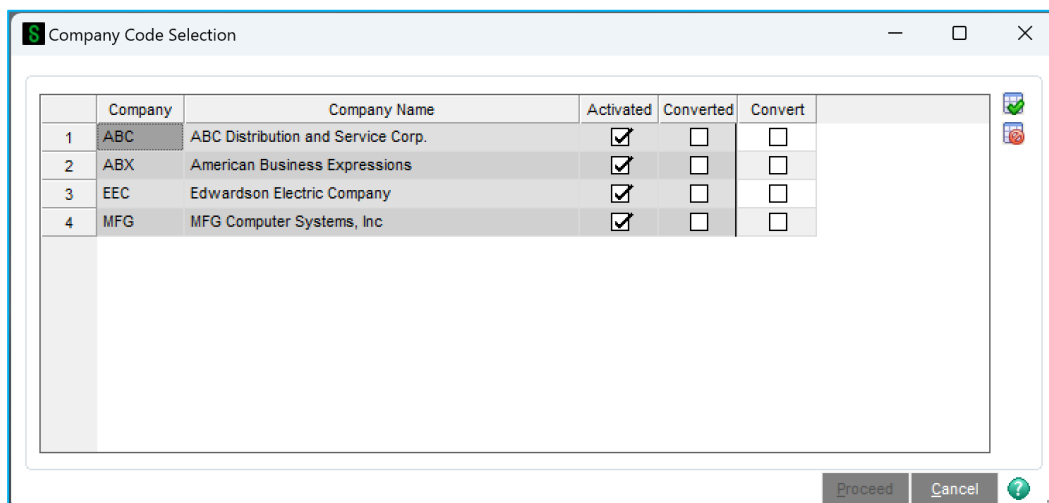
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

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

S/O Track Printed Documents

1. Upon completion of software installation, you will need to access S/O Track Printed Documents Setup from the Sales Order Setup menu. Check the 'Enabled' box to activate this Enhancement.

S/O Track Printed Documents Setup (ABC) 5/11/2025

Part Number: S/O Track Printed Documents

Enabled: ☒

Accept Cancel

2. Several Sales Order User Defined Fields are required and can be imported using Custom Office Import Wizard. An import file is provided (...\\MAS90\\CM\\Export\\S619.m4x) with the required field definitions and also includes a customized Sales Order Header screen.

User-Defined Fields

Module: Sales Order UDFs: 18

Table: SO Sales Order Header Fields Used: 125 of 1,000

[SO_SalesOrderHeader] Bytes Used: 1,767 of 20,000

Field Name	Description	Type	Length	Status
BD1	BOL Printed Date 1	Multiline	20	
BD2	BOL Printed Date 2	Multiline	15	
BD3	BOL Printed Date 3	Multiline	15	
BL1	BL #1	Multiline	15	
BL2	BL #2	Multiline	15	
BL3	BL #3	Multiline	15	
BU1	BOL Printed by User 1	Multiline	10	
BU2	BOL Printed by User 2	Multiline	10	
BU3	BOL Printed by User 3	Multiline	10	
DT1	Doc Printed Date 1	Multiline	20	
DT2	Doc Printed Date 2	Multiline	20	
DT3	Doc Printed Date 3	Multiline	20	
PL1	PL #1	Multiline	15	
PL2	PL #2	Multiline	15	
PL3	PL #3	Multiline	15	
PU1	Printed by User 1	Multiline	10	
PU2	Printed by User 2	Multiline	10	
PU3	Printed by User 3	Multiline	10	

OK Cancel Update

Section D: System Operations

Sales Order Entry

When a Picking sheet is printed for an order, the document number, Date/Time printed, and User ID is stored in a new table and updates the 'PL#' User Defined Fields on the Sales Order Header.

S * Sales Order Entry (ABC) 5/11/2025

Order Number: 0000186 Copy From... Defaults... Customer... Credit...

1. Header **2. Address** **3. Lines** **4. Totals** **5. Payment** User: DSD

Order Date: 5/11/2025 Order Type: Standard Order Master/Repeating No: Search

Customer No: 01-MAVRK Search + Maverick Papers
Cust PO: Search

Ship Date: 5/11/2025 Calendar

Status: New Reason Search
Whse: 001 Search EAST WAREHOUSE

Sales Tax: WI MILMIL Search
Milwaukee

Ship To Addr Search
Terms Code 02 Search 2% Ten Days, Net 30 Days
Ship Via SHIPPING FLAT Search FOB Search

Pull/Check: Annette O'Toole Search
E-mail: info@sage.sample.com Email
Fax No.: (312) 861-1201 Batch Fax: ☐
Comment: Search
Salesperson 0300 Search Susan Maye
Split Comm.: No Split Comm...

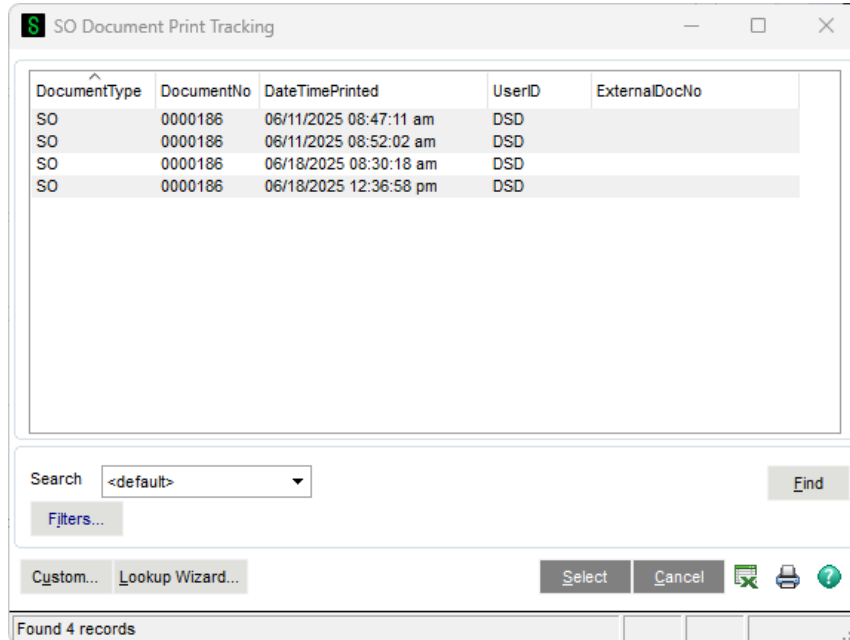
Print Order: ☒
Print Pick Sheets: ☐ *printed

Quick Print Without Displaying Printing Window: ☐

	Doc Printed Date / Time	Printed by User	Printed Document
PL#1	06/18/2025 12:36:58 PM	DSD	Lookup Printed
PL#2	06/18/2025 08:30:18 AM	DSD	
PL#3	06/11/2025 08:52:02 AM	DSD	

Print Order... Print Pick... Recalc Price Accept Cancel Delete Print Help

A 'Lookup Printed' button has been added to the screen and launches a list of all Picking Sheets printing information for the current order.



The screenshot shows a window titled "SO Document Print Tracking". Inside, there is a table with the following columns: DocumentType, DocumentNo, DateTimePrinted, UserID, and ExternalDocNo. The table contains four rows of data. Below the table, there is a search bar with a dropdown menu set to "<default>" and a "Find" button. There is also a "Filters..." button. At the bottom, there are buttons for "Custom...", "Lookup Wizard...", "Select", and "Cancel", along with icons for a document, a printer, and a help icon. A status bar at the very bottom indicates "Found 4 records".

DocumentType	DocumentNo	DateTimePrinted	UserID	ExternalDocNo
SO	0000186	06/11/2025 08:47:11 am	DSD	
SO	0000186	06/11/2025 08:52:02 am	DSD	
SO	0000186	06/18/2025 08:30:18 am	DSD	
SO	0000186	06/18/2025 12:36:58 pm	DSD	

Search: <default> Find

Filters...

Custom... Lookup Wizard... Select Cancel

Found 4 records

ODBC Dictionary

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

File:

SO_064DocPrintTracking

Fields:

DocumentType

DocumentNo

DateTimePrinted

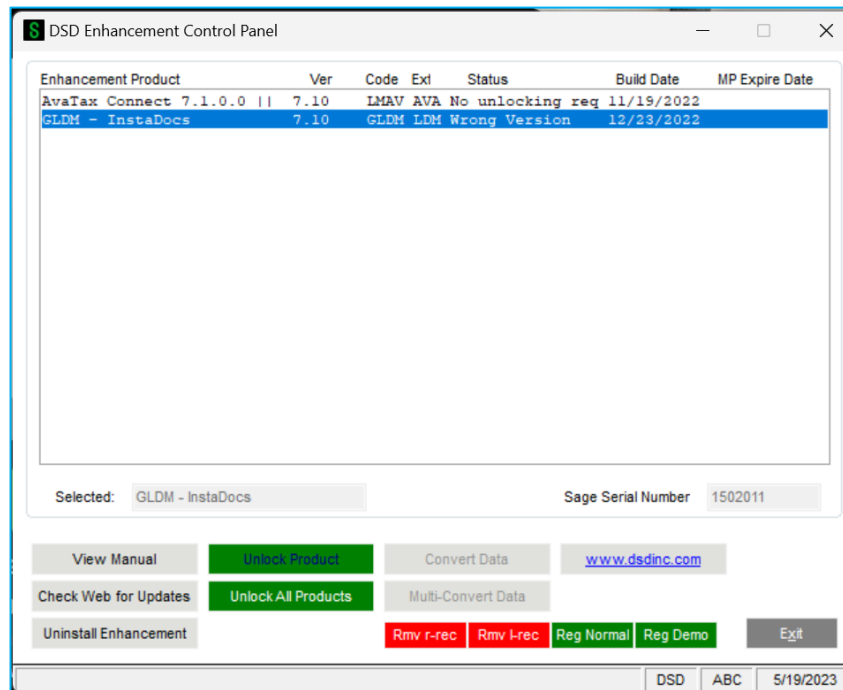
UserID

ExternalDocNo

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

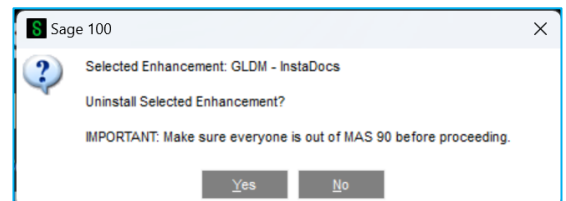
Section E: Uninstall DSD Enhancements

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.



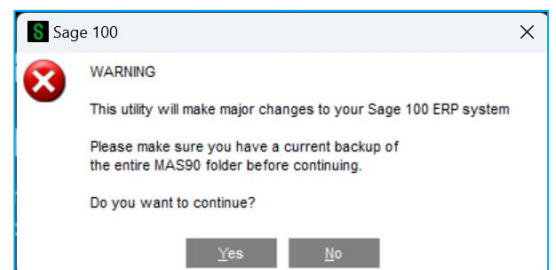
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:

- 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.

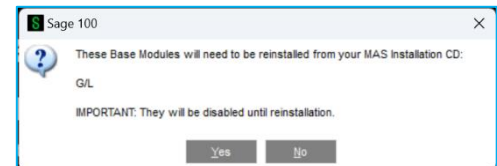
- Select **No** to exit the Uninstall Process.
- Select **Yes** to continue with the Uninstall Process.



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.

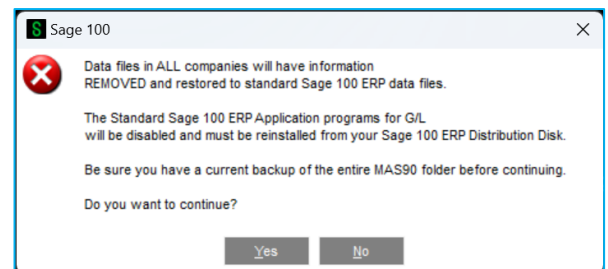
A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

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

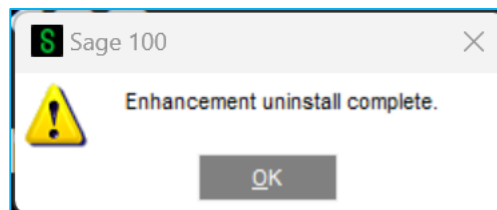


The following message box will appear, displaying the final warning message.

- 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.



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).

Section F: Resources and Support

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

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

Production Management Control Work Ticket Explosion:

<https://www.dsdinc.com/enhancements/marketplace/products/PMWX-multi-company-accounts-payable>

The product web page contains:

- Product Description
- Web Links
- Current Product Version Table
- Product Installation File Download
- Product Manual in .pdf Format

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate.

- Telephone: 858-550-5900
- Fax: 858-550-4900
- Email: enhancements@dsdinc.com

For a hard error, where the program displays an error dialog, report:

- Enhancement Name
- 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, faxing or email, please include:

- Your name and company
- 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.



Since 1984, DSD Business Systems has been providing clients with professional business consulting services and business software solutions across the globe. Specialties include Sage Intacct, Acumatica Cloud ERP, Sage 100, Sage 300, Sage 500, Sage CRM, Sage HRMS and more.

DSD Business Systems has been a Sage Tech Partner, commonly referred to as a “Master Developer”, for over 30 years. DSD currently has over 500 Enhancements to Sage 100 and has created thousands of custom solutions for end-users around the world. We have had the privilege of working with hundreds of Sage consultants, resellers, and end-users to produce powerful custom solutions that enhance the functionality of Sage 100.

Contact DSD Enhancements



enhancements@dsdinc.com



[Enhancements Marketplace](#)



800-627-9032