DSD Business Systems

Sage 100 Enhancements

SOPR

S/O "PickRight"

Version 7.50

Information in this document is subject to change without notice.

Copyright 1993-2026, DSD Business Systems All rights reserved.

S/O “Pick Right” User's Manual
Version 7.50

28 September, 2026

DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

Trademarks

ProvideX® is a Trademark of Sage Software.

Windows is a trademark of Microsoft Corporation.

Sage 100 ® is a registered trademark of Sage Software.

PXPlus ® is a registered trademark of PVX Plus technologies

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

This documentation and the software described herein, is prepared and published under license. Sage Software has not tested or verified either the software or any representation in this documentation regarding the software. Sage Software does not make any warranty with respect to either this documentation or the software described herein, and specifically disclaims any warranty, express or implied, with respect hereto, including the warranties of fitness for a particular purpose and merchantability.

Table of Contents

SECTION A: INTRODUCTION **4**

WEB RESOURCES 4
SUPPORT 4
S/O SHIP TO SPLIT COMMISSIONS FEATURES 5

SECTION B: GETTING STARTED **6**

REQUIRED LEVELS 6
INSTALLATION 6
DSD ENHANCEMENT CONTROL PANEL 8

SECTION C: SETUP **10**

SECTION D: SYSTEM OPERATIONS **10**

SECTION E: UNINSTALL DSD ENHANCEMENTS **15**

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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

SOPR S/O Ship To Split Commissions:

http://www.dsdinc.com/enh/pages/SOPR.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.

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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 remotely or by some other to duplicate the system.

S/O Pick Right Features

This DSD enhancement to S/O Picking Sheet Printing is modified to generate export files formatted for ProCat’s “PickRight”

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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**	7.50

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.

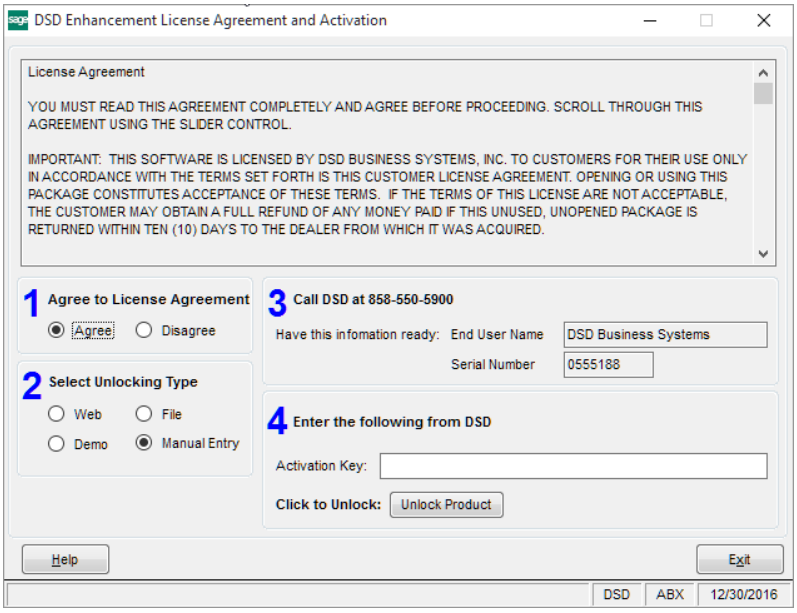
Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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.

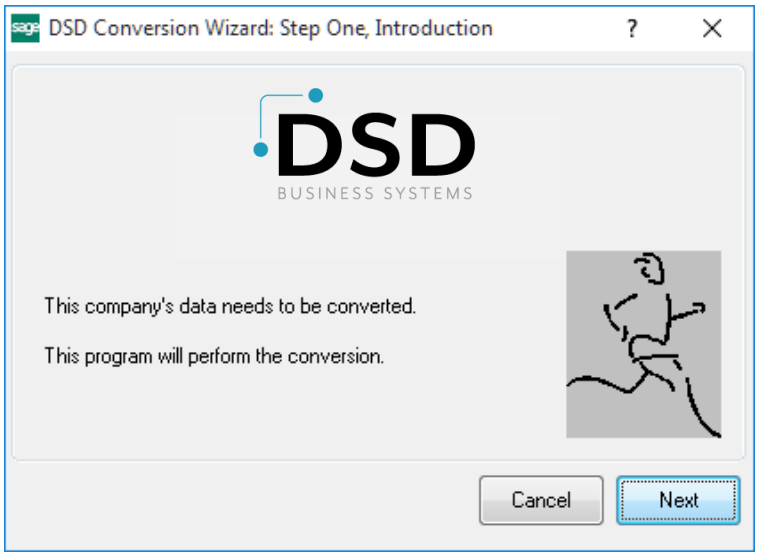
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



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.*

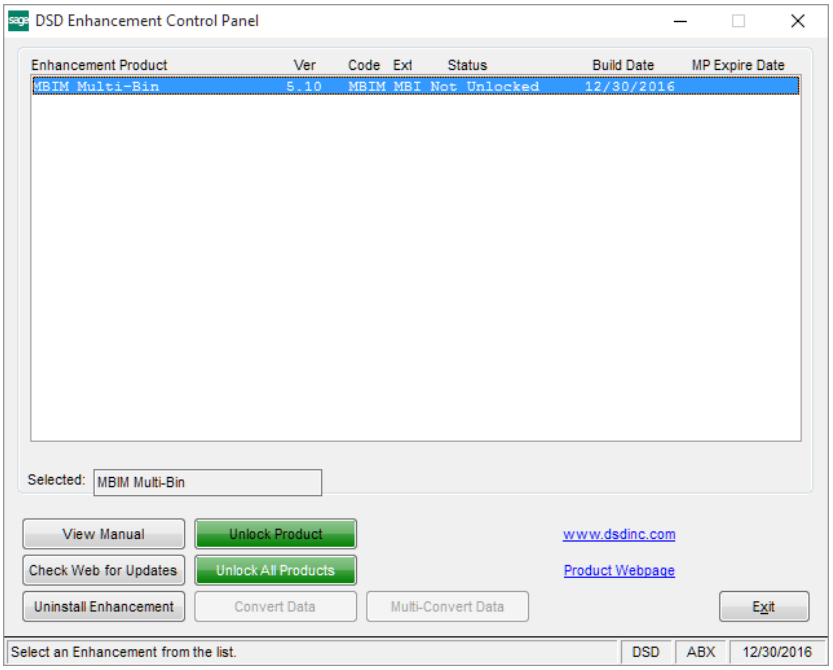
7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*



Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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.*

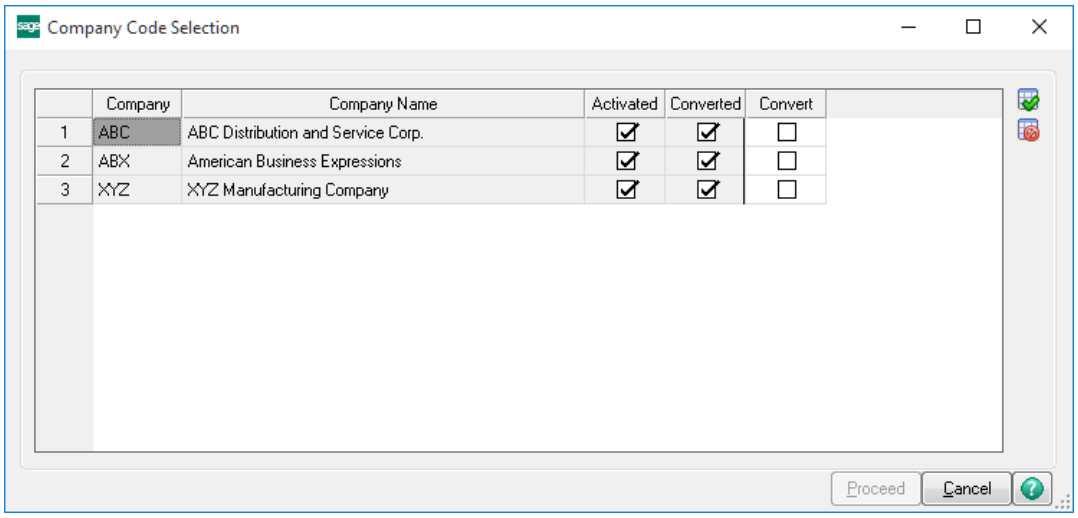
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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)

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

Section C: Setup

UDFs to be created:

Table Name: SO_SalesOrderHeader
Field Names:

1. UDF_SENT_TO_PR, Checkbox
2. UDF_SENT_TO_PR_DATE
3. UDF_SENT_TO_PR_TIME, String, Length 10
4. UDF_REC_FROM_PR, Checkbox
5. UDF_REC_FROM_PR_DATE
6. UDF_REC_FROM_PR_TIME, String, Length 10

Section D: System Operations

The export files will be created in the following location: …\MAS90\MAS_XXX\SOXXX\Export

The naming convention for the file is as follows: SalesOrderNo + WarehouseCode + MID(itemWarehouse.BinLocation,1,2) + “.imp”

Note: If an .imp file already exists in the directory for a given Sales Order, the file will be erased, and a new one created.

The printing process will also be modified to update the following Sales Order Header UDF values for each order export file successfully created.

i. UDF_SENT_TO_PR = “Y”
ii. UDF_SENT_TO_PR_DATE = System Date
iii. UDF_SENT_TO_PR_TIME = System Time

Sales Order Entry will:

If the UDF_SENT_TO_PR = “Y”, the order’s UI access will be set to “View Only”

i. Note: The field control will be disabled via Custom Office

The Sales Order “Write” function for only VI imports, perform the following:

a. UDF_REC_FROM_PR = “Y”
b. UDF_REC_FROM_PR_DATE = System Date
c. UDF_REC_FROM_PR_TIME = System Time
d. UDF_SENT_TO_PR = “N”

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

Numeric Fields	Right Justified			
Field Name	**Type**	**Start**	**Length**	**Description**
Record designator	C	1	1	"H" for header
Unit of Work - must be unique	C	2	16	Unit of work number – must match the file name without the .imp. Typically, naming is the invoice number and pick area
Customer name	C	18	30	Name of customer for Unit of Work
Customer number	C	48	10	Number of customer for Unit of Work
Jurisdiction	C	58	14	Name of tax jurisdiction for unit of work - If more than one, use lowest level jurisdiction
Number of Detail Records	N	72	6	Total number of line items - used to validate file integrity
Invoice number	C	78	16	Invoice number for Unit of Work
Order Number	C	94	16	Order number
Memo Number	C	110	16	Memo Number
Route Name	C	126	20	SO_SalesOrderHeader.UDF_Route
Route Number	C	146	5	SO_SalesOrderHeader.UDF_Frequency
Stop Number	C	151	5	SO_SalesOrderHeader.UDF_Stop
Street Address 1	C	156	25	Customer address line 1
Street Address 2	C	181	25	Customer address line 2
City	C	206	25	City
State	C	231	2	State
Zip Code	C	233	10	Zip Code plus 4
Phone Number	C	243	20	Phone number and possible extension
Delivery Date	C	263	10	Delivery Date with format: YYYYMMDD
Door	C	273	3	Loading Door Number
Pick Area	C	276	10	Pick Area - Can be WHS
Pick Area Description	C	286	20	Pick Area Description - Can be WHS
Number of Cigarette Ctns	N	306	5	Number of Cartons on Order - may be 0
Print Packing List	C	311	1	Y or N Flag for printing a packing list - Default to Y
Comment line 1	C	312	35	Label message #1
Comment line 2	C	347	35	Label message #2
Comment Line 3	C	382	35	Pick Ticket Message #1
Comment Line 4	C	417	35	Pick Ticket Message #2

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

Comment line 5	C	452	35	Pick Ticket Message #3
Comment line 6	C	487	35	Pick Ticket Message #4
Miscellaneous 1	C	522	30	Miscellaneous data field - TBD
Wave	C	552	5	Wave
Sequence	C	557	5	Sequence
Chain Vendor Number	C	562	10	Chain Vendor Number - Walgreens etc.
Chain Store Number	C	572	10	Chain Store Number - Walgreens etc.
Cust Use Header field	C	582	30	Field for customer use
AllowOverage	C	612	1	Y/N to Allow overages for items on this Unit Of Work. Default to N
Reserved Header		613	27	Reserved for future use
Last position in record		640		Populate with X
Field Name	**Type**	**Start**	**Length**	**Description**
Record designator	C	1	1	“D” for detail
Record Type	C	2	1	"P" for Primary Item
Unit of Work Sequence Number	N	3	6	Sequential Line Numbers 000001, 000002, etc
UPC	C	9	20	If the line.UnitofMeasure is <> “CASE” assign CI_Item.UDF_INNER_PK_UPC, else assign the General alias item number
Description	C	29	30	Description for the Item
Pick quantity	N	59	4	Quantity required for line item
Picking Bin	C	63	10	Im.ItemWarehouse.BinLocation Item Picking Location - Can be NA
Item Number	C	73	10	Wholesaler Item Number
Mfg item number	C	83	20	SO_SalesOrderDetail.UDF_MFG_ITEM
Pack	C	103	7	SO_SalesOrderDetail.UDF_PACK
Size	C	110	7	SO_SalesOrderDetail.UDF_SIZE
UOM	C	117	7	Unit of Measure
Vendor Number	C	124	10	CI_Item.PrimaryAPDivisionNo
Vendor Name	C	134	30	CI_Item.PrimaryVendorNo
Slot	C	164	10	CI_Item.UDF_SLOT
Kit Number	C	174	10	Master item number for component deal
Hazmat Flag	C	184	1	Y/N
Package Type	C	185	1	Code to signal start new box due to contents, cleaners, etc

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

Expiration Date	C	186	10	YYYYMMDD or NNN (Number of days) Assign the date based on the Current System Date + ci_item.UDF_Self_Life (number of days)
Catch Weight Item	C	196	1	SO_SalesOrderDetail.UDF_CWITEM Y/N
Lot Control Item	C	197	1	SO_SalesOrderDetail.UDF_LCITEM Y/N
Full Case Label Item	C	198	1	SO_SalesOrderDetail.UDF_FCITEM Y/N
QOH	N	199	5	Quantity on Hand
Last Receive Date	D	204	10	CI_Item.LastReceiptDate Last received date
Retail Price	N	214	5	CI_Item.SuggestedRetailPrice Customer Retail - format xxx.xx, implied decimal
Retail UPC	C	219	20	SO_SalesOrderDetail.UDF_RETUPC Retail UPC
Tax Code 1	C	239	4	Tax Code 1
Tax Code 2	C	243	4	Tax Code 2
Retail Price Stickers	C	247	1	Y/N Flag to print RPS
Color Code	C	248	1	**SO_SalesOrderDetail.UDF_CCODE If the UDF is blank and the** line.UnitofMeasure is <> “CASE” assign “R” to this position
UPC capture	C	249	1	Y/N to request UPC Capture if feature enabled in pick area
Misc Future Flag	C	250	1	
Message 1	C	251	35	Line message 1
Message 2	C	286	35	Line message 2
Message 3	C	321	35	Line Message 3
Price Tag Msg 1	C	356	6	Price Tag Msg on top line
Price Tag Msg 2	C	362	18	Price Tag Msg on bottom line - Format B only
Catch Weight Min (Legacy)	N	380	2	Catch Weight Minimum value (Legacy)
Catch Weight Max (Legacy)	N	382	2	Catch Weight Maximum value (Legacy)
Misc 1	C	384	7	Misc 1
Misc 2	C	391	35	Misc 2
Cust Use Detail Field	C	426	35	Field for customer use
Catch Weight Min	N	461	6	SO_SalesOrderDetail.UDF_CWMIN Catch Weight Minimum value - format xxxx.xx, implied decimal
Catch Weight Max	N	467	6	SO_SalesOrderDetail.UDF_CWMAX Catch Weight Maximum value - format xxxx.xx, implied decimal

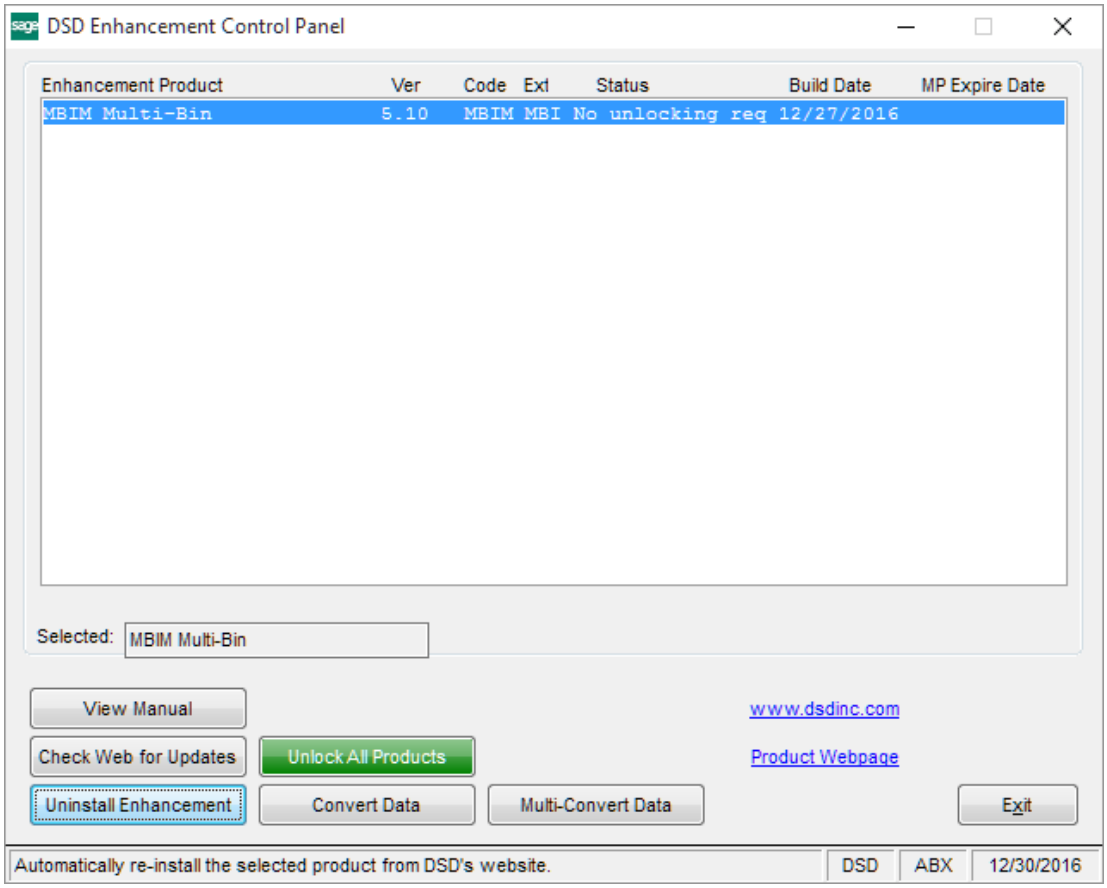
Copyright © 1993-2026 DSD BUSINESS SYSTEMS

Unit Weight	N	473	6	Unit Weight to use for packing lists and printed labels - format xxxx.xx, implied decimal
Collect Serial Number	C	479	1	Y/N
Force GS-1 Parsing	C	480	1	SO_SalesOrderDetail.UDF_FGS1 Y/N default is Y
Item Description (Extended)	C	481	60	Extended item description
COOL Code Type	C	541	2	2 character COOL code collection type. Leave blank if not used.
Pick quantity - large Qty	N	543	8	Quantity required for line item (NEW)
Reserved	C	551	3	Reserved for future use
QOH	N	554	8	Quantity on Hand (NEW)
Level	C	562	1	Level 1, 2, 3, n
Case UPC	C	563	20	Full case UPC
Pick Area	C	583	10	Pick Area
Pick Area Description	C	593	20	Pick Area Description
Temperature Capture	C	613	1	SO_SalesOrderDetail.UDF_TEMPCAP Y to capture item's temperature at pick time
Reserved Detail	C	614	26	Reserved for future use
Last position in record		640		Populate with X
Field Name	**Type**	**Start**	**Length**	**Description**
Record designator	C	1	1	“U” for Additional UPC
Record Type	C	2	1	"P" for Primary Item, "S" for Substitute Item - same as associated detail record
Unit of Work Sequence Number	N	3	6	Picking Sequence - same as associated detail record
UPC	C	9	40	UPC number for line item
Description	C	49	30	Description for Additional UPC
Last position in record		79		

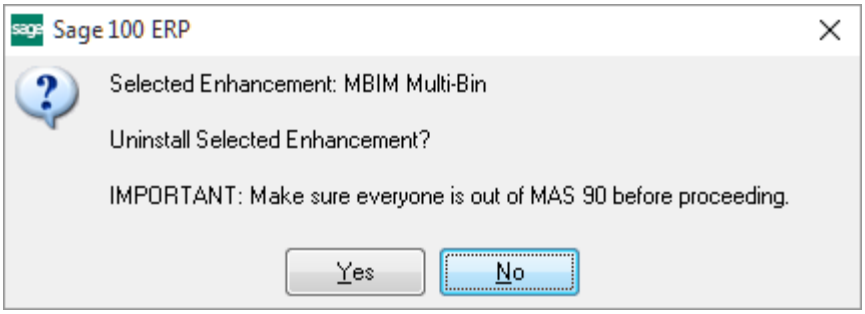
Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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.



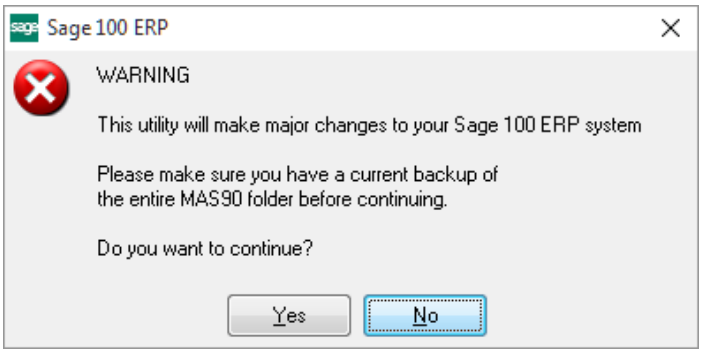
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

Copyright © 1993-2026 DSD BUSINESS SYSTEMS

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.



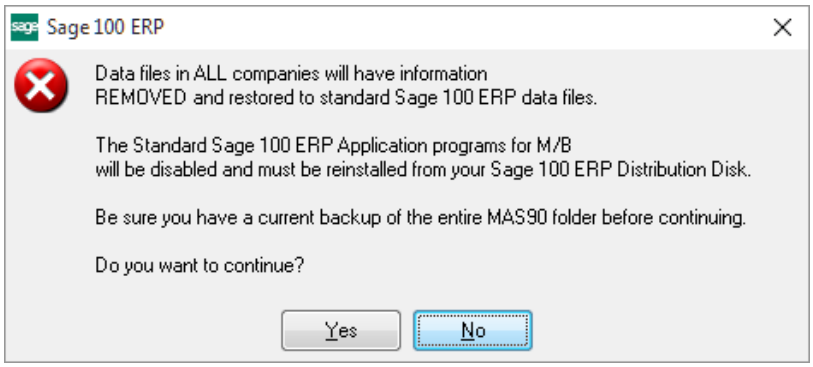
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

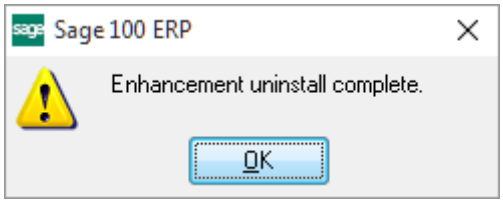
The following message box will appear, displaying the final warning message.



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.

Copyright © 1993-2026 DSD BUSINESS SYSTEMS



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).

Copyright © 1993-2026 DSD BUSINESS SYSTEMS