



# DSD Business Systems

**Sage 100 Enhancements**

**I220**

**Apparel Matrix for Inventory & Sales Order**

**IM-1220**

**Version 6.20**



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Apparel Matrix for Inventory & Sales Order User's Manual  
Version 6.20

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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*

I220 Apparel Matrix for Inventory & Sales Order:

<http://www.dsdinc.com/enhancement/apparel-matrix-for-inventory-and-sales-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.

### ***Apparel Matrix for Inventory & Sales Order Features***

This DSD Extended Solution to the standard Sage 100 ERP Inventory Management module enables you to specify an item as a 'Master' Item and to setup a list of 'Associated' Items for each Master Item. During Sales Order Entry, as you key in a Master Item, a list of all of its Associated Items will pop up. You can browse this list, filling in quantities to order for each of the Associated Items. As you exit this window, Sales Order lines will be populated with the selected items in the window and the appropriate order quantity.

Additional functionality is available if you have Sage Software Extended Solution IM-1253: *Sales Promos with a Discount Amount* installed and enabled.

## 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
I/M	Y	6.20
S/O	Y	6.20

### 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.

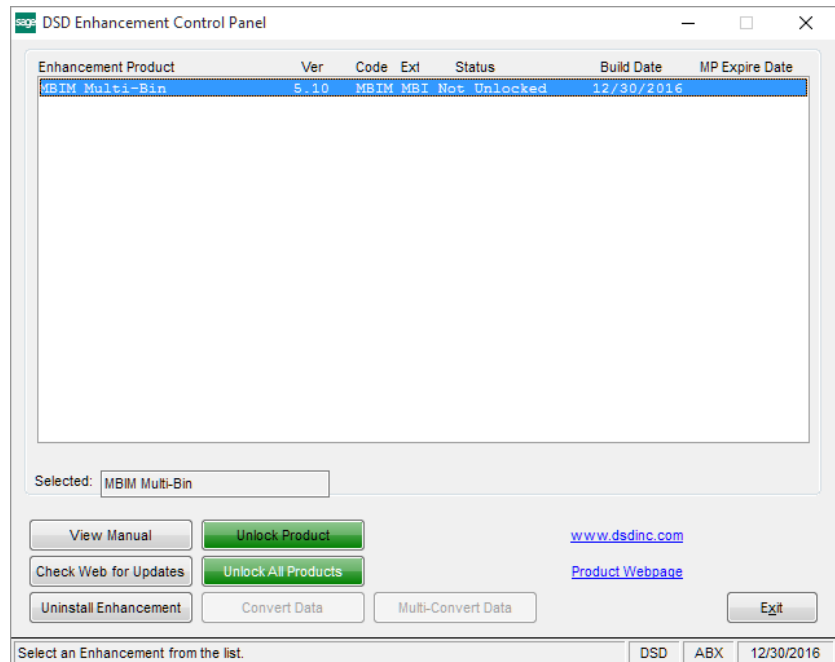
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

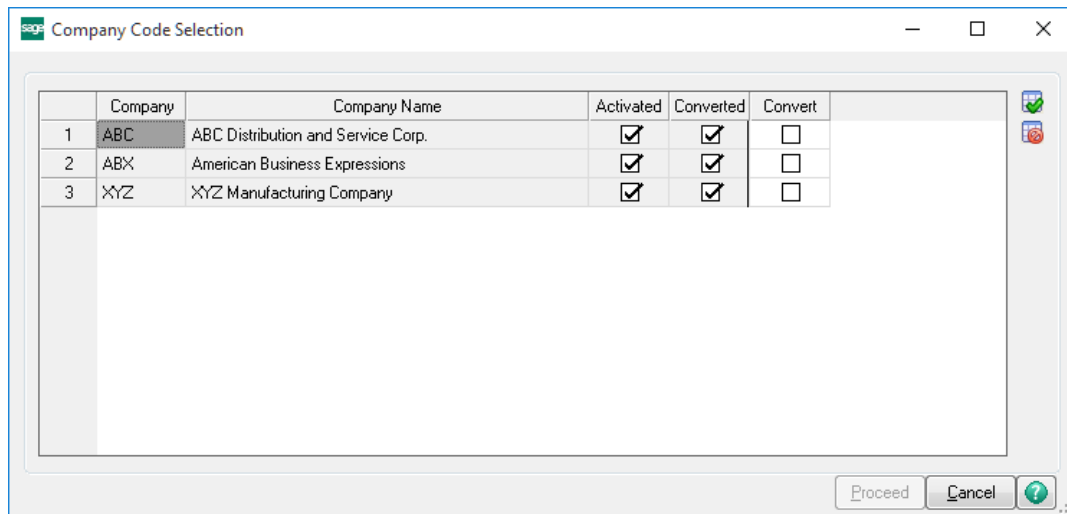
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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 the DSD Extended Solutions Setup from the Inventory Management 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:

**CI Item UDF for Master Item:** Specify a check-box type custom office UDF which will denote which inventory items are Master items.

**CI Item UDF for Display:** Specify a multi-line string type custom office UDF to display in the pop up window during Sales Order entry.

**Method of Entry:** Select 'List Box' or 'Grid.' See Operations for details.

**Quick Entry (Bypass OK Button):** This option is only available if List Box is selected as the entry method. If you check this box, during Associated Item Selection in Sales Order and Invoice Data entry, you can press the <ENTER> key after entering a quantity to advance to the next line.

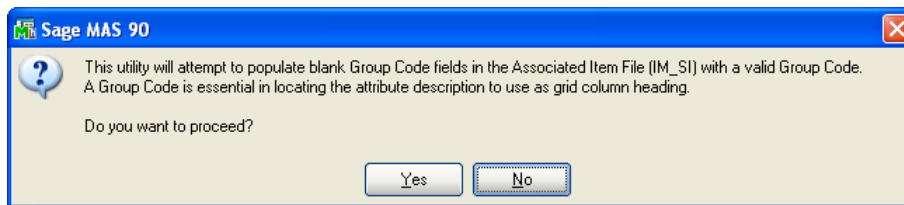
**Alternate Grid Format:** This option is only available if Grid is selected as the entry method. If you check this box, the grid will only have 2 rows, 'Qty Ordered' and 'Qty Available.' These fields will be masked as #####. See Operations for details.

**Use Full Associated Item No in Grid Entry:** This option is only available if Grid is selected as the 'Method of Entry'. This option will ignore the Grid Entry Master Item Code Prefix logic and instead use the original Associated Item Code for each of the Grid columns. The full Associated Item Code will be displayed in either the grid column heading or as an additional row depending upon setup.

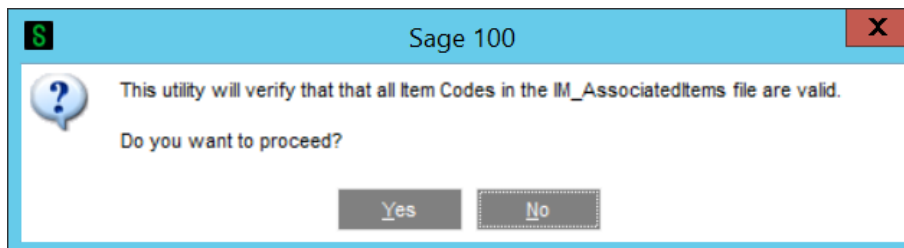
**Use Description as Column Heading:** This option is only available if Grid is selected as the entry method. When selected in setup, the value in the Associated Group Maintenance Size *Description* field will be used as the column heading in the Associated Item Entry grid in Sales Order and SO Invoice Entry.

**Insufficient Qty Check During Line Addition:** This option is only available if the Sales Order Setup question 'Check for Qty On Hand During Data Entry' has been checked. When associated items are being added to a sales order, the standard 'Insufficient Qty' warning will pop up when needed.

**Populate Group Code:** This button is only available if Grid is selected as the entry method. When selected, the user is prompted to update Existing Associated Item records with a Group Code. The user can proceed or cancel from this prompt. This utility is intended for one-time use to write the Group Code to existing Associated item records in the Associated Item file.



**Verify Item Codes:** Pressing this button, the user will be prompted to verify that all Item Codes referenced in IM\_AssociatedItems file exist. Selecting the Proceed button will cause the program to scan all the records in the IM\_AssociatedItems. Any records found where any of the Item Codes are missing will be deleted.



### Roles/Tasks

The following Tasks have been added to Role Maintenance:

- 'Associated Item Lookup', can be found under Sales Order, Inquiry.
- 'Associated Items Group Maintenance', can be found under Inventory Management, Setup.

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.

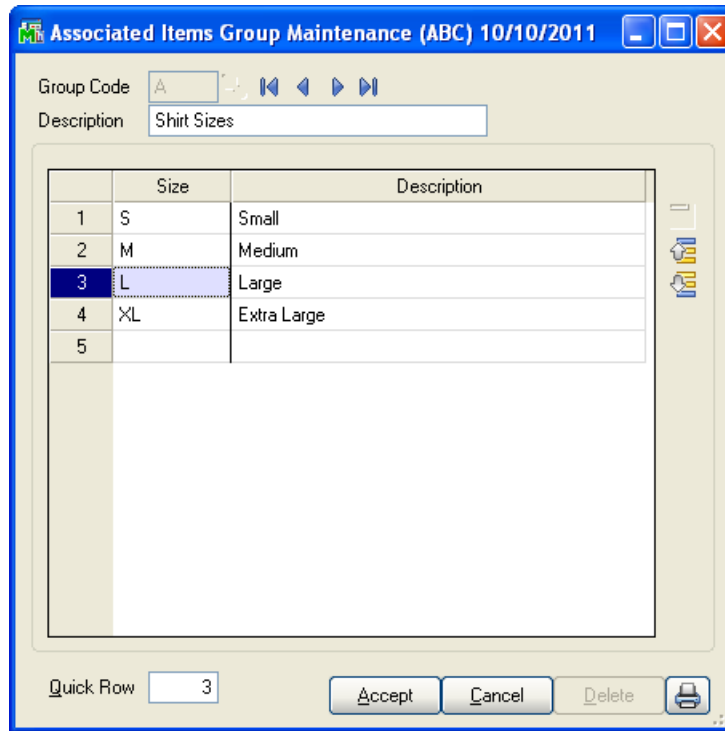
You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

## Section D: System Operations

### Group Maintenance

This new menu option will be added to the I/M Setup Menu when 'Grid' is chosen as the Method of Entry in Setup.

When you select this option, you will be prompted for a one character 'Group Code'.

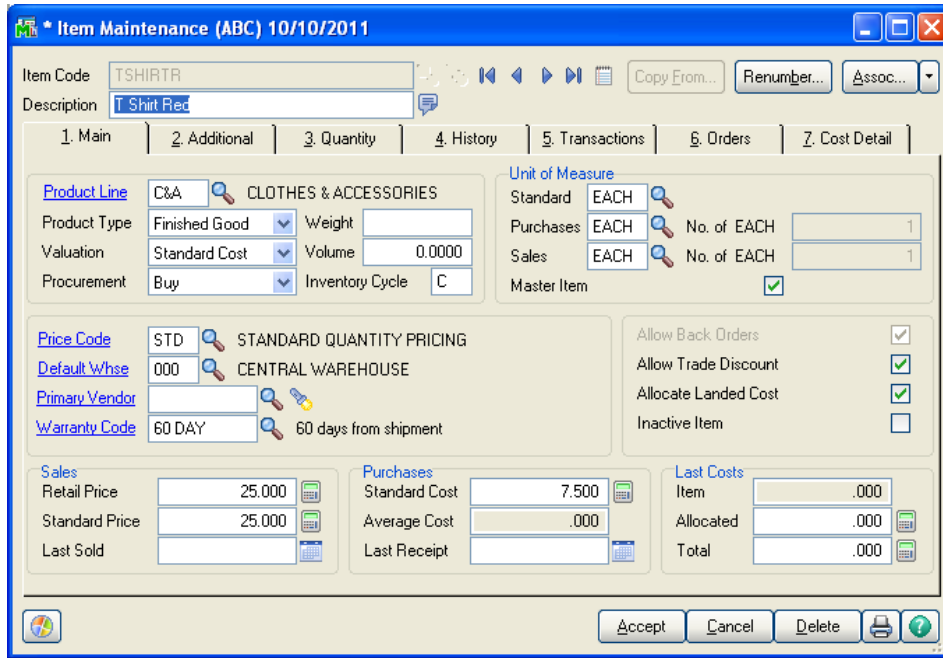


Once you have defined the Group Code, you can then set up an unlimited number of three character 'Sizes', along with 'Descriptions', that you associate with this Group Code. You can rearrange the order of the Sizes by using the up arrow and down arrow buttons. Click the printer button to print a listing.

Associated Items Group Listing		ABC Distribution and Service Corp. (ABC)	
Group Code	Group Description	Size	Description
A	Shirt Sizes		
		S	Small
		M	Medium
		L	Large
		XL	Extra Large
B	Shoe Sizes		
		5	5
		5.5	5 1/2
		6	6
		6.5	6 1/2
		7	7
		7.5	7 1/2
		8	8
		8.5	8 1/2

**Item Maintenance**

When the check-box type custom office UDF specified in Setup is checked, you will have access to an 'Associated Items' option on the 'More' button.

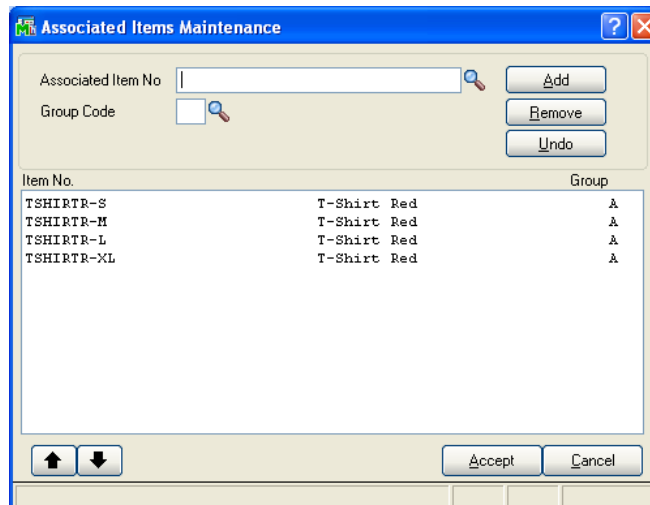


This option will pop up a window where you can define a list of Associated Items.

You can rearrange the order of the items by using the up arrow and down arrow buttons. Associated items will be displayed in the same order in sales order and invoice entry. Explosion onto Sales Order/Invoice lines will be in this order as well.

If you are using the List Box method, any Item Number is allowed. If you are using the Grid Method, then the Associated Item Numbers must be constructed with the Master Item Number as the beginning characters of the Associated Item Number.

The Associated Item list is viewable in Inventory Inquiry so long as the Master Item UDF has been added to the Inquiry screen.



**Optional Associated Items Maintenance 'Sort' Button**

A new 'Sort' button will become available if the file "IM\_UDT\_AssocSegments" exists with the following required fields:

SegmentType; A string value that starts with one of the following characters 1,2,3,A,N,C

CustomValue: A string value that contains the file name of a UDT. This UDT should have the following required field 'OrderNo'.

When the 'Sort' Button is pressed the Associated Items will be resorted by 'Segment' using the following criteria:

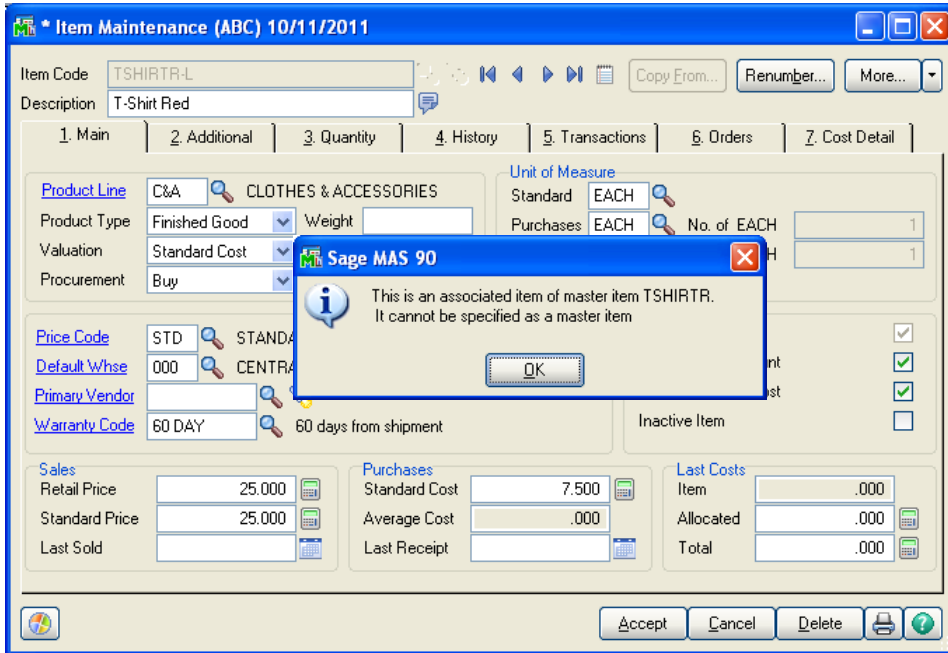
Each Segment of the Associated Item, (a segment defined as the characters up to the next '-' in the Associated Item Code), will be sorted according the next sequential 'AssocSegments' UDT record as follows.

A SegmentType of 1 or A will be format the Segment as alphanumeric, the field padded with spaces.

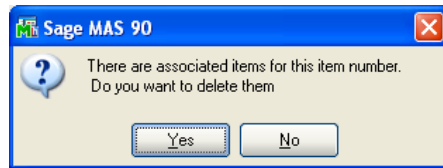
A SegmentType of 2 or N will be format the Segment as numeric, the value converted to a formatted numeric string. If the segment is not numeric it will be considered alphanumeric.

A SegmentType of 3 or C will attempt to open the UDT specified in the CustomValue field. If the UDT exists the program will read the UDT file with a key of the Segment. If a record is found, the Segment value will be replaced with the OrderNo field value from the custom UDT. If the value is not found the segment will be formatted as alphanumeric.

A Master Item cannot be an Associated Item for another Master Item. Every time you accept a Master Item or click the 'Assoc. Items' button, the program will check if this item is set up as an Associated Item for another Master Item. If it is set up for another Master Item, the custom office UDF will be automatically unchecked and you will receive a warning.

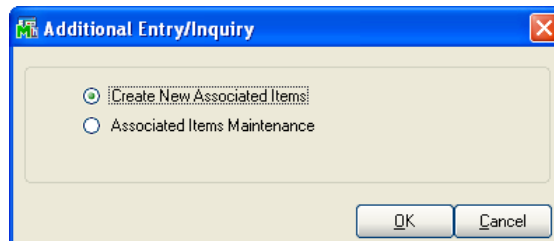


If you uncheck the Master Item UDF, and there are existing Associated Item records, you will be prompted to delete those records.

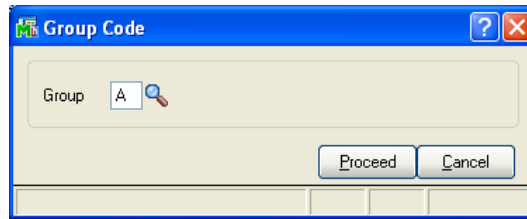


*If you selected 'Grid' for Method of Entry in Setup, the following processing will occur:*

If the Item Number's length is 11 characters or less, AND denotes this item to be a 'Master Item,' then when you click the 'Associated Item' button, you will be presented with two radio button options: 'Create New Items' and 'Associated Item Maintenance'.



If you select 'Create New Items,' you will be prompted for a Group Code.



Click 'Proceed.' The system will then create a series of new items where the Item Number is the Master Item, a dash, and then a two character size from the Group ID entered. One Inventory Item will be created for each size. All Masterfile (including Extended Item Description, Alternate Item information, Vendor information, Alias Item information, and IT information) and pricing information will copy to each of these newly created items AND each newly-created item will populate the Associated Items file for this Master item.

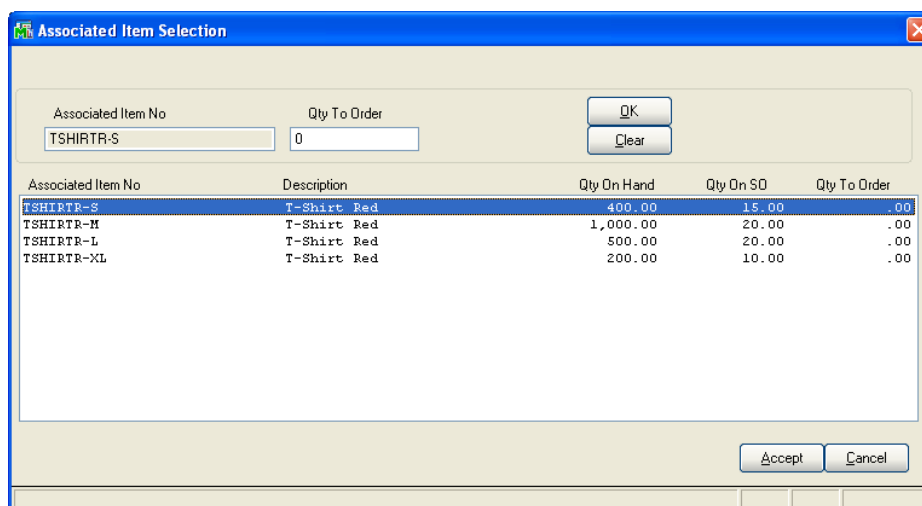
### Inventory Item Listing

If you elect to print Alternate Item information, the Associated Items' information will also print.

### Sales Order and Invoice Entry – List Box Method

If you selected 'List Box' as the Method of Entry, then during Sales Order and Sales Order Invoice line entry, after you key in a Master Item number, you will be presented with a pop-up window displaying the following information:

- Master Item Description
- Multi-line custom office UDF specified in Setup (first 30 characters)
- All associated items, listed with
  - Item Number
  - Item Description
  - Qty On Hand
  - Qty On SO
  - Qty to Order



**Qty On Hand:** the current quantity on hand for each item in the Order header Warehouse.

**Qty On SO:** the current value in the 'On SO' bucket in the Item Warehouse detail file (IM2) for the Order header Warehouse.

**Qty to Order:** defaults to 0, it is the only enterable field.

Here you enter the Quantity to Order for each Associated Item. If you specified in Setup to use Quick Entry, then you can exit a line and save its Quantity to Order by hitting the <ENTER> key. If you did not elect to use Quick Entry, then you will need to click the 'OK' button in order to exit a line and save its Quantity to Order.

Click 'Accept' when you are ready to add these items to the order. The Master Item will be removed, and all Associated Items with a non-zero 'Qty to Order' will be added to the Order. Only Item Numbers and Quantity Ordered will be populated via this pop-up window; all other fields will default per standard Sage 100.

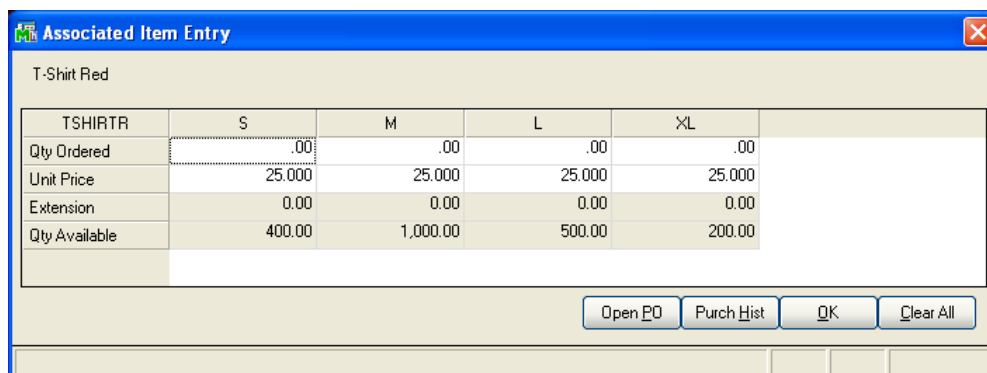
As Associated Items are added to an order/invoice via the process described above,

- you will only receive the 'Entry Exceeds Available Quantity' warning message if the 'Insufficient Qty Check During Line Addition' option in Setup is checked.
- kit items will not explode.
- you will not be prompted to distribute lot/serial item when the item is added to an invoice; you will need to do the distribution afterward.

No additional standard Sage 100 or Extended Solution line level processing will occur as these lines are added to the order. (i.e., if you have Custom Office Line UDFs, you will not be prompted to define them)

**Sales Order and Invoice Entry – Grid Method**

If you selected 'Grid' for Method of Entry in Setup, after you key in a Master Item a new grid style pop up will be presented.



If you selected 'Use Description for Column Heading' in Setup, the value in the Associated Group Maintenance Size *Description* field will be used as the column heading in the Associated Item Entry grid.

TSHIRTR	Small	Medium	Large	Extra Large
Qty Ordered	.00	.00	.00	.00
Unit Price	25.000	25.000	25.000	25.000
Extension	0.00	0.00	0.00	0.00
Qty Available	390.00	990.00	495.00	195.00

Buttons: Open PO, Purch Hist, OK, Clear All

The master item will display on the far left, followed by a series of columns, each one listing the Associated Items from the Associated Items file for this Item. The column headings for the Associated Item Numbers will be the characters that follow the dash. Key in the 'Qty Ordered' underneath each 'Size.' The grid will have a sliding bar to account for all Associated Items which might not fit onscreen. There will be a 'Unit Price,' an 'Extension,' and a 'Qty Available' field located underneath each Size's Qty field.

While the cursor is on the Qty Ordered field underneath any given 'Size,' the Unit Price field below that will display the Customer's Unit Price for a Qty of one of that item. After you key in a Quantity, you will advance to the next Size's Qty field. The 'Unit Price' field underneath each Qty will be recalculated as changes to Qty's warrant. The Unit Price field may be overridden. You will need to place their cursor on the field manually, as no Tab stops will be set on the Unit Price fields. The Quantity Ordered times the Unit Price will display in the extension. No entry is allowed in the Extension field.

If you checked the 'Alternate Grid Format' option in Setup, the grid will only have 2 rows, Qty Ordered and Qty Available. The Qty fields will be masked as #####. There will be only 1 Price field for the whole grid and the default is the master item's unit price for the Qty of 1. All associated items will have the same Unit Price when explosion takes place. Unit Price will not be automatically adjusted based on Qty Ordered.

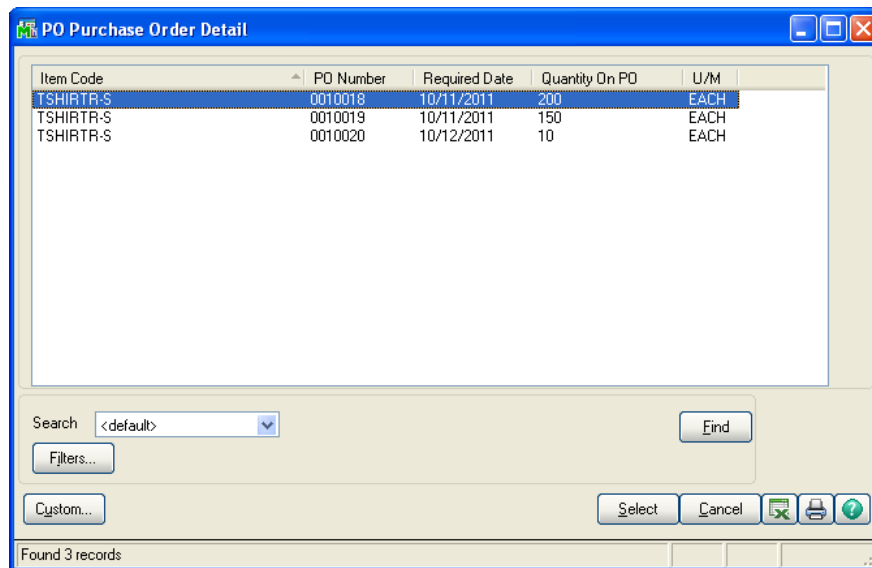
TSHIRTR	Small	Medium	Large	Extra Large
Qty Ordered	0	0	0	0
Qty Available	0	0	0	0

Unit Price: 25

Buttons: Open PO, Purch Hist, OK, Clear All

The standard Sage 100 Customer Purchase History button will be available in the bottom of both windows.

There will also be an Open PO button. When you click this button, you will be presented with a list of open Purchase Orders that reference a particular associated Item Number, the Qty Ordered on the Purchase Order, and the Line's Expected Receipt Date.



When all quantities and price overrides have been entered and you are satisfied with your data entry, click 'OK' and the grid will 'explode.' Sales Order line entry will be populated with one line per item that had a Qty Ordered in the grid not equal to zero, with its corresponding Unit Price.

### **Merging Items**

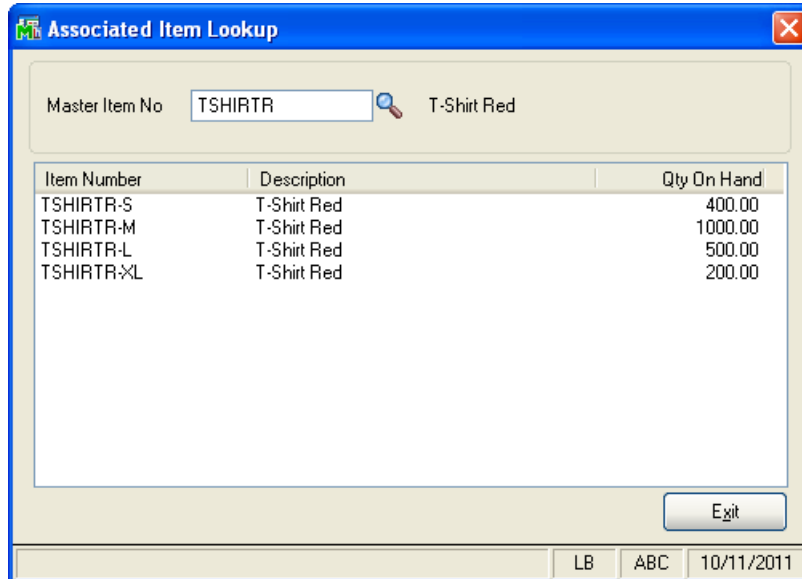
When merging master and non-master items using the Item Delete and Change utility, special processing occurs to make sure that a master item doesn't end up an associated item and a non-master item doesn't end up having associated items.

If a non-master item is merged into a master item and that non-master item is an associated item for other master items, no action will be taken.

If a master item is merged into a non-master item, no action will be taken.

**Associated Item Lookup**

A new menu option 'Associated Item Lookup' has been added to the Sales Order Inquiries menu. Enter a master item number and its associated items will be listed with quantity on hand in the associated item's default warehouse.



**Forms**

The Master Item Number, Master Item Description, Associated Item Size (Attribute), and Associated Item Size Description (Attribute Desc) have been added to the SO Sales Order Work and SO Invoice Work files. This allows items and quantity ordered to be printed by using a subreport with cross tabs.

<b>Sold To:</b> American Business Futures 2131 N. 14th Street Suite 100 Accounting Department Milwaukee, WI 53205-1204		<b>Ship To:</b> American Business Futures Racine Warehouse 5411 Kendrick Place Racine, WI 53120				
<b>Confirm To:</b> John Quinn						
<b>Customer P.O.</b>	<b>Ship VIA</b> UPS BLUE	<b>F.O.B.</b>	<b>Terms</b> Net 30 Days			
<b>Item Number</b>	<b>Unit</b>	<b>Ordered</b>	<b>Shipped</b>	<b>Back Order</b>	<b>Price</b>	<b>Amount</b>
1001-HON-H252	EACH	2.00	0.00	0.00	84.000	168.00
HON 2 DRAWER LETTER FLE W/O LK			<b>Whse:</b> 001			
6855	EACH	3.00	0.00	0.00	179.000	537.00
PRINTER STAND W/ BASKET			<b>Whse:</b> 001			
2480-8-50	EACH	1.00	0.00	0.00	34.950	34.95
DESK FILE 8" CAP 50			<b>Whse:</b> 001			
GLOVES	EACH	5.00	0.00	0.00	15.000	75.00
Gloves Gloves						
Large	Medium					
2.00	3.00					
HATS	EACH	6.00	0.00	0.00	35.000	210.00
Hats Hats						
Size 6 7/8	Size 7 5/8	Size Six				
3.00	2.00	1.00				

**Visual Integrator**

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
IM_AssociatedItems		All Fields
IM.AssociatedItemsGroupHeader		All Fields

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

**ODBC Dictionary**

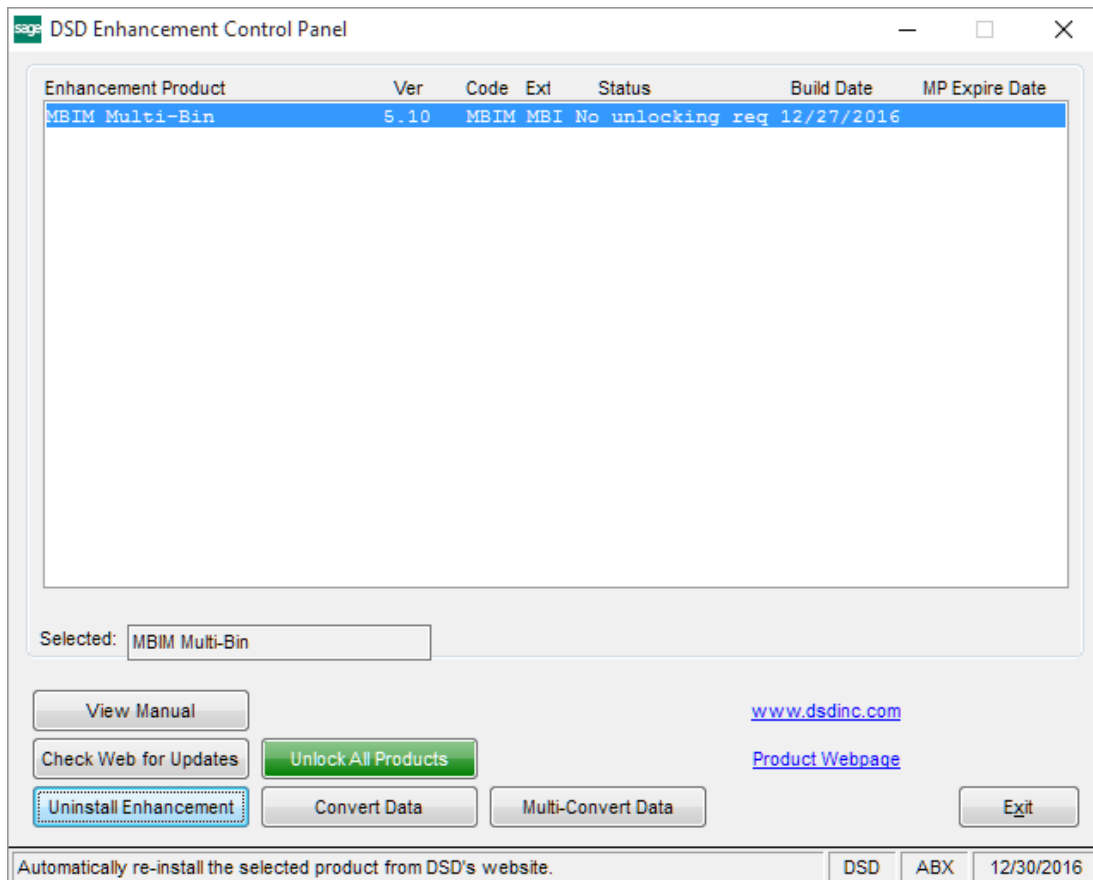
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
IM_AssociatedItems		All Fields
IM_AssociatedItemsGroupHeader		All Fields
IM_AssociatedItemsGroupDetail		All Fields
SO_SalesOrderWrk		MasterItemNo_001 MasterItemDesc_001 Attribute_001 AttributeDesc_001
SO_InvoiceWrk		MasterItemNo_001 MasterItemDesc_001 Attribute_001 AttributeDesc_001

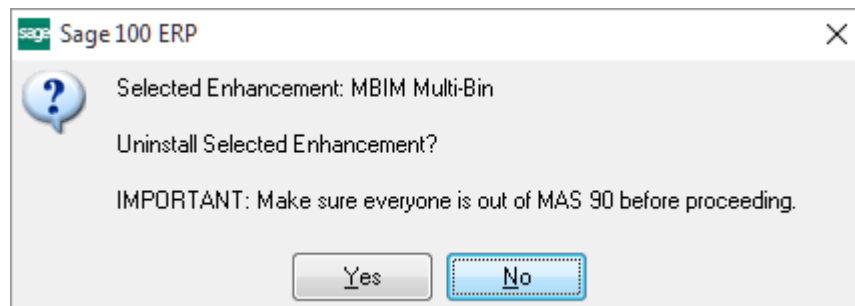
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## 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.

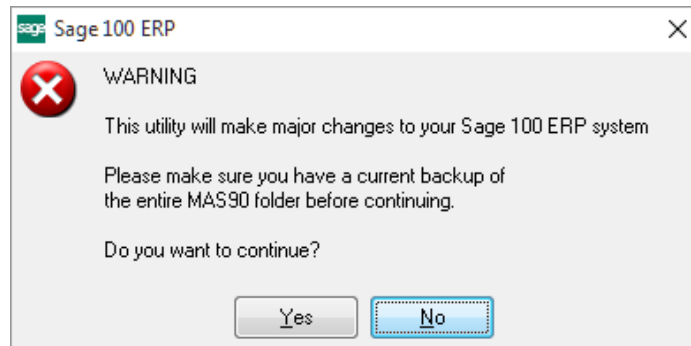


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



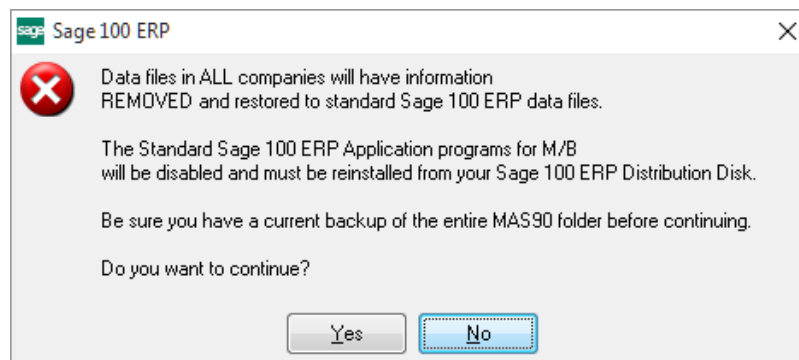
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

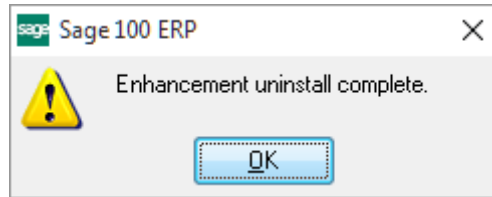
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).