



# **DSD Business Systems**

**Sage 100 Enhancements**

**W000**

**Bar Code Import into Work Order**

**WO-1000**

**Version 7.10**



# Colorado Quarterly Unemployment Reporting

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Bar Code Import into Work Order User's Manual  
Version 7.10

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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*

W000 Bar Code Import into Work Order:

<http://www.dsdinc.com/enhancement/bar-code-import-into-work-order-2/>

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.

### ***Bar Code Import into Work Order Features***

This DSD Extended Solution to the Work Order module is a utility designed to import data from a hand-held bar code scanner.

## 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
W/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.

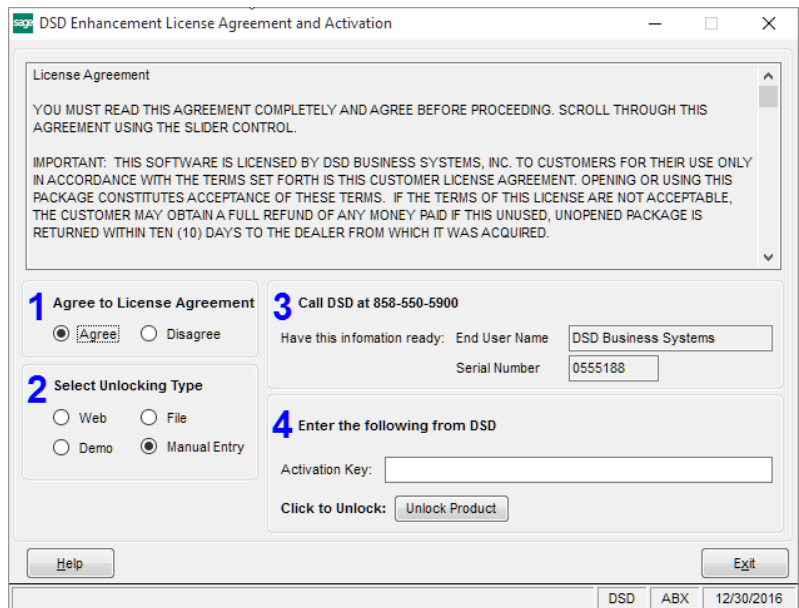


**Web Unlock:** If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from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

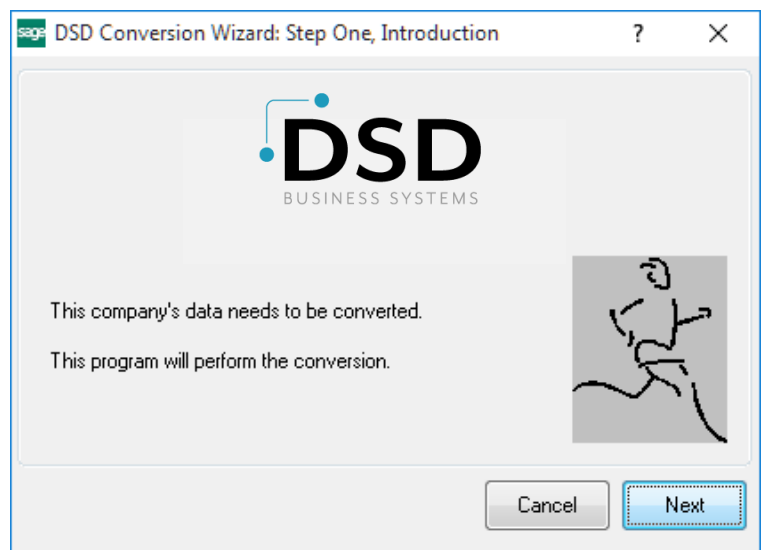
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



**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.

- 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.

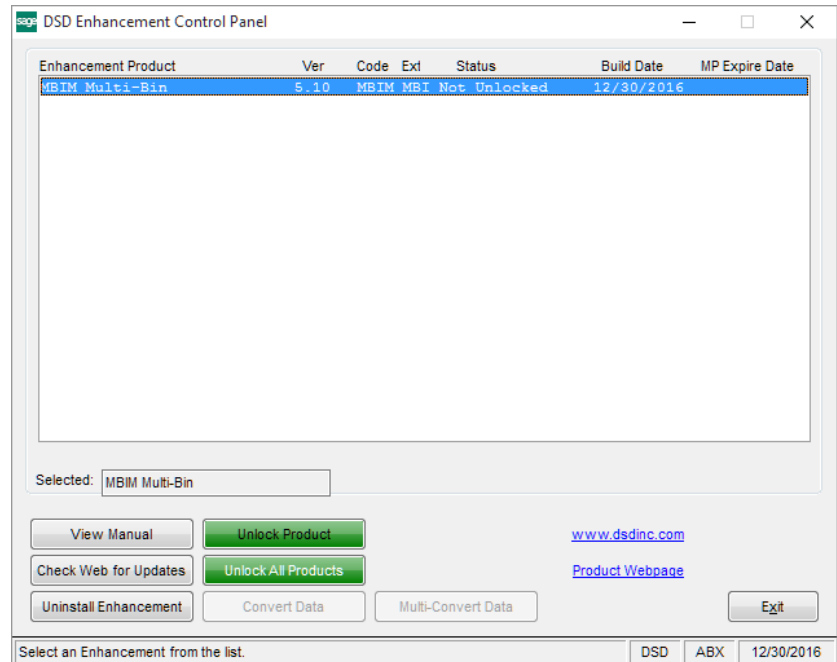
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

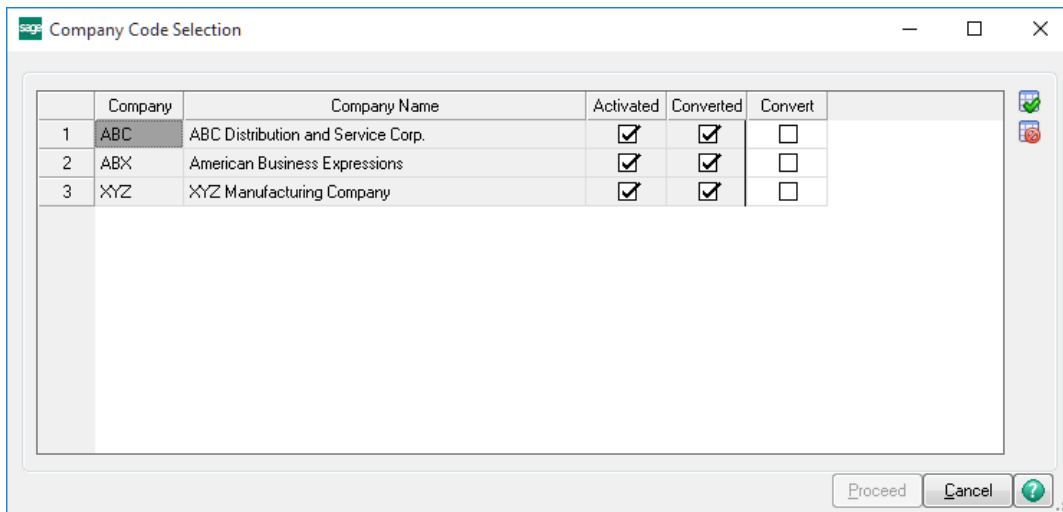
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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 Work 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:

**Default Path:** Enter the default import file path.

**Default Filename:** Enter the default file name for the import.

**Delete Import File After Importing:** Check this box to delete the import file after the import takes place. Leave it blank to retain the import file after the export.

**Rename Import File With Extension:** If you choose to retain old import files, enter the extension you wish to use for the file.

**Exclude Above Filename From Lookup:** Check this box to exclude the old import files from the List function.

**Verify Import Lot/Serial Numbers:** If you check this box, this Extended Solution will reject lot and serial items if the quantity imported is less than the quantity available for that lot or serial number.

It will also distribute the items to the correct lot/serials. If you leave this box unchecked, lot/serial information will be ignored. The items will be neither rejected nor distributed.

**USE START/STOP/CHANGE TRANSACTIONS:** Check this box if you wish to only use Start, Stop, and Change records in the import.

*If you use the 'Start/Stop/Change Transactions' feature, the error report's record number will not be the record number of the import file, but of the temporary file created by this import.*

**WO-1000 Setup Options** [Close]

**Bar Code Import into Work Order**

Enable DSD Extended Solution  Level 6.10

**1. Setup** | **2. Additional**

Work Hours for Lunch Period

Lunch Break Period Length

Add Hours to Stop Times Less Than Start Times

Accept Cancel

DSD XYZ 2/11/2020

Answer the following prompts on the 'Additional' screen:

**Work Hours For Lunch Period:** Enter the amount of Work Hours to elapse before a lunch break is subtracted.

**Lunch Break Period Length:** Enter the length of the lunch break to be subtracted from the total hours worked when the 'Work Hours For Lunch Period' have elapsed. The lunch break is subtracted from the entry with the greatest number of hours.

**Add 24 Hrs To Stop Times Less Than Start Times:** Check this box if you wish to add 24 hours to the Stop Time when it is less than the Start Time. This will allow the lunch break to be deducted from the swing shift. Leave it blank if you do not wish to use this option.

If this Extended Solution has not been previously added to a menu, you will see a pop-up screen which will ask if you would like the Extended Solution automatically added to the selected menu. Answer 'NO' if you wish to use Menu Maintenance to add the program to a menu you choose.

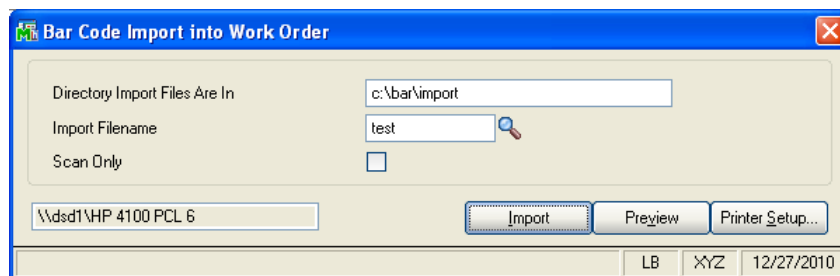
You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

## Section D: System Operations

This Extended Solution is a utility designed to import data from a hand-held bar code scanner. It supports Batch Processing.

If the Warehouse Code is blank, the Warehouse Code referenced on the Work Order will be used. If the Item Number is blank, the Bill Number from the Work Order will be used.

The selector screen will prompt you for an import file path and filename. You have the option to 'Scan Only?' the file; if you answer Yes, the file will be scanned **but no import will take place**. A report will be produced detailing any physical or logical errors in the import file.



W/O BAR CODE IMPORT UTILITY									
Simply Delicious and Natural Food									
ERROR REPORT									
..RECORD.....	REASON FOR REJECTION .....	TYPE.....	ITEM NUMBER.....	WHSE..	DATE.....	W/O # ..	QUANTITY ..	SERIAL NO.....	
0000001	INVALID WORK ORDER NUMBER.	7	cdefghijklmnopq	0ab	00/00/00	0000000	.00	00000000	
0000002	INVALID WORK ORDER NUMBER.	7	defghijklmnopqr	abc	00/00/00	0000000	.00	00000000	
0000003	INVALID WORK ORDER NUMBER.	7	defghijklmnopqr	abc	30/00/00	0000001	.00	00000000	

The data will be imported into Work Order Transaction Entry as a Type 7 - Completion Transaction with a completion code of '1' (Inventory). The Material Issues will be imported as Type 2 and Labor Records will be imported as Type 3.

When importing Labor Records, be sure to add department number '00' as part of the Employee Number if you do not require departments for employees in Work Order. Crew numbers should always be entered without a department number, but with the word 'CREW' in front of the number (e.g., 'CREW001').

For record types 4, 5, and 6 only, if the START does not have a STOP or a STOP does not have a START associated with it, an error will be generated. The START and STOP records combine to create a Labor Type record during the import process. If a CHANGE is created after a START record, a STOP will be created and then a new START record will be created.

After import, the data will be in Work Order Transaction Records (Work Order Transaction, Material Issues and/or Labor Records), which can be changed, deleted, and/or updated in the Work Order Transaction Entry/Journal cycles.

### Helpful Hints

*If you selected the option of renaming the import file, and a file exists with the same name and extension, the renaming of the current import file will not take place.*

### Format For ASCII Import File

<b>Completion Record</b>	<b>Start</b>	<b>Length</b>
Transaction Type (Hardcode '7')	1	1
Transaction Date (YYMMDD format)	2	6
Unused	8	1
Work Order Number	9	7
Warehouse	16	3
Item Number	19	20
Quantity (unsigned integer)	39	13
Lot/Serial Number	52	15
Step Number	67	4
<b>Material Issues</b>	<b>Start</b>	<b>Length</b>
Transaction Type (Hardcode '2')	1	1
Transaction Date (YYMMDD format)	2	6
Unused	8	1
Work Order Number	9	7
Step Number	16	4
Item Number	20	20
Warehouse	40	3
Quantity	43	13
Lot/Serial Number	56	15
<b>Labor Record</b>	<b>Start</b>	<b>Length</b>
Transaction Type (Hardcode '3')	1	1
Transaction Date (YYMMDD format)	2	6
Unused	8	1
Crew or Employee Number	9	9
Work Order Number	18	7
Step Number	25	4
Start Date (YYMMDD)	29	6
Start Time (hh.hhh)	35	6
Stop Date	41	6
Stop Time	47	6
Quantity (-####.00)	53	13



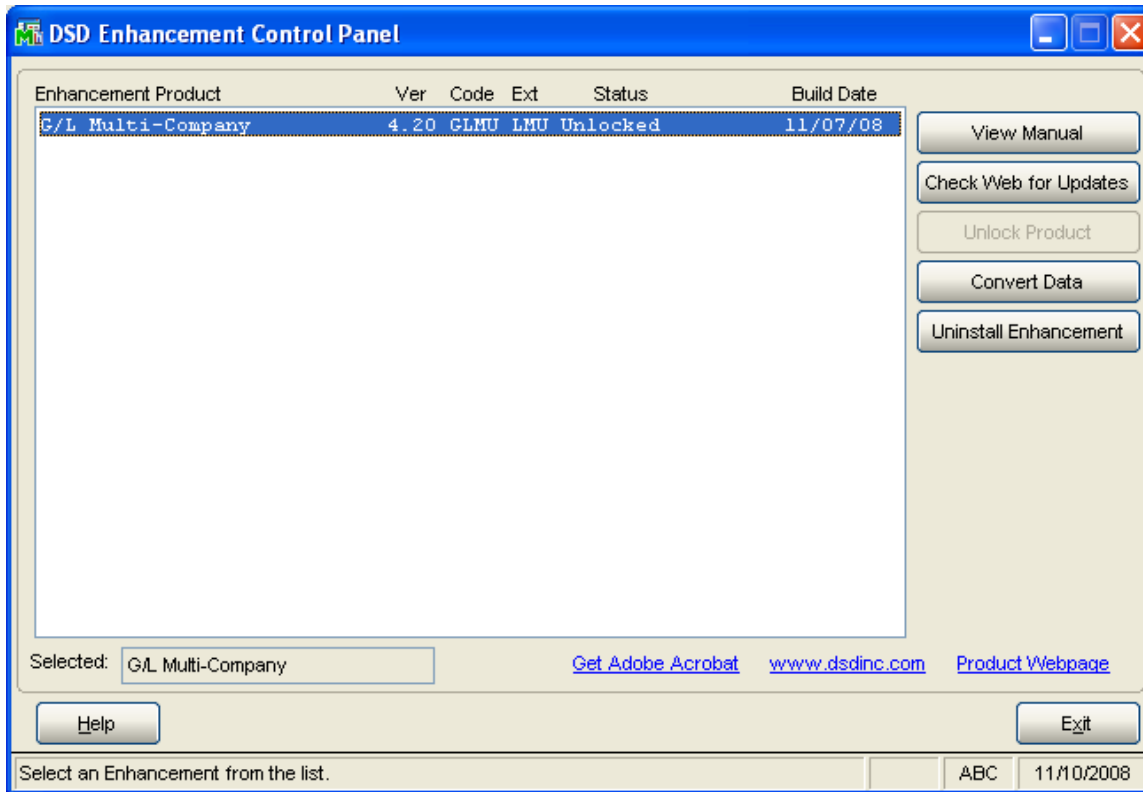
<b><i>Start Record</i></b>	<b><i>Start</i></b>	<b><i>Length</i></b>
Transaction Type (Hardcode - '4')	1	1
Transaction Date (YYMMDD format)	2	6
Transaction Time (HH:MM)	9	5
Crew or Employee Number	14	9
Work Order Number	23	7
Step Number	32	4

<b><i>Stop Record</i></b>	<b><i>Start</i></b>	<b><i>Length</i></b>
Transaction Type (Hardcode - '5')	1	1
Transaction Date (YYMMDD format)	2	6
Transaction Time (HH:MM)	9	5
Crew or Employee Number	14	9
Quantity	23	13

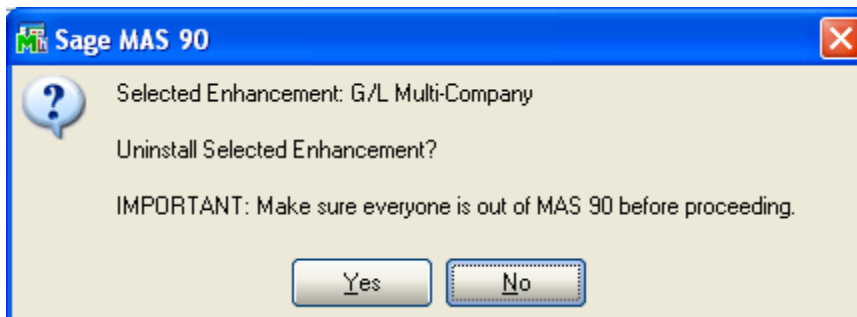
<b><i>Change Record</i></b>	<b><i>Start</i></b>	<b><i>Length</i></b>
Transaction Type (Hardcode - '6')	1	1
Transaction Date (YYMMDD format)	2	6
Transaction Time (HH:MM)	9	5
Crew or Employee Number	14	9
Work Order Number	23	7
Quantity (-####.00)	30	13
New Work Order Number	45	7
New Step Number	52	4

## 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.

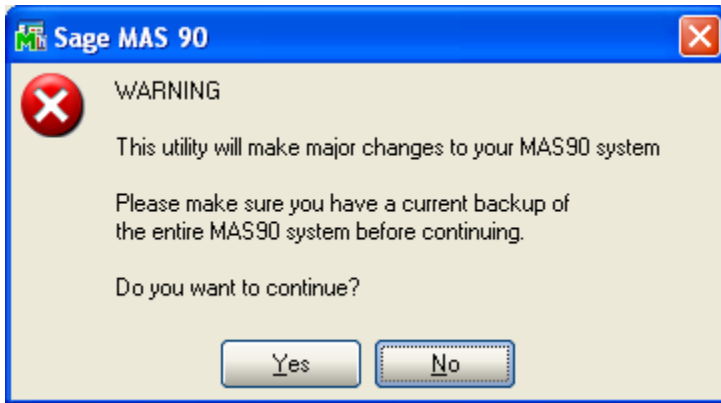


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

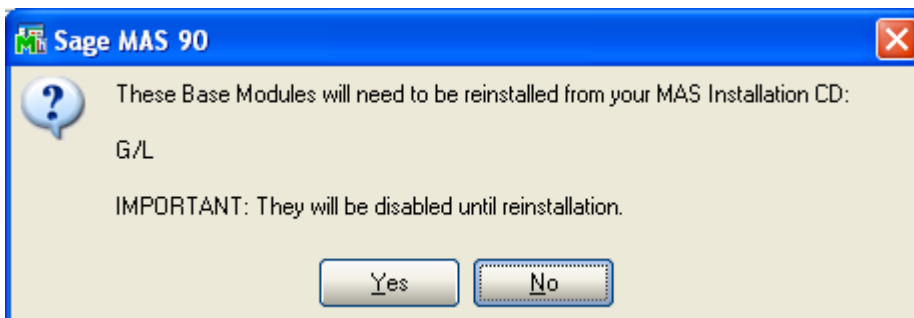
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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.

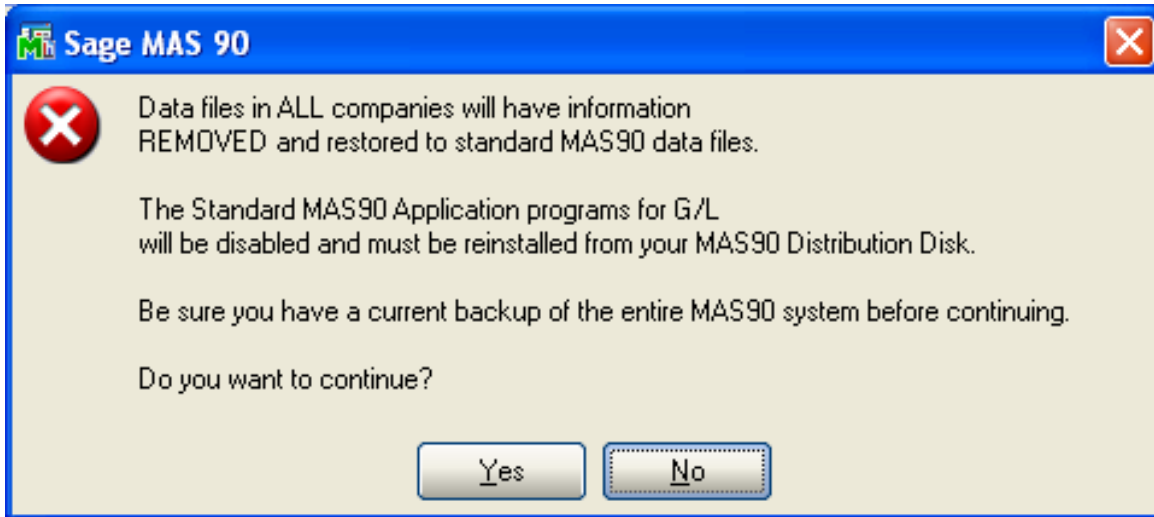


Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

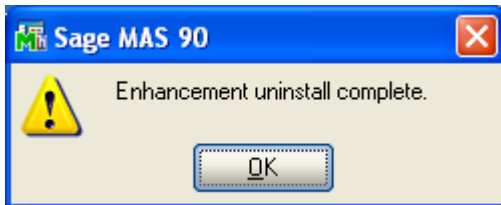
The following message box will appear, displaying the final warning message.

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).