DSD Business Systems

Sage 100 Enhancements

SOMC

Sales Order Multi-Currency

Version 7.00

Information in this document is subject to change without notice.

Sales Order Multi-Currency User's Manual
Version 7.00

29 April, 2022

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Table of Contents

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.

Web Resources

DSD web site: **http://www.dsdinc.com**

The Enhancement page contains:

> *Current Release Schedule*
> *Purchasing Information*
> *Installation Instructions*
> *Product Support*
> *Enhancement Links*

SOMC Sales Order Multi-Currency:

http://www.dsdinc.com/enhancement/sales-order-multi-currency-4/

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.

How the Multi-Currency S/O Module Works

The **Multi-Currency Sales Order Processing** enhancement provides the Sage 100 user with the ability to generate Quotes, Sales Orders and Invoices in different Currencies. Foreign Prices and Levels setup in the Inventory Management Multi-Currency module may be used.   Items sold are updated to the Inventory Management module in Base Currency. Invoices are posted to the Accounts Receivable module in the Currency invoiced. Reports may be printed in any Currency using any Exchange Rate.

Sales Order Multi-Currency Features

- **Enter Transactions in Any Currency:** You may enter Sales Orders, Invoices, Credit and Debit Memos in the Customer's default Entry Currency, or you may change the Entry Currency to any other established Currency.
- **Enter Transactions using Any Exchange Rate:** You may use the Currency Exchange Rate as of the Entry date or you may override the Exchange Rate.
- **Customer Price Levels by Customer by Currency:** You may use the Customer Price Levels by Currency that were set up in the Inventory Management Multi-Currency module.
- **Registers in Base and Entry Currency:** For audit purposes, the Multi-Currency system prints Sales Order Registers in both the Entry Currencies and the Base Currency using the appropriate Exchange Rates.
- **Customer Last Purchase in Entry Currency:** You may view the Customers Last Purchase information in the actual Entry Currency in addition to the Base Currency.
- **Auto Generate Invoice Selection by Order Currency:** Generate the Invoices for sales Orders in a specific Entry Currency.
- **Sales Order Inquiry in Entry Currency:** The Sales Order Inquiry program displays the Order Currency Code and Exchange Rate and allows the display of amounts in Base or Order Currency.
- **Print Reports in Any Currency:** Print any report in Base, Customer, Entry or Other Currency, using As Posted or Current Amounts, in Buy, Sell, or an Override Rate.

Reports

These reports are modified for the **Multi-Currency Sales Order Processing** module:
- Auto Generate Invoice Selection Listing
- Auto Generate Order Selection Listing
- Back Order Report
- Customer Last Purchase Listing
- Customer Sales History Report
- Customer Sales History By Item Report
- Customer Sales History by Product Line Report
- Customer Sales History By Warehouse Report

- Daily Deposit Recap

- Daily Drop Ship Report

- Sale Order Printing
- Picking Sheet Printing
- Shipping Label Printing
- Daily Drop Ship Report
- Daily Job Transaction
- Daily Sales Recap by Division
- Daily Sales Recap by Item
- Daily Sales Recap by Product Line
- Daily Sales Recap by Warehouse
- Daily Shipment Report
- Gross Profit Journal
- Invoice Printing
- Invoice Register & Sales Recaps
- Open Sales Order Report
- Open Orders by Item Report
- Open Orders by Promise Date Report
- Order Printing
- Monthly Recap by Product Line
- Monthly Recap by Warehouse/Product
- Monthly Recap by Warehouse
- Sales Order Recap Report
- Shipping History Report

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
S/O	Y	7.00
ARMC	Y	7.00
CUMC	Y	7.00
IMMC	N	7.00
BRMC	N	7.00
eBusiness	N	7.00

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 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 .
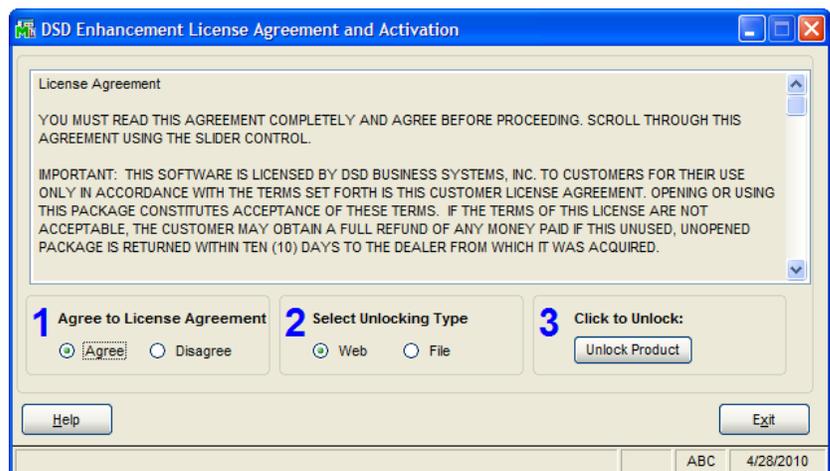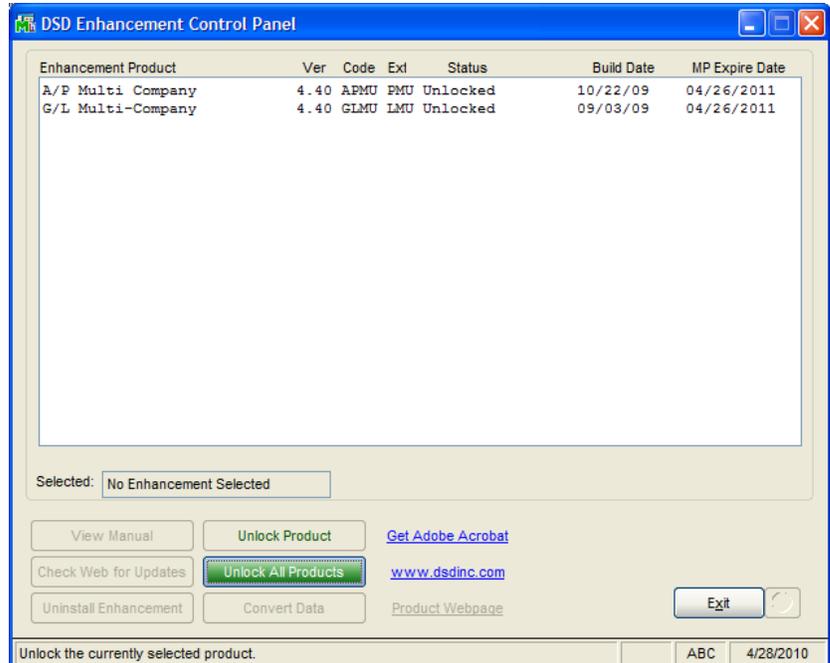
Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

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

The best choice is to do all conversions in the <u>DSD Enhancement Control Panel</u>, as in the previous page above.

After data conversion, set-up IMMC. See other parts of this section for detail.

1. Set-up Foreign Price / Cost (if applicable).

2. Set-up Foreign Price Breaks (if applicable).

Conversion Notes

The system will designate the following values for each transaction converted from an existing Sage 100 System:

1. Entry Currency   = Base Currency
2. Entry Rate = 1

Important: Follow the Multi-Currency Startup process for each module installed before entering Multi-Currency transactions.

Multi-Currency Sales Order Processing Setup

Data You Need

Before beginning the Multi-Currency Startup process, you should have the following information assembled and available for use:

- Customer Last Purchase information in Entry Currency.
- Master and Repeating Orders in their corresponding Entry Currencies.

A new **Currency Button** has been added to all Multi-Currency related screen prompts. Select this button access the new Multi-Currency fields via a pop-up panel.

Most screens have been modified to display on the bottom of the screen the Currency of amounts being displayed or entered.

Customer Last Purchase Maintenance

On the Sales Order Setup Menu, the Customer Last Purchase Maintenance panel displays information in **Entry** Currency

Section D: System Operations

Sales Order Entry

Sales Order Entry allows the entry of Sales Orders in Foreign Currencies using the appropriate Exchange Rate.

When a new Back Order, Master, Quote, Repeating, or Standard Sales Order is entered, the system displays the Customer's Default Entry Currency at the bottom of the panel. This is the currency for all amounts entered in the selected Sales Order. The Sales Order Exchange Rate will be the Exchange Rate as of the Sales Order date.

The Sales Order Entry Header Panel includes a **Currency Button**. Select this button to access the **Multi-Currency Settings** screen:

Entry Currency: Enter the Entry Currency Code for the Order. Select the Lookup Button to list all Currency Codes on file. The system will ask you for the Supervisor Password if one was set up in Multi-Currency Options.
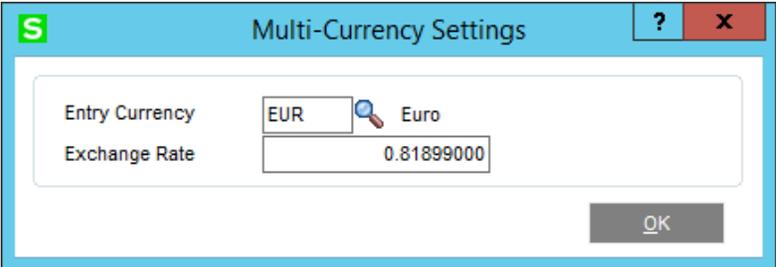
Note: *If amounts have already been entered, and the Currency is changed, then the Order amounts remain the same and will be considered to be in the new Currency.*

This field will not be accessible if the **Allow Currency Change** flag is not checked for the Customer in Customer Maintenance.

Exchange Rate: Enter the Exchange Rate for the Order. The rate will default to the Exchange Rate found in Currency Code Maintenance for the Sales Order Date. If the default Exchange Rate is overridden, then the order amounts remain the same and will be converted to Base Currency when posting to General Ledger using the new Exchange Rate.

The system will ask you for the Supervisor Password if one was set up in Multi-Currency Options. This field will not be accessible if the **Allow Rate Change** flag is not checked for the Customer in Customer Maintenance.

Credit Information

The Credit Information screen has been modified to allow display of amounts in the Order Currency.

Sales Order Line Entry

Sales Order Line Entry calculates and displays the Item Prices in the Sales Order Entry Currency.

Note: *You may use Foreign Prices and Foreign Price Levels as established through the Inventory Management Multi-Currency module. This module is not required, but is needed to use Foreign Pricing.*

If you use the Inventory Management Multi-Currency module for Foreign Pricing, then the Item Price Lookup panel, accessed from the Sales Order Lines Panel, will display Item Pricing in the Order Currency.

Note: *Please refer to the Inventory Management Multi-Currency manual for an explanation of Foreign Prices and Levels.*

Item Price Precedence

The system will consider the following order to determine the correct Item Price:

1. Foreign Price + Customer + Price Level

2. Foreign Price + Price Level

3. Foreign Price

4. Base Currency Price + Customer + Price Level

5. Base Currency Price + Price Level

6. Base Currency Price

For cases 4, 5 and 6, when there is no Foreign Price established in the Inventory Management Multi-Currency Foreign Price/Cost Maintenance, the system calculates the Foreign Price by converting the Base Currency Price using the Sales Order Exchange Rate.

The Sales Price is calculated as follows:

When the Sales Promotion Discount Method is **Sales Price**, the system will display the Base Currency Sales Price for Sales Orders in Base Currency.

When the Sales Promotion Discount Method is **Price Discount**, the system will calculate the Base Currency Price or Foreign Sales Price by applying the percentage discount to the Base Currency Price or Foreign Price.

Note: *Please refer to the Multi-Currency Inventory Management Multi-Currency module for an explanation of Foreign Prices and Levels.*

Invoice Data Entry

Invoice Data Entry allows the entry of Invoices, Credit and Debit Memos in Foreign Currencies using the appropriate Exchange Rate. When an Invoice entered makes reference to a Sales Order, the Entry Currency of the Sales Order will be used and may not be modified. The Invoice Exchange Rate will be the Exchange Rate as of the Invoice date.

When an Invoice entered does not make reference to a Sales Order, the system displays the Customer's Default Entry Currency at the bottom of the screen. This is the currency for all amounts entered. The Invoice Exchange Rate will be the Exchange Rate as of the Invoice date.

When a Credit or Debit Memo entered makes reference to an existing Invoice, the Entry Currency and Exchange Rate will default to those of the referenced Invoice and may not be modified. When a Credit or Debit Memo entered does not make reference to an existing Invoice, the system displays the Customer's Default Entry Currency at the bottom of the screen. This is the currency for all amounts entered. The Credit/Debit Memo Exchange Rate will be the Exchange Rate as of the Invoice date.

The Invoice Entry Header Panel includes a **Currency Button**. Select this button to access the **Multi-Currency Settings** window:

Entry Currency: If the Invoice is not created from a Sales Order, enter the Entry Currency Code for the invoice. Select the Lookup Button to list all Currency Codes on file. The system will ask you for the Supervisor Password if one was set up in General Ledger.

If amounts have already been entered, and the currency is changed, then the invoice amounts remain the same and will be considered to be in the new currency.

This field will not be accessible if the **Allow Currency Change** flag is not checked for the Customer in Customer Maintenance.

Exchange Rate: Enter the Exchange Rate for the invoice. The rate will default to the Exchange Rate found in Currency Code Maintenance for the Invoice Date. If the default Exchange Rate is overridden, then the invoice amounts remain the same and will be converted to Base Currency when posting to General Ledger using the new Exchange Rate.

The system will ask you for the Supervisor Password if one was set up in Multi-Currency Options. This field will not be accessible if the **Allow Rate Change** flag is not checked for the Customer in Customer Maintenance.

Credit Information

The Credit Information screen has been modified to allow display of amounts Invoice Currency.

Invoice Line Entry

Invoice Line Entry calculates and displays the Item Prices in the Invoice Entry Currency.

Note: *You may use Foreign Prices and Foreign Price Levels as established through the Inventory Management Multi-Currency module. This module is not required, but is needed to use Foreign Pricing.*

If you use the Inventory Management Multi-Currency module for Foreign Pricing, then the Item Price Lookup panel, accessed from the Invoice Lines Panel, will display Item Pricing in the Invoice Currency.

Note: *Please refer to the Inventory Management Multi-Currency module for an explanation of Foreign Prices and Levels.*

Item Price Precedence

The system will consider the following order to determine the correct Item Price:

1. Foreign Price + Customer + Price Level

2. Foreign Price + Price Level

3. Foreign Price

4. Base Currency Price + Customer + Price Level

5. Base Currency Price + Price Level

6. Base Currency Price

7. For cases 4, 5 and 6, when there is no Foreign Price established in the Inventory Multi-Currency Foreign Price/Cost Maintenance, the system calculates the Foreign Price by converting the Base Currency Price using the Sales Order Exchange Rate.

8. The Invoice Price is calculated as follows:

9. When the Sales Promotion Discount Method is **Sales Price**, the system will display the Base Currency Sales Price for Sales Orders in Base Currency.

10. When the Sales Promotion Discount Method is **Price Discount**, the system will calculate the Base Currency Price or Foreign Sales Price by applying the percentage discount to the Base Currency Price or Foreign Price.

11. **Note:** *Please refer to the Inventory Management Multi-Currency module for an explanation of Foreign Prices and Levels.*

Daily Sales Reports/Updates

The Sales Journal is printed first in Entry Currency, and will print the Currency Code and Exchange Rate for each invoice. If there are any non-Base Currency Invoices, then the same register will print in Base Currency. The Gross Profit Report, Daily Back Order Report and Daily Sales Recap Reports will be printed in Base Currency only.

Amounts posted to the Inventory module will be in Base Currency. Amounts posted to the Sales Order, Accounts Receivable and General Ledger modules will be in both Base and Entry Currency.

Note: *If General Ledger Multi-Currency is not installed, the General Ledger will NOT have the Entry Currency information*

Auto Generate Invoice Selection

Auto Generate Invoice Selection generates invoices in the Currency of the source Sales Orders.

Sales Order/Invoice History Inquiry

Sales Order Inquiry and Invoice History Inquiry displays in both **Base Currency** and **Entry Currency**. The Header Panel includes a **Currency Button.** Select this button to view the **Currency Code** and **Exchange** Rate of the transaction. In the Lines and Totals Panel there is a **Display Currency** selection to toggle display of these amounts.
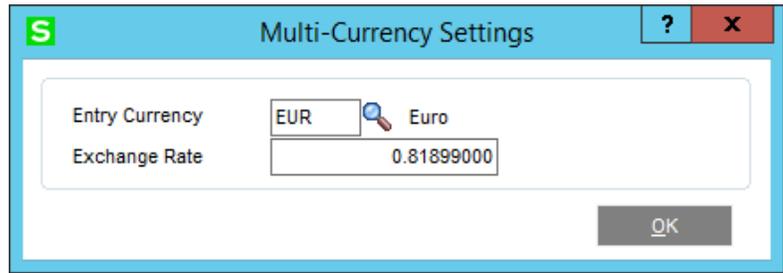
The Currency of the Transaction is displayed at the bottom of the Sales Order Inquiry Panel.

Sales Order Printing / Invoice Printing / COD Label Printing / Picking Sheet Printing

Form Printing selections have additional currency fields available to print:

- SOMC_234_EntryCurrency – Entry Currency Code for each entry
- SOMC_234_StringRate – The Exchange Rate for each entry
- SOMC_234_CurrencyName – The name of the Entry Currency
- SOMC_234_CurrenySymbol – The Currency Symbol of the Entry Currency

If you do not see the new fields during the edit of the Crystal form, then select **Verify Database** from the **Database** dropdown menu to update your data dictionaries.

Shipping Data Entry

Shipping Data Entry creates the invoice in the currency of the Sales Order. The Shipping Data Entry Panel has the Currency Code of the Order/Invoice at the bottom center.

Currency Code: The Invoice Currency Code will be the Currency Code from The Sales Order. The Currency Code in the Shipping Data Entry panel may not be changed.

Exchange Rate: The Invoice Exchange Rate will be the Exchange Rate as of the Invoice date. This cannot be
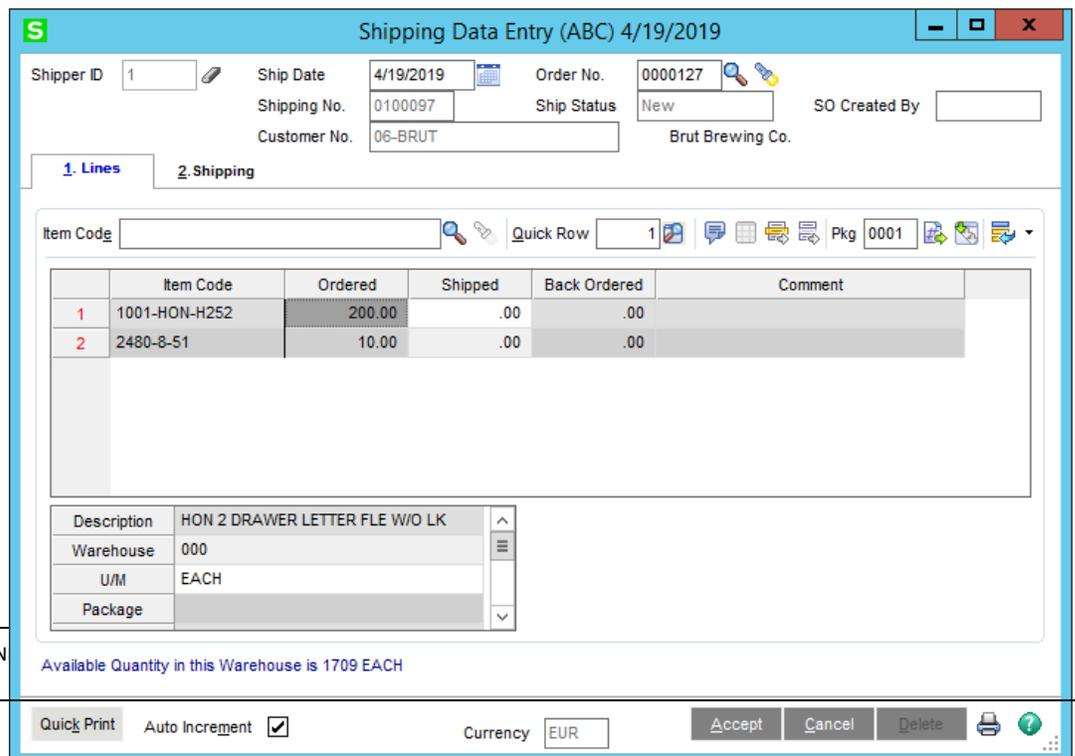
changed in Shipping Data Entry, and it is not available for display or maintenance in Shipping Data Entry. The Invoice Exchange Rate may be overridden in Invoice Data Entry after the Shipping Data Entry is complete.

Freight Amount: The Freight Amount on the Shipping Panel is maintained in the **Entry Currency.**   This freight amount is saved in the invoice and can be accessed in Invoice Data Entry after the Shipping Data Entry is complete.

Daily Shipment Report

The Daily Shipment Report prints the Currency Code of the transaction.

Shipping History Inquiry

The Shipping History Inquiry displays the Currency Code of the transaction at the bottom of the panel. The Freight Amount and Total Invoice Amount fields are displayed in the **Entry Currency**.

Shipping History Report

The Shipping History Report programs have been modified to print the Currency Code of the transaction.

Section E: Reports

Standard Reports

When printing any Sales Order Reports, you may define the Currency and Exchange Rate to use. A new **Currency Button** has been added to the Report Panel, and when selected, the following screen will be displayed (This screen will vary slightly depending on the report being printed and the options entered):

Printing Currency: Select **Base** for Base Currency, **Entry** for Transaction Currency, **Other** for Other Currency, or **Customer** for Customer Currency

Starting and Ending Currency Code: Enter a range of Currencies for a specific group of transactions. Select the Lookup Button to list all Currencies on file. This field will be displayed only for reports that print amounts from individual transactions.

Currency Code: Enter the Currency Code in which to print all amounts. This field will be displayed only if you selected **Other** as the **Printing Currency** option.

Printing Amounts: Select **As Posted** to import all amounts As Posted or **Override Date** to convert amounts using an Exchange Rate as of an Override Date. This field will be displayed only if you selected **Other** as the **Printing Currency**.

Override Date: Enter a date to import amounts converted to the Printing Currency using the Exchange Rate as of this date. This field will be displayed only if you selected **Override Date** as the **Printing Amounts**.

Rate Type: Select the column to be used from Currency Code Maintenance. This field will be

displayed only if you selected **Override Date** as the **Printing Amounts**.

Section F: 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.
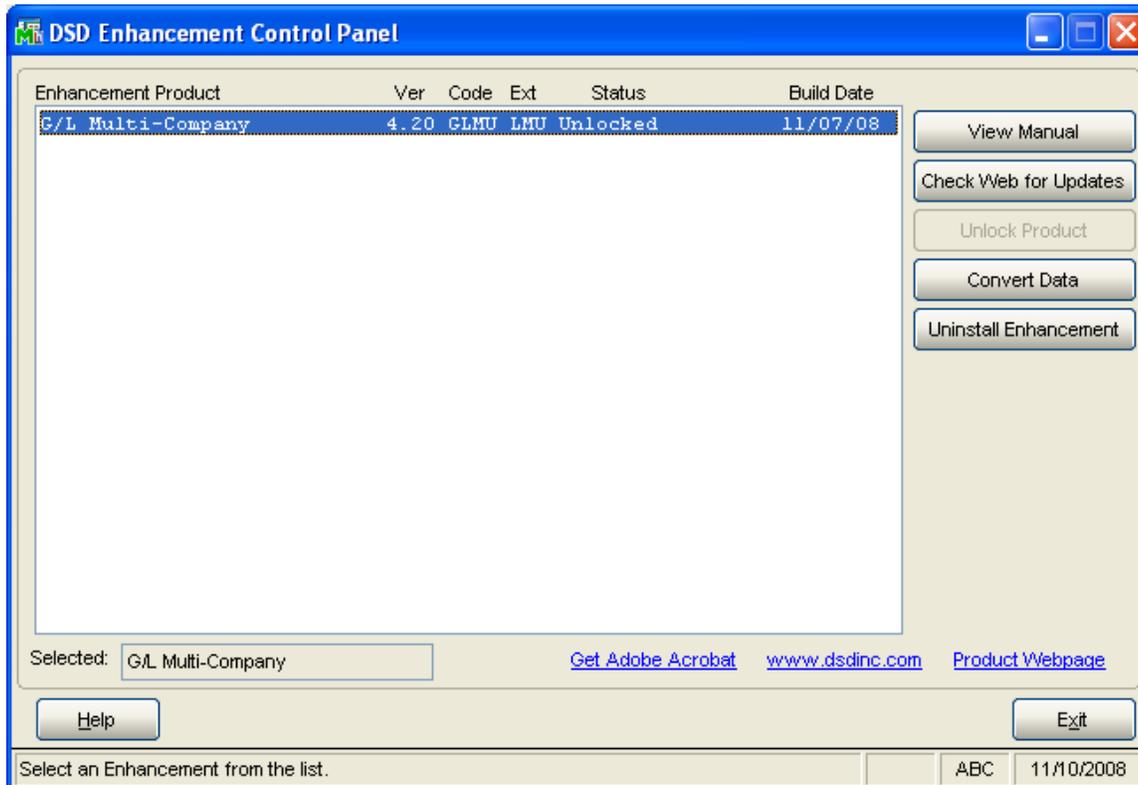
When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
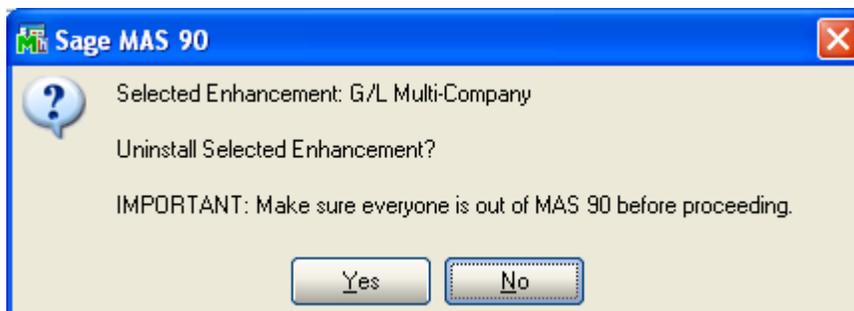
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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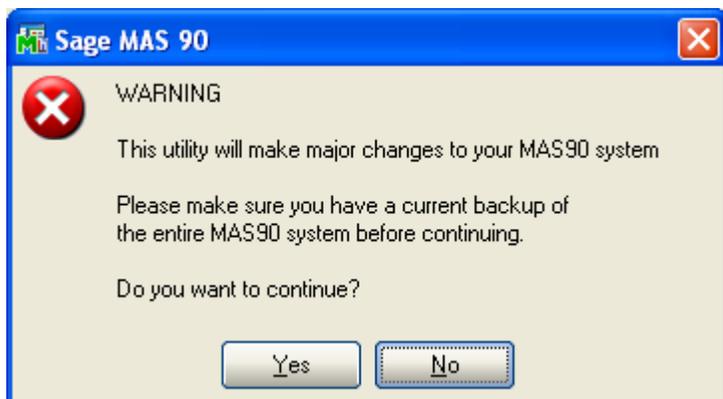
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
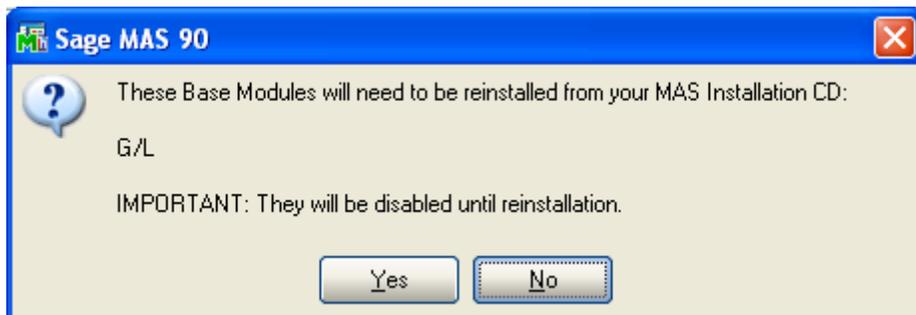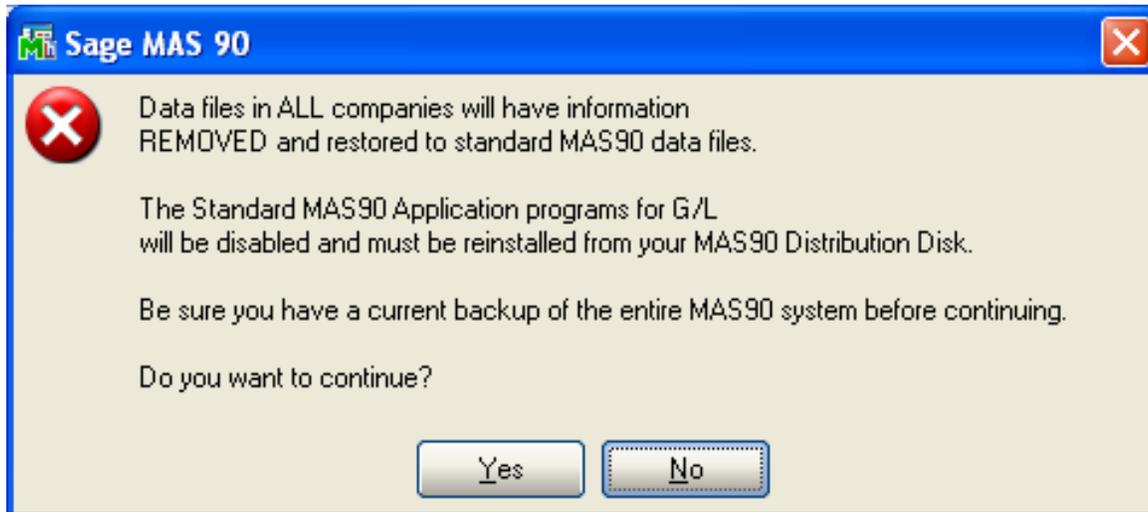

After completion of the Uninstall, the following message box will appear. Select OK to continue.
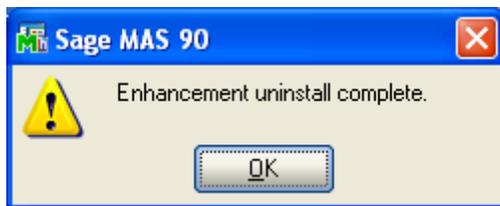
Now that the Uninstall process is completed, you must:

- 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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