



# **DSD Business Systems**

**Sage 100 Enhancements**

**SOPL**

**Product Label Printing**

**Version 6.10**



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Product Label Printing User's Manual  
Version 6.10

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## Section A: Introduction

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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*

SOPL Enhancement name:

<http://www.dsdinc.com/enh/pages/SOPL.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 with Symantec PCAnywhere or by some other means access or duplicate the system.

### ***Product Label Printing Features***

A new menu item, Product Label Printing, has been added to the Sales Order Main menu. This new option will allow the user to print product labels from sales order detail lines, using user-defined fields in Inventory Management and Sales Order to control the printing and the number of labels printed.

## Section B: Getting Started



- 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               | 6.10           |

### 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 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 License Agreement and Activation**

License Agreement

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

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**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



### 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.

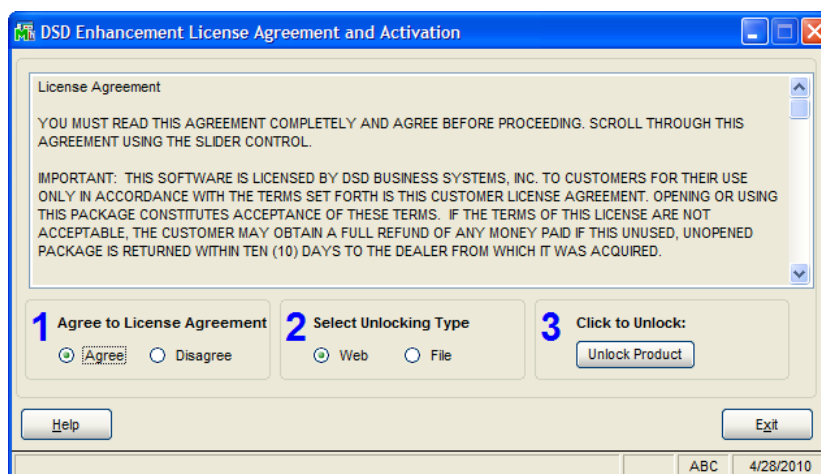
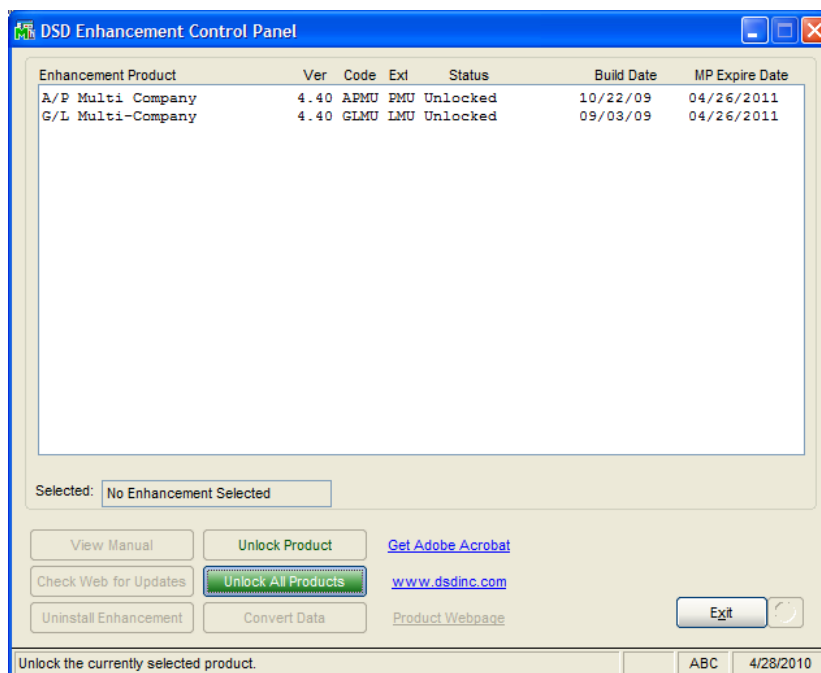
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired 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 FTP web 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.*

**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

### **Define User-Defined Fields**

There are three user-defined fields that are required for the proper functioning of this modification. Use Custom Office – Main – User-Defined Field and Table Maintenance to define the fields as shown below. You must use the exact names that are shown below. Note that the user-defined field definition will add additional characters to the front of the names after you have entered them.

#### **CI Item Master:**

**PRT\_PROD\_LABELS** – This checkbox should be placed on the Item Maintenance screen. If checked, this item needs to have product labels printed using the new tool. If not checked, then sales order lines with this item will not have product labels printed.

|                |                      |
|----------------|----------------------|
| Source:        | Manual Entry         |
| Object Type    | Checkbox             |
| Default Value: | N                    |
| Caption:       | Print Product Labels |

**LBL\_QTY\_FACTOR** – This field should be placed on the Item Maintenance screen. If the PRT\_PROD\_LABELS box is checked, then enter the factor to use in calculating the number of labels to print for each sales order line for this item. The default will be to print one label per unit sold on the line. However, it is possible that you might want one label for every two units, which would be a factor or .50. If you wanted three labels per unit, that would be a factor of 3.00. When the number of labels is calculated, it will always be rounded up to the nearest integer.

|                |                       |
|----------------|-----------------------|
| Source:        | Manual Entry          |
| Object Type:   | Multi-Line            |
| Data Type:     | Numeric               |
| Mask:          | ##.000                |
| Default Value: | 1                     |
| Caption:       | Label Quantity Factor |

Above is an example of the new fields shown on the Inventory Item Maintenance panel.

#### **SO Sales Order Detail:**

**PRD\_LBL\_PRINTED** – This field should be placed on the Sales Order Entry line screen. This checkbox will show if the Product Labels have already been printed for this sales order line. By default, the box will not be checked. When labels have been printed for this order, using the new print feature, this box will be automatically checked, so that this line will be skipped in the next printing. If labels have already been printed for a line and you wish to print them again, you can go

to the order line and clear the check in this box.

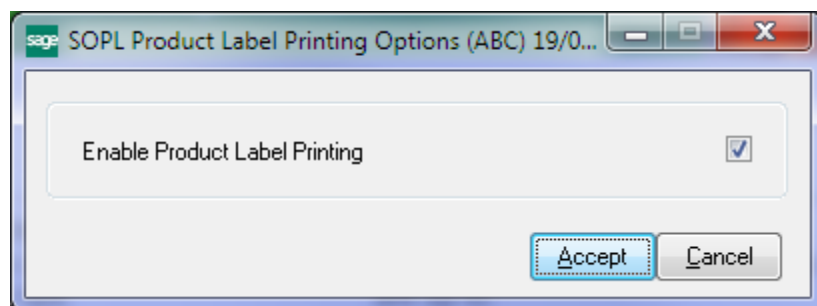
Source: Manual Entry  
 Object Type: Checkbox  
 Default Value: N  
 Caption: Product Label Printed

The screenshot shows the 'Sales Order Entry (ABC) 9/12/2019' window. The 'Order Number' is 0000105. The 'User' is DefaultUser. The 'Lines' tab is active, showing a grid with the following columns: Item Code, Original Qty, Balance, Unit Price, Extension, Comment, and Product Label Printed. The grid contains two lines: Line 1 with Item Code 1001-HON-H252, Original Qty 100.00, Balance .00, Unit Price 75.600, Extension 7,560.00, and Product Label Printed checked. Line 2 is selected, with Item Code, Original Qty .00, Balance .00, Unit Price .000, Extension .00, and Product Label Printed unchecked. Below the grid is a detail section with fields for Description, Warehouse, Unit Of Measure, Ordered To Date, and Price Level. The 'Total Amount' is 7,560.00. At the bottom are buttons for Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

|   | Item Code     | Original Qty | Balance | Unit Price | Extension | Comment | Product Label Printed               |
|---|---------------|--------------|---------|------------|-----------|---------|-------------------------------------|
| 1 | 1001-HON-H252 | 100.00       | .00     | 75.600     | 7,560.00  |         | <input checked="" type="checkbox"/> |
| 2 |               | .00          | .00     | .000       | .00       |         | <input type="checkbox"/>            |

Above is an example of the Sales Order Entry lines grid with the new field added. When a line is first entered on the sales order, the box will be cleared by default. Once the product labels are printed for this detail line, the box will be checked. To reprint the labels, clear the box.

A new menu item has been added to the Sales Order Setup menu. Product Label Printing Options will allow you to enable the SOPL enhancement for the particular company.

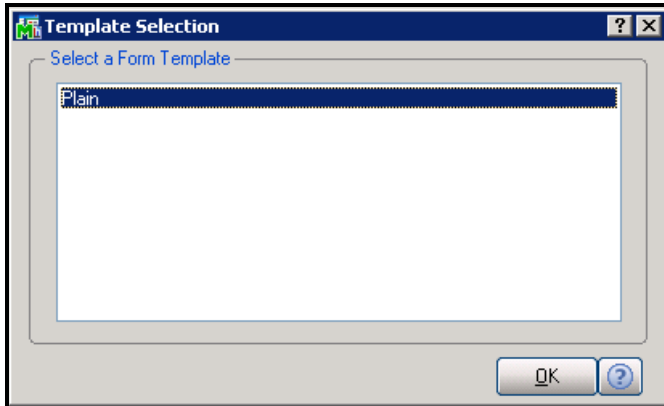


## Section D: System Operations

### *Product Label Printing*

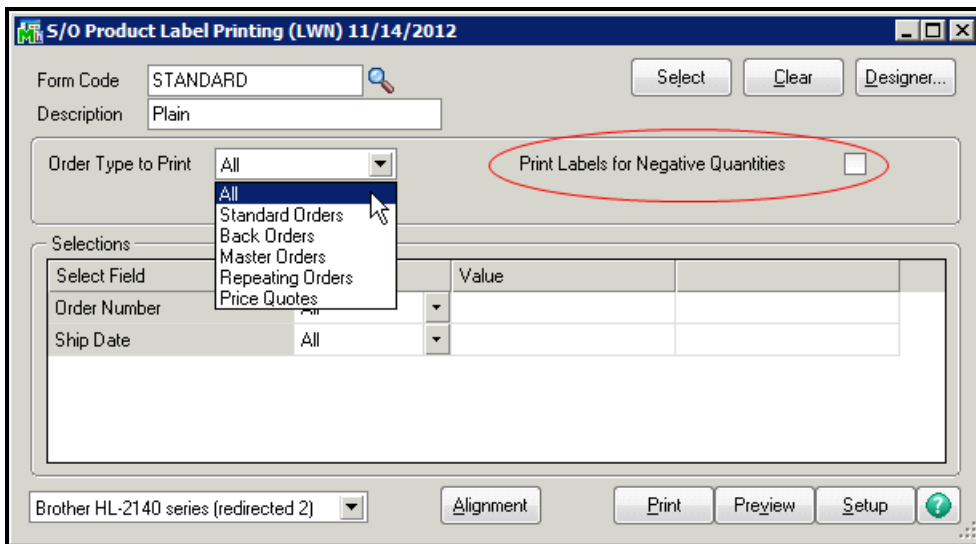
A new option, Product Label Printing, now appears on the Sales Order Main menu. Select this option to print product labels for the lines on sales orders.

#### Template Selection



The first time you run Product Label Printing you will be prompted to select which Crystal Reports template to use. There is only one Crystal Reports form available, so select Plain and click OK to continue. You can use the Designer to modify the label format.

#### Form Printing



**Order Type To Print** – The new Product Label Printing task allows you to determine which order types will be printed. Select the order type you wish from the drop down box as shown above. The program will only print those lines for which the PRD\_LABEL\_PRINTED box is cleared.

**Print Labels for Negative Quantities** – In some cases the actual quantity may be negative. If you wish to print labels for those quantities anyway, check this box. This applies primarily to systems where JobOps is used.

If an order has already been printed, you can override this by changing the checkbox on the order header, or by entering a range of orders on the Product Label Printing screen and clicking the Select button. The select button will then create a list of orders to include, even if they have already been printed.

The items to print for each order are selected based upon the PRT\_PROD\_LABELS checkbox field that you added to the Item Maintenance screen. If the box is checked, the item will be included in the product label print. If the box is not checked, a label will not print for this item, even if it is on an order for which labels have not been printed.

The number of labels to print for each line is calculated using the LBL\_QTY\_FACTOR number that you set up on the Inventory Item Maintenance screen. This program will first calculate the quantity that remains to be shipped by subtracting the Shipped Quantity from the Ordered Quantity. This open quantity is then multiplied by the factor to arrive at the number of labels. If the factor is zero, it is assumed to be one. The quantity of labels is rounded up to the nearest integer.

Once the options on the print screen are correct, press the Print or Preview button to generate the work file and produce the Crystal form.

When the form has been successfully printed, the PRD\_LBL\_PRINTED flag on the sales order header will be checked.

On the Select tab during label printing, any user-defined fields on either the Sales Order Header or the Sales Order Detail tables are now available for selection. A new field, LabelRunNo, has been added to the work table for product labels. Every time the labels are printed this number is incremented.

### *In Shipping Selection*

A new feature will allow the user to easily flag which sales orders are currently in shipping with the user of a user-defined field. This field, combined with a new check box on the Product Label Print screen, will allow for easy filtering and selection of the item labels that need to be printed.

To use this feature, a new user-defined field must be defined as follows:

#### **SO Sales Order Header:**

**IN\_SHIPPING** – This is a checkbox field that the user can check if the order is in shipping.

|                |              |
|----------------|--------------|
| Source:        | Manual Entry |
| Object Type:   | Checkbox     |
| Default Value: | N            |
| Caption:       | In Shipping  |

**\* Sales Order Entry (ABC) 3/17/2009**

Order Number: 0000171 | Copy from... | Defaults... | Customer... | Credit...

1. Header | 2. Address | 3. Lines | 4. Totals

Order Date: 5/1/2010 | Order Type: Standard Order | RMA Number: 0000002

Customer No.: 01-ABF | American Business Futures | Cust PO:

Ship Date: 5/1/2010

Ship To Addr: 2 | American Business Futures

Terms Code: 01 | Net 30 Days

Ship Via: UPS BLUE | FOB:

Confirm To: John Quinn

E-mail: artie@abf.com

Fax No.: | Batch Fax: ☐

Comment:

Salesperson: 0100 | Jim Kentley

Split Comm.: No | Split Comm...

Status: New | Reason:

Whse: 001 | EAST WAREHOUSE

Sales Tax: WI

Wisconsin:

Print Order: ☒

Print Pick Sheets: ☒

Quick Print... | Recalc Price | In Shipping ☒ | Accept | Cancel | Delete

Place the new user defined field on the sales order entry header screen. The picture above shows a possible placement of the field, but this is only a suggestion.

When the IN\_SHIPPING user defined field exists, the Product Label Print screen will have a new check box as shown below.

**S/O Product Label Printing (LWN) 11/14/2012**

Form Code: STANDARD | Select | Clear | Designer...

Description: Plain

Order Type to Print: All | Print Labels for Negative Quantities: ☐

Include In-Shipping Orders Only: ☒

Selections

| Select Field | Operand | Value |
|--------------|---------|-------|
| Order Number | All     |       |
| Ship Date    | All     |       |
| IN_SHIPPING  | All     |       |

Brother HL-2140 series (redirected 3) | Alignment | Print | Preview | Setup

If this box is checked when the labels are printed, then only those orders with the IN\_SHIPPING box checked will be selected for label printing. If the above box is not checked, then all orders will be selected, subject to other selection criteria.

Remember that since IN\_SHIPPING is a user defined field, and user defined fields are also in the selection list, it could be possible to select IN\_SHIPPING on the first screen and select the opposite in the selection grid.



***Label Quantity Override***

Under normal usage the number of labels printed for a sales order line is determined by multiplying the line quantity times the LBL\_QTY\_FACTOR in the Item Code master table. A new feature uses a user defined field to override the calculated quantity of labels. In order to use this feature, create a user defined field in the sales order detail table as follows:

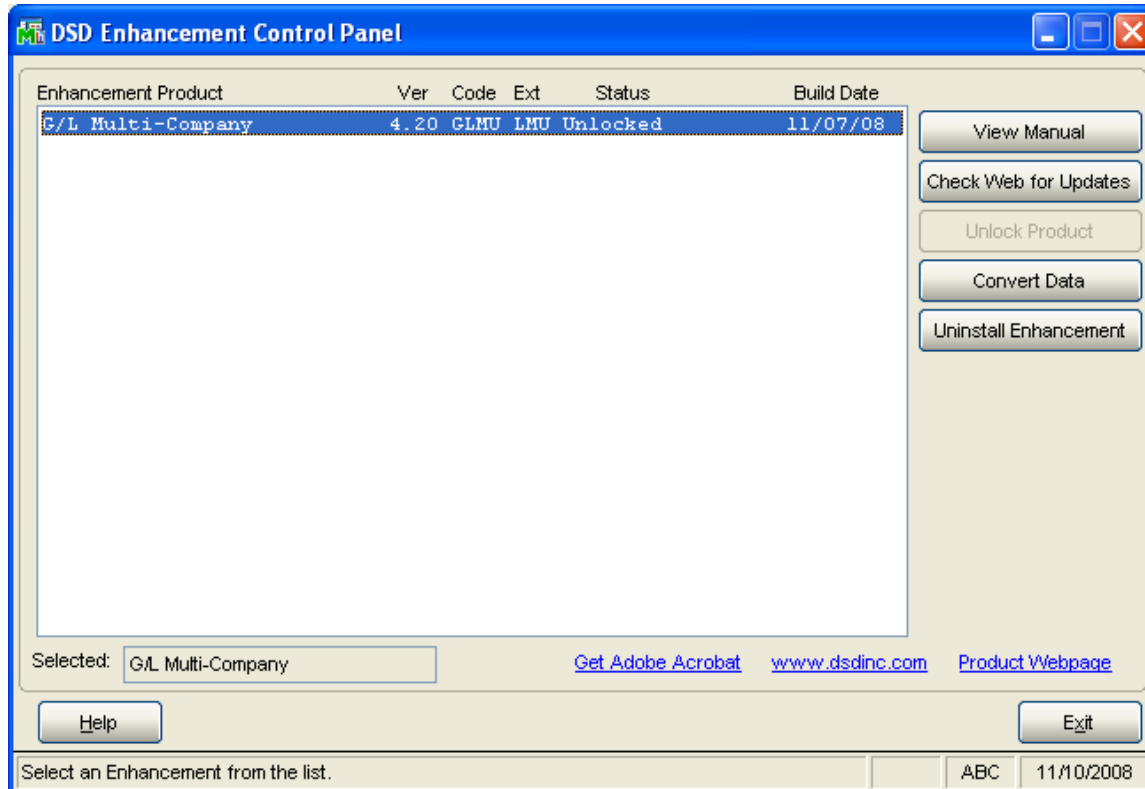
**SO Sales Order Detail:**

**LABEL\_QTY\_OVERRIDE** – This is a STRING field in which the user can enter the number of labels to print for a line. It is important that this be a string field so that it can be left completely blank. If it is blank, then the calculated quantity will be used. However, if the user enters any number, including zero (0), that number will be used.

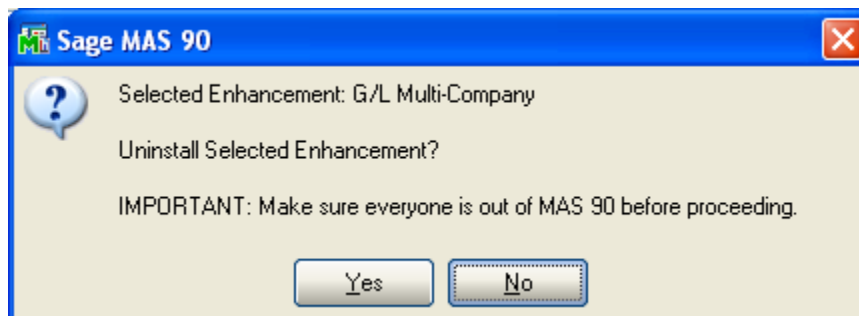
|                |                    |
|----------------|--------------------|
| Source:        | Manual Entry       |
| Object Type:   | String             |
| Default Value: | (leave this blank) |
| Caption:       | Label Qty Override |

## 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.

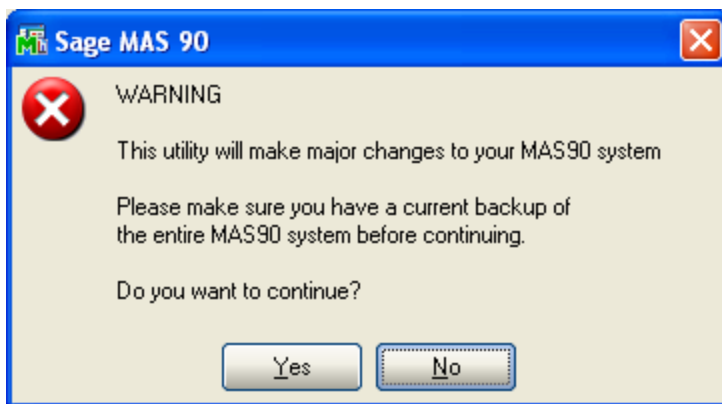


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

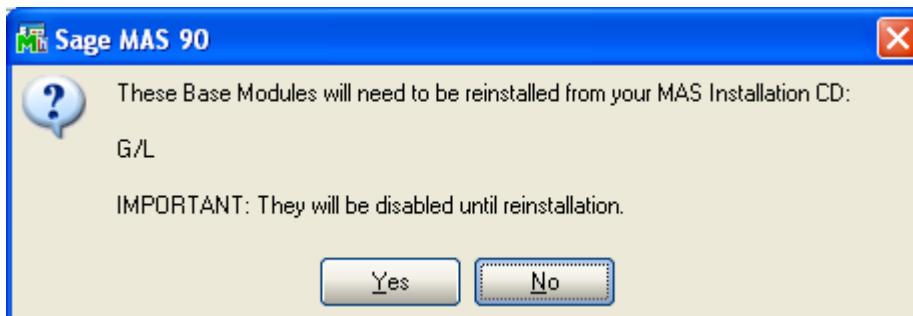
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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 Sage 100 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

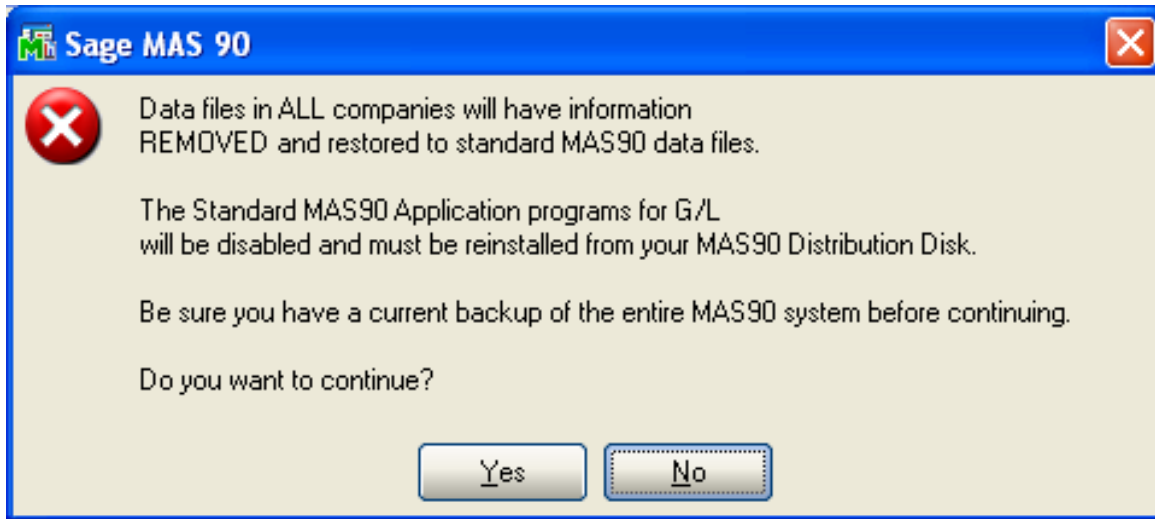
The following message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.



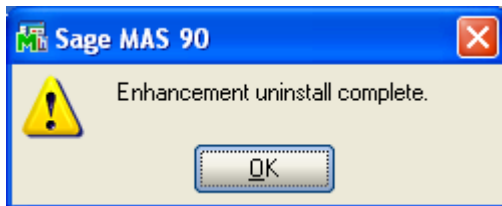
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).

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